

Rochester Figure Skating Club
Board of Director's Meeting Minutes

Monday | July 21, 2014

7 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 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

1. Roll call –

Present: 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

Absent: none

Guests: Debbie Colgan, Vikki Dalquist, Lori Brakke, Betsy Wilson, Elizabeth Thornton

2. Review and approval of June meeting minutes



06162014 RFSC BOD
minutes.pdf

Discussion of minute approval process

Motion to approve – Wayne Brakke, second by Elizabeth Harty

Minutes approved unanimously without change.

3. Review of current meeting agenda

Two additions - New Business: Volunteer Policy and Dasher Boards

Old Business

1. Follow-up Discussion: Annual Meeting / Banquet date – Chris Gade

Discussion regarding potential club conflictual dates - Debbie provided a club calendar draft.

Action: Julie will update the club calendar and distribute for consideration at the next board meeting.

2. Review of Date Options, Hiawathaland 2015 – Chris Gade

Per Doug Zmolek, Graham Arena is not an option due to other competing events /conflicts

Feb 5-8, 2015 – Hiawathaland; Will explore alternative dates and venue for future years to optimize timing in relationship to other competitions.

No action required.

3. Rochesterfest, Rochester Sports Night Report – Chris Gade (per report from Tom Burket)

RFSC spent \$400-500 to participate in this event. The following skaters assisted with the booth: David Jonathon Kaufmann, Shreya Nayar, Megan Viozzi and Martha Burket. There was good attendance from community in general to the event, but not many visitors other than RFSC skaters and their families to the RFSC booth. Per Tom, this may not be the highest priority for the club for future years.

Action: Bring back to BOD for discussion Feb, 2015

4. Camp Olivia – Stacy Dierauer

Organization and planning for Olivia Clark camp is going well. Eleven campers are registered thus far with an expectation for around 28 kids. Amanda and Stacy will continue to work on programs. Lori Brakke is creating and managing the music.
No action required.

5. Volunteer/Committee Leads – Chris Gade



2014volunteerleads.
pdf

Chris reviewed current volunteer leadership positions and requested additional volunteers. HE reminded the Board that each member should participate in at least one RFSC committee and that we need to fill gaps that currently exist.

High Priority Needs:

- Hiawathaland Co-Chair
- Fundraising

Action: Please notify Chris if interested in additional committee service. Julie will update the volunteer spreadsheet and make available during next month's Board meeting. Laura will develop a volunteer strategy and present this at the next Board meeting.

Committee Reports

Secretary's Report – Julie Hobbs

E-mail distribution lists - Julie described the new club distribution list have been created. Some coaches, however, shared that they did not receive the meeting agenda, although they should have been included in the distribution list.

Action: Julie will follow up with Tim Rinkel to verify the contents of the new distributions lists.

1. Treasurer's Report – Laura Schroeder

Monthly Report: Highlights:

- Will pay audit bill next month which will be \$13700
- Laura is working with Eastwood Bank to establish a second account. She will deposit \$50K into an 11 month CD @ ½% interest. She will invest \$25K in a money market currently earning .31%.
- Show expenses received this month (\$10K) were a little higher than expected, but will be balanced when sponsorship funds are received.
- Fundraising:
 - \$3800 synchro
 - \$2000 competitive team
- Ice costs – not as high as we had hoped, but still generating some revenue.
- Concern raised by Elizabeth Harty: Appropriateness for the Testing line item to be profitable. Laura reminded the board that administrative expenses are not allocated at the line-item level for this function. If this allocated occurred, testing would indeed, not have a positive margin. The group acknowledged this understanding.

Budget Overview: Highlights

- Synchro fees – The director fee currently coming out Administrative line item. Discussed the appropriateness of this practice. After much discussion, the board decided to retain this expense within the Administrative line item but consider changes in the future as appropriate. Further discussion regarding specific strategies for determining which line items should have positive margin targets vs. those that are projected to be budget neutral or produce negative margins. This will be a high priority with the future Executive Director.

Action: Laura will engage Andy Schram and Kim Otte to evolve the budget and financial model for the club. This will include strategies regarding changes needed to maintain neutral or more positive budget, given potential changes in L2S, the additional of an Executive Director, and adjustments to Synchronized skating metrics. An update will be provided by this group at the August board meeting.

- Audit: distribution and quick review. Laura shared highlights regarding areas where improvements have been made and areas where additional opportunities for improvement are present.

Action: Board will review the audit and be prepared to discuss at the next Board meeting.

2. Ice & Rules –Dawn Nelson

The draft school year ice schedule was reviewed. Highlights include:

- More open level sessions to encourage additional ice time and to balance the numbers of skaters on the ice.
- The “break even” point is 15 skaters per session. Coaches prefer as many skaters as possible to promote access for private lessons. Ice and Rules will determine final number of skaters and establish schedule accordingly.
- Power classes - updated to include three levels this year instead of two to allow for lower level skaters to have an appropriate venue.
- Theater on the Ice – added time for the first time this fall (soliciting interest – may evolve)
- Off ice schedule – similar to last year

Action: Dawn will post the schedule to the RFSC website next week, although registration deadline dates are pending.

Safety Seminar – Dates have not yet been determined for the new contract year safety seminars.

General Reminder – Dawn reminded the Board and coaches of the importance that all scheduled ice time that is no longer needed is cancelled so the club is not billed for the time. Laura asked to be copied on emails to Ed when ice cancelled for tracking purposes.

Coaches/Staff Reports

1. Coaches' Liaison Report – Debbie Colgan



staffmeeting.pdf

Calendar

Upcoming Board Meeting Dates/Time

- Monday, August 18, 2014 | 7 p.m.
Rochester Recreation Center – Bob Fick Room
- Monday, September 15, 2014 | 7 p.m.
Rochester Recreation Center – Bob Fick Room

Debbie reviewed the current coach pay rate and requested consideration for increasing the rates for all components of their functions including, off ice classes, on ice sessions, and meetings. The last increase for coaches and staff was

a 3% raise approved in Nov 2009 which became effective summer 2010. The current rate is \$12 per 15 minute session for on ice and off ice classes.

Action: Board to discuss in closed session.

2. Synchro Report/Discussion – Vikki Dalquist



synchroreport.pdf

Vikki requests that the Novice team be approved to perform an exhibition at Hiawathaland without charge. This request was endorsed with no concerns verbalized.

Vikki stated that this year's commitment forms are due August 1, at thereby creating additional clarity regarding this year's synchro activities.

Action: Andy, Vikki, and Laura will develop financial scenarios with regards to potential outcomes regarding synchro team volumes.

3. Learn2Skate – Amanda Mikhail/ Elizabeth Thornton

Elizabeth Thornton provided updates regarding the summer session:

- JPSE has 8 students which is down from last session
- hockey has 10 students, which is up two skaters from the previous session
- L2S registrations are up in both sessions, when compared to last session

Elizabeth Thornton stated that additional adjustments may be required next summer to avoid Thursday evenings which conflict with Rochester' "Thursdays on First".

Elizabeth Thornton shared a need for volunteers for tomorrow's "Welcome Week".

Amanda shared highlights of results from a recent "L2S to contract" parent survey. 15 of 30 potential participants responded. In summary, concerns were identified regarding information availability to parents as well as opportunities for overall improvement in club/parent communication.

Action: Amanda and Elizabeth will develop an operational plan to address the results of the survey. Other board members volunteered to join this group including Adam, Dawn, Debbie/all coaches, and Julie. Additional individual may be asked to join as well.

4. Theatre on Ice – Jamie Santee (unavailable)

No updates

5. Competitive Team Update – Lori Brakke

Lori shared that Tom Hickey served as a guest coach recently and this engagement provided a good opportunity for skaters to learn and interact with him. She also announced an August 16 or 17 car wash fund raiser which will be the last one for the year. To date, the competitive team has raised approximately \$900 for the club.

New Business

1. SafeSport Expectations for New Board Members – Dawn Nelson

Dawn reviewed expectations for all board members to be Safe Sport credentialed.

Action: All board members should complete their SafeSport training and submit certificate to Ann by Sept 1. In addition, all board members should also complete their requisite background checks asap.

2. Figure Skating Memorabilia – Amanda Mikhail

L2S is working to build interest among the skaters and to reward those as they progress certain badge levels. L2S will budget small amounts of funds this year to promote these activities.

3. Board Discussion - *deferred*



Checklist for Success.pdf

- What kind of Board do we want to be? All
- Define Board Priorities, 2014/15
- Developing Club Calendar, 2014/15
- Board meeting time (proposal to shift to 6:30 p.m. start)

Action: Postpone to next meeting's meeting with a start time of 6:30pm.

4. Dasher Boards – Kim Otte

Kim reviewed the current state of dasher boards on the South rink. She clarified that we should confirm with Ed in writing that all funds received by RFSC for dasher board sales are retained by the Club.

Action: Wayne will follow up with Ed to confirm this understanding. Fundraising Chair will assume responsibility for dasher board activity in the future.

Discussion regarding clarification about fund raising – Laura reviewed that all revenue raised via fund raising activities goes into general fund but each club activity can build projected income related to fund raising into their budgets. Dasher boards are not tax deductible because the benefit is advertising.

5. Volunteer policy – Dawn Nelson

Dawn expressed concern that the January 2014 BOD approved that the synchro hours “count” towards total required hours yet the updated language was not added to the Club Policy Manual. Julie reviewed the approval that the Board made unanimously in January and suggested that this topic not be reconsidered, based on the recent discussion and approval.

Action: Kim and Wayne will amend language on the volunteer policy to reflect the removal of the 8 hour requirement for synchro. This will be distributed by email for approval by email.

Motion: Laura moved and Dawn seconded that we conduct an email vote to approve the updated language to the policy to reflect the board's approval in January.

Adjourn

Elizabeth moved to adjourn; Amanda seconds. Regular board meeting adjourned at 9:07pm.

Closed Session

Note Item

1. TCFSA June Board Meeting Minutes



tcfajunemeeting.pdf
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Future Agenda Items

- Executive Director Job Description/Budgeting
- Governing Council Representation
- Board Discussion



Checklist for
Success.pdf

- What kind of Board do we want to be? All
 - Define Board Priorities, 2014/15
- Developing Club Calendar, 2014/15

Respectfully submitted by Julie Hobbs, Secretary, RFSC Board of Directors