

SVFSC Board Meeting
March 12th, 2023
6:30 pm, In Person Club Room/Zoom Meeting

Officers: Shannon King– President; Amanda Crouse – Treasurer, Sarah Peterson-Secretary
Board Members: Rachele Klein, Miranda Miranowski Andy Schillinger, Melissa Snyder
Others: Kayla Hammond, Heather Awender, Katie Rauber
Absent: Erica Olson – Vice President, Angel Koltes

Call to Order @ 6:40pm

Secretary's Report- Virtually Approved in February

Additions

1. Advanced Jackets
2. Quick Change Set-Up
3. Locker Room 5 – garment rack, mirror, and caddy
4. Ready Room- nude leotards
5. Rambow

Miranda motioned to approve the agenda and Melissa seconded. Motion carried.

Treasurer's Report: February 1, 2023 thru February 28, 2023.

1. Club Account: \$26,719.70
2. Trust Account: \$229,253.71
3. Gaming Account: \$160,839.70

Melisa motioned to approve treasures report. Andy seconded. Motion carried.

Old Business:

1. Spring Show
 - a. Lighting Options – New spotlight arrived. Have not heard back from Scott's assistant regarding if he is able to help with lights (for Thursday rehearsal, Saturday, and Sunday). No update from Andy regarding scissor lift.
 - b. Grippers is printing a 3'x8' show banner. Estimated cost \$70. Audrey made a slightly different graphic for the banner. Money towards banner will come from the set budget. Insulation donated by Builders First Choice and recycled signs from the arena will be used for the set. Paint will likely be the biggest expense for this year's set.
 - c. Decisions between February Meeting and March Meeting
 - Executive Board approved leaving show admission the same as last year (\$10 for adults, \$5 for k-12, and free for 5 and under
 - 5 board members approved the club purchasing t-shirts for the hockey players for the hockey number.
 - Due to overlapping regular season and spring show schedules, private ice was canceled Tuesday, March 7; Thursday, March 9; Friday, March 10 skaters registered for any of these three days will be refunded for the days – Discussion held between Shannon and coaches. Email to club was sent out prior to board discussion. Decision stays as is. Ginger will refund skaters via GoMotion. *Executive board clarified on March 13 additional dates of March 11 and March 12 should be refunded to skaters due to dates being on the master calendar.*

2. Leap and Compete
 - a. What Went Well
 - Awards in NW corner, parent commented on how nice that was compared to past use of the lobby.
 - Hot Hands Lap warmers were a hit. Judges loved them. Experiment with best way to use in awards area for next year.
 - Bread bowls were a hit, need more next year. Judges did not get any as they were gone by their lunch breaks.
 - b. Could use improvement
 - 75 programs were not enough for 50 participants.
 - Skaters asked why we used buzzer to end practice ice instead of announcer, perhaps just announce next year.
 - Forgot to do during clean-up
 - Return printer from press box to club room
 - Return extra matting to homes (south of player boxes and storage room)
 - Remove placings from the wall
 - Check/tidy locker rooms and close doors
 - Throwing Hot Hands in miscellaneous regular trash cans. Mike will have a metal can for these in the future until they cool off.
 - Gender neutral trophies
 - Cooler for the judge's room
 - c. Please review the expanded checklist and let me know if something should be added/deleted/changed
3. Skating Camp- Heather has not emailed her point of contact. She is waiting until after the spring show due to no ice in April.
4. Skate Safe- Basic Locker Room Guidelines and age/sex specific guidelines were developed and shared with board via e-mail and subsequently with the club. Waiting for response from Skate Safe to verify number of locker room monitors required before rooms can be finalized (example: 1 per hallway, 1 per area, etc)
5. Purchase Requests-New club computer- Digital Guru is looking for a Windows 10 comparable computer to the one we discussed last month, preferably with a physical Lan port. They estimate it will be about \$2,000. They wanted to know three things 1. Backlit Keyboard – yes 2. Touchscreen – yes 3. 360 screen – No. Discussion to continue in April
6. Spring Show
 - a. Pictures-He is bringing his own backdrop. He is ordering large group photo banner.
 - b. Radio advertising on KMBW
 - 25 ads for \$10 since for youth event; 5 30-second ads played Monday-Friday (total \$250)
 - \$40 for 5-10 minute interview on Friday, March 24 at 8am
 - Coach Kayla and Coach Heather plus a skater from each advanced show number
 - c. Coaches Flowers – Barb Tschakert made additional floral arrangements to be used during the spring show. Request was made to ask Barb how many hours she spent making the bouquets so she can be compensated appropriately.

New Business:

1. Summer Ice: Moorhead VFW is \$160-\$180 per hour. West Fargo has not been contacted. Fergus – no update (potential for April and May ice)
2. Spring Show
 - a. Senior Flowers – Andy motioned to purchase \$25 bouquet from floral shop for parents to gift senior skater during the spring show. Sarah seconded. Motion carried. Amanda will contact florist.

- b. Donation Thank You's
 - \$50-\$99 1 ticket for Saturday or Sunday Show
 - \$100-\$199 2 tickets for Saturday or Sunday Show
 - \$200-\$299 4 tickets for Saturday or Sunday Show
 - \$300 and up 8 tickets to Saturday or Sunday Show
 - Thank you to Ace Hardware, Breckenridge Fire Department, Builders First Source, Econo Foods of Wahpeton, Loving Nutrition, and Anonymous Friends of SVFSC for donating goods or services this year in support of Southern Valley Figure Skating
 - Shannon will print tickets on Monday so they can be sent to donors this week.
 - Thank you will be printed and inserted into the show program.
 - c. Lots of volunteers still needed for the spring show
 - d. Hot Hands Lap Warmer- Amanda motioned to buy 1 hot hands and 1 lap warmer for each skater for each day of the spring show. Miranda seconded. Motion carried.
 - e. Show Directors – Kayla requested Heather be compensated as a co-director of the spring show. Discussion held among board members after coaches left the meeting. Sarah motioned to pay Heather \$625 in addition to her current contract at the completion of the 2023 Spring Show due to oversight on contract regarding co-director position. Amanda seconded. Motion carried.
 - f. LTS coaches compensation
 - Request was made to have Bethany and Katie keep track of hours worked towards the spring show and re-evaluate compensation at April meeting.
 - Amanda motioned to pay Megan her hourly rate to assist with show pictures and during the show. Miranda seconded. Motion carried.
 - g. Ginger's Compensation (discussion held after Andy left the meeting) – Request was made to have Ginger breakdown the hours she spends working/volunteering on the show costumes so we can re-evaluation compensation at the April meeting.
4. Spring Banquet
 - a. Shannon will contact Wahpeton Community Center on April 30 at 4pm
 - b. Potluck- Melissa will organize a sign up genius
 - c. General Membership meeting
 - d. Melissa will try to put together a slideshow
 5. Nominations for Executive Board Positions:
 - a. President (previously served as officer of Board of Director) – Erica?
 - b. Vice President (any Board of Director) - Melissa
 - c. Secretary (any Board of Director) – Rachele (maybe?)
 6. Board To Dos
 - a. Financial Assistance Options Please add ideas/suggestions to [Google Doc](#) by: April 15
 - b. Club By Laws- read and submit any proposed changes/questions/additions to the bylaws through this [Google Forms Survey](#) by March 30 for consideration at April Board Meeting.
 6. Fall 2023 is the start of our 40th year of operations. Spring 2024 is our 40th show – topic not discussed.
 7. HOTR Update-
 - a. Request for April ice was not approved.
 - b. No March meeting due to lack of a quorum. Next meeting to be determined .

Additions:

1. Advanced Jackets – Melissa presented idea of purchasing jackets for advanced skaters. More discussion needed to work out details (requirements, buy/gift, logo, name, etc)

2. Quick Change Set-Up – Shannon checking on ordering 3 popup tents for use in the NW corner of the arena for a skater needing to make a quick change or a coach to use that is not allow in locker rooms due to Safe Skate.
3. Locker Room 5 – Shannon will purchase a garment rack, mirror, and caddy.
4. Ready Room – Shannon is checking with Safe Skate regarding if a ready room is appropriate for anyone to be in if skaters are wearing nude leotards. Sarah motioned to purchase additional nude leotards for skaters this may affect. Amanda seconded. Motion carried.
5. Rambow – Sarah updated board that Rambow order was shipped on Thursday, March 9. Heather clarified order has arrived and is at the arena.

Melissa motioned to adjourn the meeting. Sarah seconded. Motion carried.

Meeting adjourned at 9:06pm

Next meeting @ 6:30pm on **Sunday, April 2, 2023** Club Room at Arena/Zoom

Future Meeting Topics:

1. Compensation Review
2. Volunteer Requirements
3. Club Communication Documents

Current Board Membership:

Shannon King - President [officer term-2020-2023, board term (Feb 2019-2024), mentor year 2023-2024]

Erica Olson–Vice President [officer term 2022-2023, eligible for re-election; board term (2021-2023), first term, eligible for second term]

Sarah Peterson- Secretary [2nd officer term 2022-2023] board term (Feb 2018-2023)]

Amanda Crouse - Treasurer [officer term 2022-2023, eligible for re-election or mentor year; board member (2022-2024, first term, eligible for second term)]

Miranda Miranowski board member (2018-2023, second term, board term ends 2023, mentor year 2022-2023)

Angel Koltes– board member (2021-2023, first term, eligible for second term)

Rachelle Klein– board member (2022-2024, first term, eligible for second term)

Andy Schillinger– board member (2022-2024, first term, eligible for second term)

Melissa Snyder– board member (2022-2024, first term, eligible for second term)

Board terms are two years

Board Members may serve two consecutive terms, if re-elected (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.

Officer terms are one year; officers may be re-elected for a second consecutive term; some terms are followed by one year of mentoring their replacement.

Gaming:

Amy Beasley - Gaming Manager

Jessica Rugland - Gaming Auditor

Coaches:

Kayla Hammond - Operations Director and Head Coach

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