

**Bismarck Figure Skating Club Board Meeting
Capital Ice Complex
Thursday 21, 2019 6:30pm**

Members Present

Mikel Ystaas, Julie Fedorchak, Suzanne Fuchs, Kareen Hopfauf, Calvin Kingsley, Jen Rambur, Kiki Schatz, Tasha Scott, Caryn Iverson, Emily Zahn, Jenny Renton, Kevin and Kelly Bengston, Travis and Amber Wilson, Missy Theel, Dana LaVallie

The meeting was called to order by President Julie at 6:30pm.

Approval of amended January minutes, Michael made a motion to approve the minutes. Mikel seconded the motion. All were in favor.

Treasurer's Report

Mikel gave the Treasurer's Report. Majority of the report was review from January expenses. February to be discussed next month. Report included expenses from Fond du Lac, some testing to fly judges for recent testing, I-tunes, payroll costs/Frontier payroll, hotels, Sectionals, quick books, practice ice, reimbursement to coaches for hotel stays, Grand Forks and Red River competitions, Ice show lights (capital investment or expense??? It was an expense.), Scheel's. Expense it if under \$2500 instead of a capital investment.

Duck race final dress payments, Great Lakes Motor coach, Leisure world travel for national flights, quality quick print for Thank you cards, Sectionals practice ice, Harlow's to get to Minneapolis for Sectionals, bag fees. As of right now, no reimbursement from United Airlines due to United Airlines being behind from the storms. Porter was a bit under budget. Sectionals was under budget by \$7200 even with all the issues that arose. Kalamazoo refunded all our practice ice; \$1300. Hotels we ended up staying less that brought cost down. In the end, should be about \$8500. National flights and practice ice are paid for thus far. Need to pay for hotels, meals, and transportation. Just shy of \$40,000 going into Nationals for the rest of the season and start of next year.

Mikel went through the rest of the financials. Discussion previous board meeting about accounts receivable and getting things down and people paying bills. YTD profit is \$120,685 with all 3 programs and Duck race. Currently, majority is from Duck race.

Budgets for the year, \$13,940 was budgeted, ahead by \$16,509, but things still need to be paid. Income to come in is April ice session and April competition. Some expenses have been down. Michael reported there has been a request for apparel. Michael reported he is willing to take on apparel ordering and/or help with apparel orders.

Advanced is under budget about \$3400. Still waiting for some big items to come in; Ice show, April Ice session. Should make the budget if not be over the budget.

Synchro is usually budgeted as a break even. \$21,000 over at this time, but a lot of expenses that need to come out that have not yet. Possible over budget with about \$4000 for the year.

Kalvin asked how Ice show is split and 2/3 Advanced, 1/3 synchro.

Jen made a motion to approve the Treasurer's Report. Calvin seconded the motion. All were in favor.

Directors' Reports

Synchro Report: Emily read through Becky's report for Synchro report. Chill, Crystals, Cadence, Cascades, Cubes Black and Cubes Blue attended the Grand Forks competition the weekend of January 18th. It was a different schedule than in past years with practice in the morning and competition that evening. All the teams had great skates and placed very well among some competitive teams! The Chill won gold as did the Crystals, Cadence, and Cube Blue. The Cascades and Cubes Black brought home silver medals. It was a fun day of practice, getting ready and dinner at the hotel and then competing that night!

Our final competition for our 6.0 teams was held the weekend of February 9th in Moorhead, MN. All our 6.0 teams attended! The Chill won gold in the Open Juvenile division, the Crystals won gold in pre-juvenile. The Cadence moved up to pre-juvenile for this event and brought home the bronze, the Cascades won gold in Synchro skills 2, Cubes Black won gold in synchro skills 1 and Cubes Blue moved up to Synchro skills 1, completely changed their program and brought home 5th place.

Monday, February 25th we will hold a national's exhibition and team send off with all 9 of our teams!! The exhibition will take place at VFW Rink 1 at 6:30pm. Our national team will be introduced, and a party will follow. Val Kingsley has set up a Facebook event page and is working to get media coverage of the event.

Chips and Connection will leave for nationals on Wednesday, February 27th and return Saturday, March 2nd. Please watch Facebook for updates during the national's trip.

All teams will skate in the end of year ice show March 15-17 and then we will start clinics and try outs for the next season during the weeks that follow!

Clinics will be held: March 21, 25, 26, 28, Apr 1, 4, 8, 9, 11, 15, 16

Try outs will be held Apr 22, 23, 25

Detailed schedule and sign up will be out soon. Along with parent meetings.

Ice Show Update:

Registration is complete for the advanced and basic skaters. We have over 80 learn to skate kids registered and 62 advanced skaters registered.

Theme is finalized, Image Printing is working on our logo. Placements should all be finalized this week, hopefully by Friday, January 11th!

Learn to Skate report:

Winter session 2 has ended. Will started Ice Show practice February 24. Had Ice show pictures on February 17 and we had most of the skaters able to make pictures.

We have 11 LTS skaters attending the Magic City Competition this weekend in Minot.

Emily is working with Mike to secure a date for the LTS competition. We are currently looking at April 27th and 28 depending on Bobcats.

Advanced report:

We had some skaters attended the Red River Valley Classic competition in Fargo earlier this month. Congratulation to all skaters, they skated great.

We completed our February test session on Monday and Tuesday this week. We completed 120 tests in two days. Again, congratulation to the skaters for a successful couple of days. Thank you to the Test Chairs for all your work to make sure testing went as smoothly as possible.

We have now started Ice Show practices.

Emily is currently working on getting our spring session set up with dates and times and will have that out as soon as it is completed.

Kalvin suggested a new PA system as there is a cord that does not seem to be working. Emily will visit with Mike about this. Test chairs had to announce and do the running. Calvin suggested a committee regarding volunteers. This will be moved to new business.

Pushing for May 11-12 for next test session.

President's Report

Julie asked Mikel about Capital Ice advertising with Bismarck Hockey Boosters as there has been a change in board members and a change in the accounts. Thus, Mikel cannot have access to the account. Travis reported contract is with Parks and Rec and Parks and Rec can be addressed if board members from BHB do not sign paperwork.

Duck Race Committee: no new business to discuss

Unfinished Business: no unfinished business to discuss

Future plans for Treasurer/Bookkeeper: Mikel reported not a dual account control of all the cash coming in and going out.

Option A: She still feels treasurer and bookkeeper needed. Treasurer would collect all the cash. Bookkeeper would get a list of payments and apply to accounts. Treasurer responsible for reporting and collecting funds. It is necessary with the large sums of cash that come in and out of the club. Mikel has reached out to some companies regarding outside Bookkeeping. Mikel shared advantages of having outside Bookkeeper. Outside can be expensive up to \$80/hour. \$41600 would be cost for outside source. Club cannot afford.

Option B: Mike reported if club can find a bookkeeper on the side not associated with the club, \$25-40/hour about 10-15 hours a week. Costs would be \$19000-\$31000/year. If an employee, need to look at employee taxes. Calvin plans to talk with a tax gal about a possibility to be a bookkeeper.

Option C: Hire an employee within the club. It would be a paid position and considered a volunteer position. Entry level bookkeeper would be \$15-17/hour. Cost for a year would be \$11,700/year plus payroll taxes. Club would have to have person as an employee. Stipend for treasurer would go away. Michael brought up having an admin person to do some of the duties and more of a club employee. Could be a full-time position and what would the cost of the position entail.....

Suzanne shared conversation with Tony (judge from testing) and to get Sectionals up and running in Bismarck to put in a bid for additional income to come into the club and the city. Jenny reported we do not have a rink that has a sheet of ice for Junior and Senior skates and not the right size for sectionals. VFW 1 does have the sheet of ice that is the right size, but some feel there is not enough seating. This could be a job for an employee of the club.

Julie feels need to see how much money can club afford to even do this as opposed to a bookkeeper setting a fee. How can we use this person to generate more monies coming in. Mikel reported about \$11,000 not budgeted in Advanced that could cover Option C.

Thoughts to get the process up and running and need to make some progress before the next meeting. Mikel feels no Option A as the club does not have the monies to do so. Calvin is wondering if there are other bookkeeping firms that can-do Option A, but what he explained sounds more like Option B. Julie wonders if start with Option C and move forward from there. Point CPA did some reconciling of bank accounts in the past prior to Mikel coming on as treasurer.

Calvin concerned about treasurer not having the accounting knowledge when a bookkeeper is brought on. Mikel feels treasurer should be a volunteer position. Will the stipend stay or go with a bookkeeper????

Mikel develop a description for the position and the budget. Motion for Mikel to look more into option C. Calvin made motion and Michael second the motion. All approved.

Should send out posting for board members; treasurer, vice president, and 2 members at large. Julie will work with Kiki to get the postings out.

Review of IJS skaters fundraising expenditures and process:

This is now a board issue as the funds are raised under the umbrella of the club. In the past, informal approval of the funds but how will it work in the future. Money seems to be going down the path as part of Duck race (??) and IJS expenses.

Tasha Scott reported she feels like that the girls worked for the money and now the girls think the money is theirs and they can spend it how they want to spend it and do not need to include the parents. Some sponsors expressing concerns that the money is being spent frivolously. Tasha would like to see the money go to the Duck race after expenses have been paid or give the money back to the community as the community does a lot for the skaters. Use the money to buy a Duck race prize for next year or a scholarship fund. She would like to see the girls realize that the money is not to be spent but used to help with expenses or other things.

Kelly B. reported a lot of discussion has been happening in her home about this. She reported initially this was a car wash and it has gotten out of hand with fundraising activities. Kelly suggested maybe doing just the Eagles as they always donate/fundraise \$300. Girls get some money to decide.

Tasha felt discussion happened last year, but nothing was resolved and there was no plan put in place for this year and girls need to know expectations.

Suzanne shared that Eagles and Pumpkin patch do not come to the board, but the girls should still be coming into the board to discuss.

Kevin B. suggested giving money back to the community or to the Pumpkin Patch as a donation.

Kalvin reported he can see both sides of what is being said and that there was misconception on how things were done in the past.

Tasha reported the skaters need to be educated about how the money is spent after they raise the money.

Julie reported that maybe teams come up with a list and Travis reported teams do not need to come up with a long list of items as it is getting ridiculous. Amber agrees with Travis. Jenny reported that girls cannot buy stuff and then bill the parents for it.

Julie reported policy can be they can raise the money and make a list of what they would like. Mikel shared an idea that after the girls have spent the money what is left needs to go into the Duck race money. Kareen asked if the skaters can just volunteer and not get anything in return? She gave an example of the United Way. Coach and team managers come up with such ideas was reported. Travis reported sponsors are becoming less and less and the girls do not need a lot

of “stuff.” It is more and more difficult to get sponsors to pay high dollar amounts to sponsor the girls.

Mikel made a motion that all fund raising needs to be brought to the board no matter how big or small and a direction of how the funds need to be spent. IJS teams need to develop a list of desired items the beginning of the season and the additional funds go back to the Duck race of what is left over from fundraising. Calvin made a motion to 2nd. All in favor and motion carried.

New Business: Kelly B. wanted to discuss things before Kevin and Kelly leave the club as they have a senior. She would like to help the club and add to the by-law’s ineligibility. She would like to put together an ineligibility policy. Julie asked if Kelly would like to write the policy and Kelly reported she is open to writing and working on a policy. Emily stated we must follow school programs. Kelly reported the school board is black and white and BFSC by-law is not black and white. She would like to have things reviewed by the board. Kelly will send her thoughts to Julie. Kelly shared other things such as the meeting minutes going to all the members as this use to happen and has not happened in quite some time.

Calvin makes a motion to send the minutes out within a week after the previous minutes have been approved and Mikel 2nd. All in favor and motion carried.

There were questions regarding some of the dresses not paid for and how come some of the cross skaters paid this amount and others paid another amount.

Kelly encouraged board members to keep asking questions as Kelly feels things are not being transparent or getting lost in communication. Kelly shared concerns about the dresses as she too has heard not all skaters paid the same amount, some did not pay, and some paid different dollar amounts.

Missy asked about the jump harness as things still have not been resolved with the jump harness. Missy reported Mike W had to order parts back in December, but parts still have not been ordered. Missy asked again in January and Mike W brought up the rink fiasco and now in February and Missy offered to order the parts. Missy reported it has been 2 years since the harness has been able to be used in VFW, as well as, checking the harness and safety. Julie reported she just sent him a text. He has received a deadline and we are now a year later, and it is still not done. If this does not get done, do we need to get compensation? The plan is to set up a meeting with Mike W to get the harness up and Missy suggested the deadline be done by the time we move rinks in the Spring.

Calvin asked if Michael G. wants to discuss Safe Sport and videos in the locker rooms. Jenny reported the Sectional committee gave permission for the coach to get permission for one picture. Tasha feels it needs to get addressed once again. Karen will draft something and send to Kiki and Kiki will send out to club members. Travis feels Parks and Rec should put signs up regarding this policy. Parents to address this with the skater. Tasha suggested girls sign a form prior to the ice show or have a reminder to the girls.

Kalvin brought up the bus to Minneapolis and the 5 individuals who were not chaperones need to pay a percentage. Jenny does not feel they should have to pay a fee. Julie brought up to discuss when the net cost come in to address once again.

Michael asked if a survey went out and Jen R reported she does not have it out at this time.

Next board meeting scheduled for March 12, 2019, 6:30pm at Curling room.

Additional Business via email: N/A

Julie made a motion to adjourn the meeting. Calvin seconded the motion. The meeting was adjourned at 8:16pm.