



Austin Swing Syndicate, Inc.
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Austin, TX 78701-217

Board of Directors Meeting Minutes

July 21, 2022

Old Business

1. Classes
 - a. Using Venmo or Paypal for payment once a month at the end of the month
 - b. Will send out Slack message to the instructors to bear responsibility to collect their payment at the end of the class
 - c. teachers should end 5 minutes until end of hour
 - d. Jim to meet w across community leaders to see how they structure their roles
 - e. Get feedback surveys to students at the end of the month. How did the lesson go? survey in the works
2. Live music
 - a. Will reach out to Golden Hour about performing for the September live band event
 - b. Jim to put Anniversary Dance on Do512 & Austin Chronicle tonight 7/21
3. Marketing
 - a. Creation of a Marketing Committee: will add Marketing Committee channel to slack.
 - i. Ale and Kari will determine the size of the marketing committee, picking from the pool of already interested volunteers. We will allow them to develop their own marketing material for weeks to come, which Marketing Coordinators (Kari and Ale) will judge, correct, or otherwise give feedback.
 - ii. Marketing committee tasks
 1. Posting about live music events
 2. Going "live" on FB/IG
 - iii. Will reconvene with the accepted marketing team next board meeting.

New Business:

1. Volunteers
 - a. Volunteer gratitude party in courtyard on a Thursday 4/11. Include Sus Members or separate event?? Assign to Kari?
 - b. Every position should have a backup
 - i. Reach out to Jen + Keli to get theirs
2. Building closed 8/18
 - a. May reach out to other venues like Go Dance. Chris Getz to look at alternative venues for dance by next Thursday
 - b. Will plan to be closed until a venue is determined
 - c. Marketing + newsletter for Fed closed on 8/18

- d. Schedule different meeting date so that it doesn't coincide with day we're closed (for floors)
3. Building management
 - a. New management co to start August 1st (anticipate email from JR) ((Reach out to Deb for preemptive meeting??))
4. Additional front-desk equipment
 - a. Get tablet (iPad) for desk?
5. Account security
6. Working meetings
 - a. Scheduling out a workday for Board members
7. Documentation
 - a. Evaluation forms for everything
 - b. We need to find a way to collect names and other info from people who buy memberships (other than just their payment) so that we can fully have online memberships available for purchase. QR code for this too?
8. Training on roles
9. Photos for Anniversary Dance
 - a. Considering hiring a professional photographer
10. Blues
 - a. Blues DJ payment official email (Phil)

Action

1. We will be archiving the lesser used Slack channel
2. Creation of Marketing Committee
3. Start on a volunteer coordinator how-to
4. Syndi award for Deb