

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

Monday | August 18, 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 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

6:30 p.m. – Closed Board (Discussion)

Present for Closed Discussion: Wayne Brakke, Adam Brase (arrived - 7:12 pm), Stacy Dierauer, Chris Gade, Jeff Germer, Elizabeth Harty, Julie Hobbs, Amanda Mikhail, Kim Otte, Laura Schroeder and Andy Schram

1. Review Office Manager job description
2. What kind of Board do we want to be?



Checklist for
Success.pdf

7 p.m. – Public Meeting Agenda

1. Roll call

Board Members Present: Wayne Brakke, Adam Brase (arrived - 7:12 pm), Chris Gade, Jeff Germer, Elizabeth Harty, Julie Hobbs, Amanda Mikhail, Dawn Nelson (arrived - 8:16pm), Kim Otte, Laura Schroeder and Andy Schram

Coaches/Guests: Debbie Colgan, Betsy Wilson, Vikki Dalquist, Elizabeth Thornton, Lori Brakke, Anne Pappas Owen

2. Notation of approval of July meeting minutes via electronic vote



07212014minutes
edit 8 18 2014.pdf

Electronic vote Yay: 10 Nay: 0

Note: One correction requested by Debbie Colgan during meeting: updated minutes to reflect the 2007 fee adjustment rather than the previously written text.

Action: Julie will update July minutes to reflect this correction and send to Tim Rinkel for website update.

3. Review of current meeting agenda

Approved with the addition of Safe Sport topic - old business (requestor - Julie Hobbs)

Special Topic

1. Overview of Hawkins|Ash Audit Report

Guest: John Wolter, Hawkins & Ash

- a. Brief overview of past and current audits
- b. What is planned for the next audit;
- c. Options we have to adhere to MN State Law 501C3 requirements, but still spend less on the audit overall

Mr. Wolter briefly reviewed concerns identified in the 2011 audit and shared that the second year (FY 2012) audit demonstrates significant improvement over the prior year. He further shared that in year four he expects the club to recognize the full extent of the improvements made, given the timing of audits as compared to process changes. He verbalized that developing a club level financial strategy will be important for future success. Mr. Wolter also shared that he anticipates that the improvements the club has recently made in book keeping and organization will result in easier and faster audits in the future with resulting decreases in costs of the audit.

No action required.

Old Business

1. Follow-up Discussion: Annual Meeting / Banquet date / Club Calendar– Chris Gade/Julie Hobbs

Feedback from several stakeholders was reviewed and Friday, May 1 6:30 – 9:00 was set for the 2015 banquet. Additional feedback was received to update the club calendar.



2014_15 RFSC
Calendar.pdf

Action: Julie will update the calendar and will send to Adam and Tim for uploading to the club website.

2. Camp Olivia – Stacy Dierauer / Amanda Mikhail

Thirty kids participated (basic 4 through pre-pre) and camp went very well. Although final financial numbers are not yet available, the camp definitely broke even. Amanda shared that we now have a good understanding of how much it costs after this year. Stacy D. and Amanda M. were recognized for a job well done!

No action required.

3. Volunteer/Committee Leads – Chris Gade



2014_15volunteerlea
ds.pdf

Updates:

Jeff Germer – Hiawathaland (double check)

Adam Brase – Marketing and Communications

- Website – Tim

Wayne Brakke– Rec Center Construction liaison

Stacy Dierauer – Hospitality

Jr. Board - Board liaison - unfilled

Calendar

Upcoming Board Meeting Dates/Times

- Monday, Sept. 15 | 6:30 p.m.
Rochester Recreation Center | Bob Fick Room
- Monday, Oct. 20 | 6:30 p.m.
Rochester Recreation Center | Bob Fick

Fundraising Chair – unfilled

Action: Julie H. will contact Ginger Knapp to request that the President of the Jr. Board to provide updates. Julie will also edit the Volunteer spreadsheet to reflect the updates. Chris G. will follow up with Michelle Kalina regarding her interest in serving as Fundraising Chair.

4. Volunteer policy – Dawn Nelson / Wayne Brakke

Per the July board meeting, the volunteer policy was updated to reflect the board's January 2014 approval of the elimination the restriction of synchro hours "counting" towards the total required volunteer hours for the club. This policy was edited by Wayne and Kim and distributed to the board via email by Julie. After the two day requisite review period during which no concerns were raised, an email vote was called regarding the adoption of this policy change.

Although the policy was updated and distributed for review and discussion, a full vote could not occur because the distributed policy was not the most current version. As such, this topic is being revisited at the August 2014 board meeting for clarification.



[Compare New] 3401
Volunteer Policy.pdf

Discussion occurred regarding the previously electronically approved 2010 version of the volunteer policy as well as the need to review and revise the 2012 version. The group determined that indeed the 2012 version of this policy should be reviewed. The 2012 policy was amended to remove all restrictions regarding what hours may be used to meet the club's 24 volunteer hour requirement. The attached file shows both the original 2012 version of this policy as well as the newly adopted 2014 volunteer policy.

Motion: Elizabeth Harty moved to approve the new volunteer and Wayne Brakke seconded. No additional discussion. The proposed change was unanimously approved.

Action: The newly approved policy will be applied to the 2014-15 school year contracts and Wayne will add this to the board policy manual.

5. Safe Sport – Julie H.

All board members and coaches were reminded to complete the USFS Safe Sport training modules and submit certificates to the club office by Sept 1st.

Committee Reports

1. President's Report – Chris Gade

a. Highlights of Midwest VP Conference call

On July 23, 2014 Chris participated in a phone conference and shared that all board members and coaches are invited to future calls. A couple of topics were highlighted from the call:

- i. Rink relations manager – Jeff Tyler COO of "STAR" (Serving the American Rinks) suggested that regular meetings between the rink manager and a member of the board can enhance communication

Action: With upcoming construction, Debbie and Chris will meet with Ed periodically.

- ii. Converting beginning skaters to contract skaters will be an upcoming topic for this meeting.

Action: Amanda M. will participate in this conference call.

b. Update: Rochester Recreation Center/Senior Center Construction Project & Remodeling

Chris reviewed updates that Ed provided related to construction:

- i. Underground fuel oil tank: We are proceeding with the removal of the underground fuel oil tank. This will require us to burn fuel oil in the above ground tank so it can be moved. We hope to have the work done between August 25th and September 2nd. This is necessary for the pool expansion.
- ii. Geotechnical drilling: McGhie and Betts did some additional drilling to locate ash and help determine foundation types. The MPCA (MN Pollution Control Agency) was contacted, they are ok with ash dug up being moved on site and covered by parking lot. This will save money if we can keep it all on site vs. paying to haul it away and dispose of it.
- iii. Meeting with TSP: The team met today to review CPMI's design development cost management report. If we can use a driven pile foundation on the pool addition this will save a lot of earthwork cost. We hope to have that answer this week. If we cannot use a driven pile foundation, cuts will have to be made with the most likely source being remodeling costs. This would affect RFSC.
- iv. Timeline: We are about a month behind the last estimate. This would not affect the optimum Rec Center work period from April 1, 2015 until Oct. 1, 2015.

No action required.

2. Secretary's Report – Julie Hobbs

a. Electronic voting

Julie requested feedback regarding electronic voting process. The group agreed that the process was easy and no changes were needed.

No action required.

3. Treasurer's Report – Laura Schroeder

a. Laura reviewed July financials. A few highlights include:

- i. i. US Bank sponsorship donation the club received for support of the 2014 Ice Show guest skaters has now been allocated between show and dance seminar. The funds were allocated based on expenses incurred related to the guest skater activities.
 - 1. Show (39% of the expense)
 - 2. Dance Seminar (61% expense)
- ii. Eastwood bank – 2 new accounts have been established. \$25k in a fixed rate CD and \$50k in a savings account. This protects the club's funds under FDIC coverage regulations.
- iii. The club may consider shifting all funds to Eastwood (soon to become Bremer Bank) due to the no-fee products they offer for non-profit organizations. Bremer Bank has other avenues of allocating money to allow higher limits under FDIC regulations.

Action: Laura will follow up and communicate with the board if this change is warranted.

- iv. A written synopsis of club operational changes that have been made as a result of the recent audit was shared. Laura was commended for a job well done.



Laura S Changes
since audit 2011.pdf

- v. Budget –Reviewed highlights and answered questions. No significant changes over past year, although the budget may change based on financial strategy discussions over the next few months. Julie moves to approve the budget and Elizabeth Harty 2nds. The budget was approved unanimously.

4. Ice & Rules – Dawn Nelson



Ice and Rules
Report8-18-14.pdf

Chris reviewed report in Dawn's absence. Interim and 2014-15 school year registrations are open. Special thanks to Dawn for ensuring the completion of registration in Eva's absence.

No action required.

Coaches/Staff Reports

1. Coaches' Liaison Report – Debbie Colgan

Debbie reported that the staff is finishing the summer program and that the Minnesota state competition will occur at the end of the week. She shared concern about the board recent decision to not allow a fee increases for on and off-ice class rates, plus meeting rate during the upcoming year. She also requested changes to July minutes, clarifying that 2007 was actually the time of the last pay raise rather than 2009.

Action: Julie will update July minutes to reflect this correction. Minutes will not be required to be re-approved.

- Elizabeth T. advocated for fee change and shared the attached letter.



L2S Rate Increase
Letter to Board ET.pdf

- Amanda requested a short timeline to review financial state and then reconsider within a month or two

Motion: Laura moved Elizabeth Harty seconded the motion to approve a cost of living increase for L2S electronically vote to occur by Sept 15. The board unanimously approved.

Action: Chris Gade, Laura Schroeder, Debbie Colgan, Elizabeth Thornton, and Andy Schram will develop a fee rate increase proposal and send to Julie. Julie will distribute to the board for electronic vote.

2. Synchro Report/Discussion – Vikki Dalquist



synchronreportaugust
2014.pdf

Vikki shared that an unfortunately on-ice accident occurred yesterday which resulted in the loss of a skater, potentially for the season.

3. Learn2Skate – Amanda Mikhail/ Elizabeth Thornton

- Elizabeth T. reviewed current L2S activities which include having a table with coaches at an upcoming hockey event as well as other strategies.
- Amanda highlighted the attached FAQ developed by several board members and the group discussed how to make this standard packaging for communication.



FAQ

Action: Adam will review; FAQ will be used for communicating during upcoming parent night

Amanda also described a new program, “Loot for Levels”, which includes merchandise for kids as they progress through badges. This new exciting rewards program will begin during the first fall session.

Action: During the September 22 JPSE session, Amanda, Elizabeth T., Julie and Dawn will meet with parents to provide FAQ and host an open forum for Q&A. Julie will add this event to the club calendar and Adam will add the club calendar to website

4. Theatre on Ice – Jamie Santee

5. Competitive Team Update – Lori Brakke

- Competitive team challenged board to Ice Bucket challenge

New Business

1. Bids Planning – Elizabeth Harty

Elizabeth H. shared that she is still waiting to receive bid packages from USFS and believes that RFSC has a good chance of receiving bids. The board discussed which competitions and strategies may be the most lucrative. Elizabeth H. stated that we should know something by spring 2015 if we are able to obtain the bid for a fall 2016 event.



EHarty Bid
update.pdf

Action: Elizabeth H. will return to the board when additional information is available.

2. Financial Modeling – Andy Schram



RFSC Financial
Strategy.pdf

Andy briefly described the high level impact of obtaining an executive skating director or another club leader with a different title. He described that a part-time position would likely be in the range of ~ \$40K annually. He briefly mentioned the impact of changes in Synchronized Skating program as well as the impact of the increasing numbers in the L2S program. The group discussed the impact of the increasing rate for L2S as well.

Andy stated that as a board, we should focus on we hope to earn revenue and how to best expend limited resources. He stated that the club should develop a five-year financial strategy and described many opportunities to generate significant revenue for reasonable effort (e.g. hosting event). The board discussed the expectation that the Skating Director could be required to ensure that bids are placed to self-sustain that position. The group also discussed the need to diversify strategies for bids to obtain varied events over time. Dawn reminded the group of the board's history, sharing that around 2008 the board decided not to have a fundraising committee and to instead, focus on bids.

Action: Andy will gather additional information from various stakeholders and will develop a short term financial plan, including volunteer and bids strategies. He will share this strategy at the September board meeting.

3. 1708 North Rink Advertising Signs



1708 North Rink
Advertising Signs.pdf

Wayne provided an update regarding recent discussion with Dale and Ed, including information regarding banners, dasher boards, and in ice advertising. There are costs to the club for obtaining sponsorships in these areas, as described in the attached notation. The group clarified that all proceeds from this and all fundraising are placed into a general fund but may be designated in specific budgets to offset costs for a specific program (e.g. synchro, competitive, etc.) No fundraising may be designated as “restricted funds”.

Regarding the Fundraising Chair, the group discussed the need to determine if Michelle Kalena will be fund raising chair.

Motion: Laura moved to adopt the attached policy and Andy 2nd, with the removal of the last line re: the designation of funds to specific groups.

Action: Chris will touch base with Michelle to determine if she wants to be Fund raising chair. Wayne will remove the last line of this policy and will update the policy manual to reflect the adoption.

4. Volunteer Recruitment Strategy – Laura Schroeder

Laura highlighted that a recent review identified that 4400 volunteer hours were required to run the club over the past year. With the current volume of contract skaters and with each family volunteering only the required 24 hours, the club would only receive a total of 2200 hours. Thus, there is a clear deficit between the required number and the number of hours volunteered without some families providing many more hours than the minimum. Laura described that the Ice Show and Hiawathaland are heavy hitters with regards to the use of volunteers and that the club may need to develop a strategy to manage volunteer requirements.

Action: Group will incorporate volunteer strategy as we build the financial strategy; Laura, Amanda, and Andy will meet to discuss the incorporation of volunteer strategy with financial strategy

5. Revision of the Policy and Procedures Manual – Wayne Brakke



Policies & Procedures
Draft.pdf

- The following previous approved policies have been added
 - 1707 Account Receivable
 - 1522 Social & Media
 - 1706 Reimbursement
 - 1202 Removal of Office
 - 1523 Criminal Background Check
 - 1524 Office and Coaches Room
- The following items were added but need board approval,
 - 2009 Tryouts
 - 3401 Volunteer Policy
 - 1640 Office Manager
- The following items need clarification
 - Executive Skating Director Job Description
 - 1705 Professional Staff Education Stipend

Motion: Wayne reviewed the updated policies based on previous board actions and asked the board to consider an update to Policy 2009 (Tryouts). He submitted a motion and Julie seconded to request that board vote on an amendment to this policy to include a requirement for skaters to be current with their bills prior to being approved for tryouts. The board voted and this motion was adopted unanimously.

Motion: Wayne also submitted a motion and Laura seconded to request that board vote amend Policy 1705 (Professional Staff Education Stipend) to include the requirement that the coach must achieve Master rating status to be eligible to roll over any professional funds from year to year, up to three years. The board voted and this motion was adopted unanimously.

Action: Wayne will update the policy manual to reflect the adopted changes.

Adjourn

Laura moved and Wayne seconded a request to adjourn the board meeting. This motion passed unanimously and the meeting was adjourned at 9:10 pm.

Of note, Dawn will Chair the September 15 meeting in Chris Gade's absence.

Note Item

1. TCFSAAugust Board Meeting Minutes



TCFSAAug2014.pdf

Future Agenda Items

- Executive Skating Director Job Description
- Governing Council Representation
- Bids Committee Update

- Marketing Communication Update
- Financial Model, companion job description review