



## Rochester Figure Skating Club Board of Directors Meeting Minutes

October 15, 2018

7:00 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 Present:** Tamika Ballard, Jennifer Brehm (Secretary), Fawn Hangge (Treasurer), John Kappler (President), Elizabeth Rice, Amanda Roe, Andrew Schram (Vice President), Darin Tosse

### **Absent:**

**Other:** Kari Sackett, Alexarae Sackett, Vikki Dalquist

**Call to Order:** Motion made by J. Kappler seconded by A.Schram at 7:00pm.

**Consent Agenda:** Motion by J. Brehm to approve consent agenda, seconded by A. Schram

1. September 2018 Board of Directors Minutes
2. L2S Director Report
3. Synchro Director Report
4. September Midwest VP CC Notes
5. TCFSA October Notes – No meeting

### **Reports**

1. Junior Board Report- Halloween party is getting organized. Jr. Board sweatshirts were picked up. Just had a locker room clean up, another one in November.
2. Treasurer's Report- New fiscal year has started. Overall financial standing is favorable.
3. Director's Report – No Report
4. President's Report- Hiawathaland has been chosen as an Excel Series sanctioned event. Solo dance series-to be looked at favorably to be a host for this, it is encouraged to have numerous skaters within the club skate participating in that series. Disney On Ice is giving a special discount to clubs to attend the show on Dec. 7. RFSC was mentioned three times in the Aug./Sept. Skating magazine.

### **New Business**

1. Private Lesson Fee Rate Request- Kari and Makayla submitted requests. A. Schram made a motion to approve, seconded by E. Rice.
2. Policy Change Review and Approval – 1600 RFSC Executive Director- A. Schram made a motion to approve, seconded by J. Brehm.

### **In-Flight Initiative Updates**

1. Show Lights – Andy- all 24 moving headlights have been installed and tested. A demo will be done. Grizzlies can contract to use the lights. Tentative run of lights during Holiday Exhibition.
2. Carpets – John- Option to rent carpets from Mid America. They would store and set up the carpets. Will look into the specific costs.
3. Trophy Case – Darin- detailed specifications given, will continue finalizing the plan. Goal to have it complete by Hiawathaland.
4. On-ice Video Recording System – Andy- no update
5. Vision and Mission-no update

### **Open Forum**

### **Closed Session**

### **Adjournment**

A motion was made to adjourn by J. Brehm at 7:39pm, seconded by A. Roe.

Respectfully submitted, Jennifer Brehm, Board Secretary, Rochester Figure Skating Club

## **Synchronized Director's report to the Board for September & October 2018**

I spent time on the following things:

- Communicating to the Synchro Skills team parents how things work after our fall classes finish and how their skater can continue on to the competitive team.
- Communicated competition dates, Holiday exhibition date, canceled practices, and time change dates to all teams. For many this was a second or third time just to make sure everyone has this information.
- Setting extra practice times after determining possible ice times through Maureen.
- Provided Tim updated information for our website for all synchro teams and the online synchro manual.
- Emailed the Skate-a-Thon date and the importance of this fundraiser to all teams.
- Secured a second synchro manager for the Skills team.
- Made final selections for competition outfits for each team and worked with the team managers to get needed information to The Line Up, our costume maker.
- Made sure managers got registrations for Maplewood competition taken care of.
- Renewed each team with US Figure Skating and had Anne finalize the payments.
- Gave Anne the amounts for monthly billing of the Open Juvenile & Pre Juvenile teams.
- Sent informational email to potential skaters for the Fall 2 synchro skills class.
- Various and assorted communications about the teams with managers and parents.

I am pleased to report that we have 14 Open Juvenile, 9 Pre Juvenile, and 14 Synchro Skills skaters currently.

- Vikki Dalquist

## 10/15/18 Learn2Skate Board Report

- **Fall 1:** This is the last week of Fall 1 classes (October 16-20) and it is testing week for Learn2skate. The last class for Explorers 2 class is October 22 due to starting on September 10 because of Labor Day September 3.
- **Fall 2:** classes will continue to be 30-minute classes and separate practice time. Fall 2 starts October 29 and goes until December 22 (7 weeks). Explorers 2 will follow the same 7-week schedule. There will be no classes on Thanksgiving week. We will be offering the Winter package again which includes Winter 1 L2S classes, Learn2compete, and show. The winter package was started last Fall 2017.

## Midwestern Section VP Conference Call – September 26, 2018 – John Kappler

This session focused on the Regionals and Sectionals competitions coming up. Each Region in the Midwest Section was represented and competition chairs from each spoke.

General take-aways: SafeSport readiness was a repeated topic. Background checks and SafeSport training for the applicable volunteers was stressed. One competition did not offer practice ice on the competition rink – bad move – many complaints. Someone made the point that Practice ice is not guaranteed and another made the point that we all pay enough and the skaters train enough to expect certain things. New rule on Music stoppage was reviewed. Regionals participation numbers are down – Quals and Nonquals. The USFS EMS system is still causing confusion – not all kinks worked out.

Next topic – Locker Room Policies for competitions.

- Should have LR monitors and they should stay outside the LR.
- No parents for skaters over 11.
- Signs available on the USFS SS website.
- No cellphones in LR.

Tip for Competition Chairs – put USFS and SS quals on lanyards to identify those that are credentialed.

New SafeSport Handbook version expected in mid-October.

Clubs with no SafeSport Chair will be inactivated. EEEK!

192,110 USFS Members – Biggest ever

133,959 L2S Members – Biggest ever

New USOC CEO – Sarah Hirshland

## **POLICY 1600 CLUB DIRECTOR**

### **CURRENT VERSION**

#### 1600 Club Director

The club director is a part time employee of the RFSC and is accountable to the Board of Directors. The club director is paid a monthly salary based in part by the number of club members. Furthermore, the club director's duties include, but are not limited to:

- Preparing a monthly report to the Board of Directors
- Attending Board of Directors meetings
- Establishing goals
- Assisting the Learn2Skate Director
- Serving on the Ice and Rules committee
- Promoting the RFSC, its programs and skaters
- Developing programs as defined by the Board of Directors and professional staff
- Staff development and evaluation
- Representing the club as the chief liaison between the RFSC and the Park and Recreation department and other skating facilities as deemed necessary
- Fundraising and sponsorship
- Hosting educational seminars for members and parents
- Implementing policies
- Exemplify the highest standards of good sportsmanship and professionalism. Be an advocate for all skating members (ice dancers, individual competitors, synchronized teams, testers, and adults) and in doing so, support the growth of the entire club.

Adopted: 4/25/01      Revised: 9/20/10

### **JOB DESCRIPTION VERSION**

The Club Director provides executive leadership for the RFSC. Responsibilities fall into these categories:

- Lead and supervise the Club's professional staff (L2S director, Synchro director, office manager and coaching staff). Responsible for all Personnel issues (hiring, termination etc).
- Primary staff liaison to the RFSC Board of Directors. (Primary Staff Liaison to key board committees; Attend all RFSC Board and Exec Board meetings, Regularly communicates updates to the Board staff and volunteer leads)
- Ensure the sustainability, profitability and growth of the L2S program.
- RFSC Liaison to the Rec Center Staff (point person for RFSC and Rec Center staff for scheduling of ice).

- Establish and ensure successful implementation of office policies and procedures.
- Serve as a public 'face' for RFSC.
- Work cooperatively with RFSC President and Board to establish and annually update club strategic plan.
- Responsible for RFSC's financial success.
- Responsible to receive approval for all major organizational contracts by RFSC Board.
- Ensure compliance with Safe Sport requirements of US Figure Skating.

## PROPOSED UPDATE

### 1600 RFSC Executive Director

The RFSC Executive Director provides club leadership and is accountable to the Board of Directors. Duties include, but are not limited to:

- Serve as the primary liaison with the Board of Directors for the professional staff (Team and L2S Directors, Coaches, and the club's Office Manager). Be the club coordination point for all shared service club activities with the intention of optimizing club efficiency and minimizing event and personnel conflicts.
- Responsible for Personnel issues (including hiring, termination, optimizing staff development and providing periodic staff evaluations)
- Supervise the Learn2Skate Director in optimizing the L2S program for successful transition of as many skaters as possible to advanced levels.
- Attend Board of Directors and Executive Board meetings whenever possible.
- Prepare a monthly report for the Board of Directors meeting to include significant achievements since the last report.
- Work with the Board of Directors to establish the club's strategic plan. Establish club goals, attain board approval and execute plans to achieve those goals.
- Attain approval from the Board of Directors for any organizational commitments or contracts.
- Partner with club committee chairs and their committees to provide assistance in managing committee activities.
- Meet with functional assistants as needed to ensure they have enough knowledge to manage the lead role in the Club Director's absence. Functional assistants will be assigned for publicity, fundraising, sanctioning and lettering.
- Manage public relations and publicity at the club level. Provide reminders to staff to provide publicity input before and after applicable club, team or individual events.
- Represent the club as the chief liaison between the RFSC and outside organizations. Examples include the Rochester Parks and Recreation department, other skating facilities such as the Kasson rink, the Rochester Swim club, 125Live, and media channels such as TV, radio, newspaper and social media.
- Manage the fundraising and sponsorship programs at the club level.
- Manage the Contract ice process.
- Manage the sanctioning process.
- Ensure the proper implementation of club policies and procedures.

- Work to maximize club revenue opportunities and identify opportunities to minimize costs.
- Exemplify the highest standards of good sportsmanship and professionalism.
- Be an advocate for all skating members (individual competitors, teams, and adults) and in doing so, support the growth of the entire club.
- Ensure compliance with Safe Sport policies and partner with the Safe Sport committee chair to ensure all Safe Sport tasks are completed at the club level.

Adopted: 4/25/01      Revised: 9/20/10, 10/7/18