

Rochester Figure Skating Club

Board of Directors Meeting Agenda

January 16, 2023
7:00 p.m. | 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 Members: Jennifer Brehm, David Cooper, Erin Kirmis-Stein, Fawn Hangge, Lisa Lee, Mark O'Byrne, Elizabeth Rice

Absent: Amanda Roe, Terri Ufkin

Additional Participants: Payton Kappler, Maureen S. Wismayer

Call to Order: Call to order at 7:02pm by J. Brehm, seconded by L. Lee

Consent Agenda: Call to approve the Consent agenda, motion made by J. Brehm, seconded by E. Rice

1. November 2022 Board of Directors Meeting Minutes
2. Synchro Director's Report (included in this document)
3. Learn-to-Skate (L2S) Director's Report (included in this document)

Reports

1. Junior Board Report-

- Made 4 tie-fleece blankets to donate to the Ronald McDonald House
- Had their winter social since the December meeting was canceled due to weather
- Junior Board discussed Ice Show and is proposing that the Father Daughter number goes back to 2 performances.

2. Director's Report-

- Frosty Skate Blast Competition, 138 registered skaters, medals are ordered and schedule is being made, February 4th.
- Audit report is finalized. Discussion on moving some funds from the RFSC Wells Fargo account to the RFSC Braemer Bank account.
- Contract skaters get a discount of what it actually costs to have the skate

sessions.

- Jump harness has arrived and will be installed. The spinner is being built and will be shipped soon.
- Employee Skating Benefit- setting up a voluntary 403b plan for the staff member to contribute pre-tax dollars, based on certain specifications. A motion was made by L. Lee and seconded by E. Rice to approve the 403b redline in policy 1704. Motion passed unanimously

3. President's Report-

- Holiday Exhibition- Fun, but need to consider looking at our music set up. Maybe require the skaters to have CD's.
- Ice Show planning is in motion.

4. Treasurer's Report-

- On budget with our administrative budget. Synchro is self-sustaining. L2S is favorable. Contract ice runs in the negative, but less than a year ago; more income coming in from private lessons and group classes.

Discussion/Decisions

1. Locker Room Contract- Email blast will be sent with the meeting date and the new policy.

2. Winter Spiritwear Orders timeline- tabled until the next meeting

3. Volunteer Hours management- Amanda is tracking volunteer hours, but is not compiling all the hours for each individual family and sending that on to Anne. Chairs should be verifying the volunteer and hours worked...there is a column on the Google Doc where the chairs can verify or make changes.

4. Production Team Survey status- some families are interested in a production team getting started, but nothing is moving forward and we currently don't have a coach taking this on. Maureen will be taking this over and looking further into the possibility of getting a team together.

5. Ice Show-

- Ice Show group pictures, have a volunteer take the group shots during Rehearsal week (the first two nights), and then share those out with the club on a website to download... this idea still needs to be presented to the Ice Show

committee...Mark will do this. A volunteer photographer will need to be arranged...we need a parent to find the photographer and figure out the logistics.

- Junior Board would like to propose that Father Daughter goes back to 2 performances, similar to pre-COVID. Mark will address this proposal with the Ice Show Committee.

6. Volunteers, expectations and training- parent volunteers that take on leadership roles such as Chair positions, etc. need to be provided training from the previous Chair, but also need to be provided a document that explains some 'general' expectations and information (i.e. safe sport training requirement, due process, reimbursement guidelines, etc.). Maureen will create a draft document as a starting point, and the Board will help finalize the document with Maureen.

Open Forum

The Junior Board roles are increasing (this year also had to plan, organize, and run the Holiday Exhibition; did 2 Hiawathaland's, etc.), and the budget has remained the same. The parent liaisons, along with the Junior Board members will discuss what expenses may be incurred in a year and come up with an itemized cost proposal to present, which may propose an increase the budget. The Board was in support of the possible budget increase to make sure the Junior Board has what it needs to be successful.

Holiday exhibition- this used to be organized by a parent volunteer and was fully given to the Junior Board to organize, plan, and execute this year. This needs to go back to having a parent volunteer organize, plan and run with assistance from the Junior Board. The Junior Board members were not able to participate this year because they didn't have time to put together programs because they were too busy planning the event, which happened shortly after them taking on the Halloween Party 100% and doing a lot of work with the fall Hiawathaland. A parent volunteer needs to be recruited.

Banquet- a date needs to be set, location and specifics need to be decided. Date should not be during testing week as it is too close to pull together all the paperwork, etc. It would also be ideal to wait until after the school year contract is complete to give time for the Lettering requirements to be finalized.

Adjournment

A motion was made to adjourn by E. Rice, seconded by J. Brehm at 9:17pm.