

**Present:** John Pederson, Rod Buhrsmith, TaMica Tody, Kat Campbell

**Minutes** approved unanimously

## **Operations Report**

Email scheduled for Wednesday:

- John will invite the 1st 25 waitlisters who sign up and pay to join.
- Advance booking info for current members
- Holiday gift info
- Introducing aufguss sessions
- One more chance to pick up hoodies before they become property of the co-op.

Stoker Team

- John wants to make a training video
- Adding aufguss training
- Marta, Kristjan, Ben all showing different levels of leadership potential (**motion follows**)
- Since stokers get a free sauna session, only those who are opening and closing should be paid (title is meister vs stoker)
- Each shift is staffed with two volunteers, and there are 20 slots available per weekend: 4 each on Thursday and Friday, 6 each on Saturday and Sunday.
- Currently we have about 12 regular volunteers. 15 is ideal. A possible solution would be implementing a peer + attendee review system for hiring and retaining stokers/ meisters.

AdMN

- Each residency should have a "trip report" that covers financial picture, as well as reporting for staff time (shifts, adMN, manager)
- Revisited staffing terminology: JP prefers his managerial role to be called Chief Firewood Officer (CFO), and the support position to be called 612 AdMN support.

Legal

- John would like to have an attorney review our staffing policies, waiver, and residency contract pro bono

Upcoming residencies

- Possibilities include a Bauhaus party at ASI in April
- Residency value exchanges might include: bartering, outreach to specific populations, exclusive parties or advance access to reservations for employees/ neighborhood association members

## **Finance Report**

Landscape Love reservations to date are all above projections, but actual revenue is below projected revenue.

\*Reservations increased after JP sent surveys and invitations to previous attendees

See agenda from meeting for profit and loss numbers, banking balance, and other specifics.

Surly projections are not complete - they need to be reworked to adjust for new staffing policies and aufguss sessions.

JP/ Max will update quickbooks transactions

Large revenue/ expense changes include:

- \$3500 for insurance
- \$1000 stoker stipends
- ?? roof repair
- \$7200 JP hours for Nov and Dec

## **Action Items**

(TaMica was absent for all voting after minutes were approved.)

Update support position

- Rod moved, Kat 2nd, motion carried: Change the current 612 AdMN support position from one \$400 salaried position to a more flexible 20 hours/month at \$18/ hour, with CFO having authority to delegate these hours every month.

Establish a schedule for projecting and closing out each residency

- Rod moved, JP 2nd, motion carried: Form a finance/operations committee that closes out each residency within 10 days, which means paying staff and preparing a report that shows reconciled financial and operations data along with subjective reporting of the experience. This report is to be delivered to the board at least 3 days in advance of the next meeting.

## **Other**

There was a side discussion related to accurately projecting residency numbers. We need to do better about informing the board in advance of decisions that will need to be made at each meeting.

We also discussed establishing a mandatory quorum for voting on action items.

Submitted by Kat Campbell