

SVFSC Board Meeting
January 14, 2024
6:30 pm - SVFSC Club Room, Stern Arena
Secretary's Report

Present in Person: Erica Olson, Melissa Snyder, Amanda Crouse, Andy Schillinger, Shannon King, Paula Betz, Jill Oliphant, Katie Rauber, Bethany Raush, Heather Awender, Ginger Schillinger

Present on Zoom: Sarah Peterson, Brittany Myszka , Kayla Hammond, Formaneck Family

Call to Order at 6:32pm by Erica Olson, President

Approve Agenda – Melissa motioned to approve agenda as presented, Andy seconded, discussion that camp dates should be set from Shannon, tabling that until February, motion Passed.

Discuss board member and Secretary positions – Audrey Calderio resigned, and Jess Gauslow would like to step down, both of their children are not skating this session. Brittany Myszka was on the ballot last spring, Amanda reached out to her she is still interested.

Amanda Motioned, Shannon Seconded to appoint Brittany Myszka to fill Jessica's spot for the rest of the year. Motion Passed.

Secretary Position – with no current board members interested in the secretary position, Brittany agreed to fulfill this task. Andy motioned to appoint Brittany to the secretary position, Melissa seconded it. Motion Passed.

Brittany Myszka will serve as board secretary through the fiscal year ending June 30th, 2024.

Secretary's Report- Approved virtually. As a note please respond timely with any changes that need to be made.

Action Item – secretary to make sure to send minutes to Ginger or make sure they are posted on the website once completed.

Treasurer's Report: Amanda

- Club Account- \$35,423.12
- Trust Account - \$115,649.34
- Gaming Account - \$231,567.18
- Money Market Savings - \$40,044.38
- CD - \$100,000

Melissa motioned; Andy seconded to approve the treasurer's report as presented.

Gaming Report – Amy Beasley - summary of hours for 2023 attached to meeting minutes

- o A total of 39 hours was worked in the 4th quarter. 7 from Amy Beasley 32 from Wendy Burhans. A detailed breakdown is attached to this report.
- o There was a machine issue, FSN came and replaced the machine and haven't had issues since.
- o We cannot move or put more machines in Woods & Irons (next door to the Driftwood) due to ND Gaming Laws.

Old Business

1. SVFSC Camp – Dec. 2-3

- a. Summary and budget documents were sent. – attached at bottom of minutes
 - i. Total Spent (minus our coach's pay) \$14,303 with income from registration of \$3350
 - ii. Should have dates set for 2024 camp by Feb meeting
 1. Ben has been asked to reserve the same weekend for camp
Discussion was had as to what weekend that would be since the first full weekend in Dec is the 7th. Overall vibe was not to have it Thanksgiving weekend. Committee Will present proposal on dates at next board meeting.
 - iii. Make sure Contracts are provided for all paid individuals

Action Items

- *Heather to ask Tayler from Watertown when their camp will be for Dec 2024 to make sure it doesn't overlap*
- *Heather / Bethany to reach out to 23 camp coaches once date is determined.*

2. Holiday Expo

- a. Raised \$1,000 and 137 pounds of food. Thank you -Rachelle for lining up the drop off.
- b. Forgot to take attendance
- c. Skaters appreciated hand and lap warmers. Next year, have volunteers there at least one hour before the show to hand out.
- d. Noise level in concession and skater areas

Action Items

- *Melissa to add attendance counting to the Admissions Job Description*
- *Melissa to add additional time for volunteering to people handing out Lap Warmers – at least 1 hour before start time – depending on practice schedule 1.5 hours*
- *Melissa / Kayla to add to announcing script to remind people not to move around during performances and to remain quiet. Add signage near concessions to remind people to keep noise level down.*
- *Melissa - Possibly add additional bleacher monitors to help with noise from skater area.*

3. Spring 2024 Session

- a. Registration at 84
- b. Bonus punch cards handed out a total of 47 – 5 hour cards.

Action Items

- *Melissa – add to volunteer opportunity lists people to create and hand out cards. Work with Ginger to generate the list.*

4. Expiration date clarification and policy clarification for make-up ice (*shown below in italics*)

5. Expiration date clarification and policy clarification for purchased and bonus punch cards (*shown below in italics*)

Shannon Motioned to approve the below Make Up Ice Policy, seconded by Paula – motion passed

SVFSC Make Up Ice Policy

1. *Long term injury or illness*

- a. *Skaters who miss a significant portion of the session, or the entire session due to long term illness or injury have the option of receiving a credit to their account for ice*

- time missed. This includes private ice blocks and group lessons. This credit does not expire.*
- b. Skaters with a long-term illness or injury must present a medical professional's note excusing the skater from practice. The note does not need to specify reason for absence, but rather just a verification the skater is not clear to practice by a medical professional.*
 - c. The medical professional's note can be presented to the SVFSC President or Vice President.*
- 2. Short term absence due to injury, illness, scheduling conflicts or any personal or extracurricular conflicts can be made up at any time during the current session (cannot be carried over to next session, Holiday Ice, or early fall ice.)*
 - a. Make up ice can only be done in 30-minute blocks (not 10, 15 or any other increment)*
 - i. If skaters wish to skate shorter increments of time, punch cards can be purchased and used in 15-minute increments. All other ice purchases (session and walk on ice purchased via Sports Engine or cash can only be made in 30-minute increments).*
 - b. Ice time must be made up by skater who purchased ice (cannot be shared with family members or other skaters)*
 - c. Skaters must check in with ice monitor or log time in the ice monitor binder to log make up ice time. Please include date and time of missed ice you are making up.*
 - d. Make up ice for short term absences must be completed in the current session, the makeup time cannot be carried over into the next session.*

Punch Card Expiration

- 1. Bonus punch cards issued during the fall session must be used by December 31 (they can be used for Holiday Ice)*
- 2. Bonus punch cards issued during the spring session can be used through early fall ice.*
- 3. Reminder – bonus punch cards cannot be replaced if lost or stolen*

Purchased Punch Cards do not expire.

Punch Cards can be used within household

Action Item:

- Ginger to post updated policy above on the website.*

New Business

1. Spring Show

- a. Set design. Decorating committee to submit idea to board, or do we need additional help?

Action Item: Shannon to follow up with Decorating Committee to see what they need help with.

b. Kayla – show group approval

- i. Advanced Groups A & B – no changes, solid as determined in Fall 23
- ii. No High School Group
- iii. Large Advanced C – proposing to split into two groups
 1. Advanced C – passed a USFSA Test
 - Will include – Emma, Paisyn and London
 2. Advanced D – No Test
 - Will include as Features – Elise, Ava & Abby

- Will include as a Trio – Millie, Brynne & Serenity
 - o These skaters will pay the LTS fee of \$25

Shannon motioned to approve show groups as presented by Kayla, Melissa seconded, motion passed

Action Item:

- *Ginger will be dressing the 'Advanced D' Skaters*

Extra item: Kayla – good possibility of Sterns offering April Ice. Asking SVFSC to commit to 5 hours a week. Kayla, Katie, Bethany and Heather are ok with this. Possibility of Fergus coming over to use our ice as well.

Melissa Motioned SVFSC to commit to purchasing 5 hours of ice if offered in April, Shannon Seconded, motion carried.

2. Virtual Testing - is skated at our rink, videoed, and sent off to be judged. Can be judged by virtual test session within the US but would like to stick to our region. Alexandria offers many different opportunities.
 - Pros – cheaper and can do it more on the skater's schedule
 - Cons – can take a week or two to get the results and takes ice time to record
 - a. Coaches input was that we do not want to host a virtual testing session, where we are responsible for the judging. But they are interested in having our skaters taped to be judged by another groups session.
 - b. Would be a good opportunity to do with the April Ice.

Action Items:

- *Kayla, Bethany Heather to work on Virtual Testing to see how it would work and if another local club would offer a Test Session we could send to.*

3. Committee/Coordinator Reports

- a. Leap and Compete Competition – Heather
 - i. Registration open. Deadline is Jan. 28. Code was sent in Heather's email for parents to register with a discount for first time SVFSC Skaters.
 - ii. Suggest having "table talk" info table on Jan. 21 and Jan. 25 during LTS class to provide more information on Leap and Compete and Spring Show.

Action Items:

- *Erica to host a Table Talk on the 21st at 5pm*
- *Shannon to host a Table Talk on the 25th at 6:30pm*

- iii. Committee working on all logistics.

Action Items:

- *Heather to work on more gender-neutral trophies*
- *Heather to follow up with Melissa about lists of Volunteers needed and what times.*

- iv. Dress Sale at Leap & Compete – possibly with Flower Sale Location

1. Dress Sale to be held Jan 28th – 4:00 to 6:30pm for our club.

- Items can be left until Leap & Compete

Action Items:

- *Heather to make sign "items left after XX:XX on Saturday Feb 17th become property of SVFSC." Have ready for sale on the 28th.*
- *Heather to post both Dress Sale information on Facebook*
- *Melissa to arrange volunteers.*

b. Apparel

i. Club Apparel

Action Item:

- *Heather to email to open store again, close on February 4th.*
- ii. Advanced Jackets - Creative Stitches is redoing all Advanced Jackets from fall order. Skaters are to turn in old jacket when getting new one. The two jackets from the Gauslows will be remade, but no name put on them for future skaters.

Action Item:

- *Melissa to work on handing out and collecting replacement jackets*

c. Financial Assistance – Erica

- i. 4 financial assistance requests approved at \$75 each

d. Volunteer Coordinator – Melissa

- i. Looking to form committee to clarify and revamp volunteer requirements & carry out Coordinator Duties. Requests that the people serving on this committee have 2 years' experience in the club.

- April Hoffert has agreed to serve
- Looking for another?

1. Suggestions / Items Already Altered

- 1st Session of Volunteer Requirements Waived for new families
- Skaters taking only LTS Hockey class have volunteer requirements waived
- Ice Monitor in mornings to play music also
- Separate Music Player on Sundays & Thursday Evenings

Action Items:

- *Ginger to add '/music player' to the Ice Monitor Sign Ups for Mornings*
- *Ginger to add a Volunteer Sign Up for Music Player for Sundays and Thursdays*
- *Coaches to give music to Heather to put on computer for playing*

Amanda motioned to form the Volunteer Committee, Shannon seconded, motion carried.

Action Item:

- *Melissa to work on completion of the committee.*

- ii. Club room cleaning – a job list was made, cleaning supplies to be purchased

Action Item:

- *Melissa to purchase supplies, update job list to include 'NO MOPPING OR OTHER FLOOR CLEAR TO BE USED'*

e. 40th Anniversary – Shannon

- i. In addition to the guidelines voted on for the Alumni Number in Sept, Shannon Motioned, Amanda seconded, to add that 'all Past or Present SVFSC Coaches are eligible to skate in the number'
Motion Passed

f. Safe Skate – Shannon

Action Item:

- *Shannon to send out email with reminders – list of who needs to do what*

4. Skate sharpener update – Andy

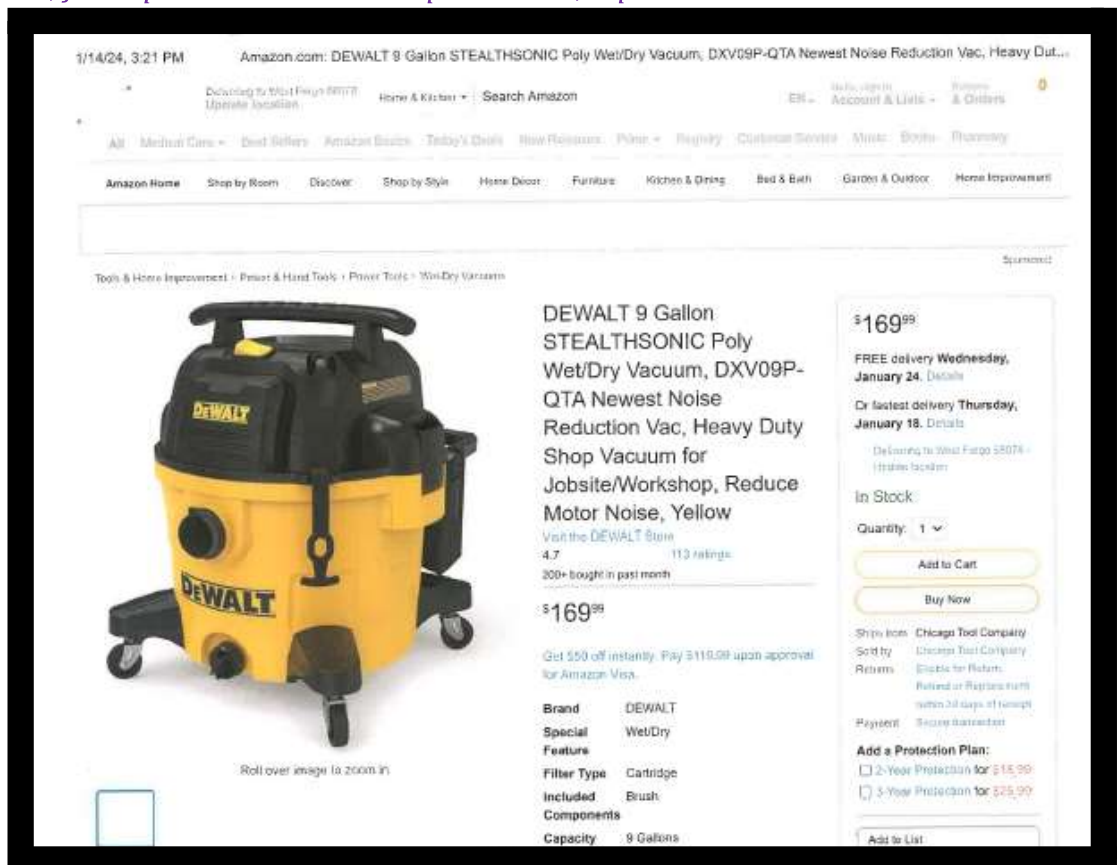
Incredible Edger – details below in photo. One of the few on the market that are designed for figure skates. Costs outlined on graphic.

Ben came to visit, very much for moving forward. Can have it in the skate shop, or club room.

Shannon Motioned, Melissa Seconded – executive board can make final decisions in regards to sharpener after visiting with Edea Rep at Duluth comp, motion passed.

Action Item:

- *Melissa, Shannon, Jill Oliphant to visit with Rep at Duluth, report back to executive board.*



INCREDIBLE EDGER™ complete with Figure OR Hockey Carriage:	\$5,000
Figure Skate Carriage for Traditional, Matrix, & Paramount Blades	
INCREDIBLE EDGER™ complete with Figure AND Hockey Carriages:	\$5,500
Figure Skate Carriage for Traditional, Matrix, & Paramount Blades	
Hockey Skate Carriage for Hockey, Wilson/MK Revolution Blades	
Includes the following:	
Diamond Tip Mounted in Calibrated Shank	
Micro Adjuster for Wheel Dressing	
Dust Extraction Hose Attachment provision	
Dressing Dust Diverter	
Cratex Hone & India Hand Stone	
SKATEOLOGY™ Manual	
Blade Wellness Gauge (ROH Gauge)	
Precision Square for checking Edge Levelness	
Foot Switch & Tool Kit	
Spare Diamond Tip & Spare Belt	
12 Grinding Wheels: 6 Fine, 4 Medium & 2 Coarse	
Optional Accessories:	
Figure Skate Carriage for Traditional, Matrix, & Paramount Blades	\$600
Hockey Skate Carriage for Hockey, Wilson/MK Revolution Blades	\$600
Revolution-ary Carriage for Revolution Blades	\$1,600
Precision Square for checking Edge Levelness	\$150
Blade Wellness Gauge™ ROH Gauge	\$45
Consumables:	
Belt	\$12
Grinding Wheel - Fine (white)	\$20
Grinding Wheel - Fine (grey)	\$15
Grinding Wheel - Medium	\$16
Grinding Wheel - Coarse	\$13
India Hand Stone	\$6
Cratex Finishing Hone	\$12
SKATEOLOGY™ Manual	\$50
Diamond Tip (provide calibration Number when ordering)	\$30
Little Edger™	\$565
Little Edger™ with Z20v Transformer	\$605
Tenderness Eradicator	\$625
SUPER GROOVER™	\$1,450
Conversion Kit:	\$1,850
Converting the original ICEskate Sharpener to the INCREDIBLE EDGER™	

#200 shipping

← 1 year of sharpenings

*Prices may change without notice.

5. Skates in skate room

- Will be using some sponsorship money to replace some
- Going to put together a sheet of what the club as for skates
- Club owned skates must be signed out by a coach / board member

Action Item:

- *Bethany to inventory skates, make a list and sign out sheet. Report back in February.*

6. Concessions

- a. Fridge -- no formal vote was taken, but discussion was positive to purchase a fridge similar to the one in the concession stand.

Action Item:

- Shannon will reach out to Allie again. Text, provided Amazon link, Amanda will order from Amazon or a local dealer if they have a comparable item.
- b. Venmo – motion was made by Shannon, seconded by Amanda to get a Venmo account for the club to be used at concessions, motion passed

Action Item:

- Amanda to set up Venmo Account

7. Policy Proposal for access to Sports Engine
-tabled for February

Action Item:

- Erica please add to February agenda

8. Coach compensation for competitions

For Saturday & Sunday at EGF Katie & Heather are to be paid at Advanced Rate of \$40 per day with \$60 per diem.

9. Senior Gifts - approved

Action Item:

- Heather to order gifts
- Order Presentation Bouquets for Spring Show _____??

10. Skater competition bags

Extra Items

1. Policy Reminder – kids age 10 & Under need to be accompanied by a parent or guardian when at the rink

Action Item: Ginger to post this on our Policies Page on the website.

2. Full Credit will be given for time spent attending board meetings for non-board members, Guests will be asked to sign in and out
Jill Oliphant – 6:30 to 8:30

3. Rink Business:

Mike was done on the 31st of December.
All Rink Matters to go to Ben as of Nov 14th

It was motioned by Melissa, seconded by Paula, and carried to purchase a \$50 Texas Roadhouse Gift Card as a Thank You to Mike

Action Item:

- *Heather to purchase Gift Card, Amanda has signed Thank You Cards.*

4. The February meeting is TBD, possibly Thursday the 15th, more information will follow from Erica

Action Item:

- *Erica & Melissa determine if one of you will be available to have the meeting on the 15th*

Future meeting dates – all times 6:30 p.m.

February 11, 2024 (Super Bowl Sunday, propose Feb. 15? If board is concerned)

March 10, 2024

April 14, 2024

April 28, 2024 General Membership Meeting/Banquet

June 9, 2024

Adjourn at 8:58pm

Camp Summary

Positives:

- -Coaches were phenomenal. I was very pleased with everything about the coaches.
- -The numbers were great for our first camp. (53?)
- -Organization as a whole was good, we didn't run into any major obstacles.
- -Food went great. Snack table was a major success.
- -Goodie bags were a hit

Items to keep in mind for next year:

- Committee outlines
 - Since this was the first year, we now have a better idea of tasks that need to be completed etc. It would be great if we had an outline/expectation sheet for potential committee members, that way they can decide if it's something they want to be a part of or not.
- Start promoting camp sooner.
- Sending a contract to coaches for Amanda's sake.
- Ordering more tshirts/trinkets than we think we should....or be more harsh on the registration deadline.
- Schedule more breaks/less time for LTS?
 - This was the only group that should be tweaked for future years. LTS was scheduled from 8AM – 12PM and that was too long. (Snowplow was 10AM-12PM and that was perfect.) Will need to rethink the timeframe for the LTS group.
 - Note from Amanda: LTS just needs time on ice broken up, was on for 2 hrs straight? And needs to have some off ice mixed in there, seemed it wasn't broken up much for on and off ice time.
- More breaks for advanced?
 - I heard this comment from a few girls. I understand, don't necessarily agree. They were tired, absolutely get that. They aren't used to being pushed as hard as these coaches pushed them.
 - When we are paying coaches \$100/hour, I want to utilize time to the best of everyone's ability. Perhaps a longer lunch break or a 15-minute afternoon break?

- LTS private lessons must be maxed at 30 minutes. Do not allow 60-minute lessons. (There was one 60-minute lesson scheduled due to coaches schedule not being filled, we'll just max at 30 minutes regardless.)

This input came from Isabelle, she had a challenging private lesson.

- More structured volunteer to-do list, specifically for after camp responsibilities.

|VFSC
23 Camp Budget

Summary	
Category	Cost
Coaching Expense	\$ 7,332.15
Misc Instructors	\$ 450.00
Hotel	\$ 577.80
Food	\$ 1,138.58
Swag	\$ 4,535.22
Misc.	\$ 96.00
Printing Services	\$ 173.25
Total Expenses	\$14,303.00
Income	\$ 3,350.00
Net Cost	\$10,953.00

Coaching Expense													
	Hourly Calculations			Mileage			Prep Time			Misc		Private	Total Check
	Rate	Hours	Total	Miles	Rate	Total	Hours	Hours	Total	Receipts	PreDiem	Lessons	
Laura Dewey	50	16	\$ 800.00	56	0.655	\$ 36.68	6.5	50	\$ 325.00	12.92	\$ 40.00	\$ -	\$ 1,214.60
Debra Jacobson	100	16	\$1,600.00	416	0.655	\$ 272.48	2	100	\$ 200.00	0	\$ 40.00	\$ 200.00	\$ 2,312.48
Katelyn Shurts	90	16	\$1,440.00	428	0.655	\$ 280.34	2	90	\$ 180.00	0	\$ 40.00	\$ 270.00	\$ 2,210.34
Isabelle Prischmann	50	16	\$ 800.00	66	0.655	\$ 43.23	6.5	50	\$ 325.00	0	\$ 40.00	\$ 84.00	\$ 1,292.23
Autumn Benedict	27.5	11	\$ 302.50	0	0	\$ -	0	0	\$ -	0		\$ -	\$ 302.50
*Bethany, Katie, Maegan, Laura, Heather & Kayla will all have their hourly rate, but will be on their normal Dec Inv.													
Total			\$4,942.50			\$ 632.73			\$1,030.00	\$ 12.92	\$ 160.00	\$ 554.00	\$ 7,332.15

Misc Instructors

Instructor	Item	Cost
Nimble Yoga	Flat rate \$300	\$ 300.00
Kristin Jacobs	Yoga Tip	\$ 50.00
Nutritionist	Cost of Snacks Incl Below in Food	\$ -
NDSU Extension -	Donation to Program	\$ 100.00
Total		\$ 450.00

Hotel

3 Rooms	\$96/night x2	\$ 577.80
Total		\$ 577.80

Food

Vendor	Item	Cost
Econo	Lunch & Snacks	\$ 171.61
Walmart	Lunch & Snacks	\$ 555.56
Caribou	Coach Coffee	\$ 52.69
Dakota Coffee	Coach Coffee	\$ 53.52
Casey's	Pizza - Sunday	\$ 78.51
Domino	Pizza - Sunday	\$ 226.69
Total		\$ 1,138.58

Swag

Item	Vendor	Quantity	Rate	Total
Shirts	Rush Order	61	\$ 22.64	\$1,380.84
Hats	Rush Order	100	\$ 9.99	\$ 999.00
Waterbottles	Owala	60	\$ 27.03	\$1,621.76
Waterbottles	Target	7	\$ 30.09	\$ 210.62
Stickers	Sticker App			\$ 71.00
Bag tags		60	\$ 4.20	\$ 252.00
Total				\$4,535.22

Misc.

Vendor	Item	Cost
Amazon	Bags	\$ 28.44
Amazon	Colored Pencils	\$ 27.81
Amazon	Name Tag Holders	\$ 20.32
Dollar Tree	Craft Supplies	\$ 8.03
Walmart	Craft Supplies	\$ 3.71
Amazon	Craft Supplies	\$ 7.69
Total		\$ 96.00

Printing Services

Vendor	Item	Cost
Bold Print	Flyers:	\$ 99.51
Bold Print	Camp printing:	\$ 66.24
Fergus Printing	LTS Handout	\$ 7.50
Total		\$ 173.25

Income

Group	Cost for Camp	# of Skaters	Total
Advanced	\$ 100.00	20	\$2,000.00
LTS	\$ 50.00	20	\$1,000.00
Basic	\$ 25.00	14	\$ 350.00
Total		54	\$3,350.00