



Austin Swing Syndicate, Inc.
board@austinswingsyndicate.org
1108 Lavaca St. STE 110-273
Austin, TX 78701-217

Board of Directors Meeting Minutes

March 24th, 2023

Present: Daniel, Ale, Amanda, Nick, Kari, Lon, Nicole, Phil

TOPIC: Transition Meeting

Appoint a secretary, live music coordinator and a marketing coordinator

- Work should be spread between more coordinators, have a backup person in each role
- Are the coordinators forever? Should they rotate?
- **Establish a system for review. Create expectations and boundaries for each role.**
 - People may volunteer if the roles were better defined, but worried that no one would step up to replace current coordinators

Motion: Appoint Nicole as secretary.

Unanimously approved.

Each coordinator role should have a board member assigned to check in, make sure work is getting done, and step into the role in the absence of a coordinator.

Staff Coordinator - Nicole

Teacher Coordinator - Phil

Live Music Coordinator - Lon and Amanda

DJ Coordinator - Kari

Marketing Coordinator - Amanda and Nick

Communication: Nicole

Website: Phil

Ambassador Coordinator: Lon

Equipment Coordinator: Rick

Accounts/admin: Nick

TFWC Liaison: Phil → But should be reassigned in the future

Motion: Lon and Amanda will schedule a live music event on May 4th

Unanimously approved.

OTHER DISCUSSION

- South By Event?
- Innovator position
- Nick should announce that we are looking for a graphic designer and a social media coordinator
- Amanda will create a job description for a marketing role