



MEETING MINUTES

DATE: Tuesday, June 19, 2019

TIME: 6:00 PM

LOCATION: 43026 Arlington Road
Canton, MI 48187

Board Members:

Present: Kim Hahn, Crystal Kerr, Erin Liptow, Gayle Morones and Karla Ward

Absent: Lynne Taylor-Kilgore

Quorum present? Yes

Others Present: None

Proceedings:

· *Meeting called to order at 6:09 p.m. by President, Kim Hahn*

· *Motion to approve meeting minutes from May 16, 2019 meeting was made by Crystal Kerr. Minutes approved by the present board members.*

Old Business:

- Crystal Kerr reported that the gaming license must be renewed annually. Although previously the Board discussed obtaining the license through the city of Plymouth, it was determined that we would need to get approval from the Plymouth Township clerk because the tax address for SDCEF is Lynne Taylor Kilgore's address which is in the township. Crystal will follow up the Clerk's office to see how we should proceed.

- Karla Ward to send the draft 20/20 letter electronically to the Board because it was initially discussed over hard copies. The Board decided to distribute the 20/20 Letter at the February parent meeting, so that this fundraiser could be conducted during the early part of 2020. Karla Ward will update the draft letter once the location for Nationals has been determined.

- Kim Hahn reported that the SDCEF bank statement for May was submitted to the treasurer, Lynne Taylor-Kilgore on June 11, 2019. Going forward, the Board is targeting to get Lynne a packet of the bank statement and minutes the first week in the month. The bank statement had a balance of \$445.97 in checking and \$5.00 in savings. The Board also reviewed the Treasurer Report submitted by Lynne Taylor-Kilgore dated as of June 19, 2019.

- Kim Hahn reiterated that all SDCEF business must be documented in writing – either via the meeting minutes or text threads, so that decision making can be tracked and inclusive of all Board Members.

- The final chance for current members of SDCEF to re-enroll for the 2019-2020 season is tomorrow, June 20, 2019 at 9:00pm. Erin Liptow posted this information on the Synergy Facebook page and tagged the current members who had not responded yet. New Company members will be given the opportunity to enroll at the Parent Meeting, which will be held 2 weeks after the Company Kickoff Meeting. This date is TBD and will be determined once Lynne Taylor-Kilgore finalizes the Company Kickoff Meeting date.

- Kim Hahn reminded Board Members to review the SDCEF page on the SDCEF website in order to determine if there are items that we wish to be added.

New Business:

- Erin Liptow reported that the SDCEF received a donation of \$210 for the Star Wars dance that some members performed for the Life Church Day Camp. Kim Hahn made a motion that SDCEF members who performed in the dance will receive equal payment to their accounts. This motion was approved. Depending on the final count tomorrow, the amount will either be \$26.25 or \$30/per dancer depending on how many members re-enroll in SDCEF.

- Karla Ward requested that all Board Members who have set up accounts (i.e. AmazonSmile, Community Financial, Kroger, Google, USPS and FlipGive.) notify her of the administrative details to access the accounts. She will compile a list of everything and distribute it to Board Members for their reference. Karla Ward to follow-up with Catie Artrip to obtain the information for FlipGive.

- Karla Ward to also follow up with individual on Plymouth Wrestling Booster Board about sneaker collection fundraising opportunities.

- The Board discussed conducting various fundraisers in addition to the 20/20 Drive once the season started:

- Grand Traverse Pie certificates and Yankee Candle will be conducted as individual fundraisers again, therefore will not be mandatory. Crystal Kerr will follow up with each entity to discuss timing.
- Hungry Howies – November to hit stocking stuffers, holiday parties, Super Bowl, etc. It will be required that all member families sell at least 5 certificates again next year.
- The Board also discussed reaching out to Plymouth Chamber of Commerce members. We will be discussing this further with Lynne Taylor-Kilgore at the next meeting. If we solicit the membership, we'll need addresses for each member organization from her.
- Tony Nayback, who has volunteered to oversee the collecting, clipping and mailing of box tops suggested the General Mills Box Top program. Erin Liptow made a motion to approve the Box Top collection program for SDCEF and the Board approved unanimously. We will begin this program this fall and announce at the Parent Meeting.

- Kim Hahn provided draft 2019-2020 documents for sponsorships and the documents were reviewed and edited by the Board. Sponsorship levels were revised to include Silver (min. \$100 donation), Gold (min. \$250), Platinum (min. \$500), Double Platinum (min. \$750) and Crystal (min. \$1,000). Sponsors at the Platinum level and up will be spotlighted on the Synergy Dance website for a minimum of a month. The length of the spotlight increases as the levels increase, to a maximum of 1 year for the Crystal level. The Board also discussed getting Company t-shirts with the sponsors listed to serve as an additional way to market the organizations.

- Crystal Kerr discussed a volunteer opportunity for members with the Miracle League. This would involve working with special needs kids during one Saturday; each member who volunteers would be paired with someone during a game. Crystal will follow-up with them and have additional information for the Board's meeting on July 19th.

Next Board Meeting

- The next Board Meeting will be held Friday, July 19, 2019 at 6:00 p.m. at the Annex. During this meeting, the Board will be discussing plans for next season with Lynne Taylor-Kilgore.

- The next Quarterly Board Meeting is tentatively scheduled for August 15, 2019 at 6:00 pm, location TBD.

- Meeting adjourned at 8:01 p.m.
- Minutes submitted by Secretary, Karla Ward