



**Rochester Figure Skating Club  
Board of Director's Meeting Minutes  
November 28, 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:** None

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

**Guests present:** None

The meeting was called to order at 7:07p.m. by Chris Potaracke, RFSC Board President.

**Executive Committee Reports:**

**Secretary's Report:** Amy Pyron Hugo

October 2011 minutes were discussed by email, and approved at tonight's meeting. On behalf of club, three sympathy cards were sent in past month to TCFSFA members who have recently experienced a loss.

**Treasurer's Report:** Andi Harmon Kulzer

Andi states she is working to complete year end. Has learned that senior gold level test awards were not accounted for in right fund, which explains why 2011 annual banquet loss seemed out of proportion. This has now been corrected. Audit preparations will begin in beginning of 2012. Outstanding debt from skaters now exceeds \$10,000. Exec board has met to discuss how to rectify, including contacting families to develop plan to keep them skating (pay percentage of debt, at least 10%; modify contract to gain ground in paying debt). In general, she has observed that families have been doing better keeping up with bills this year. Andi is trying to be sensitive, but also does not plan to write off debt. Will actively pursue payment of bills. Andi is working with Jolene, our accountant, to identify designation of incoming Mids money and to set books up for next year. Andi is looking into alternate storage for treasurer records. Tim recommends storage that is fire-safe. Ann points out that some records must be stored for at least seven years, some permanently. Paul asks if these documents could be scanned.

*Ann makes motion to approve treasurer's report, Laura seconds. All in favor.*

**President's Report:** Chris Potaracke

Exec board met prior to tonight's meeting. Plan to begin staff reviews in January. Keys – master key attached to paint brush kept in coach's room for Rec Center has gone missing in past month. Chris would like check-out system for anyone borrowing a key. Would be expense to club to replace. Recommend email sent out to coaches re key. Chris also recommends changing lock for club office door, as enough people with keys have left, and these keys were not returned. Paul states it has been at least eight years since lock has been changed.

*Tim makes motion to purchase two locks for club doors and set of keys. Karla seconds. Motion passed, all in favor.*

Amy and Laura recommend with new locks, would be good opportunity to institute formal process for recording who receives keys.

Chris recommends amount from Mids proceeds needs to be set for Competitor's Fund. Karla would like more information before designating amount of money.

*Laura makes motion to accept president's report, Andi seconds. Motion passed, all in favor.*

**Personnel Chair:** Laura Schroeder

Laura and Chris will plan to meet in next week to begin planning for staff reviews. Jenny Miller has been hired to teach High Stars class on Monday evenings, taking this over after Nick left. Ann McCoy continues to teach Medium Stars and Wed Strength and Conditioning off-ice classes. Both instructors willing to cover for each other, and potentially take on more classes in summer. Laura has formalized job descriptions and received signed contracts with our club's specific expectations. Chris adds that communication with both off-ice instructors has been very positive. Laura has observed High Stars class and has been impressed with Jenny's diligence in following Stars program. Laura has communicated with Ed of Rec Center inquiring about rec center staff cleaning coach's room. She would like to still consider alternative of using a club volunteer for this need.

*Suzanne made motion to accept report, Kris seconded. All in favor, motion passed.*

## **Staff Reports:**

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

Paul sent out prior via email, prior to meeting. His report includes his nomination of our club as Sports Organization of the Year, based on our hosting Mids synchro competition. Winner will be announced at Rochester Amateur Sports Commission's January 2012 banquet. Regional stipends have been completed and will be distributed later this week. Positive email exchange with Dale McCamish, Park and Rec Facilities manager. Paul did not pass Master Moves rating exam. He skated a small freedance with Katie Tetzloff for her fifth challenge, and skated a dance number at Toepicks Ice Show. He requested more heat in North Rink, and temperature was raised. He is working with Ed of Rec Center to see if noise can be reduced when puck hits glass.

Paul adds to his submitted agenda promoting need to obtain club t.v. set/ computer monitor to be kept permanently in lobby, so don't need to continue to borrow Rec center video. This would offer opportunity to list club news and advertising. Tim recommends using computer monitor for ease of use and price value. He estimates a monitor might cost between \$200-300. Paul volunteers to research costs, and suggests use of email vote to approve. Club already has unused computer to run this. Discussion about where this should be located, and where money would come from. Money could be taken from Office Upgrades designation from Mids proceeds. Chris states it would be nice to get this in time for Hiawathaland.

*Ann makes motion to spend up to \$400 for monitor, cable and rest of set-up. Tim seconds. No opposition. Motion passed.*

**Learn2Skate Director's Report:** Neither Sabine Tetzloff nor Lori Voepel Brakke were present

A report was not submitted for this month's meeting. Chris reports there are 101 Learn 2Skate registrations for Ice Show. Both online and paper registrations were accepted. Sessions were held for in-person registration using on-line registration with laptops, and were well attended. Discussion about ease of use of online registration vs. paper registrations. This was learning process, but feel next year will be more straight-forward.

**Coaches Report:** Debbie Colgan

Coaches have been busy planning for ice show during past month. Coaches will meet in December, which will also be social gathering. Debbie met with Wayne and Vikki before Thanksgiving with ideas for music for rink. Email sent to Chris and Paul re. ideas. Ed from Rec Center said plans in works for changing boards to all glass in North rink with limited openings, which would make teaching figure skating very difficult. Would severely limit access to teaching materials. Unsure reasons behind such plans. Board questions who is driving force behind these plans, and can club present united front to advocate on our needs, as Rec Center's biggest renter. Laura questions if club has a lease which stipulates our needs. Debbie requests board consider hiring someone for technical support. Exec board discussed this need prior to tonight's meeting and agree it would be helpful to have regular person in paid position to handle needs as they arise.

**Synchro Report:** Kris Windmueller, representative for Vikki Dalquist, Synchro Director  
No report this month.

## **Continuing Business:**

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

Interim ice schedule being worked on. Dec. 24 and Dec. 31 would be Pro ice (two hours). Monday Jan. 27 – Friday Dec. 30 with two 45 minute sessions. Sessions would be based on freestyle level. Each day would have session open to all skaters. Considering offering higher freestyle-only session, and two sessions open to Basic Skills skaters. This is needed with Hiawathaland coming.

Gold fs only sessions - goal to make it flow more smoothly with number of skaters on it. Considering not allowing use of harness during these sessions, and coaches staying at the boards.

Sign in policy. Noticing more skaters not signing in again. Dawn asks board again to monitor ice. Need for consistency. South rink clipboard has been found and is being used. Rule still applies that if don't sign in, will get charged \$10 penalty. If ice is over-capacity, we have authority to limit added skaters. Bronze has 24 limit, silver 18, gold 16.

Numbers show loss of \$2100 for October, which Dawn states "isn't bad." She asks board if that number is "ok." Expect numbers to improve, that loss will go down.

## 2. **TCFSA:** Suzanne Lee Trejo

Monday Nov. 14 meeting held. "President's meeting." Chris was unable to attend.

- No membership dues increase for next three years.
- Official's dinner – all those involved thanked. Special guest, Dr. Robin Knutson-Will. Was a skater, now family physician at Methodist Hospital in St. Louis Park.
- Working on "injury data base." Survey that want clubs to cooperate with, questions for statistical data gathering. Anonymous. For pre-pre to adult. Individual members would be the ones to complete the survey.
- Midwest conference – graduate senior program. Encouraging clubs to provide names of graduating seniors so TCFSA can congratulate them and encourage them to continue skating.
- Basic Skills – encouraging clubs to participate in TCFSA Basic Skills competition. National Skating month coming.
- Therapeutic skating day will be hosted for skaters who are blind. Would like each club to provide coach to assist, on King Day. Marlys Larson is organizing.
- Webinars coming that clubs can participate in. Dec. 1, How to Manage Financial Issues for Clubs. Jan. 12, How to Educate Parents of Skaters.
- Mandatory class for coaches coming on preventing abuse (verbal, emotional, sexual abuse).
- Concussion law passed Sept. 2011 that allows right to refuse athlete who has experienced concussion to play. Competitions fall under USFSA jurisdiction and don't apply to this law. Our coaches have taken this training.
- Mar. 3 training on Club Leadership. If a club has four members attend entire day, TCFSA will reimburse \$250.

## 3. **Junior Board Report:** Lynn Okuno & Eva Kathmann

Last meeting Nov. 6, followed by locker room clean up. Receipt system working well. Group photo taken wearing new Junior Board t-shirts. Want to use group

photo for profile on Facebook page. Halloween party well-received, good feedback. Next meeting date Dec. 10, 3pm for blanket making party. Locker room clean up at 12 that day. Junior Board knows they will be needed for help with Holiday Festival. Warm up jackets – Junior Board identifies wish for new style (and have input), and set future date for this. Disney on Ice coming to area in March 2012, which is Tess Trejo's show, "Dare to Dream". Mayo Clinic has discounted tickets available. Junior Board will organize club event.

**4. Publicity:** Kris Windmueller & Amy Pyron Hugo

Hosted Ryan Santee's send off for Midwestern Sectionals competition in Fort Collins, Colorado. 19 RFSC skaters recently honored in MN Basic Skills Series on Nov. 5. This first ever series tracked Basic Skills competition placements in six MN competitions this past year, with points awarded based on placement. Skaters who finished first, second, or third were invited to Autumn Skate Fest and were honored with a medal and certificate. Fliers being prepared to send to schools for Holiday Festival. Fliers should specify "Cash or check only" as we are not equipped to accept credit cards. Working on getting St. Cloud results. Discussion of ideas to promote our volunteers, spotlight volunteering.

**5. Office Update:** Chris

Met with Anne to review her ideas. Chris had email conversation with Fred, asking him to document his work duties in order to be paid, and to give this to Andi and Chris. Any work to be done would need prior approval with a defined deadline and proposed fee. Job status has been re-identified as subcontractor status. He was asked to meet with Anne to discuss updates needed. He did not want to meet with Anne to discuss club needs. At this point, Fred is willing to help Anne on a volunteer basis and will not be submitting hours for payment.

## **New Business:**

**1. Star of the North:** Ann

Our club will host in June 2012, need a chairperson. Debbie has binder with information. Laura and Eva volunteer.

**2. Volunteer Concerns:** Chris

Chris has received comments from some club members who are disappointed with how Mids money is being distributed. Chris articulates that all members benefit when club benefits. Volunteering within our club for any event benefits everyone in our club.

**3. Holiday Festival (Skate with Santa):** Ann Miksch

*Ann requests this agenda item be added to board meeting. Laura seconds. Motion approved.*

Ann has reviewed list of last year's chair persons, and is determining who is willing to help again. Ann suggests having older skaters to pull sleigh. Volunteers will be able to wear red vests from Mids.

*Tim made motion to adjourn meeting, Ann seconds, all in favor. Meeting ends at 9:49 p.m.*

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