

**Rochester Figure Skating Club**  
**Board of Director's Meeting Minutes**  
Monday | March 16, 2015  
**6:30 p.m. | Rochester Recreation Center | Bob Fick**

***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: Chris Gade (arrived 7:25pm) Wayne Brakke, Adam Brase (arrived 6:40pm), Stacy Dierauer, Jeff Germer, Elizabeth Harty, Julie Hobbs (arrived 6:38pm), Amanda Mikhail, Dawn Nelson, Kim Otte, Laura Schroeder and Andy Schram

Coaches /Others: Debbie Colgan, Tim Rinkel, Jenny Daniels, Shreya Nayar, Vikki Dalquist

1. February meeting minutes vote

*Vote to approve minutes:*

Wayne moved and Andy seconds.

Yay: 9 Nay: 0 Abstain: 0



2. Review and approval of proposed meeting agenda.

*Vote to approve agenda:*

Wayne moved and Stacy seconds.

Yay: 9 Nay: 0 Abstain: 0

3. Consent agenda

- a. TCFSFA Report - Suzanne Trejo

***Calendar***

Upcoming Board Meeting Dates/Times

- 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: Zumbro Lutheran Church

  
TCFSA Minutes  
2\_9\_15.pdf

  
TCFSA Club  
Presidents.pdf

  
2016\_USFS\_Champio  
nship\_Ad\_FullPg\_Apri

**b. Theatre on Ice – Jamie Santee**

  
Theatre on Ice  
Report March 2015.p

**Old Business**

1. Ice Show – Debbie Colgan and Tim Rinkel
  - All is progressing well for show prep. No concerns at this time.
2. Hiawathaland Competition: Jenny Daniels and Jeff Germer
  - Review of Hiawathaland 2015

  
Hiawathaland 2015  
Review.pdf

- **2016 Dates** (Recommendation of Jenny Daniels; Jeff Germer; Chris Gade; Elizabeth Harty; Ann Viozzi; and Debbie Colgan – work group assembled to address this issue by Club President)

  
summary.pdf

  
recommendationmatr  
ix.ppt

Jenny Daniels reported that this group reviewed pros and cons of possible dates. Based on group discussion and feedback, the group decided to remain on the same weekend as in the past (first weekend in February).

Motion: Laura moved and Dawn seconds to hold Hiawathaland in 2016 on February 4-7.

Vote: Yay: 11 Nay: 0 Abstain: 0

Jenny shared that Lee has agreed to move non-music numbers to the North rink for 2016; interpretive will remain on south rink. She also described how warm up assignments will occur, based on Entry-Ez software. Jenny reported that Lee stated that all groups must pay even if they are participating in exhibitions. Elizabeth H. described that dressing rooms changes will be made for next year as well, based on synchro needs.

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

Elizabeth H. described that three weekends in October are being considered for Upper Great Lakes 2016 (held in 2017). She is in discussions with Graham Arena personnel for additional ice. This proposal is due April 3, 2015. The competition will be held Wednesday – Sunday. We will also request to conduct a non-qualifying track during this competition as well. The Rec Center will likely be the practice arena with Graham used for competitions. Elizabeth H. is also collaborating with Rochester Amateur Sports Association to create the bid proposal. She described the criteria for clubs that are considered for bids. The board discussed whether or not to request a grant to conduct this this event. The board determined that RFSC does not require a grant. The bid winner will be announced by UFSFA during the week of April 27.

Motion: Kim moved and Julie seconds that we submit a bid and to not request a grant.

Vote: Yay: 12 Nay: 0 Abstain: 0

4. Governing Council Representative – Elizabeth Harty

Julie H. stated that she submitted names (Elizabeth H. and Gretchen Wilson) to participate at Governing Council for 2015. Elizabeth H. shared that she will blog from the meeting and will also share the topics for consideration with the board and coaches prior to the meeting. The amount of support for these two representatives will be a total of \$1500.

5. Lifetime Achievement Award Recognition – Chris Gade/Debbie Colgan



lifetimeachievementa  
ward2015.pdf

Chris shared the name of the honoree for this award for 2015. The scope and terms of eligibility were briefly discussed. Ways to honor the recipient were discussed to include a dinner, potentially in one of the activity rooms. This honor will be awarded during the ice show immediately following the Father/Daughter number. Chris shared that he is working on the award materials and described the award process. Debbie suggested that we also include the recipient’s family.

6. RFSC Banquet – Chris Gade

Date – May 1 | Location – Zumbro Lutheran Church

Chris shared that planning is beginning now and will move forward quickly in the near future.

**New Business**

1. Policy Updates – Wayne Brakke



AWARDS.pdf



ICE SHOW.pdf



SAFESPORT.pdf

Wayne shared policy revisions and provided updates.

SafeSport: The board discussed the topic of allowing non-skaters in the locker room. The current policy states that non-skaters are not allowed in the locker room. The board discussed reasons why adults might need to enter the dressing room. The board decided that only coaches, RFSC staff, and board members may regularly enter the locker room. This will ensure that those entering will have background checks on file. On special occasions, parents may enter but may not remain. This language will be incorporated into the locker room policy.

Motion: Julie moved and Elizabeth H. seconds that we approve the policies as written (Awards, Ice Show) and with above modification for SafeSport.

Vote: Yay: 12 Nay: 0 Abstain: 0

**Action:** Wayne will incorporate this language into the SafeSport and locker room policies: “Only coaches, RFSC staff, and board members may regularly enter the locker room. On special occasions, parents may enter but may not remain.”

2. Request: Lessons in Ballet for Figure Skaters – Debbie Colgan



Ballet for the Figure  
Skaters.pdf

Debbie described this program which will allow coaches to review potential opportunities to incorporate ballet ideas into their programs.

Motion: Stacy moved and Amanda seconds that we approve the funds (\$59) for this DVD.

Vote: Yay: 12 Nay: 0 Abstain: 0

### **Committee Reports**

1. President's Report – Chris Gade
  - Recreation Center Construction Update
  - o All bids for construction due March 17. Construction to begin approximately April 20, with completion around September. Cooling will be separate project which will occur at a later date. We anticipate an August shut down, but not sure during which year.
  - o The Senior Center continues to evolve their plans which impacts planning.
2. Vice President's Report – Dawn Nelson
  - o None
3. Personnel Committee – Kim Otte
  - o Club Director Interviews Update – Kim provided an update on the current state of the skating director search. The Committee has interviewed two candidates and has one more interview scheduled this week. The Committee will review the outcome of the current candidate interviews after the final interview. Kim reminded the board to assist with advertising regarding this position.
4. Secretary's Report – Julie Hobbs
  - o None
5. Treasurer's Report – Laura Schroeder
  - o Laura reported that club lost \$16K in February, but this is because of funding occurring in a different month from the expenses. She stated that this is nothing to be concerned about. The club wrote off \$3600 this month in bad debt. Laura states that this should be the last of the long standing bad debts to resolve.
  - o Ice lessons are back on track with a loss of \$500. She believes that some of the losses were related to injured skaters who were out on medical release.
  - o Competition revenues are up from last year, at approximately \$4000.
  - o Ice Show is just ramping up and thus no expenses have been submitted yet.
  - o Skating Director funding: Year to Date – expect to have enough income to support the Skating Director. Discussed that we may have to use some reserves for funding the skating director at first. Also expect to build revenue margin in future years, based on recent L2S growth trends and future goals around growth.
6. Ice & Rules – Eva Kathmann
 

No report. Laura asked about safety seminars for L2S. Dawn stated that Ice and Rules has not had a meeting since January to consider this need. Debbie believes that Mandy conducted a safety seminar fairly recently.

Action: Dawn will follow up with Eva to ensure that safety seminar is done for skaters who recently transitioned to contract ice.

7. Marketing /Communications – Adam Brase

None

8. Fundraising - Elizabeth Harty

- Fundraising - Elizabeth H. suggested that the club consider a fund raising requirement for the next skating season. The board discussed this topic and suggested that this not be considered based on the club's requirement for volunteering. The board discussed the need for feedback to parents regarding the benefits of fundraising. The board also discussed the possibility of considering an additional charge related to not participating in volunteering and also suggested that we increase the number of required volunteer hours. The board discussed this topic and several shared concerns about increasing the requirements for volunteer hours.
- Laura suggested that we consider charitable donations to help offset ice costs and decreased costs for skaters.

Action: Elizabeth will provide an update to the next board meeting regarding fundraising plans.

9. Junior Board Report - Shreya Neyar

- Confirmed May 1 banquet date
- Reported recent thefts in locker room. Thefts of money have been reported to the police. Additional locker room monitoring will be implemented to help mitigate this issue.

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

1. Synchro Report/Discussion – Vikki Dalquist



Director Board report  
March 2015.pdf



Letter to Board re  
access to Mids funds

The synchro director's report noted a specific concern is related to negative talk regarding synchro skaters. This will not be tolerated.

Discussion about use of funds for synchronized skating. Kim and Julie shared concerns about the diminishing synchronized skating numbers and expressed the need to support the program. Laura clarified that Vikki stated that she would like \$10,000 for Mids travel in 2016.

Laura suggested that the board consider a fiscal addition to the synchro budget to help build the program. This money would be used for additional training, rather than funding skater travel or off-setting individual expenses. The board agreed that synchronized skating is an important part of the club. The board would likely support a proposal like this.

The board suggests that Vikki submit a request to the board regarding the use of additional funds from reserves for strengthening the program.

**Action:** Chris will contact Vikki to ask her to fine tune her proposal to specifically indicate how funds might be used for building the synchro program.

2. Competitive Team Update – Lori Brakke

None

3. Coaches report – Debbie Colgan



Staff Meeting  
minutes.pdf

Debbie reviewed the report and shared that the coaches will be at the DAHLC tomorrow for the wellness event. She also highlighted that USFSA is considering a name change for test track. She shared that TOI is not losing money. Finally, she asked that the board refrain from making decisions that involve the coaches without the coaches involved in the process.

4. Learn2Skate – Amanda Mikhail/ Elizabeth Thornton



Learn2Skate Board  
Report.pdf

Amanda highlighted the L2S board report and responded to questions. Board in support of putting focus on getting L2S skaters who are not in show, to attend as spectators.

**Adjourn**

Amanda moves to adjourn; Julie seconds. Meeting adjourned at 8:35 pm.

**Closed Session**

**Future Agenda Items**

1. 2015 Banquet Planning – April meeting topic
2. Volunteer service hours and associated fee