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| **Board Meeting Minutes** |  |  |
| **Meeting or Committee: KMC TTPO** |
| **Date:** *February 21st, 2017* |
| **Location:**  *KMC* |
| **Present:** *Allison Weer, Nicole Kloss, Debi Reihman, Julie Rainbow* |
| **Excused:** *Kelly Dandrade* |
| **Guests:**  |

| **TOPIC** | **FINDINGS AND CONCLUSIONS** | **ACTIONS AND FOLLOW-UP** |
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| **CALL TO ORDER** | Allison called meeting to order at 7:03 p.m. |  |
| 1. **Approval of Dec Minutes**
 | Allison moved, and the motion was seconded and passed unanimously, to approve last month's Board Meeting minutes. |  |
| 1. **Home Meet**
 | Discussed volunteers, time to set up, time to start on Sunday, what equipment needs to be moved, clean up to be done by 12:45pm. | -Nicole is going to work on volunteer list-Allison is going to ask Paul about end-decks on tramps and about moving equipment. -Allison to ask Paul about start time on Sunday-Allison to ask Karen about arranging mats or chairs on plywood- Allison to ask Karen if we can set up on Saturday evening and when |
| 1. **Home Meet Continued**
 | software program | -Allison is going to ask Paul about software license and if we should get a second computer from Debi or from him, and what we need to prepare to print scores from this system if it handles that (i.e. what size of label paper.) |
| 1. **Home Meet Continued**
 | paper program | -Allison is going to work on the program-Debi and Nicole will provide Allison with all of the gym names and info for the programs |
| 1. **Home Meet Continued**
 | Letter to Parents | -Julie will send a letter to parents when all is solidified per Nicole or Allison-Julie will ask Paul if there is any reminders he would like us to send out in an email before the competitions. |
| 1. **Treasurer’s Report**
 | Debi presented the Treasurer’s report and discussed best and worst case scenarios from having the home meet |  |
| 1. **Upcoming Fundraisers**
 | Discussed the email that Kelly submitted for fundraising efforts going forward. Next fundraiser is March 15th. |  |
| 1. **Banners**
 | Discussed banner options presented by Kelly via email. Debi motioned for the option of two banners with pictures for the Regional Championship Banner, Allison seconded. The board also discussed the option of possibly not doing a PA State Championship Banner, but chose to hold off any further thoughts on this until discussing with Kelly. |  |
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| **MEETING ADJOURNED** | The meeting was adjourned at 8:05 p.m. |  |

Submitted by: Julie Rainbow, Secretary

February 22nd, 2017