



**Rochester Figure Skating Club  
Board of Director's Meeting Minutes  
September 20, 2011, Bob Fick Room, 7:00 p.m.**

Open Meeting

**Board Members present:** Lynn Okuno, Chris Potaracke, Amy Hugo, Tim Rinkel, Kris Windmueller, Ann Miksch, Andi Kulzer, Dawn Nelson

**Board Members Absent:** Laura Schroeder, Eva Kathmann, Karla Arndt, Suzanne Lee-Trejo

**Staff present:** Paul Paprocki, Debbie Colgan

**Guests present:** None

The meeting was called to order once quorum was reached at 7:08 p.m. by Chris Potaracke, RFSC Board President.

**Executive Committee Reports:**

**Secretary's Report:** Amy Hugo

August 2011 minutes were reviewed and approved via email vote prior to tonight's meeting, and have been posted on website.

**Treasurer's Report:** Andi Kulzer

Profit-loss statement: questions remain re. annual banquet and USFS membership. Andi recommends our club continuing to put bids out for future competitions we can host, which tend to be a major fundraiser (recall Mids 2011).

In looking at RFSC ice costs for past year, July 2011 reflects total loss of \$1568.28, a significant difference from fall 2010, (November and December) when losses averaged \$4500.

Ann makes motion to accept treasurer report, Dawn seconds. Motion passed.

**President's Report:** Chris Potaracke

Recommend a new system for office. Believe our office needs increased hours for billing, communications, waivers, etc. Chris states a goal for our current board has been to update structure of office system. Priority identified for creating job descriptions for paid staff, written policies, and procedure manual. Chris recommends beginning with Skating Director position job description. Chris and Laura, as personnel committee chair, will begin this process. Chris requests if board has input in this, to email her.

Andi makes motion to accept president report, Ann seconded. Motion passed.

**Personnel Chair:** Laura Schroeder not present. Tim reports that process has started for hiring office cleaning person.

## **Staff Reports:**

**Skating Director's Report:** Paul Paprocki

Referred us to his submitted report, including review of safety seminars, Olivia Clark Camp, and replacement of locker room lock. Reviewed policy for reimbursing skaters competing at Regional Championships. According to current policy, it stipulates club reimbursement for pre-juvenile and above, including qualifying and non-qualifying events. Board recommends reviewing this policy for future.

**Junior Club Director's Report: No report this month.**

First learn to skate session held tonight, with new format.

**Coaches Report: Debbie**

September 7 meeting. Large agenda. Cleaning of staff locker room. Olivia Clark Camp. Safety seminar. June 16-17, 2012 combine. Debbie have meeting soon to begin planning for 2013 anniversary ice show.

**Synchro Report:** Kris Windmueller

Kris is synchro representative for board meetings. Process started to begin looking at ice units differently.

## **Continuing Business:**

**1. Ice and Rules Update:** Dawn

Ice and Rules committee met last week. Upon examination of contracts, Dawn is predicting a monthly average loss of \$1900, which she believes is manageable. Looking at fall schedule, some sessions are low, but predict that when fall sports wrap up, these numbers will increase. Chris adds with upcoming testing, added skaters will qualify to skate lower sessions. Some changes made to fall contract include canceling Low Stars Off ice, as only one person scheduled. That person will move to medium STARS. Friday 4pm Silver session has only 5 contracted, and will be expanded to offer it to preliminary FS/ juvenile MIF. These changes will be communicated via club email shortly. Monday MIF session will be moved from 4 to 445.

Safety seminars were conducted, including off-ice for Bronze and on-ice for Silver and Gold. Additional on-ice safety seminar added, which was attended by one skater. Kris questions policy for skaters who test mid-year and qualify for higher level sessions. Chris speculates a handout with required information. Tim suggests holding a safety seminar quarterly, where skaters could not move up a session until they have attended. Board supports that those skaters who did not attend required level safety seminar make arrangements on their own to contract for an on-ice safety seminar, or not be able to skate that higher session.

Intro to contract class held recently, conducted by Dawn, Paul, and Ann. Report it was well-attended and plans for future session.

**2. TCFSA: Chris**

Wayne attended the meeting this month. MN State lost quite a bit, \$23,000-25,000. Expect competition fees to increase next year. Officials dinner held in Burnsville. MN State scholarship in the works.

**3. Junior Board Report: Lynn**

Very positive meeting in September, with good discussion though lower attendance. Reinforced expectation of Junior Board members being positive role models for younger skaters. Spirit wear sale going on now, of grey hooded sweatshirts with high school logo and option of name embroidered. Club email sent out, samples in office to try them on. Junior board t-shirts in the works, with ideas on Facebook, voting took place. First locker room clean up held recently, with good attendance, with procedure in place for receipts. Future dates for locker room clean up are on website. Halloween party planning taking place. Future ideas of helping with ice show party clean up, posing for ice show photos. Locker room agreements, believe about 2/3 turned in so far. These forms were distributed at safety seminar. Next meeting October 8, following lettering meeting.

**4. Publicity: Kris & Amy**

October 11 tentative send-off date for Regionals, with group photo. Maplewood results are available and in process of being publicized.

**5. Mids Profits: Chris**

Meeting held with synchro direction, Vikki, recently, to look at mids profits and ways to look differently at ice units. Vikki since this meeting has sent Chris a letter representing her feeling that majority of mids money be designated for synchro program, outlining history of program and benefits to club and community. An amount was not specified. Chris hopes to have decisions re. numbers by this fall.

**6. Competitor's jackets: Chris**

Coaches who participated in planning all agreed with final version, criterion in place. Jamie took lead, and asked coaches to inform their own students of the opportunity to order and qualifications. Available for pre-pre FS and above. If you compete at Regionals qualifying event, can add Regional Team to embroidery.

**7. Long Range Planning: Ann**

John Larson, Amateur Sports Commission, emailed Ann re. his interest in hosting mids again. Board interest in bidding for National Showcase for 2013.

## **New Business:**

**1. Substitute Coaches: Chris**

Elizabeth Peschges assistant synchro coach and assistant group coach, and sub for coaches. Coaches would like to have her added as staff.

Tim makes motion to add Elizabeth as staff, Ann seconds. Motion passed.

Andi requests to see follow up information on her rates.

Carole Shulman helped this summer as guest coach.

Katie Tetzloff has entered apprentice program and passed her entry level exam, is insured. She has been subbing for Carol already. Paul outlines past expectations that a senior in high school who has passed basic accreditation exam and assisted as interns could be added to sub list.

Tim questioned who is on current sub list. It is a small list, including Abbie Peschges.

Debbie will consult coaches re. our sub list at next meeting before decision is made.

2. STARS Program: Chris

STARS off-ice numbers are low for high and low classes. Low class has already been cancelled. Medium has good numbers. High has three registered. Off-ice coaches need to take attendance.

3. Fundraising: Chris

Covered earlier in meeting.

Ann made motion to adjourn, Dawn seconded. Meeting adjourned 9:30 p.m.

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