

SVFSC Board Meeting  
April 2, 2023  
6:30 pm SVFS Club Room Meeting

Officers: Shannon King– President; Erica Olson– Vice President; Amanda Crouse – Treasurer, Sarah Peterson-Secretary  
Board Members: Miranda Miranowski, Andy Schillinger, Melissa Snyder  
Others: Kayla Hammond, Heather Awender, Amy Beasley, Ginger Schillinger, Audrey Caldiero  
Absent: Rachelle Klein, Angel Koltas

Call to Order @ 6:37pm

Secretary's Report- Virtually Approved in March

Additions

1. Volunteer Requirements
2. Zahler Group Banner

Sarah motioned to approve the agenda and Erica seconded. Motion carried.

Treasurer's Report: March 1, 2023, thru March 31, 2023.

1. Club Account: \$29,883.33
2. Trust Account: \$220,695.86
3. Gaming Account: \$183,432.82

Amanda reported she is still waiting on a few receipts for show expenses.

Sarah requested breakdown of years past of expenses (coaches, holiday show, spring show, costume, etc) compared to income (registration, donations, fundraising, etc) so club can set a budget for next season.

Melissa motioned to approve treasurers report and Sarah seconded. Motion carried.

Gaming Report: Amy reported a total of 37 hours work this quarter (15 hours for Amy and 22 hours for Wendy). Ticket in and ticket out was complicated so they switched back. She continues to stay informed on potential gaming changes that are currently being discussed in Congress.

Miranda motioned to approve the gaming report and Erica seconded. Motion carried.

Old Business:

1. Updates-
  - a. Club Computer-Shannon is waiting for a response from Digital Guru.
  - b. Office 365 – Amanda is continuing to research.
  - c. Skating Camp – Heather has booked December 2 & 3 with Kate from Go for Gold and Mike at the arena. Skating camp committee (Heather, Sarah, Miranda, and Rachelle) will continue to work on details and report back at June meeting.
  - d. Summer Ice – Due to the limited number of skaters Kayla choose to opt out of Moorhead/Fargo/West Fargo ice. Heather will follow up with Fergus Falls after there meeting this week with potential dates/times.
2. Spring Banquet- Wahpeton Community Center on April 30 at 4pm

3. Executive board decisions made between the March Meeting and April Meeting
  - a. Gave 4 show tickets per show for Kayla, Heather, Katie and Bethany and 2 show tickets per show for Breanna, Laura, Kelsey, and Maegan
  - b. Did not charge hockey skaters or family skaters (family skaters participating the family skate number) show admission
  - c. Wrote thank you notes for significant others of coaches that volunteered for show preparations/spotlight operation, etc because they do not receive volunteer credit.
4. Spring Show -What went well/What could be improved (this list will be sent to board members and will be a working document)
  - a. Attendance- Saturday about 200 Sunday about 320
  - b. Flower Sales- sold out on Sunday, remember to bring flower tubes down for flower table.
  - c. Spotlights- Tried new spotlight on top of locker room 5 and on top of scaffolding. Neither location worked, so at dress rehearsal intermission light was moved to north bleachers. New light made others look dull. Replaced light bulbs in old ones and that helped. Bases need repairs or new lights. Consider using old lights to help light up set in the future. Will wait to repair until future use can be determined.
    - Sarah motioned to order 3 new spotlights and Andy seconded. Motion carried. Amanda will contact Scott Albertson about ordering 3 new spotlights.
  - d. Concessions
  - e. Set – black bolt heads and black washers on ice side, with a rubber washer then silver washer then wing-nut on the backside worked with foam boards against glass. Suggest pushing bolt through from the back then assemble bolt sandwich from front. Do not go higher than about 8 feet without a different plan for setting up. Guys on Saturday suggested constructing the panels on the ground and then attaching them to the glass and 1x2s or constructing some type of frame that we could slide panels into and attach to. Consider putting LED lights on the outside of the boards for easier set up and removal. Shannon will order additional rectifier control boxes for rope lighting/LED lights
  - f. Skaters in Bleachers with hot hands/lap warmers-many older skaters did not use.
  - g. Show Pictures- plan more time between groups (especially younger groups), switch schedule (start with advanced or basic skills then large group then opposite advanced or basic skills, take group picture then have group practice (advanced groups too, like we did in 2022), plan a place for skaters to hang out while waiting if they cannot be in locker rooms (Mike had heat on in bleachers, perhaps have them with their group coach), post sign-No personal photos while professional is taking photos
  - h. Suppers- had two, both were well attended, broke even. Could have had more taco meat, had too much spaghetti.
  - i. Announcing- suggested trying a sock over the microphone to make announcer easier to understand
  - j. Volunteers- covered most areas by club members. Could use more help with second day of show set-up, spotlights, and locker monitors
  - k. Programs – printed 275
  - l. Banner – looks nice, print earlier to have up somewhere in rink earlier? To hang over the door might need to wait to hang it until show week or move there closer to the show.
  - m. Radios- need 5 more – Heather will order
  - n. Skate Safe-
  - o. Costumes- Ginger reported being under budget and requested to use remaining budget to purchase additional items(plaid fabric, opening number shorts, etc)
  - p. Locker Rooms/Ready Rooms-Need locker monitors all days, but dedicated locker monitors on picture day are needed, especially for the 11-13 locker room, to set the stage for all locker room days. Explore option of moving ready room to locker room 5 depending on the number of skaters.
  - q. No entry ropes on locker room stairs-
  - r. Costume Turn in Process

Shannon will create a “spring show” working document for board members to continue to update.

## New Business

1. GoMotion/Website
  - a. Ginger requested permission to update club website with photos from the spring show. Sarah motioned to approve Ginger making updates to the club website and Amanda seconded. Motion carried.
  - b. Discussed communication concerns about skaters having limited number of email addresses associated with GoMotion accounts. Will take note and advertise better in the future.
2. Off ice workouts/dance – Ginger requested permission to explore options to work with Kelsey from Kraz to set up a camp for skaters looking to improve presentation, arms, smiles, etc. Permission granted.
3. U.S. Figure Skating Governing Council Delegate/Proxy May 5-6, 2023, LasVegas – Club would cover cost of air fare, hotel, and per diem. Miranda is considering attending. She will get back to club after looking at her personal schedule. Deadline is mid- April.
4. 2023-2024 Coaches- No concern about hiring additional coaches at this time
  - a. Possible coaches for fall 2023 – Kayla, Heather, Katie, Maddie L., Bethany, Kelsey, Breanna, Laura
  - b. Possible Junior coaches for fall 2023 – Jaidyn, Paige, Jasmyn, Emma B
  - c. Possible apprentice for fall 2023 – Emma K
  - d. Possible dance for fall 2023 -Makenna
  - e. Possible substitute coaches for fall 2023 – Maegan, Erica, Autumn, Abby
5. Team Building
  - a. June Swimming – Sarah will contact Breckenridge Aquatics Center to schedule a party.
  - b. Fall Kick-off Party – Heather requested committee to help organize an informative gathering at the arena (Committee: Miranda, Amanda, Sarah, Melissa, and Heather)
6. Parent Concerns/Requests
  - a. Spring Show – Parent requested refund on spring show/volunteer requirements due to child not participating in the show. Board denied request due to no-refund policy and suggests fulfilling volunteer opportunities via numerous upcoming events (attend board meetings, clean club room, etc.)
  - b. Potluck – Discussion held regarding concerns of potluck option versus having banquet catered – Heather will look at catering options. Club would cover the cost of the food.
  - c. Banquet Date – Time conflict for some skaters. For future years consider holding a banquet on the last Sunday in April.
7. 40<sup>th</sup> year of operations
  - a. Club started fall of 1984.
  - b. 1<sup>st</sup> show was spring of 1985, one every year since, including 2020 as fall premiere.
  - c. Representative related show theme for 2024 show: Survey to be sent to current club, coaches will narrow down, then entire club will vote on at the banquet.
  - d. Planning Committee (1-2 current board members and 1-2 past board members)
8. Banquet Invitations: Shannon finalizing and will send to club (includes rsvp, slide show information, show theme, nomination for board members, survey, etc.)
9. Off-Season Meetings 6:30 pm
  - a. TBD in person compensation/contract
  - b. June 11, 2023, over Zoom
  - c. August 13, 2023, over Zoom
  - d. September 10, 2023, in person
10. General Membership Meeting Agenda
  - a. Coaches Items

- Skater Awards
- Show Theme 2024
- b. SVFSC Year in Review
  - General Treasurer's Report (Amanda or Miranda will report)
  - President's Report
  - Volunteer of the Year Award (\$150 Bell Visa card)
- c. Feedback Survey
- d. Election of 3 New Board Members

11. Bylaws Review – tabled.

12. Election of 2023-2024 Officers

Miranda motioned to suspend paper votes and elect nomination as presented. Andy seconded. Motion carried.

Congrats to

- a. President – Erica Olson (1<sup>st</sup> term)
- b. Vice-President – Melissa Snyder (1<sup>st</sup> term)
- c. Treasurer – Amanda Crouse (1<sup>st</sup> term)
- d. Secretary – to be determine after election of new board members.

13. 2022-2023 Compensation Discussions

- a. LTS Coaches block show compensation review – Shannon will email board comparison.
- b. Graphics design compensation – Melissa motioned to pay Audrey \$600 (\$30 x 20 hours) for designing programs, set, T-shirts, banner, etc. Andy seconded. Motion carried.
- c. Costume compensation- Sarah motioned to pay Ginger \$1625 (\$25 x 65 hours) for professional services. Melissa seconded. Motion carried.

14. Additions:

- a. Volunteer requirements: lack of volunteers continues to be a concern. Volunteer committee (Erica, Rachele, and Melissa) are exploring changes for next season.
- b. Zahler Group Banner: Shannon will contact Zahler regarding less blurry group photo and updating font on banner.

Sarah Motioned to adjourn the meeting and Erica seconded. Motion carried.

Meeting adjourned at 8:53pm

Next meeting @ 6:30pm on 6/11/2023 Zoom ONLY

Future-Off Season- Board Meetings

1. Regular Meetings
  - May 14 – No meeting, Happy Mother's Day
  - June 11 - 6:30 pm, Zoom only.
  - July 9 – No meeting, Enjoy Summer
  - August 13 - 6:30 pm, Zoom only.
  - September 10 - 6:30 pm, In person/Zoom
2. Special Meetings-
  - Committees as needed.
  - Executive Board as needed.

On-going and Future to Dos:

1. Club communication documents
2. Event Binders
3. Master Calendar

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 [2<sup>nd</sup> 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