**USTCC Board Zoom Meeting Minutes**

**Sunday, August 9, 2020 8 p.m. EDT**

Present Board Members: Shelia Bassoppo-Moyo, Terry Crews, Toni Dixon, Trish Gonzales, Kate McKee, Denise Murray, Johnny Packard, Donnie Polling

Excused Absence: Julie Oberhaus

Date and Time: Sunday, August 9th, 2020 8:00 – 9:00 p.m. (EDT)

1. **Quorum** confirmed and approved.
2. **Welcome** and opening comments were given by Johnny.
3. **Approval of Minutes** - Approval of May 3, 2020, meeting minutes after Terry noted that the minutes should should reflect that Kate had volunteered to hold workshops on how to use Zoom when teaching Tai Chi. Kate moved to accept the minutes and Tony seconded. 9/0/0
4. **Treasurer’s Report** – Donnie presented the Treasurer’s Report and mentioned that there would be an upcoming expenditure on insurance for $900. Johnny moved and Terry seconded to accept the Treasurer’s Report 8/0/1 with Donnie abstaining.

**Committee and Coordinator Reports:**

1. **Member Care** – Terry said the Member Care Committee has not received many enquiries. Currently, there are approximately 700 members, 402 active members, and 234 in limbo, that Is, they were members, but have not renewed in several years.
2. **Website Maintenance Contract Renewal with WTG Marketing** (Johnny/Terry) – Guy gave an overview of WTG Marketing’s accomplishments and challenges regarding the website maintenance for USTCC. Directors approved a one-year contract for WTG Marketing to maintain the website. Improving the website user experience by "reskinning" the site was discussed. This would entail work beyond normal maintenance.  Guy said the emphasis now should be on the functionality of the website, and he needs our input on what more we want done.
3. Scholarship Fundraising/Workshop Update – Denise said USTCC's Scholarship Fund Raising committee has expanded to much more than just doing the raffle.  It now includes Meet & Greet, Game Night, USTCC give-a-ways and snack tables. At some point in the future (2022 workshop) we may want to consider separating Scholarship Fundraising from Dr. Lam’s workshop (M&G, Game Night, and snack tables, USTCC promotional gifts).

Denise asked if there were any issues within our by-laws if we change the name of the Scholarship Fundraising Committee to reflect the additional responsibilities.  An example would be the Scholarship Raffle & Dr. Lam’s Workshop and Activities Committee.

Sh gave an update of the Scholarship Committee and 2021 Workshop meeting.

Committee Members are Denise Murray, Toni Dixon, and Sharon Infante.

Thanks to our annual meeting, Sharon Infante has joined the Scholarship Committee.

Annual Workshop:

  - Mt. Holyoke is rewriting the contract for the 2021 workshop to include social distancing. Not clear what that will mean to for the M&G and other activities.   If we are unable to have community snack tables we are considering distributing snacks to classes daily for morning and afternoon breaks.  Workshop participants will be encouraged to bring thermoses and fill up at breakfast & lunch.

- Game Night will go virtual. There are several mobile games apps/websites we can purchase to avoid using paper and /or sharing game supplies. We are still evaluating this option. Denise does not have any cost estimates at this time

- Regarding the raffle (depending on Covid / Social Distancing status at the time of the workshop), we may have to go paperless as well. Discussion is scheduled for the committee’s October meeting.

-USTCC Annual Meeting Raffle update:  The scroll won by Christine Suruda was lost in the mail.  As directed by USPS, Denise waited 30 days to file a claim with USPS.  She also ordered Christine a new, replacement scroll, slightly different scroll from Oriental Outpost and had it sent directly to her.  The original scroll lost in the mail showed up on Christine's door last week.  She now has 2 scrolls.  Denise asked her to select one of the scrolls and return the other. We can raffle it off at the 2021 annual workshop.

Donnie does not have to reimburse Christine for postage.  She will cover it as a donation to USTCC.

1. Research – Trish reported that Guy recommended Survey Monkey as the tool to survey members. Cost range from $32 to $75. The committee is also reviewing its purpose statement which includes doing a demographic survey of members, constructing a research database, and assisting with a tai chi conference.
2. Quarterly Webinars – Kate reported on the successful response to the two 90-minute Zoom webinars that she facilitated. About 60 members signed up, however, not all showed up. Kate suggested sending members a letter asking for possible future topics. Donny suggested Master Trainers may want to be involved.

Old Business

1. Newsletter Future -Johnny said he preferred the newsletter return to its original design instead of the digital format which was not as personal. He will speak to Guy about switching back to the original style.

11 Meeting with Dr. Lam in his Role as USTCC Advisor - Johnny said it was important to collaborate with Dr. Lam as it helps with our membership. Dr. Lam will be invited to attend our next meeting.

New Business:

1. Other New Business

Kate suggested putting a scholarship advertisement on the website.

1. Closing – Donny moved to close the meeting and Terry seconded 8/0/0.

Please note the last 2020 meeting date: November 8th, 2020