Austin Swing Syndicate, Inc.

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**Board of Directors Meeting Minutes**

May 17, 2018

Meeting started at 8:09 PM.

Old Business:

1. Communications Guidelines Handout: Lizi
2. Price list for new equipment to reduce Nomad costs: Nick
3. Floor plan for posters: Emelise and Jin Young

New Business:

1. Standardization of opening and closing procedure and documentation.
2. To purchase a small speaker for every third-Thursday.
3. Marketing Plan Reviewed
4. New chalkboards.
5. Social media Template: Caitlin
6. Flyers Reviewed, print options reviewed
7. Lifestyle Bloggers follow up.
8. Membership Management System Discussion: Emelise

Action:

1. Daniel - Communicate to Isabella Robledo, Christ Getz, and Kevin Nguyen that only board members are to speak on behalf of the Syndicate - comments as well as direct messages.
2. Debbie - Have the flyers ready for printing this week.