

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

Monday | February 16, 2014

6:30 p.m. | Rochester Recreation Center | Activity Room 2

***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. Hire and orient a new club director
2. Develop a financial model to ensure long term sustainability
3. Grow the number of skaters
4. Solidify our vision and goals
5. Personnel management and support
6. Optimize morale
7. Policy manual update

***Board Ground Rules***

Respect, honor expertise, governance – not management, knowledgeable – understand RFSC, willing to have multiple points of view – ditch passive aggressive, action oriented, accountable – if you take you get it done; focus on priorities

**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, Jeff Germer, Elizabeth Harty, Julie Hobbs, Amanda Mikhail, Dawn Nelson, Laura Schroeder and Andy Schram

**Coaches /Others:** Debbie Colgan, Tim Rinkel, Vikki Dalquist, Lori Brakke, Shreya Nayar, Eva Kathmann

1. January meeting minutes vote (not enough votes to approve via electronic vote)



01 19 2015 minutes  
final.pdf

Motion to approve minutes. Amanda moved and Laura seconds.

Vote Yay: 9 Nay: 0 Abstain: 0

2. Review and approval of proposed meeting agenda.  
Motion to approve agenda. Elizabeth H moves; Julie H seconds.  
Vote Yay: 9 Nay: 0 Abstain: 0
3. Consent agenda
  - a. Synchro Report/Discussion – Vikki Dalquist

***Calendar***

Upcoming Board Meeting Dates/Times

- Monday, Mar. 16 | 6:30 p.m.  
Rochester Recreation Center | Activity 2
- Monday, April 20 | 6:30 p.m.  
Rochester Recreation Center | Bob Fick
- Monday, May 1 | 6:30 – 9:00 p.m.  
RFSC Annual Meeting and Banquet  
Location: TBD



Director Board report  
Feb 2015.pdf

**b. TCFSA Report - Suzanne Trejo**



MW VP Call.pdf

**c. Learn2Skate – Amanda Mikhail/ Elizabeth Thornton**



Learn2Skate  
Report.pdf

Motion to approve consent agenda: Adam moved, Wayne seconds.  
Vote Yay: 9 Nay: 0 ; Abstain: 0

**Old Business**

**1. Bids Committee Update – Elizabeth Harty**

- o No update – USFSA has not yet posted dates

**2. Governing Council Representative – Elizabeth Harty**

- o Need to decide if we are going to submit delegates to Governing Council
- o In the past (other than the past two years) we have sent the officials that represent the club.
  1. Gretchen and Elizabeth are willing to go
  2. Colorado Springs this year
  3. This is usually a long weekend (Friday –Sunday)
  4. Rationale: Review rules, changes, sharing information, votes
- o Unsure of the amount of funding, but Laura will confirm

Motion to approve sending two delegates to Governing Council at the same funding level as in previous years when the club supported delegates: Amanda moves, Julie seconds

Vote Yay: 9 ; Nay: 0 ; Abstain: 0

**3. Coaches’ request for funding for participation in FMS information session at DAHLC (Debbie Colgan)**

*Mayo Clinic Sport Performance Center*



Health and Wellness  
Proposal.pdf

The board discussed the potential benefit of the Health and Wellness education for coaches. The board decided to approve \$300 for Part A and will determine whether to fund Part B (additional \$300) based on coaches’ feedback.

Motion to approve: Wayne moves, Andy seconds

Vote: Yay: 9 Nay: 0 Abstain: 0

### ***New Business***

1. Policy Updates – Wayne Brakke



ICE SHOW.pdf



Present Locker Room  
Policy.pdf



SAFESPORT.pdf

The board discussed the merits of the updated policies. The board discussed the need to have all policies easily accessible on the website.

On the Ice Show policy, an edit will be made to add the need for skaters to be current on their bills by the day of testing for the Ice Show as well as the beginning of the Ice Show.

The SafeSport Committee has asked that to hold on approving the Safe Sport policy to allow ample time for review.

**Action: The Board will revisit the Safe Sport and Locker Room policies at the March Board meeting. The Ice Show policy will be edited to add language regarding skaters being current prior to Ice Show try outs as well as the beginning of Ice Show week.**

Motion to approve Ice Show policy with noted change: Adam moves, Elizabeth H. seconds

Vote: Yay: 9 Nay: 0 Abstain: 0

2. App to track skating check in - Andy Schram

- a. <http://www.startribune.com/local/289368011.html>

Andy described the concept of the app but unfortunately this will not work for our club at this time from a technology perspective. However, an RFID tag may be a potential solution. In this case, the tag could be attached to skates and would be a passive way for skaters to always check in/out.

**Action:** Andy will investigate the feasibility of RFID for the club.

3. Club refrigerator – Laura Schroeder

- a. Need to replace

- i. from Ed Staiert: We own the one in Act 2. The Club owns the one next to the Bob Fick room. I believe the concern is about the one we own. The racks on the door cracked so one of my employees wrapped duct tape around it. It's been that way according to him for 1-2 years. The tape on the racks is not a problem for what we use it for.
- ii. from Wayne Brakke: I've called Appliance Smart. We can get a 21 cubic ft. for \$529 or a 18 cubic ft. for \$349. I have an appliance dolly and truck so delivery is free. Recycling is also free.

The shelf clips in the refrigerator owned by the Rec Center are broken and the Rec Center is not interested in fixing it. Ann Viozzi has asked that we consider replacing clips shelves instead of replacing the appliance.

Vote to approve motion to fix or replace the clips. Amanda moves, Andy seconds

Yay: 9 Nay: 0 ; Abstain: 0

4. RFSC Office – New Router to improve connectivity – Dawn Nelson

a. Need to purchase

The board discussed options for addressing this issue. The group plans to install two wireless access points, including one in the office and one in the gym.

**Action:** Andy will obtain the equipment and he and Wayne will install it. The projected cost will be less than \$200

Motion to approve two wireless access points. Wayne moves, Laura seconds.

Vote: Yay: 9 ; Nay: 0 ; Abstain: 0

5. Lifetime Achievement Award during Ice Show – Dawn Nelson



lifeachieve.pdf

The board discussed the merit of this award and the manner in which recognition will occur. Considerations include an enduring plaque, individual award, and others.

Motion to approve this new award. Julie moves, Elizabeth seconds.

Vote: Yay: 9 ; Nay: 0 ; Abstain: 0

**Action:** Wayne will edit the description of this award to create a new policy with details. This will be under the heading of the Ice Show within the policy manual. This will be brought back to the March meeting for approval.

### **Committee Reports**

1. President's Report – Chris Gade (away)



Midwestern VP  
Call.pdf

Laura S will participate in the upcoming Midwestern VP call. meeting.

2. Vice President's Report – Dawn Nelson  
Nothing to report

3. Personnel Committee – Dawn Nelson

Several good candidates – phone interviews completed. On site interviews will occur in the near future. Personnel Committee is making good progress.

4. Secretary's Report – Julie Hobbs  
Nothing to report

5. Treasurer's Report – Laura Schroeder  
The board reviewed the financial reports distributed by Laura. We are doing better in the admin section than last year because we didn't write off as much as we did last year (less bad debt). Office expenses are also down year over year. According to Laura, we are in alignment with where we were last year. The club is experiencing increased revenue as well as increased expenses with increased numbers in L2S. Competition income is in but expenses are not. Laura projects that we will likely finish more favorably this year than last year.

**Action:** Laura will establish a new savings account with U.S. Bank as the current account exceeds FDIC limits of protection.

6. Ice & Rules – Eva Kathmann



Money loss.pdf

Eva updated the board regarding recent the Ice and Rules meeting. The club is losing money on four different ice sessions. There is a current discrepancy between projected loss and actual loss of Nov and Dec. Eva shared that punch cards will be changed to 15 minute increments rather than the current 45 minutes. This will allow more flexibility with classes that may not be 45 minutes in length. The summer contract will likely reflect one leveled session each day (Juv+ free skate only) and other sessions will remain open. This has worked well during this school contract session.

**Action: Ice and Rules will cancel TOI ice for all times after the ice show. Ice and Rules will also open the dance session on Thursdays to MIF skaters.**

7. Marketing /Communications – Adam Brase  
No updates

8. Fundraising - vacant  
Julie Hobbs nominated Elizabeth H. as Fundraising Chair. Elizabeth agreed to serve in this role.

Motion to approve: Julie moves, Amanda seconds.

Vote: Yay: 9; Nay: 0 ; Abstain: 0

9. Junior Board Report - Shreya Nayar  
a. The Junior Board has not met since the last report. Locker room clean up yesterday – now very clean.  
b. Confirmed May 1 as banquet date.

**Action:** Shreya will send locker room clean up dates to Tim for posting on website.

10. Theatre on Ice – Jamie Santee  
No updates

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

1. Competitive Team Update – Lori Brakke
  - a. Fundraiser coming up – butter braids – sales March 30- April 15 (delivery April 29) – discussed parent request for buy-out option. This will be open to all skaters, not just the competitive team. The skaters will be expected to sell at least one butter braid or pay \$100 for the buy-out.
2. Hiawathaland (Report on 2015 Show) – Jeff Germer

Jeff reported that Hiawathaland went very well, with a few exceptions. Specifically, next year we may start earlier or go later on Saturday and will have all non-musical events on the north.

**Action:** Jeff will provide additional information regarding the outcome of Hiawathaland will be presented at the March board meeting.

3. Ice Show – Tim Rinkel and Mandy Wagner



Ice Show 2015  
Sponsorship.pdf

- a. Guest artists - \$10K grant from U.S. Bank. Two guests will be a part of this year's show - Ashley Clark and Robbie Przepioski.
- b. Lessons – Two guest coaches (Janet Champion, Kathy Casey) will be available during the week after the Ice Show to provide individual lessons. Ashley and Robbie will also provide individual lessons during show week. We will not be charging these coaches a club fee since we invited them.
- c. Seminar – Ashley Clark and Doug Mattis will provide a skating seminar Monday and Tuesday after the Show.

Tim provided updates regarding picture day, costume pick up, and the rehearsal schedule. This information is available on the club website.

Motion to approve the guest skaters and post show seminar. Laura moves, Andy seconds.

Vote: Yay: 9 ; Nay: 0 ; Abstain: 0

### ***Adjourn***

Adam moves to adjourn; Wayne seconds. Meeting adjourned at 8:45 pm.

### ***Closed Session***

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

1. Dates - Hiawathaland 2016
2. 2015 Banquet Planning