

**Rochester Figure Skating Club  
Board of Director's Meeting Minutes**

Monday | October 20, 2014

6:30 p.m. | Rochester Recreation Center | Bob Fick Room

***RFSC Mission Statement***

The purpose of the Rochester Figure Skating Club (RFSC) is to foster, promote, improve, and encourage the sport of figure skating among youth under 18 years of age in the State of Minnesota. The RFSC will encourage and facilitate youth participation in regional, sectional, national and international figure skating competitions. The RFSC does not discriminate on the basis of race, religion, sex, age, gender or national origin.

***Board Priorities: 2014 – 2015***

1. Establish a skating director
2. Develop a financial model to ensure long term sustainability
3. Growth in number of skaters
4. Solidify our vision and goals
5. Personnel Management and Support
6. Optimize Morale
7. Policy manual update

**Board Members:** Wayne Brakke, Adam Brase, Stacy Dierauer, Chris Gade, Jeff Germer, Elizabeth Harty, Julie Hobbs, Amanda Mikhail, Dawn Nelson, Kim Otte, Laura Schroeder and Andy Schram

**Attendance**

**Board** - Wayne Brakke, Adam Brase, Stacy Dierauer, Chris Gade, Jeff Germer, Elizabeth Harty (arrived 7:33 pm) , Julie Hobbs, Amanda Mikhail, Dawn Nelson (arrived 6:41 pm), Kim Otte, Laura Schroeder and Andy Schram

**Coaches / Others :** Elizabeth Thornton, Debbie Colgan, Vikki Dalquist (arrived 7:03pm), Jenny Daniels, Doug Gagnon, Michelle Kalina (arrived 7:18pm)

1. Notation of approval of September meeting minutes via electronic vote  
Yay: 11 Nay: 0 Abstain: 0 (1 did not vote)
2. Review and approval of proposed meeting agenda with the removal of Coaches' report and L2S report from the consent agenda.
3. Consent agenda

1. Synchro Report/Discussion – Vikki Dalquist



Director Board report  
Oct 2014 (2).pdf

2. Theatre on Ice – Jamie Santee



Theatre on Ice  
Report October 2014

3. Competitive Team Update – Lori Brakke (no report)

***Calendar***

Upcoming Board Meeting Dates/Times

- Monday, Nov. 17 | 6:30 p.m.  
Rochester Recreation Center | Bob Fick Room
- Monday, Dec. 15 | 6:30 p.m.  
Rochester Recreation Center | Bob Fick

4. TCFSA:
  - a. Death of John Klindworth



Notation item Fw  
John Klindworth.msg

5. Holiday Exhibition – Dec 14 5:00 pm

Vote to approve consent agenda:

Yay: 11 Nay: 0 Abstain: 0

### **Old Business**

1. Financial Modeling – Andy Schram

Short and long term strategy based on stakeholder input

1. Bid Strategy, Volunteer strategy, others
2. Coaches' proposal for on and off ice and meeting pay rate



RFSC Financial  
Strategy 1 1.pdf

Andy reviewed current financial well-being of the club. He reviewed the current financial model and discussed the club's philosophy regarding revenue generation. As a non-profit, the topic of how to utilize funds generated beyond operating costs was discussed. The Board also discussed the topic of fundraising and how this fits within the overall financial strategy of the club. The Board agreed that Club Director is the top priority and should be the primary focus. Additional priorities include making skating more affordable for current and prospective skaters, paying staff appropriately, and building enthusiasm within the club.

Coaches' pay was discussed and a 10% across the board raise was proposed. This would be an out of budget cycle expense, and would result in a less than \$1500 impact to the club for the remainder of the school year. After this school year, class rates might be increased to offset the future expenses.

Laura moved and Amanda seconded to increase contract coaches' class rate by 10%, effective November 1, 2014, through the remainder of 2014 – 2015 contract year, ending May 31, 2015. Because of rounding, the new rates are as follows:

\$27 for 30 min class

\$40 for 45 min class

\$53 for 60 min class

Motion passed and the Board approved the coaches' rate increase: Yay – 11; Nay – 0; Abstain – 1

**Action:** *The RFSC board will review class rates prior to the 2015-2016 skating season to adjust if necessary.*

2. Bids Committee Update – Elizabeth Harty

- Elizabeth H. reviewed the short term and long term strategy for bids and explained that bids information is not yet available on USFS website. Per Mia, Competitions Coordinator for USFS, bids information should be posted on the USFS website by Nov. 1, 2014. The Rochester Amateur Sports Commission is onboard with RFSC's goal to host major skating events and is happy to partner with us.

Potential options for RFSC bids include:

1. Upper Great Lakes (October) – 700 skaters this year

## 2. Synchro Mids

Elizabeth H. also announced that RFSC has been requested by the Rochester Amateur Sports Commission to host the Star of the North Games on June 27, 2015 if the Recreation Center is available, pending the building renovation timeline.

**Action:** Elizabeth Harty will follow up with bids once packets are available. The target will be Upper Great Lakes for 2017. She will also follow up to determine if the Rec Center is going to be available for Star of the North games. If the Rec Center will be available, Elizabeth H will communicate with the Rochester Amateur Sports Commission that RFSC will agree to host this event. Laura Schroeder volunteered to Chair the Star of the North games if they occur.

## 3. RFSC Club Director Job Description – Chris Gade

Chris provided a draft of update of the club director job description. The board discussed the importance of having a Director with a strong understanding of club finances, including committee specific budgets. The board also discussed the importance of involvement of the Director with regards to bids and the emphasis on this individual's responsibility for volunteer oversight and coordination. Additional characteristics for the successful Director include: strategic management, business knowledge, strong communication skills, and human resources management experience. The board decided that this individual does not need to possess figure skating knowledge prior to joining the staff.

**Action:** Under Chris Gade's leadership, the Director position will be posted very soon.

## **Committee Reports**

### 1. President's Report – Chris Gade

- a. HR Committee – A committee has been established and includes: Chris Gade, Kim Otte, Dawn Nelson, and Julie Hobbs. Upcoming activities for this group include: L2S and Office Manager reviews, and refinement of the coaches' job description.
- b. Office hours – Chris confirmed that the open club office hours are 1:30 – 7:30 Monday – Friday.
- c. E-newsletter schedule – A regular schedule has been established which will include a content submission deadline by 5pm on Mondays with an electronic publication on Wednesdays. This will help provide more structured communication and allow contributors to proactively plan their submissions.
- d. Recreation Center remodel update – no new news
- e. Ann Miksch – Has been appointed to the Board of Directors, Rochester Amateur Sports Commission

**Action:** Chris will confirm open club office hours with Office Manager.

### 2. Secretary's Report – Julie Hobbs

Julie thanked the board, coaches, and committee leaders for submitting all reports in a timely manner. This facilitates distribution of the board packet in a timely manner prior to the monthly board meeting.

### 3. Treasurer's Report – Laura Schroeder



Treasurer Notes.pdf

- a. Reviewed monthly report (available upon request of Treasurer)

- i. Laura highlighted that a few outliers appears on mistakes were made on the current report because of mistake with one coach being paid but not billed to skaters; will be remediated next month
- ii. Paypal holdings will be distributed to appropriate line items this month

4. Ice & Rules – Dawn Nelson

- a. Ten skaters have not yet completed safety seminar – will make up

5. Marketing /Communications – Adam Brase

- a. Shared a recent send-off party for competitors with photos that were submitted to Post Bulletin

**Action:** Adam will establish the Marketing/Communications Committee by end of the month and report the final roster back to the November Board meeting.

6. Hiawathaland Update – Jenny Daniels and Jeff Germer

- a. Adding Theater on Ice
- b. Working to get Showcase to follow national guidelines
- c. New Event this year– step sequence
- d. December 13 - registration deadline (with one additional week for late registration)
- e. Vendor contracts/guidelines –
  - i. Current letter of agreement varies - E.g. 20% of sales or \$50 plus 10% of sales
  - ii. Discussion regarding standardization of vendor fee structure
  - iii. Announcement of change in photo vendor this year

**Action:** Jenny and Jeff will develop new vendor contract /charges and submit to the board for notation.

7. Coaches' Liaison Report – Debbie Colgan



Staff Meeting  
minutes (2).pdf

Debbie highlighted the recent coaches' staff meeting minutes.

*No action required.*

8. Learn2Skate – Amanda Mikhail/ Elizabeth Thornton



L2S report 10  
2014.pdf

Elizabeth and Amanda highlighted the L2S report and responded to questions. Concerns were raised regarding accounting for new model of bundling classes which will be consistently bundled with JPSE. An upfront payment for a six week block will be required and care the office and treasurer will collaborate to match revenue with expenses. We will need to ensure clear designation of class choices during registration to allocate expenses to correct line item. Concerns were also raised regarding adding L2S to the ice Fridays from 5:15-5:45 when contract skaters are already on the ice. The board decided to move forward with this as a pilot.

**Action:** Amanda and Elizabeth will work with Debbie and Laura to implement this pilot and to determine metrics to measure success. Amanda and Elizabeth T will report back to the Dec board meeting.

### **Coaches/Staff Reports (not included on consent)**

1. Jr Board Report - Shreya Neyar (via phone)
  - This Saturday – The club’s Halloween party will be held
  - Junior club will meet Friday to finalize plans
  - High School figure skating sweatshirts will be sold to those who wish to purchase

### **New Business**

1. Concussion Safety Protocol – Debbie Colgan



RFSC Concussion  
Report Form.pdf

Debbie led an effort to develop a reporting form to be used by coaches when a skater sustains a suspected concussion. This will not serve as a medical screening tool but instead, will be used to document a suspected concussion and the steps the coach followed to seek care and notify appropriate parties of the potential injury.

Link to the Minnesota Concussion law:

[http://www.senate.leg.state.mn.us/departments/scr/billsumm/summary\\_display\\_from\\_db.php?ls=87&id=264](http://www.senate.leg.state.mn.us/departments/scr/billsumm/summary_display_from_db.php?ls=87&id=264)

**Action:** Debbie will follow up to ensure this reporting form meets the requirements for Minnesota State Law. She will also develop an audit plan and bring to next board meeting.

2. Fundraising Chair – Michelle Kalina

Chris introduced Michelle Kalina, new RFSC fundraising chair. Michelle is working to understand past fundraising activities to develop a future plan. The board discussed the following potentials: annual campaign - hallmark fundraiser to help define the club, develop a discount card to local business that would generate revenue through a fee for purchase; selling advertisement space on club website; Raffle ticket sales for big ticket items.

Overall, the board agreed to focus on decreasing smaller, individual fundraisers in favor of larger, more focused opportunities.

**Action:** Michelle will collaborate with Tim Rinkel and Adam Brasse to consider club website ads. Chris and Michelle will discuss potential corporate sponsorships.

3. High School Skating Team – Michelle Kalina



Setting up a HSAC  
2010-2011\_.pdf

Michelle discussed her plan to obtain approval for a high school skating team at the Rochester Public School Board meeting on October 21, 2014.

RFSC is neither endorsing or nor declining to support this effort.

### ***Adjourn***

Andy moves to adjourn; Dawn seconds. Meeting adjourned 8:35 pm.

### ***Future Agenda Items***

- 1.** Governing Council Representation
- 2.** Healthy Living/Eating/Energy/ Performance Talk (Mandy Wagner)
- 3.** Nov board meeting- (Wayne) Ice Show Policies updates