

612 Sauna Society Board Meeting

24 March 2019

6:00pm @ the Trailhead

In Attendance: Max, Karoline, John, Vanessa, Glen

Opening meeting

Review Agenda - add items to agenda members wish to have discussed

Monthly Check-in

1. March meeting minutes approved

Financial Update (JP)

1. Dashboard

- Update on extended Forge hours. Not much traction on the added weekday reservations to date. JP discussed this with the Loppet Foundation who continued to push for weekday hours; how is it to get traction if we are not open? Due to their request, it allowed JP to ask for promotion and assistance. Reservations are still low but it is a strategic decision for the relationship.
- JP provided data on Forge booking and /or % booked.
- Loppet revenue share is 8% of online bookings.
- Tax question – confirmed that we need to pay sales tax
- ASI has been busy. We are getting paid \$30/hr flat rate. We are collecting all the reservation fees and will be transferring the reservation fees back to ASI.

2. Expenses

- Now using Paycheck for payroll; will not see it on listed under PayPal statement moving forward.
- MN annual sales tax is paid (\$4868) this last period. We have the option to pay quarterly taxes and should look into this.
- We need to budget for larger expenses (insurance, taxes, etc.) on a monthly basis. We need to put money aside every month in a separate account (JP or Max to set up separate account to put these funds in). Account will be used for one-time expenses (insurance, sales tax, maintenance items larger than \$1000, workers comp insurance).
- Our fiscal year is the calendar year.
- For our next meeting, it would be great to see an annual accounting report.
- CFO fees will need to be paid; currently delayed for period due to large expenses.
- 30% of revenue is in reserve for working capital; \$5000 is our amount.
- Max will run QuickBooks report on monthly expenses for us to review for next meeting.

3. Other Items

- Strategic Planning
 - o Karoline offered to host the day at her cabin. June 1st (first weekend).
 - o Glenn suggested one on one meeting sessions prior to the full day meeting. Do groundwork before meeting individually. That way, the one day session is not so intense or formal. Karoline will hold one on one meetings to meet with everyone; then can designate the topics for each person to spearhead.
 - o What do we want to get out of the strategic planning day? (Max)
 - Clarity on JPs role. Clarity on how we make choices/ decisions on direction for the next year. What are we trying to accomplish for the next year? Clarity on what we are trying to execute. Vision for the next season // to members // this is what we are trying to do together!
 - New model this year. What did we learn and what do we need to change and enhance.
 - We have gone through these items ahead of time to get our head in it and be ready to make decisions.
 - The Forage is invited back to be at the Trailhead for the 2019-2020 season.

4. Open Forum Items

Spring Member-Meeting

- We need to put together a planning committee.

- Will host it at the Trailhead Lets have it at the Trailhead in May. JP to coordinate day/ time / etc. for that member meeting.
- We will need for meeting?
 - o Karoline will look at bylaws to see what we need to do.
 - o financial report (Max)
 - o Annual elections
 - o Merchandise available.
 - o BBQ
 - o Free sauna open
 - o Giveaways

Sauna Hat recap

Karoline attended. Lauren hosted it at the Trailhead and it went well. 10 to 15 people attended. \$20 for a hat and/or extra to customize your own. We should do it again.

Special Sauna Session

- Jason wants to do a sessions on heartrate (special session).
- Karoline is not planning to host more led sessions. We need to speak to hosts to schedule these / etc.

Loppet Foundation Coordination

- MOU – updated and signed now. It has been a working document but is now signed. (Through end of April 2019). JP will send out to Board to review. (Karoline requested any legal documents to be circulated to the board prior to signing. JP informed the board the agreement had already been signed and returned.
- We are invited back to the Trailhead next season (end of September return).

End of Regular Season / Summer Season

- Forge needs to be moved last weekend of April.
- Hidden Beach (Memorial Day weekend); dates, hours, host schedule TBD.
- JP informed the group that the 4700 space is available. We could do a pop up there potentially. Special member stuff, etc. WE need to discuss what could work and will work.
- Max suggested we could put the Forge out for a private summer rental. No member access.
- Forge can be stored for free at 4700; which is a benefit.
- Staffing model for summer time? Host staff will go away but how much CFO time needs to be included in the budget?
- Do we offer a member access A SAUNA (not necessary at the Forge) for a monthly reoccurring event. Set weekend a month.

Volunteering update.

- Low participation but those who do sign up have been great.
- Vanessa will reach out to volunteers to set up a time (weekday) for an event in April.