**612 Sauna Society Minutes**

Present: Max Musicant (Treas.), Glenn Auerbach (VP), John Pederson (Founder and Chief Firewood Officer), Kristjan Selvig (Secretary), Karoline Lange (President)

**Monthly Check-in:**

1. Sept 2018 meeting notes approved.
2. Loppett Updates
   1. General update: John Pederson is partnering with Loppett Foundation to firm up Memorandum of Understanding (MOU) beyond Nov 2018. Main priorities for the co-op will be staffing, marketing & operations through December.
   2. Host Hiring Update/Scheduling: In the process of onboarding 5 experienced stokers and hiring 2 additional applicants. Board approved using a payroll service.
   3. Stoker Volunteer Update: Stoker volunteer gathering scheduled during first week of November to propose the purpose, roles, responsibilities, and considerations of this program. These recommendations will be presented to the Board for feedback and approval. Motion for all stokers who volunteered for 4 or more shifts in 2017/2018 season are eligible to become members was approved. Board will consider requirements for new volunteers to become members going forward.
   4. Reservation Promo Plan/Holiday Packages: Bench capacity over past month at 26%. Strategies to increase bench reservations include will focus on filling capacity Thursday – Sunday. As capacity fills up, then the co-op will consider special programming or adding more weekdays openings.
   5. March Member Month (subscription pilot): Topic tabled for future Board meeting.
   6. Nov/Dec Programming and Operations: John Pederson will be unavailable in December and is developing a coverage plan while he’s away.
   7. Aufguss Sessions/Special Events: Board exploring opportunities for Aufguss and other programming.
   8. Feedback from members/stokers: Board anticipates most concerns will be addressed through the new stoker volunteer program.
3. Financial Update from Treasurer/Chief Firewood Officer
   1. New focus on tracking passes and impact on revenue and bench capacity.
   2. Sauna generated $8,600 of revenue in October 2018, allowing the co-op to begin compensating the Chief Firewood Officer for services he’s provided since April 2018.
4. Sexual Harassment Policy will be part of onboarding process for new hires.

**Operations Report**

1. AdMN Update & Maintenance Plans: Co-op is on-track with maintenance issues, including adding rubber flooring to The Forge for cleaning purposes.
2. Taxes & Insurance: John Pederson meeting with Accountant regarding sales taxes and payroll in November.