



**Rochester Figure Skating Club
Board of Director's Meeting Minutes
August 15, 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, Andi Kulzer, Dawn Nelson

Board Members Absent: None

Staff present: Paul Paprocki,

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 Hugo

Minutes for July 2011 RFSC Board open meeting were reviewed by the Board. No amendments introduced. Tim made motion to approve July 2011 minutes, Ann seconded. Motion passed. Closed minutes have already been approved by email vote.

Treasurer's Report: Andi Kulzer

Andi distributed Profit/ Loss statement through June 2011. She notes an administrative item of concern is annual banquet. Current accounting records report income of \$710, with expense of \$5,068.76, for a net loss of \$4,358.76. Chris and Laura, who assisted with this event, both state this cannot be possible. Andi meets with ATA tomorrow and will explore this.

Discussion on budget for events. Andi stressed that chair person of event should be aware of their designated budget.

2011 ice show reflects profit of \$9,303.57, nearly doubled from last year. Ticket price increase is part of this, but there are other factors we aren't fully aware of yet.

Freestyle numbers are doing better overall, showing \$11,488.04 net loss. Synchro currently shows a small net loss of \$1,832.17, but Andi notes this will even out at fiscal year end.

Questions again were raised about what is included under club administrative expenses, which shows a current \$52,298.31 loss. Rec center costs make up part of this, but not clear what this includes. Andi will check into this.

Discussion of monthly ice costs. May 2011 looked good. June was similar and reflects make-up bills. "Whatever we're doing, we should continue doing," states Andi. Billing process has improved, with more detail included now. Checking sign-in sheets for accuracy has helped. Chris adds that the system for making contract changes has also improved. "We're going in the right direction," according to Andi. Paul adds the ice is busier this summer with younger skaters.

Exec board members are still working with Wells Fargo to be put on club accounting system. There have been complications since a new representative is handling our club account. Will work to get this accomplished within the next week.

Andi is exploring alternate payment options, with Paypal and on-line bank transfers as considerations. Priority is not to add extra work for office staff, or incur unmanageable fees for the club.

Laura makes motion to accept treasurer report, Karla seconds. Motion passed.

President's Report: Chris Potaracke

Competitor's jackets. Steps have been taken in offering a competitor's jacket, to unify freestyle skaters who compete at high-level competitions as a team. Chris is aware of some confusion re. the jackets, due to lack of communication and decisions still being made. Chris affirms we want guidelines in place before more action is taken. For skaters requiring adult x-small and up, arrangements are in place. One skater is currently wearing a prototype. Club jacket will stay in active use, as this proposed jacket is designated for skaters at pre-pre FS and up, and to wear at state, regional, and higher competitions. This is being discussed with all of the coaches. Board discussion ensued about whether jackets should be limited to state and regional competitions. Decision will be made by all of the coaches, in time for regionals in October 2011.

Ann makes motion to accept president report, Laura seconded. All in favor with one abstention (*Dawn abstained as she arrived late for the report*).

Personnel Chair: Laura Schroeder

No report this month, but expects a report next month.

Staff Reports:

Skating Director's Report: Paul Paprocki

Paul referred board to written Skating Director's report, submitted prior to meeting via email. This included following points:

1. Locker room lock

Lock has broken again, so a new lock is requested for \$600. This has been anticipated, as the locker room rental rate was increased at last board meeting. Tim makes move to purchase new lock. Dawn seconds. Motion passed.

2. Computers

Paul reports third office computer has been purchased at a cost of \$500, for a HP all-in-one computer utilizing Windows 7 for Paul's work station. Karla questioned the need for this, as two refurbished computers were purchased last month. Paul affirmed office uses three computers that have all been older. Ann notes concern about purchasing computers all at the same time, as they may all fail at same time.

3. Safety seminars

Safety seminar dates have been announced. New this year are on-ice safety seminars for Gold and Silver levels with intent to improve safety and flow on these sessions. Bronze level will continue to be classroom sessions. Kris asks about allowing skaters anticipating testing to be on this level being able to take the higher seminar, and that will be acceptable. Video is expected to be included in seminars this year.

4. Program ice

Several program ice sessions have been set up for MN State competitors, at a rate of \$100/ hour. Laura questioned why we are being charged \$100/hour when she thought the Rec Center is promoting even more reduced summer ice rates on their website. The Rec Center website was consulted during the meeting, and reflected a summer rate of \$100/ hour, which is commensurate with what we were being charged.

5. Ratings

Paul reports plans to take PSA Senior Moves and Registered Dance exams in Milwaukee weekend of Sept. 10, 2011.

6. Interns

An intern has requested information on becoming a trial judge, and a second intern is taking the PSA Entry Level Coaching Class, equivalent to the Basic Accreditation rating, and is enrolled in the PSA Apprentice Program. Paul states he's wanted to see this happen.

7. Dance tests

Two skaters completed their Pre-Silver dance tests at the Robin Lee Midwest Open dance test session.

8. 403b retirement plan

Paul notes club has a 403b (same as a 401k but for non-profit organizations), set up through the Vanguard Mutual Fund Company. Paul is the administrator.

Junior Club Director's Report:

Chris states Sabine had no report this month.

Coaches Report:

Chris states Debbie did not have a report this month. Not much to report, as coaches have not had a meeting this month. Will be a meeting first week of fall contract.

Synchro Report:

Andi and Amy report on synchro camp this past weekend, with our four teams (55 members) plus two additional out of town teams (Winona, Roseville). One skater fell and hit back of her head, resulting in a concussion and needed emergency assistance. Expects full recovery. Andi states she was pleased with response from Rec Center staff. She recommends having blankets that are easily accessible for on ice accidents. Paul will talk with Vikki about writing incident report.

Continuing Business:

1. Ice and Rules Update: Dawn

Fall schedule is posted. On-line registration will be available asap. STARS off-ice class is available. Dawn has received some questions about it and how it differs from our current off-ice classes. Chris explains that the main difference in STARS is that it will follow a specific training program being promoted by US Figure Skating. However, we cannot promote it as a US Figure Skating class since we don't have an approved trainer. Nick will be teaching it. He has been working to expand his training credentials. This program will have many similarities to our current strength and conditioning program. Skaters will have opportunity to take STARS test in other cities in future. Nick will not be providing testing, unless we can arrange for US figure skating to come to do it. It was questioned whether Suzanne could bring this as an agenda item for upcoming TCFSA meeting, coordinating STARS efforts. Interim ice schedule is ready to be posted.

Dawn plans to offer entry-level class for new skaters/ parents. Will be offered evening of interim ice, with question and answer session. Volunteer expectations will be outlined.

1. Mids profits: Chris/ Ann

Chris asks for proposals for mids profits. Andi asks for review of history in making recommendations for mids money. Tim offers proposal of designating breakdowns of money, without necessarily making specific amounts of how money is spent. This would include taking back decisions made last month's meeting.

He suggests:

15% capital improvement (about \$21,000 – including office improvements)

30% general fund (\$42,000 – including Dartfish, hardship fund)

55 % synchro fund (\$75,000)

Ann's proposal from last board meeting recommended 60% synchro/ 40% general fund. She requests to withdraw this recommendation based on several prior conversations.

Andi supports Tim's recommendation, but reinforces responsible overseeing of allotted funds. Chris identifies finance committee would be in position to make recommendations. Andi reminded board of how an audit is coming, and will cost between \$10,000 – \$12,000, which is needed to protect ourselves and our non-profit status, and show us ways to improve our system. We have never had an audit, and Andi does not foresee this will be needed annually.

Discussion of parameters of a hardship fund. Debbie has a committee in place for evaluating hardship. Suggestion that penalty fees that the club collects (e.g., late fees) be designated to go into the hardship fund. Tim adds current Junior Club late fees already are designated to go to hardship fund. Andi states last year's contract late fees were approximately \$1000.

Dawn presents proposal for Mids money. She proposes two options to equalize synchro costs among the teams, including bringing synchro into contract ice. She identifies overall goal to "utilize the proceeds in a way that unites and supports entire Rochester Figure Skating club." She would like to see a chunk of money go to a synchro competitive fund (? \$10-20,000) right now, another chunk to be used as start up money for Hardship fund (? \$20,000) and continue looking at alternatives for subsidizing or equalizing ice costs long-term. She sees designating mids money to cover team ice costs as more of a temporary fix. She encourages giving synchro a portion of the proceeds money up front, and then taking more time to make informed decisions on how to best use this money.

She shares option for equalizing ice fees for synchro ice units so that skaters pay the same amount for contracted synchro units as they pay for other contracted units. This has benefit that if a synchro skater is injured, their team does not have to pick up the cost of having one less skater. Synchro ice sessions would be under the oversight of Ice and Rules, and would work with synchro director to determine how synchro ice is managed in order to ensure fiscal responsibility to the club. Second option equalizes costs of synchro contracted units across all synchro teams, allowing synchro skaters to pay the same amount for each synchro unit they are contracted for, regardless of the team size. Dawn notes this is a preliminary proposal and details would need to be determined.

Ann suggests setting aside \$10,000 for hardship fund, but wants parameters set up to regulate this. Discussion about how much to designate to give to synchro immediately. Identified synchro needs appear to be purchasing additional parkas, subsidizing travel costs, and creating a fund for synchro camp to subsidize our club teams.

Karla makes motion: designate \$10,000 hardship; \$20,000 synchro, and other decisions from last meeting intact: \$2,800 Dartfish, \$10,000 office upgrades.

Andi suggests amendment of proposal designating 25% funds to synchro, or about \$35,000, recognizing that when mids bid was originally made, it was as a fundraiser for our synchro program.

Dawn recommends that with whatever chunk of money is designated for synchro, a synchro finance committee is created to oversee the fund.

In lieu of motion, Tim takes his proposal back but wishes to communicate that synchro program understand that more money may be coming, when board has greater understanding of entire club needs, and be able to evaluate overall needs.

Karla amends her original motion to state \$25,000 to synchro, with all else the same.

Lynn suggests setting date to make final decision on mids profits. Chris reinforces proposal of designating 25% to synchro, or \$35,000. Suggestion made not to vote on remaining amount until after audit and clear understanding is gained of our club's financial status and needs.

Dawn amends motion to designating \$35,000 for synchro start-up fund, \$10,000 for club hardship fund, and other decisions as voted on (\$10,000 for office upgrades, Dartfish), with expectation that synchro finance committee be established with representation from each team. Discussion ensues whether finance committee recommendation be part of motion. Dawn states her intent is the protect synchro program.

Kris rewords motion to take "expectation for synchro finance committee" to "recommendation".

Final motion: Designate \$10,000 hardship fund; \$35,000 synchro, and other decisions from last meeting intact (\$2,800 Dartfish, \$10,000 office upgrades), with recommendation that a synchro finance committee be established with representation from each team. Laura seconded. Motion passed, with Ann abstaining.

2. TCFSA: Suzanne

August 1 meeting, Suzanne attended. She reviews their agenda items: Test chairs should submit fees in "timely manner." Midwest conference call July 27. Membership has increased. Continuing education for coaches can be sent up on-line. Options for Basic Skills coaching. General liability policies, to protect Board of Directors. Tim believes we have insurance against being held liable. Rulebooks available on-line. Website for MN State competition updates happening. Memberships forms should be sent in a timely manner. Date for MN State winners dinner set. Blaine had recent successful ice competition. Suzanne brought issue about volunteering and rewards. Elizabeth Hardy cautioned care in this. No benefits should be going to individuals, must go to entire club or non-profit status could be jeopardized. Club by-laws should be sent to TCFSA for review – these can only be revised at club membership meeting. Examples can be found at TCFSA. Important to get coaches signatures to keep them in loop, to prevent "club hopping" or testing at alternate clubs if not in good standing with home club.

3. Junior Board Report: Lynn & Eva

Meeting scheduled for tomorrow, August 16. Mini locker room clean-up schedule prior to meeting, to orient new junior board members. Kick off for new board and generate ideas for upcoming year.

Final, final-chance clean up offered last week. Five skaters were in question, and four showed. One did not show, who is a member of junior board. Junior board wants to

stress their serious intent in following through with clean up, and recommends each skater with a locker sign an agreement to participate in clean up. Lynn reads proposed agreement form. Dawn suggests giving receipt to each individual when they participate in the clean up. Seniors need to participate in a locker room clean up prior to the ice show, or they will lose locker room privileges at that time. Signed form needs to be turned in by Sept. 15. Turn in box will be set up in office, junior board will monitor.

Kris made motion to approve locker room agreement, Laura seconded. Motion passed.

Camp Olivia coming – members will be acting as “camp counselors.” Competition poster request by PR committee for MN State. Pre-planning for Halloween festival. Interest in another spirit wear sale, will contact Hope Hoffmann for info. Safety seminars coming, with video.

4. Publicity: Kris & Amy

Need budget from Andi for publicity expenses (club ads). A group photo of our state competitors has been scheduled for Tuesday August 16 prior to program ice. This photo will be posted on our website and submitted to Post Bulletin. A good luck party has been scheduled for Thursday August 18 at 10:30 as a send-off for the state competitors. There are 20 skaters from the club competing at state this year. Amy reports she has been using the Post Bulletin Sports Zone website for club submissions.

5. Synchro jackets: Chris

Still don't know how much money this would involve. Believe 18 jackets are needed.

Kris makes motion that synchro parkas come out of synchro fund, and synchro director coordinate. Suzanne seconds. All in favor, motion passed.

6. Dartfish: Chris

Software was ordered and has arrived. Still assessing if we have computer programming that this will work for – capable of running program, and exploring equipment set-up rink side, making it mobile. Would like to keep ProTrainer system. Majority of coaches are in favor of this. They suggest moving ProTrainer to north side of north rink, which would work well for synchro and other coaches. To make Dartfish system effective, we need laptop computer and video camera. Coach Jamie Santee has given Chris a photo of Dartfish equipment from another club that shows mobility options, with camera on a handle attached to boards. Carole Shulman is our contact person. Laura questioned whether required laptop to run the program could be found via donation from a club member, or other inexpensive options looked at.

Laura makes motion to designate that club equipment committee, with Wayne as chair, locate laptop and other needed equipment to use with Dartfish equipment, as depicted in picture passed around, which meets system requirements, not to exceed \$1500. Dawn seconded. Motion passed.

7. Volunteer Update: Karla

Four families still need to meet volunteer requirements, five have not responded. Will be billed in September 2011. Volunteer form is part of upcoming on-line registration packet. Dawn reinforced Tim has been very helpful getting on-line registration set up.

New Business:

1. Terry Markham

Coach Terry and her family are moving back to North Carolina. Her students are planning a good-bye party for her at Camp Olivia. Would like to say good-bye to her as a club. She leaves Labor Day weekend. Suggest reception/ cake. Laura will talk to Terry about a date that works for her.

2. PSA video

A safety video has been made here sponsored by PSA. This is intended to be used by any club in determining their safety rules.

3. Meeting Dates

Fall meetings will begin at 7:00 p.m.

Tuesday September 20

Monday October 24

Monday November 28

December no meeting

Ann is setting up a critique in September.

Dawn makes motion to adjourn. Ann seconds. Motion passed. Meeting ends at 10:25 p.m. The next board meeting will be on September 20 at 7:00 p.m.

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