



Rochester Figure Skating Club Board of Directors Meeting Minutes

September 17, 2018

7:00 p.m. | Rochester Recreation Center | Bob Fick Room



RFSC Mission statement: The purpose of the Rochester Figure Skating Club (RFSC) is to foster, promote, improve, and encourage the sport of figure skating among youth under 18 years of age in the State of Minnesota. The RFSC will encourage and facilitate youth participation in regional, sectional, national and international figure skating competitions. The RFSC does not discriminate on the basis of race, religion, sex, age, gender or national origin.

Board Members Present: Jennifer Brehm (Secretary), Tamika Ballard, Fawn Hangge (Treasurer), John Kappler (President), Andrew Schram (Vice President), Darin Tosse

Absent: Elizabeth Rice, Amanda Roe

Others Present: Kari Sackett, Maureen Schembri-Wismayer, Mary Meier

Call to Order: Motion made by J. Kappler seconded by J. Brehm at 7:00pm.

Consent Agenda: Motion by A. Schram to approve consent agenda, seconded by T. Ballard

1. August 2018 Board of Directors Minutes
2. L2S Report
3. TCFSA Meeting Notes

Reports

1. Junior Board- Locker room dates are set and on the calendar. Halloween Party preparations are moving forward.
2. Treasurer's Report- numbers overall are favorable
3. Director's Report- Free Skate test fees will be increased by \$5. Currently have 122 contract skaters. Maureen wrote a summative and posted it on E-News regarding the changes from Test Track to Excel for competitions. Maureen received pricing to refurbish the RFSC office to include partitions and a new door.
4. President's Report- We applied for the Excel series, but have not heard back yet.

New Business

1. Fundraiser proposal- Mary Meier proposed a fundraising idea for the Synchro team. Synchro parents want to develop a guide to RFSC, as a possible fundraising option. Board members liked the idea of having a booklet developed, but not as a fundraiser. Board members felt that the information should not be charged a fee, rather free and easily available.
2. Old Policy change reviews and approval- A motion was made by A. Schram and seconded by T. Ballard to approve the five policy updates. All in favor
3. 2018-2019 Budget review and approval- A motion was made by A. Schram, seconded by J. Brehm to approve the budget. All in favor.

Open Forum: General discussion on the need for a more consistent process to recognize teams/individuals for their achievements.

Adjournment: A motion was made to adjourn by A. Schram at 8:51pm, seconded by F. Hangge.

Respectfully submitted, Jennifer Brehm, Board Secretary, Rochester Figure Skating
Club

9/17/18 Learn2Skate Board Report

- **Fall 1:** classes will return to 30-minute classes and separate practice time as it has been in the past. Fall 1 session starts September 4 and goes until October 20 (7 weeks). Explorers class will start September 10 (due to September 3 is Labor Day) and goes until 10/22 (also 7 weeks).
- **Fall 2:** classes will continue to be 30-minute classes and separate practice time. Fall 2 starts October 29 and goes until December 22 (7 weeks). Explorers 2 will follow the same 7-week schedule. There will be no classes on Thanksgiving week.

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| <u>Fall 1, 2018</u> Skaters-184 Starts-216 | <u>Fall 1, 2017</u> Skaters-255 Starts-311 |
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TCFSA Meeting Notes September 10, 2018 – John Kappler

Annual President's Meeting

New TCFSA President – Julie Mattson Ostrow – former RFSC skater.

Reminder for clubs to attend at least 7 meetings annually and place the TCFSA ad in their programs and mail them. Ensure the ad is the most current with the most current "The Champion For Skating Award" included.

Received an ad to post for the Scott Hamilton fundraiser being held at the Blooming Ice Garden. Given to Maureen to post.

Mentioned the PSA training provided in Bloomington the day before which covered Excel program implementation details.

Encouraged to bring our senior skaters into the judging fold. Training programs. Will discuss with Maureen.

Medical people (for competitions) need to take Safesport training.

MN State results are posted. Went very well. Next year's dates are August 15 – 17.

Make sure the TCFSA calendar has our events listed. (Note: should list Show)

TCFSA season just started with Robin Lee. Encourage L2S skaters to visit other competitions and participate in TCFSA L2S series.

Future meetings will cover Excel Series and Safesport and will include group discussions on how clubs have had to change their processes to meet requirements.

POLICY 1704 REVISION APPROVED PREVIOUSLY, but not updated

CURRENT VERSION

1704 Employee Skating Benefit

Beginner Group Lessons:

Coaches and staff members of the RFSC will receive for their immediate family, a 50% discount on beginner group lesson fees, including: Preschool, Junior Club and J.P.S.E. sessions, space permitting.

The skater must be a minor for whom the employee is a parent or guardian. In addition, the skater must also be registered with U.S. Figure Skating. The employee will be responsible for the U.S. Figure Skating annual registration fee. To qualify for the discount, the skater's registration form must be turned into the office by the session due date.

Private Lessons:

Coaches may give private lessons to their dependents on RFSC ice without charge. The 10% administration fee will also be waived.

Adopted: 6/15/09 Revised:

PROPOSED VERSION

1704 Employee Skating Benefit

Beginner Group Lessons:

Coaches and staff members of the RFSC will receive for their immediate family, a 50% discount for all Learn2Skate group sessions, space permitting.

The skater must be a minor for whom the employee is a parent or guardian. In addition, the skater must also be registered with U.S. Figure Skating. The employee will be responsible for the U.S. Figure Skating annual registration fee. To qualify for the discount, the skater's registration form must be turned into the office by the session due date.

Private Lessons:

RFSC coaches may give private lessons to their dependents on RFSC ice without charge. The 10% administration fee will also be waived. The skater would still have to register and pay for ice time.

Skating Privileges

All RFSC coaches and staff can skate on early morning ice free of charge as long as these sessions have space permitting. Coaches and Staff do not have to register for this ice on the portal but would have to sign in for record keeping. This benefit is extended to RFSC employees only and not to their dependents.

Adopted: 6/15/09 Revised: 9/17/18

POLICY 1709 REVISION APPROVED IN JUNE 2016

CURRENT VERSION

1709 Graduating Senior Payment Policy

Any RFSC graduating senior will be required to pay in advance for all contracted ice and class fees for the months of April and May of their school year contract. This payment is due on April 1st of the school year in which they are graduating. Skaters will remain contracted for all sessions and classes both on and off-ice. Skaters will be charged at their current ice rates based on the number of contracted sessions. In addition, the utilization of cancel and make-up units would end with the commencement of the Annual Ice Show. Any walk-on sessions must be paid in advance. Private lessons will be billed separately by each coach and will be payable directly to the coach. In order to be considered current and in good standing on their skating bill, graduating seniors must have paid all past fees and all remaining contract fees for the school year contract of their senior year by April 1st.

Adopted: 7/20/15 Revised: 11/16/15

APPROVED VERSION

Remove all contents – strike from the policy manual. June 2016.

POLICY 1821 REVISION APPROVED IN JULY 2017

CURRENT VERSION

1821 Registration Policies

Fees: Registration fees for a contract period may be set by the Ice and Rules committee. This covers administrative costs. A monthly fee will be assessed each contract skater to cover skating director salaries.

Bills past due from previous contracts must be paid in full prior to acceptance of a new contract. When sessions become full, priority will be based on:

- RFSC membership.
- date the contract is received.
- volume of ice contracted.
- highest Free skate test passed.

Skaters must sign up for ice based on the highest test level the skater has achieved at the time the contract is submitted. The test level must be printed on the contract for acceptance.

Adopted: 02/21/01 Revised:

APPROVED VERSION

1821 Registration Policies

Fees: Registration fees for a contract period may be set by the Ice and Rules committee. This covers administrative costs. A monthly fee will be assessed each contract skater to cover skating director salaries.

Bills past due from previous contracts must be paid in full prior to acceptance of a new contract. In the event of account delinquencies, the Skating Director with Exec Board approval reserves the right to ask for an active credit card to be on file, and that payment can be processed via credit card on a monthly basis. Any credit card fees will be the responsibility of the skater. When sessions become full, priority will be based on:

- RFSC membership.
- date the contract is received.
- volume of ice contracted.
- highest Free skate test passed.

Skaters must sign up for ice based on the highest test level the skater has achieved at the time the contract is submitted. The test level must be printed on the contract for acceptance.

Adopted: 02/21/01 Revised: 06/19/17

POLICY 2304 REVISION APPROVED IN NOVEMBER 2015

CURRENT VERSION

2304 Rochester Recreation Center Spotlight Use

- The Color Arc spotlights are the property of the City of Rochester and only can be used with their permission. Any maintenance cost of the Color Arc spotlights are the responsibility of the City of Rochester.
- The Rochester Figure Skating Club (RFSC) is member of the U.S. Figure Skating (USFS). RFSC has general liability insurance coverage, through USFS, for all their sanctioned skating and skating-related activities.
- RFSC has permission to use the City's Color Arc spotlights at all their USFS sanctioned skating events.
- All of the remaining lighting equipment housed at the Rochester Recreation Center is the sole property of RFSC.
- The Rochester Ice Hawks do not have permission to use RFSC lighting equipment.

Adopted: 1/01/09 Revised: 11/16/15

APPROVED VERSION

Remove all contents – strike from the policy manual. November 2015.

POLICY 2800 & 2801 REVISION APPROVED IN JUNE 2017

CURRENT VERSION

2800 Liaison

The Liaison for Junior Board shall be a Board of Directors member appointed by the president. The liaison shall be responsible for overseeing the Junior Board.

Adopted: 8/01/07 Revised: 9/20/10

2801 Organization

The Junior Board will consist of 15 members and a supervising liaison appointed by the Board of Directors. The liaison acts as an advisor and provides feedback between the Junior Board and the Board of Directors. The Junior Board will elect a Junior Executive Board (president, vice president, secretary, and treasurer.).

All applicants must submit a brief application to be considered for appointment to the Junior Board. These will be reviewed by the liaison and the outgoing Junior Executive Board. All applicants must be at least 13 years of age or be eligible for the Lettering Program.

All applicants must skate at free skate level and have an ice contract.

Any member in good standing from the previous year's Junior Board may continue to serve on the Junior Board the following year. All returning Junior Board members must notify the Board of Directors' liaison prior to new member application submission, so that the actual number of available new positions may be determined.

Nominees for the Executive Junior Board must have had at least one year's experience on the Junior Board prior to applying for an Executive Junior Board position (unless there are insufficient returning members who wish to run).

Junior Board meetings are held on a monthly basis and are also attended by the Board of Directors liaison. To continue to serve on the Junior Board in the upcoming year, members must have attended at least 50% of the previous year's meetings and must have participated in at least one Junior Board sponsored event.

Junior Board events have traditionally included: sponsorship/participation in the planning and production of the annual RFSC Halloween Party, the RFSC Christmas Party and the RochesterFest Parade Float.

At least one supervising Junior Board Member must be present at any Junior Board sponsored activity (e.g. – Locker Room Clean-up).

The Junior Board is provided with \$500 in discretionary funds through the Board of Directors for use throughout the year to assist with the costs of planning and production of their associated events. Any balance remaining at year's end is rolled over into the upcoming year's budget. Approval for use of these funds may be voted on by the Junior Executive Board if the rest of the Junior Board is not available.

The Junior Board is responsible for organizing and overseeing the nomination, balloting and presentation of the Shindy Shandy Award at the Annual RFSC meeting ([2802](#)).

Adopted: 9/20/10 Revised:

APPROVED VERSION

2800 Liaison

The Liaison(s) for the Junior Board shall be approved by the Board of Directors. The liaison(s) shall be responsible for overseeing the Junior Board.

2801 Organization

The Junior Board will consist of 12 to 15 members in addition to one or two supervising Liaison(s) appointed by the Board of Directors. The Liaison(s) acts as an advisor and provides feedback between the Junior Board and the Board of Directors. The Junior Board will elect a Junior Executive Board (President, Vice President, Secretary and Treasurer).

All applicants must submit a brief application to be considered for appointment to the Junior Board. These will be reviewed and selected annually by the Liaison(s) and the outgoing Junior Executive Board. All applicants must be at least 13 years of age or be eligible for the Lettering Program, skate a minimum of 5 units and have an ice contract.

Any member in good standing from the previous year's Junior Board may be encouraged to re-apply to serve on the Junior Board the following year. Meeting attendance and participation in Junior Board sponsored events will be taken into consideration when deciding who will be on the returning Junior Board. All returning members must submit an application by the due date and will be subject to the same screening process as new applicants.

The application process is the only means by which members are elected to the Junior Board. This is a blind process and therefore the strength of the application is

paramount for skaters to be elected. It is highly recommended that all applicants put some thought into their application.

Nominees for the Executive Junior Board must have had at least 1 year's experience on the Junior Board prior to applying for an Executive Junior Board position (unless there are insufficient returning members who wish to run).

Junior Board meetings are held on a monthly basis and are also attended by the supervising Liaison(s). To continue to serve on the Junior Board in the upcoming year, members must have not missed more than 4 monthly meetings and must have participated in at least 1 2 Junior Board sponsored events. If a member will be absent for a meeting or event, they must notify the liaison(s) in advance.

Junior Board events have traditionally included sponsorship/participation in the planning and production of the annual RFSC Halloween Party, the Holiday party and the Rochesterfest Parade Float building. Other volunteering events are: Hiawathaland, the Annual Ice Show, Blades & Buddies and other events that may occur.

At least one supervising Junior Board Member must be present at any Junior Board sponsored activity (e.g. – Locker Room Clean up).

The Junior Board is responsible for making posters to support RFSC skaters and Theatre on Ice and Synchronized skating teams before competitions. Also, posters for Senior MIF, Freeskate and Dance tests passed.

The Junior Board is responsible for organizing and overseeing the nomination, balloting and presentation of the Shindy Shandy Award at the Annual RFSC meeting.

The Junior Board is provided with \$500 in discretionary funds through the Board of Directors for use throughout the year to assist with the costs of planning and production of their associated events.

Adopted: 9/20/10 Revised: 6/19/17