



**Rochester Figure Skating Club
Board of Director's Meeting Minutes
June 20, 2011, Bob Fick Room, 6:00 p.m.**

Open Meeting

Board Members present: Lynn Okuno, Chris Potaracke, Laura Schroeder, Amy Hugo, Andi Kulzer, Karla Arndt, Tim Rinkel, Eva Kathmann, Kris Windmueller, Suzanne Lee-Trejo, Ann Miksch, Dawn Nelson.

Board Members Absent: None

Staff present: Paul Paprocki, Debbie Colgan

Guests present: None

The meeting was called to order at 6:04 p.m. by Chris Potaracke, RFSC Board President.

Executive Committee Reports:

Secretary's Report: Amy

Minutes for May 2011 RFSC Board meeting were reviewed by the Board and amended as needed. Tim made motion to approve May 2011 amended minutes, Karla seconded. Motion passed with one abstention.

Treasurer's Report: Andi

Andi states it has been "a busy transition month" and treasurer's report for this month is "not complete." Plans are underway for club to go through financial audit, with Marne's assistance. Profit and loss statement for May 2011 does not reflect total net of Mids rebate income yet, more is expected. It appears April 2011 the club may have made money, and that May 2011 losses were less than what was budgeted, thought not clear if this is accurate. Andi is hopeful to present a YTD report from September 2010 to present at next meeting. In looking at Summary Sheet of expenses, Ann questioned the administrative deficit. Which may be due to cost of living and other wage increases throughout the year. Karla asked for a breakdown of the administrative losses. Ann made motion to accept treasurer's report, seconded by Suzanne. Motion passed.

President's Report: Chris

- President's report made note that Dawn Nelson agreed to one additional year to her term on Board of Directors to cover for Board member Rich Washburn, who

resigned his membership. This was voted on and approved by Board in email vote in May 2011.

- Dance test chair has been updated to reflect it is Andi Harmon-Kulzer. Mary Jo Johnson will continue as test chair. Ann Viozzi will take over testing hospitality.
 - Chris and Laura met during past month to plan for personnel committee. Chris has also met with Tim to get information from his Board presidency to support personnel committee. Chris has also had meeting with Paul and Anne.
 - Executive board met to review roles. New executive board positions have been updated with USFA and on RFSC website.
 - Coach's deadline to submit raise requests is July 1. These will be reviewed at July board meeting.
 - Policy manual continues to need updating, and Chris proposes creating more formalized plan on how to do this. Idea is for each committee to take their appropriate section to update and submit for approval.
- Laura made motion to accept President's report, Tim seconded. Motion passed.

Personnel Chair: Laura

No report for this month's meeting. Committee is in process of being filled, and will include executive board members, as they participate in staff reviews. Decisions need to be made re. who will sit on committee and role of committee in creating job descriptions, current issues with personnel, interviewing, etc. This also includes whether any staff would be part of committee. Chris points out that coaches should assist a search committee, and that the board needs to approve any hiring. Paul states that many other clubs have the skating director do hiring and reviews.

Staff Reports:

Skating Director's Report: Paul

Paul states he will be taking vacation July 6 – July 13, 2011. Some questions have come up from the Rec Center about ice availability. It appears the 4:15-5:00 time will no longer be available on the South rink during hockey season (October-February).

Junior Club Director's Report: Sabine Tetzloff/ Chris

Sabine is not present, she sent her report to Chris via email. Chris shares her report. Summer Session I has begun. Numbers are down from last year (89 starts vs. 119 starts) but specialty classes such as JPSE, JC Freestyle are still recruiting. Hope to offer short Intro to Speedskating class, which is included in Basic Skills Booklet. This will be divided into two levels covering beginning and advanced skaters. Dates are being finalized, and will only run if can break even. Skaters can skate in hockey, figure, or speed skates. A free trial of "Figure Skating 101" is being offered June 23, 2011 to increase numbers, and will cover "other" badges in basic skills (dance, pairs, etc). Recent Junior Club "positives" include 22 Junior Club skaters taking private lessons, three skaters have applied to be paid interns for 2011-12 year, 10 skaters volunteering to be Junior Interns, and the online registration process has made registration much more efficient,

especially for contracting for lessons and assessing late fees (thank you Tim for the time put into this process).

Coaches Report: Debbie

Coaches met May 5, 2011, next meeting will be June 22, 2011. At their last meeting, Sabine came to describe restructuring plans for Junior Club. Carol Shulman presented her training program also. The updated reassignment policy was reviewed, and coaches are okay with it. Consensus was that the proposed summer “creative dance class” got started to late in finding an instructor. Upcoming meeting will focus on upcoming fall contract and discussion of policy for any skaters potentially affected by looming state shutdown. Debbie shares that recent conference was “awesome.” She learned about S.T.A.R.S. program being introduced at some sites around country. Concept is to assist skaters in becoming fit before learning jumps, helping develop core strength. Skaters initially receive a fitness profile compared to other skaters at their level, which provides a guide to off-ice instructors about areas to focus. This is good for safety. There would be interest in bringing this program to Minnesota. Debbie shares with the board her credentials as a sports psychologist, which includes masters degree in 1999 and PhD in 2006 from the University of Minnesota in Sports Psychology. She has given lectures at national seminars and annually leads a session at the club’s synchronized skating camp. She has also taught Sk8 Gr8 for the past ten years, a weekly class offered through the club. In addition to the class, she is willing to work individually with skaters. Board discussion recommends creating a policy that when outside instructors are invited to the club, there is a communication procedure in place to follow along with an approval process. Laura in her role as personnel chair will follow up on this.

Continuing Business:

1. Ice and Rules Update: Dawn

Summer contract numbers are good, higher than usual. Some sessions were too full and outlined plan listed in contract needed to be implemented to pull some skaters off those sessions. New reassignment process is being implemented, which invokes more coach input. Coaches are asked to privately vote and decision needs to majority of coaches vote (at least 7), and be unanimous, then vote goes to Ice and Rules Committee. A probation period of one month would be in place for a coach to change their vote. Sign in policy is in effect for summer, where skater would be charged \$10 for skating on a session they did not sign in for. The \$10 penalty would be put on next bill, indicating date, skater would also need to be informed of this. Board members will be monitoring sign in sheets. Discussion on policies re. visiting skaters and coaches. Any visitors much check in with office before skating to pay and sign waiver prior to getting on ice. It was recommended that RFSC website have easy to locate spot that outlines these expectations.

2. Volunteer Policy Update: Karla

Karla overviews some volunteer policy updates. These include aligning volunteer year with fall contract dates of September 1 – August 31. Discussion

on pro-rating required volunteer hours for new skaters, and when to assess fees for not volunteering. Dawn made motion to approve new volunteer policy, Amy seconded. Motion passed with no abstentions.

3. **Volunteer Policy Ideas:** Chris

Idea put forward by a club coach to consider rewarding members for their volunteer time, in addition to current policy of requiring annual minimum hours. IRS rules state cannot financially give money back to individual members, only in a general skating fund. Elizabeth Harty is a source of information on this.

4. **Dance Instructor:** Chris

This was tabled until January 2012, in order to begin preparing for dance class in summer 2012. Opportunity has come to bring in a Zumba instructor to cover strength and conditioning for two weeks this summer that Ann is gone, to maintain consistency. Executive board and Ice and Rules have agreed to this as a substitute.

5. **Champion for Skating Award:** Debbie

Process is moving forward. Deadline is August 1, Debbie has goal to complete it before July 4, and is requesting personal statements in order to demonstrate Gretchen Wilson's devotion to service.

6. **Junior Board Report:** Lynn

Had 18 members, now up to 19 (one skater's application had been lost, now she is added). Locker room clean up policy was reviewed. Participation in clean up is required at least once/ year, or lose locker privileges. Junior Board wants to follow through with consequences. Communications were sent to skaters who had not fulfilled the requirements, with additional opportunities to do "private" clean ups added. Rochesterfest float plans underway, with scheduled work days and permit in hand (#117). Elections were held for Junior Board executive board, and winners will be notified June 21.

7. **TCFSA:** Suzanne

Meeting requirements had already been fulfilled, so we did not attend last month's meeting. Next meeting scheduled for August 1, 2011.

8. **Committee Assignments:** Chris

Committee chairs were identified.

Committee Assignments

- **Ice and Rules:** Dawn Nelson
- **Hospitality:** Suzanne Trejo
- **Public Relations:** Kris Windmueller, Amy Hugo
- **Membership:** Amy Hugo
- **Volunteers:** Karla Arndt & Gina Eisenach
- **Policies & Procedures:** Tim Rinkel
- **Fundraising (Competition Bids):** Amy Hugo & Chris Potaracke
- **Sanctions:** Andi Kulzer
- **TCFSA:** Wayne Brakke & Suzanne Trejo
- **Education:** Ann Miksch
- **Lettering:** Kari Grabowsky
- **Dance Test Chair:** Andi Kulzer
- **Freestyle/MIF Test Chair:** Mary Jo Johnson

- **Hiawathaland:** Jimme & Jamie Lynn Santee
- **Long Range Planning:** Ann Miksch, Dawn Nelson & Paul Paprocki
- **Web Page:** Tim Rinkel
- **Ice Show:** Scott Okuno & Chris Potaracke
- **Insurance:** Andi Kulzer
- **Junior Board:** Lynn Okuno & Eva Kathmann
- **Hardship Fund:** Debbie Colgan
- **Equipment:** Wayne Brakke
- **Camp Olivia:** Jen Kulack & Lisa McPherson
- **Camp Olivia Auction:** Laura Berg
- **Halloween Party:** Junior Board
- **Winter Festival (Skate with Santa):** Ann Miksch
- **Holiday Exhibition:** Cindy Williamson
- **Awards Banquet:** Laura Schroeder, Chris Potaracke & Eva Kathmann

New Business:

Chris made motion to add two items to agenda. First item is a request for funding for Synchro Camp by Vikki. Tim seconds request. Motion approved. Second item is a request to bring in a speaker for a Sports parent workshop. Ann seconds request. Motion approved.

1. 2011-12 Event Calendar
Kris will organize calendar. December 11, 2011 chosen for Skate with Santa/ Holiday Exhibition.
2. Off-Ice Requests
Chris is prepared to submit our requests to Ed with Rec Center now.
3. Competition Bids
Will be chaired by Chris and Amy. Will utilize help from Rochester Youth Sports Commission to help prepare any future bids.
4. Full time staff
Tabled until next board meeting. Need more information to discuss.
5. Long Range Planning
In order to grow our club, more needs to be in place. This would include hosting more competitions.
Added agenda items:
6. Funding for synchro camp:
Camp will be August 12-14, will be its 8th year. Last year board decided to contribute flat fee for club-sponsored camps, to support our club skaters. Board wants to promote and support events such as these. Discussed pros/ cons of setting a dollar amount per skater vs. giving an identified lump sum. Tim makes motion to give \$30/ RFSC club skater, up to a maximum of \$1500, for the synchronized skating camp. Andi seconds. Motion passed with no abstentions.
7. "Sports Parents and How to Deal with Them" presentation:
Vikki would like to bring motivational speaker David Benzo to our club to make a presentation. He presented at PSA conference. He leads organization "Growing Champions for Life." He has offered to come speak to our club August 17,

leading a workshop for coaches and one for parents, for a total of \$1200. For an additional \$300, he would also lead a workshop for skaters. Discussion includes concern about date being too close to MN State Figure Skating Championship, and that more information is needed to make a decision. Laura made motion to pass this idea to long range planning committee for future planning. Eva seconds, motion passed, no abstentions.

Closed Meeting

The next board meeting will be on July 25th at 6:00 p.m. Karla made motion to adjourn meeting, Suzanne seconded. Motion passed. The meeting was adjourned at 9:46 p.m.

Respectfully submitted,
Amy Pyron Hugo, Secretary
Rochester Figure Skating Club