



**Rochester Figure Skating Club
Board of Director's Meeting Minutes
July 25, 2011, Bob Fick Room, 6:00 p.m.**

Open Meeting

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

Board Members Absent: Andi Harmon Kulzer

Staff present: Sabine Tetzloff, Paul Paprocki, Debbie Colgan

Guests present: None

The meeting was called to order at 6:06 p.m. by Chris Potaracke, RFSC Board President.

Executive Committee Reports:

Secretary's Report: Amy

Minutes for June 2011 RFSC Board meeting were reviewed by the Board. No amendments requested. Ann made motion to approve June 2011 minutes, Karla seconded. Motion passed. Chris introduced discussion to approve minutes via email, with a 48 hour window to approve. All were in favor.

Treasurer's Report: Chris presented email report from Andi, who was absent. Timing this month did not allow a report on accounting numbers to be shared – this will happen for next month's meeting. Andi reports she has made the transition into the club accounts with Wells Fargo, including credit cards and online services. The process is underway in updating exec board members on these accounts. Andi is exploring the possibility of on-line payments for club members. She identifies goal of defining term "in good standing" with the club in order to help membership stay current with bills. Tim comments that a definition of good standing is in place in contract, though it may need revising. In reviewing club contract, it states that if a bill is "more than 30 days late but less than 45 days past due – A \$30 late fee will be assessed and a letter will be sent to the responsible party restating the club's policy. **The skater will not be allowed to skate until the account is brought up to date.**" There was discussion re. the challenges of accepting credit card payment. At present, the only option available to pay by credit card is for Junior Club. This is being explored for show costumes and other expenses. Laura questioned whether a credit card payment box could be kept in club office. It was noted that allowing credit card payment would involve an additional fee, probably 3%, that the club would be responsible for. Ann made motion to accept treasurer's report, seconded by Tim. Motion passed.

President's Report: Chris

- Two computers have been ordered for Ann and Paul in office, as both have been failing for past year. Both computers are refurbished and will cost \$160 each.
- Chris participated in Midwest conference call for US Figure Skating. Agenda items in this meeting included outlining registration requirements for coaches, and that it is club responsibility to ensure compliancy. Looking ahead to Hiawathaland, we will need to ensure each participating coach is compliant with registration rules, and if any problems, referee should handle.
- This phone meeting also challenged each club to increase membership by 3%, and encourages us to consider what we are doing to maintain membership. Discussion ensued about club strategies already in place to keep our skaters motivated to continue. These included the lettering program and building our off-ice program. Chris stated a goal is to offer more opportunities for our upper level skaters. Amy asked what the trend has been in our club re. membership. Paul speculated that as a club, we've been mostly maintaining our membership numbers.
- The coaches would like to hire a person to come monthly or bi-monthly to clean coach's room. Laura will handle this process.
- Chris shared a board member agreement form received from Ann M. This form comes from US Figure Skating. Agreement form outlines expectations from board members as well as confidentiality guidelines. This will be further discussed at next month's board meeting.

Tim made motion to accept President's report, Lynn seconded. Motion passed.

Personnel Chair: Laura

No report this month.

Staff Reports:**Skating Director's Report: Paul**

- Paul reports a new lock for the locker room will soon be required, as it is aging and needs more frequent repairs (at a cost of several hundred dollars each year). A new lock would cost approximately \$850. The locker room fee has not been increased in over 15 years. Rather than take this from the club general fund, Ann M made motion to increase locker room fee from \$1.50 to \$3.00/ month. Tim seconded motion. Motion passed. It was agreed that an explanation will be issued re. the need for the increase to cover costs associated with maintaining the locker room.
- Olivia Clark camp application is in circulation. Olivia Clark camp volunteers can receive hours for any administrative work in hosting the camp or auction. There have been questions in past on whether Olivia Clark volunteer hours can count towards total required volunteer hours for club membership. Paul states the camp promotes the club, and that no club costs are incurred in running the camp. Its main goal is to encourage skaters to move from group classes to contract ice. Also, the Olivia Clark

fund has helped sponsor Junior Club skaters who have needed financial help. Ann recalls a policy re. volunteer hours and Camp Olivia, and will send this out. Re. donations of auction baskets for the Olivia Clark auction, volunteer hours are not awarded for this, as the donor is able to claim a tax donation credit.

- Several club skaters participated in Dodge County skating exhibition in Kasson on July 13. Paul states there will be future opportunities as the Dodge County skating rink will be open year round. He foresees coaching/ lesson possibilities.
- Safety seminar dates will be coming soon. There is plan to offer seminar for upper-level skaters to improve flow on higher ice sessions.
- Fall schedule will reflect Rec Center's request to change our skating times on South rink, which also has forced the resurface time to change in North rink.
- Paul and Kristina coach on Wednesdays in Onalaska, WI. Paul has been asked by Clark family to help guide growth of figure skating club in Dubuque, IA. Paul sees both these programs close enough to attend Hiawathaland, and by helping these programs, our program will also benefit.

Junior Club Director's Report: Sabine

Summer sessions have increased, but numbers are down from last year. Sabine notes this has been the trend elsewhere, including the Rochester Athletic Club and hockey, and is not just our program. There was good feedback from recent speedskating class, and there is hope to offer this on Saturdays in the fall. The Intro to Hockey and JPSE classes are doing well. This fall will begin transition to half hour junior club sessions where skaters will receive a punch card for open skate.

Coaches Report: Debbie

Debbie reports the STARS program is being examined by the coaches, and one family has been able to be tested in another city. There is hope to offer program ice for upcoming testing and competitions, so watch for upcoming opportunities, esp. when Junior Club is off but we're in session.

Synchro Report: Chris talked with Vikki Dalquist, Club Synchro Director, prior to meeting, about having a monthly report for the board. Vikki suggested sending a liaison to meeting. At present time, there are two synchro managers who are on board, so this is not needed. Vikki will work with Tim to add synchro policies to web site. It was questioned whether these should be incorporated with regular club policies.

Continuing Business:

1. Ice and Rules Update: Dawn

Dawn asked board members to sign up to monitor adherence with sign-in policy during ice sessions. If a skater is on the ice and has not signed in, the empty spot next to their name should be circled and the board member should initial this. Dawn previewed the fall schedule. By history, our Level 1 sessions have not been full

(with exception of Mondays), while Levels 3 and 4 are very full. Ice and Rules believes more higher level ice is needed, and that our Level 1 sessions need to be fuller. Level 1 and 2 sessions will be combined and renamed Bronze. Additionally, there will be Silver and Gold Freestyle Only sessions. The Gold freestyle only sessions have goal for increased productivity, and MIF/ dance will not be allowed on these sessions. Additional MIF/ Dance sessions are being added to the schedule. I & R hopes to post the new schedule the first week in August. Registration will be on-line again.

2. Volunteer Policy Update: Karla

2010/11 volunteer year ended May 31, 2011. 16 families did not fulfill their required volunteer hours. These families were sent an email by June 29, 2011 with a breakdown of their recorded volunteer hours, and an opportunity to correct the hours. All families were given opportunity to gain volunteer hours by providing food at testing or help with Camp Olivia to fulfill their requirement for previous year. Five families were given credit for hours not recorded; 3 families have chosen to donate food for testing or volunteer with Camp Olivia, 1 family is still deciding whether to pay fee or volunteer this summer, 7 families have not responded. Plan for these 7 families will be to send a follow up note in August, originating from RFSC office in case their spam folders are receiving the note from volunteer chair, and if still no response, will be billed in September. Volunteer policy for 2011/12 was updated at last board meeting, updated volunteer form has been sent to Tim to include with fall contract. Chris reinforced Karla's hard work this past year in updating and implementing volunteer policy.

3. Calendar Update: Kris

Kris has put together club calendar for the next year. She hopes to be able to add locker room clean up dates, and post this on-line.

4. Dance Instructor: Chris

Guest Zumba instructor who filled in for two weeks for Ann's strength and conditioning was a "big hit." It has been arranged for Joannie Mix to offer three dance classes in August, for skaters to sample her dance instruction. Details will be forthcoming in a club email. This will be opportunity to begin taking steps in planning for next summer's creative dance opportunities. It was suggested that we require interested skaters to pay in advance to ensure follow through with the upcoming dance classes, and that a survey be given afterwards to class participants.

5. Champion for Skating Award Update: Debbie

Chris and MaryJo are working on this on behalf of club. Nominations are due August 1.

6. Junior Board Report: Lynn & Eva

Reports a very successful float building and parade event, with no rain. Junior Executive Board was voted on last month. They are as follows:

President – Hannah Olson-Williams

Vice President – Shannon Brakke

Treasurer – Lane Nicolay

Secretary – Madison Okuno

Next Junior Board meeting will be August 16, and they will plan their participation at Camp Olivia. Eva shares that 7 skaters did not participate in locker room clean up this past year. Email reminders were sent out. One sign-up sheet was lost, but skaters who

participated in that clean up could communicate their participation. It was determined that one more cleaning date would be scheduled as a final chance for these skaters, before they lose their locker privileges. The Junior Board is looking at requiring a minimum age for having a locker. There have been complaints of younger skaters not giving older ones privacy. Suggested age is middle school, with those already with a locker being "grandfathered" in, and those on wait-list allowed to stay. There is general recommendation that parents use their discretion as to when to put their skater on the wait-list for a locker.

7. TCFSA: Suzanne

Next meeting scheduled for August 1, 2011.

8. Long Range Planning/ Education: Ann

No new information.

9. Policy & Procedure Update: Chris/ Tim

Show/ I & R/ New Sign in Policy are designated to be reviewed. Shindy Shandy policy has been updated by Junior Board.

New Business:

1. Publicity: Chris/ Kris

Plan to make a banner congratulating all skaters who have recently competed, as there is always the question of knowing names of all skaters prior to a competition, to wish them luck. Ideas were suggested, including parents emailing publicity chair or posting a sheet on club door to indicate upcoming participation. Publicity committee recently met to review role/ tasks. Committee recommends a "club historian" be identified, to maintain club archives. Debbie adds she has asked a parent to assist in this type of role as she prepares for the 75th ice show. Dawn expressed interest in this job. Recent graduates Christiana Johnson and Tess Trejo were featured on tv in July for both being selected for Disney on Ice.

2. Mids Profits: Ann M

Official numbers are in, with thanks to Julie Peschges, event treasurer. Event total expenses were \$124,478.08. Event total income was \$267,300.28. This results in club profit of \$142,822.20. Ann states US Figure Skating officials recommended our club bid on hosting Mids in another four years. Ann presented several proposals for distributing mids profits. She distributed definition of synchro teams. Proposals included giving 60% or 40% of profits to club synchro program to subsidize their ice costs. She made following recommendations:

- designating portion of profits for accounting software
- creating hardship fund for club skaters
- help subsidize expenses for club skaters who qualify for national competitions

Synchro team managers have met, and have identified the following potential uses for mids profits:

- equalize ice rates for synchro team, regardless of team numbers
- hardship fund
- fund to help offset costs of national competitions

- fund to cover travel/ competition costs for injured synchro skaters
- purchase synchro parkas that can be rented by team members
- synchro camp fund
- CD investments
- Educational stipend for skating directors

Discussion ensued re. the above recommendations. Laura made motion to take up to, and not exceeding, \$10,000 of mids profits for office upgrades, including accounting software. Dawn seconded motion. Motion passed with no opposition. Decision re. remaining mids money will be tabled for next board meeting, so members can absorb presented information and make informed decision.

3. Synchro Jackets: Chris

There has been suggestion made that club purchase the parkas that upper-level synchro team members wear to competitions, and that these skaters would have the option to rent or rent-to-own these jackets. It was felt more information was needed re. price and numbers before making a decision. Tim made motion to allow an email vote on this. Dawn seconded. Motion passed.

4. Club Jackets: Chris

There was a proposal brought forward to Chris by one of the coaches to offer a competitor's jacket that could be worn at state, regional, and national competitions by skaters representing our club. This jacket would be purchased by the skater. Board discussion saw this as something each skater could work towards. The jacket would be available to any skater at pre-preliminary fs and above who competes at state and regional competitions.

5. Dartfish: Chris

There is proposal by Carole Shulman to purchase Dartfish equipment, which would include training and technical support. Club already owns "ProTrainer" which is considered an entry-level system. Those familiar with ProTrainer state it has limitations, and is difficult to move around rink. Dartfish would benefit all club skaters, including the synchro program. The ProSuite version of Dartfish software allows video import, analysis of performance with side by side comparisons, quantitative drawing tools, and overlays. The ProSuite additionally offers live video capture and instant playback with a remote control, auto tracking measurement tools, and simultaneous video capture delay among other features. Dartfish can work with normal consumer-grade computer hardware and camcorders. More information can be found on their website, www.dartfish.com. Ann made motion to purchase the \$2800 "ProSuite" Dartfish package, taken from Mids profits. Laura seconded. Motion passed.

6. Power Class Equipment: Debbie

Debbie proposes purchasing 20 parachutes to be worn in power classes by skaters. Approximate price is \$50/ parachute. Chris makes motion to purchase 20 parachutes for power classes. Amy seconded. Motion passed.

7. Substitute Coach: Chris

Abby Peschges has made request to be on sub list. Abby has experience in Moves, choreography, and synchro, and will work with skaters from Basic Skills level to Novice Moves. She is presently a student at Winona State University, and involved in Winona Figure Skating club as a Basic Skills instructor, head synchronized skating coach, and private Moves instructor. Dawn makes motion to add. Kris seconded. Motion passed.

8. Morning Rec Ice: Chris

Concern has been raised when a skater may be on the ice without a coach or parent in the building. Recently there was an injury with a lone skater on an early morning session of rec center ice. Rec Center ice falls under our club jurisdiction. Tim was asked to verify wording of our policy in the upcoming online registration/ fall contract. It was recommended we include a statement such as "Morning Rec Center Ice may not be monitored by staff at all times. Skating on these sessions is at your own risk." It was suggested that a warning also be put on sign-in sheets for those skaters skating before 6:30 a.m., they are at own risk.

The next board meeting will be on August 15th at 6:00 p.m. Future board meetings will be scheduled at this meeting. Karla made motion to adjourn meeting, Ann seconded. Motion passed. The meeting was adjourned at 10:00 p.m.

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