



MEETING MINUTES

DATE: Friday, November 30, 2018

TIME: 5:00 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 5:17 p.m. by President, Kim Hahn

· *Motion to approve meeting minutes from November 15, 2018 meeting was made by Erin Liptow. Minutes approved by the present board members.*

Old Business:

- Karla Ward updated the Thank You Letter/Receipt template with the corrected Treasurer's address. This address now matches the one used on the tax forms to set up SDCEF. This is the letter that will be sent to those individuals/businesses sponsoring/donating to SDCEF.

- Kim Hahn wrote a check to Synergy Dance for \$295 as reimbursement for the filing/start up fees for SDCEF. This represents the entire amount owed for these start up fees.

- The Raffle Baskets are almost complete. At this meeting, Gayle Morones provided Crystal Kerr with 3 Compari's/Sardine Room/Fiamma gift cards. Crystal has tickets that can be used for the raffle. Erin Liptow will assemble the baskets. Once the baskets are at the studio, Crystal will post an announcement on the Synergy Facebook page. Tickets will be sold for \$2/each or 3 tickets for \$5. Raffle participants will write their name and phone number on the back of the ticket they place in a basket's container. An individual does not need to be present during the drawing to win. Here are the dates for the raffle:

- Erin Liptow to display the 3 baskets by 12/5/2018

- Drawing to be held on 12/19/2018
- Crystal Kerr indicated that the list of businesses that have been provided sponsorship letters is being update.
- Crystal Kerr provided the following updates regarding the shopping fundraising opportunities:
 - She is still waiting to hear back from Amazon Smiles. Once she does, she will post instructions on how members can select our group.
 - She is expecting to hear back from Kroger by noon on Monday, December 3
 - The group is targeting the Hungry Howie's fundraiser in March 2019
 - Once all the shopping fundraisers are up and running, Karla Ward to draft instructions for members on how to participate/enroll in these efforts and information regarding how the funds are distributed.
- Erin Liptow reached out to Lynne Taylor-Taylor Kilgore during the meeting for alumni addresses so sponsorship letters could be sent.

SDCEF Website Page on Synergy's Website:

- Lynne-Taylor Kilgore has added a link to SDCEF information on the Synergy website. Currently, an old picture of the dance team is being displayed, but she will update that after this weekend. The bylaws and meeting minutes will be added so that members can access the information. We will need to add SDCEF slogan/motto.

New Member to SDCEF Waiver:

- The Company has recently added a new member. This timing has come after the SDCEF initial fall enrollment deadline. Because the new member was not aware of the opportunity to join SDCEF until recently, Crystal Kerr made a motion to allow a waiver for this new member of the Company. This waiver would allow the parent of the new member to have through next week to enroll for the 2018-2019 season. Gayle Morones seconded the motion. The motion was then voted on and approved by all present.

Next Board Meeting

- The next meeting will be held Thursday, January 17, 2019 at 43026 Arlington Road, Canton, MI 48187 at 5:45 PM.
- The next Quarterly Meeting will be held Thursday, February 21, 2019 at 6:00 PM. Location is TBD.

- Meeting adjourned at 5:58 p.m.
- Minutes submitted by Secretary, Karla Ward