SVFSC Board Meeting Minutes

June 13th, 2021

6:30 pm, Zoom Only Meeting

Officers: Shannon King– President, Sarah Peterson – Vice President/Secretary, Miranda Miranowski- Treasurer

Board Members: Samantha Berger, Ginger Schillinger

Others: Kayla,

Absent: Dan Beasley (Zoom problems), Amie Benedict, Heather Awender, and Maegan Bellmore

Call to Order: 6:33 pm

Secretary’s Report

Motion to accept – Sarah Peterson

2nd – Miranda Miranowski

Motion Carried

Consent Agenda

Motion to accept – Sarah Peterson

2nd – Miranda Miranowski

Motion Carried

Additions

1. Review of 2020-2021 Gaming Compensation

Treasurer’s Report:

Club Account- balance is $14, 744.78 and is current as of 6/13/2021

Gaming Account-balance is $60, 443.55

Trust Account-balance is $39,791

Motion to accept – Sarah Peterson

2nd –Sam Berger

Old Business:

1. Accountant Jessica Rugland became our Gaming Auditor, effective for the second quarter of 2021 (April, May, June 2021). May 6, 2021 the boxes for gaming records for the last two quarters of 2020 were transferred from the club room to Jessica Rugland’s office (216 5th St N, Breckenridge, MN 56520). Roberta Schrieber still has the records from the first quarter of 2021. Miranda and Jessica were going to connect about the gaming information for taxes. Jessica Rugland will complete the gaming taxes.
2. Update on new spotlight-Sam Berger let us know that Will has a source that is willing to let us borrow a 4th spotlight whenever we need it. It may also be possible for us to purchase the spotlight. We will plan to borrow this spotlight for the spring 2022 show. Sam will find out how much it would be for us to purchase the spotlight.
3. Update on badges- Tabled until August
4. Year End Celebrations went well
   1. Banquet-Went well, catering was less stressful than a potluck. Would be nice to have future banquet at facility in Wahpeton and with a microphone. Shannon King will contact park board about the possibility of a shelter reservation for Friday night the 1st or 2nd weekend of April 2022, preferably one with a microphone.

* 1. 5K on Ice-was organized well. However, we should do a shorter distance for lower level skaters (possibly 1mile as a third start time, or have second start time run with two skate length options)

1. Summer Ice- USFSA Memberships have been paid for Coaches Kayla, Heather, and Maegan and the skaters that are skating this summer and some that may be skating in July.
2. Elly Davis’ senior graduation blanket was dropped off at her graduation. She texted “This blanket is so soft I love it so much thank you!”
3. Costume Plan/Policy – Sarah Peterson reviewed our mission and presented some history on costumes. Then presented four options on how to proceed with costumes (1. Simple-black pants and t-shirt, 2. Everyone buys their own costume and keeps it, 3. Increase show fee and or costume fee, 4. Increase allocated costume budget). Discussion followed. Board supports option four over the other choices. Knowing the board’s preference, Sarah Peterson and Ginger Schillinger will move forward in developing a more specific proposal for the costume budget. They will bring additional information to a future board meeting.

New Business

1. Charitable Gaming Year End Review:
   1. Was compensation adequate
      * Gaming Auditor- this responsibility has been switched to a professional accountant.
      * Gaming Runners- runners were not in place until this month, so there is not able to be evaluated at this time.
      * Gaming Manager- Shannon King presented that on average, the gaming manager worked 20 hours per month. Based on the contracted amount of $300 compensation per quarter this is about $5 per hour with the additional credits for volunteering and fundraising the compensation is about $6.25 per hour. Discussion about compensation followed. Miranda Miranowski motioned and Sarah Peterson seconded to raise compensation for gaming manager to $480 per quarter with the gaming manager submitting a quarterly report of hours worked to the treasurer. The motion carried.
   2. 2021-2022 Contract-The 1 July 2021 to 30 June 2022 contract will be updated to reflect the approved increase in compensation to $480 per quarter and the expectation that the gaming manager will submit a quarterly report of hours worked to the treasurer.
2. Executive Board Structure
   1. Current By-laws were reviewed for the structure of the executive board.
   2. The newly elected executive board will review the by-laws. After the review is complete they will bring any possible changes to the current by-laws to the full board for review, modification, and/or approval.
3. Officer Elections-Executive Board Leadership- To re-set officer turnover, so future board leadership will always have some new and some continuing officers without over taxing current board members the board considered the following
4. President-Shannon King serves current term as president, ends June 2023.
5. Miranda Miranowski nominated as Vice-President-to serve 1-year term 1 July 2021 to 30 June 2022.
6. Sam Berger (board member for six months) nominated as Treasurer- to serve 2-year term 1 July 2021 to 30 June 2023.
7. Sarah Peterson nominated as Secretary- to serve 1-year term 1 July 2021 to 30 June 2022
8. Sarah Peterson motioned and Miranda Miranowski seconded to approve the nominated individuals to the positions and terms as indicated. Motion carried. Congratulations to our new officers.
9. Harness Exploration-Initial email was sent to Jump Harness. Jump Harness followed up with a request for additional information. Kayla will follow-up with Mike Seedorf to get the needed information for Jump Harness.
10. GoMotion
    1. What would we like to improve for fall registration. An email will be sent asking for input on things that we might want to change before registration.
    2. Ginger will write up summary of roles for things we currently do in GoMotion
    3. Tools to explore for use in 2021-2022????

* SMS tool (would basically replace Remind)
* Group emails (advanced, LTS, dance, etc)
  1. Site Management-we will revisit this at our August meeting.
* Board member, Parent Volunteer, or Coach (if coach it would be paid responsibility)
* Executive board would still have ability to work in the site as appropriate for their role
* Others, such as volunteer coordinator, would have the ability to work in site for their role

1. Discussion was had on volunteer credit
   1. Proposals for changing limits on earning volunteer credit

* Maximum of $100 volunteer credit per family
* Board members per session
* $50 max for bare minimum of service (attend board meetings, respond to board communications, completing board role)
* Up to an additional $50 for clocked volunteering hours (by board member or family member), earned by same formula as club members
* Coaches/Gaming Manager per session
* $50 max for bare minimum of service (attend board meetings, respond to club communications, completing board/unpaid coach role, or gaming manager responsibilities)
* Up to an additional $50 credit may be earned by family (other parent, grandparents, siblings over 13) clocking volunteering hours, earned by same formula as club members
* Families with multiple skaters per session
  + Up to $50 for first skater
  + Up to $25 credit for each child after first up to $100 total
  + Cannot count hours for first child toward credit for second/third child
    - Miranda Miranowski motioned and Sam Berger seconded to accept the above proposal. Discussion followed. Issues that need to considered/resolved before a final decision is made include 1. How to apply to blended families, 2. Cost of simplifying to up to $50 of volunteer credit per skater up to $100 per family. Vote on the motion was tabled to the August meeting.
  1. Have description of volunteer opportunities on member only side of website
  2. Have volunteer packet (online/email) for registration. Packet will include volunteer requirements/policies, volunteer opportunities (session or year), how to sign-up for opportunities in GoMotion.
  3. Many times, club members volunteer their skills for things such as set construction. However, there may be times when we seek skilled labor for a project such as building 3rd changing room, show set-pieces, etc. In these cases, club members may volunteer to complete the work. Other times the board will bid the project before the project is done.

1. May Planning Meeting Discussion Items
   1. Coaching Expansion (LTS Hockey, Dance, Synchro, etc)- Kayla will bring any updates to August meeting
   2. Coaches responsibilities/job descriptions- will be added to welcome meeting/welcome letter/new board member greeting/ public part of website. Will explore the possibility of adding contact \_\_\_\_\_\_ for the following to our contact page on website.
   3. August Agenda Items
      * Board Roles
      * Club Communication
2. Fall Season
   1. Registration will be online only and will open all at one time for new and returning skaters.
   2. Shannon King will connect with Heather Awender about yard signs as she previously explored getting yard signs. We would like to allow parents to pre-order generic SVFSC signs and have the club order and pay for Registration Now open at SVFSC.org.
   3. Shannon King will also connect with Heather Awender about getting started on Fall clothing order, so link can be active when registration goes live.
3. We discussed participation in a variety of possible community events. We decided that if the events happen, we will participate in the following events
4. National Night Out Booth Wednesday, August 4. For this event we will need two volunteers. We will have a cooler and hand out free ices. Can put together a gift drawing of SVFSC t-shirt and other items from club room.
5. Headwaters Day Parade Saturday, September 11. This event will be open to skaters to walk in parade/ride float. We will need candy donations for this event.

Additions:

1. Discussion of 2020-2021 gaming compensation identified that we have addressed any needs in this area.

Adjournment 8:35 pm

Motion by -- Sarah Peterson

2nd – Sam Berger

Motion Carried.

Minutes submitted by Shannon King 6/13/2021

Next meeting @ 6:30pm on 8/8/2021 Zoom Only (<https://zoom.us/j/95241795183?pwd=WkZlL3pKMWIrZktpSjEvbzFKVzRmUT09>)

Future Meeting Topics:

1. Board Roles
2. Volunteer Coordinator
3. Registration
4. Website/Go Motion
5. Marketing
6. Costumes
7. Other
8. Volunteer Recognition
9. Club Communication
   1. Welcome to ……. (Advanced, Synchro, Testing, Private Lessons, Private Ice, etc) Notes/Letters and info for club only website
   2. Board Certificates to skaters before 1st test, or before all tests?
   3. Event To Do Checklists

Current Board Membership:

Shannon King - President (officer term-2020-2022 or 3, board term (Feb 2019-2023 or 4), board term ends 2023 or 4)

Sarah Peterson - Interim Vice President (officer term-January 2021-June 2021, board term (Feb 2018-2022), board term ends 2022)

Miranda Miranowski - Treasurer (officer term-2019-2021, board term (2018-2022), board term ends 2022)

Amie Benedict - Past President (board term (20??-2021), board term ends 2021)

Ginger Schillinger – board member (2018-2022, second term, board term ends 2022)

Daniel Beasley – board member (2020-2022, first term, eligible for second term)

Samantha Berger – board member (2021-2023, first term, eligible for second term)

Board terms are two years

Board Members may serve two consecutive terms (unless their officer term extends past this limit). Then they must sit off the board for one year before seeking another term on the board.

Board members are eligible for an officer position after one year on the board. Officer terms are two years, followed by one year of mentoring their replacement. Then they must sit off the board for one year before seeking another term on the Board.

Gaming:

Amy Beasley - Gaming Manager

Jessica Rugland – Accountant, Gaming Auditor

Coaches:

Kayla Hammond - Operations Director and Head Coach

Heather Awender - Learn to Skate USA Director, Leap & Compete Coordinator, and Coach

Maegan Bellmore - Learn to Skate and Private Lesson Coach