



**Rochester Figure Skating Club
Board of Director's Meeting Minutes
October 24, 2011, Bob Fick Room, 7:00 p.m.**

Open Meeting

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

Board Members Absent: Andi Harmon Kulzer

Staff present: Paul Paprocki

Guests present: Fred Stevens, Anne Pappas-Owen

The meeting was called to order at 7: 06p.m. by Chris Potaracke, RFSC Board President.

Executive Committee Reports:

Secretary's Report: Amy Pyron Hugo

September minutes have been approved via email prior to tonight's meeting.

Treasurer's Report: Andi Harmon Kulzer not present

No treasurer report this month. Chris and Andi plan to meet later this month.

President's Report: Chris Potaracke

Anne Pappas-Owen is getting an additional email address for RFSC board members to communicate directly with her. This can be used for direct communication for club emails that need to be sent out, urgent issues, etc.

Chris showed pins with RFSC logo, ordered by Lori Voepel-Brakke, paid for by competitor's fund. Lori plans to sell these for \$5 each. Proceeds will go back to competitor's fund.

Nick, off-ice instructor, has resigned his position. Exec board met prior to board meeting, and identified two potential candidates to interview for STARS program and other potential off-ice classes. Personnel committee will interview candidates and make recommendations. Off-ice classes were not offered today (10/24/11).

Laura makes motion to accept president's report, Amy seconds. Motion passed.

Personnel Chair: Laura Schroeder

Personnel committee will begin work on interviewing off-ice candidates and make recommendation to board. Chris suggests observing both instructors. Both are internal candidates. Hope to accomplish this in two weeks.

Tim makes motion that board approval process for new off-ice instructor can be done via email vote. Dawn seconds. All in favor, motion approved.

Cleaning person has not been hired yet. Laura wants to check with Rec Center re. their process. Laura has concerns about hiring someone, and the potential of adding another employee for such limited hours. Laura suggests offering cleaning position to a club volunteer, as an option to earn their required 24 hours annual volunteer service. This would need to be done during office hours. Laura will talk to Debbie, as coach liaison, about this need.

Dawn made motion to accept report, Lynn seconded. All in favor, motion passed.

Staff Reports:

Skating Director's Report: Paul Paprocki

Paul refers board to his written report submitted earlier. Points include: 1. In process of revising RFSC handbook; 2. Nearly all safety seminars and waivers have been completed. Dawn and Chris stress need for guest skaters to sign waiver when they skate on our ice. 3. Rec Center expansion – Paul has been asked for information as Park and Rec prepares for press meeting concerning Rec Center expansion; 4. Paul has PSA rating exam in Indianapolis Oct. 30; 5. LTS Hockey class completed, with lots of interest shown; 6. PSA committees – Paul is currently serving on PSA Hockey committee and Accomplished Coaches Committee; 7. Katie Tetzloff - Paul has assisted her in getting sessions of ice for the G2R artistic contest where she is a finalist.

Learn2Skate Director's Report: Sabine Tetzloff, not present

Sabine sent email report prior to meeting. Total number skaters down in preschool (2010 – 63, 2011 – 52), JPSE (2010 – 36, 2011 – 20), overall (2010 – 249, 2011 – 216). Positive is higher number of new starts (2010 – 293, 2011 – 318). Feedback has been positive from coaches and parents re. format changes in Learn2Skate program. Classes are less chaotic, and pros are typically with their class for the entire 30 minute instructional time. With new format, private lessons are up. Need to be creative about offering lessons, including semi-private. Sabine fears kids will be turned away with lesson requests unless additional ice options are offered. Paul states there are options for offering lessons, such as moving to Friday Learn2Skate sessions. He states, “we want to encourage private lessons.” On-line registration is almost ready for ice show for L2S kids, with thanks to Tim Rinkel. There will be opportunity to register online or attend one of two registration nights. Next week is first session of Fall 2. Learn 2 Compete will be offered at Winter session, which hopefully will be included in online registration.

Coaches Report: Debbie Colgan, not present

No report this month.

Synchro Report: Kris Windmueller presents report on behalf of Vikki Dalquist, Synchro Director

Equalization of ice costs within synchro has gone forward. This promises to help simplify bill calculations as well as help equalize ice costs for all teams. Very similar numbers this year amongst teams, so not much difference noted. Promises to be helpful to smaller teams in future years.

Mids Fund committee has been formed with synchro parents. Decisions made with synchro mid proceeds include extra practices on some Saturday evenings for all synchro teams, with Intermediate helpers, with goals of training and to unify skaters. \$1000 for critique fund. Parka fund. Bus fund. Also start-up contingency fund for injured skaters.

New all black parka design with last year's "Synchro pin" logo on back. Current parkas at least 8 years old. All teams that attend Midwestern Championships will now be required to have new parka (before that only the highest club synchro team). Michelle Romenesko is writing synchro rental policy.

Injury policy - Andi could not find RFSC policy on injuries. Chris states board is not looking into this, but clarifies there is a club freestyle policy re. injuries. Discussion ensued whether club policy does include synchro. Kris will take this information to synchro manager meeting Oct. 27.

Discussion on bus sharing between teams, with pros and cons. Decision made at September manager's meeting is that three teams will share 2 buses for Fond du Lac, but for Mids and Ann Arbor, the two teams attending will have separate buses.

Continuing Business:

1. Ice and Rules Update: Dawn Nelson

In November hope to re-look at numbers on sessions and evaluate. Expect some changes with fall sports wrapping up. Clipboard on south rink is kept on hook by music. Coaches know where it is kept. Clipboard has now disappeared, and discussion about best place to keep it.

Board to continue monitoring Gold Freestyle only sessions. Ice and Rules is considering restricting use of harness, requesting coaches stay on sidelines during these sessions, to keep ice moving.

2. TCFSA: Suzanne Lee Trejo

No TCFSA meeting for October. Chris plans to attend November "president's meeting."

3. Junior Board Report: Lynn Okuno & Eva Kathmann

Junior Board t-shirt design approved and ordered. Recent high school sweatshirt order had 20 orders. Last locker room clean up was Oct. 15. Not well-attended due to Regionals conflict, but was in need of cleaning. Developed "Wow" and warning cards for locker room etiquette. If you are observed to do something nice, can get wow ticket

and piece of candy. Lynn has purchased locker for Junior Board to keep supplies. Halloween party is planned for Sat. Oct. 29. Date being set for blanket making party for Olivia Clark auction.

4. Publicity: Kris Windmueller & Amy Pyron Hugo
Thursday Nov. 10 tentatively set for send-off party for Ryan Santee for sectional championships in Fort Collins, Colorado. Regionals send-off was well-attended. One sheetcake seemed “just enough.”

5. Long Range Planning: Ann Miksch
Critique in early October had good feedback. Two judges present (Jan Mattson, Elizabeth Hardy). Video-taped skaters, and one judge would watch small group, then gave them individual feedback. Both judges liked the format. Coaches feedback was that judges could give more constructive feedback (don't be afraid to be negative). Having it earlier would be helpful, less familiar judges from Twin Cities, consider opening to other clubs and charging.

Ann expresses a need to know parents of younger skaters who may be willing to chair future events, such as Mids, National Showcase, Uppers.

6. Mids profits: Chris
Chris asks for any proposals. Tim asks for review of what has already been disbursed. \$35,000 synchro. \$10,000 for office upgrades. \$10,000 hardship fund. \$2800 Dartfish plus \$1500 for camera, laptop and other equipment needed for set-up.

Board suggests reserving \$15,000 for upcoming club audit, which will need to be scheduled in the near future.

Laura shares proposal given to her by another club parent, which is to give synchro program the original estimated profit, and the remaining surplus given to club. Discussion by board members who recall this as a “club fundraiser” or a “synchro fundraiser.” Ann states she assisted in making Mids bid in effort to raise money for synchro program. Dawn reports that she has researched board minutes from 2006 to present, to determine basis of decisions made. She read excerpts related to Mids discussions to the board in attempt to convey the history of discussions related to Mids bid at a board level. Dawn states that she approved Mids bid because it was represented to her as a club event, and she wouldn't want the event to divide members.

Ann states her original hope for Mids was to earn \$75 – 80,000 for synchro program.

Laura makes proposal to take out those budget items that benefit both synchro and freestyle, and divide the remainder in half for synchro/ club.

Kris recommends in future competition bids, decide on percentages upfront, designating what goes where.

Tim suggests a committee consisting of both synchro and freestyle parents, with new and experienced skaters, to plan a fund for money. Chris states we already have general fund in place.

Amy asks what the synchro parents' hopes/ expectations were for Mids money when the bid was made. Ann states at the time, parents were looking for subsidized ice costs to equalize ice costs when teams were smaller. This has since been addressed and changes made in accounting system to equalize ice costs among synchro teams. Synchro needs have changed over time. Kris states Vikki is interested in building the program by offering more training for all teams. Skaters in past have had to choose not to be on intermediate team due to costs involved.

Tim asks about investments and what our club currently has in savings. Paul recalls a prior recommendation by US Figure Skating of having six months of expenses in savings.

Amy makes proposal to give 50% of entire mids profit to synchro program (approx. \$71,500), which would include \$35,000 already given. Chris suggests giving a straight \$75,000.

Dawn makes motion to give synchro program additional \$35,000, with \$15,000 set aside for audit, with remainder left for general funds, to be designated at a later time. Suggestions for this include competitor's fund. Lynn seconds. Ann abstains. Motion passes.

Summary:

Chris will communicate news to Vikki, synchro director. Kris will present information at synchro manager meeting on Thursday Oct. 27. No other communication will be shared until that time. Chris and Ann will write a letter to all RFSC skating families summarizing the decisions made re. Mids profits.

New Business:

1. Office Update: Fred Stevens / Anne Pappas-Owen

Fred and Anne were invited to board meeting at 7:00 p.m. to present and answer questions re. our club's current computer system. Fred states his background is in electrical engineering, and that he has been a club volunteer for the past ten years. Anne is the RFSC office manager. Fred states that four generations of computer systems have been used at RFSC. Our club's practice of scheduling cancels/ make-ups makes the system complicated. Our current system allows Fred to work from remote locations wherever internet is available.

Laura asked what happens when Fred may not be available to address an issue with the system. Fred states that he is always available. If not, there are other people in Rochester that could fix the problem. Additionally, Chris in her role as board president has passwords for the system.

Ann M asked “have we looked at what other clubs are using?” for software. Fred discussed some software can be put together to continue to meet our club’s needs, that normally would cost between \$30 – 50,000. He states we already have such software. Anne P-O invited anyone into the office to look at the system. She states its “a good foundation” which can be added on to. Fred adds, “the server is up to date, as modern as can be.”

Anne P-O states she would be willing to print screens to demonstrate our database. She also agrees to write down her procedures. Tim states that would be helpful.

Chris thanks Anne and Fred for coming at 7:54 p.m. Anne returns shortly to distribute copies of a document Fred has written in past titled “An Overview of the Rochester FSC Database Management System.” This document gives historical background to the club’s generations of databases and introduction to current PostgreSQL Relational Database Management System.

Follow-up discussion by board includes addressing issues of accountability and club growth. Karla identifies need to have forms set up in universal standards. Concern voiced who would provide back-up if Fred needs to take LOA – he has been gone for up to 4 months in past. Wayne Brakke, previous RFSC board president, had asked Fred for itemized report of his work in order to get paid. Follow through with this has not always been consistent. Board feels strongly this is necessary. Laura outlines that a timeframe with deadlines, amount, and other guidelines need to be set up prior to having work task approved.

Chris outlines two choices in this matter as she sees it, with either having Fred on payroll with a job description and expectations, or subcontracting for his tasks, approving each job on case by case basis. She asks board if we are able to make a decision on this matter at this time. Tim recommends we ask Fred for a “proposal” with budget, expenses, timeframe etc. Tim also recommends we talk to other clubs for what they do. Board likes idea of a proposal as a starting place, as many of us don’t feel we have good understanding of current process. Chris states she believes office staff is willing to make adjustments as needed.

Frustration was expressed over ongoing billing errors. Question if there is communication over billing, and how items are entered into the database. Many areas are entered by hand, not automated. Dawn and Chris reiterate need to be clear in our direction over what our club needs in database.

Suggestion made to have some board members, including Laura in her role as Personnel Committee Chair, sit with Anne to observe/ learn office procedures. Board reinforces this would be helpful to gain perspective.

Lynn made motion to adjourn meeting, Dawn seconds, all in favor. Meeting ends at 10:53 p.m.

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