

**Bismarck Figure Skating Club Board Meeting
Capital Ice Complex
Tuesday March 12, 2019 6:30pm**

Members Present

Mikel Ystaas, Julie Fedorchak, Kareen Hopfauf, Calvin Kingsley, Jen Rambur, Kiki Schatz, Jenny Renton, Tasha Scott, Michael Gill, Caryn Iverson, Travis Wilson, Mike Wald, Kareen Hopfauf, Aaron Stenberg, Dana LaVallie, Missy Theel

The meeting was called to order by President Julie at 6:32pm.

Approval of amended February minutes, Calvin made a motion to approve the minutes. Jen seconded the motion. All were in favor.

Treasurer's Report

Mikel gave the Treasurer's Report. Mikel had a lot of information for finances to report. YTD profit is \$80,000+ currently. Paid testing fees for judges and Logan. Other testing expenses noted; food and lodging. Ice show expenses paid. Duck race account paid airline fees, food, lodging, bus driver's tips, team moms/chaperones, snacks, leisure limousine, National flights, pins and programs but reimbursed by parents, bag fees, USFSA for practice ice.

Testing budget reports from last year and this year. Down about \$3000 from last year. Expenses are expensive especially when it comes to flying in the judges. Partnering and fees loss since last year. Kiki reported having brought in an extra judge November and February due to how long a judge is supposed to be judging during test sessions. Last year made \$2000+ and to date loss about \$2500. Minot also had test session in December and February resulting in loss of Minot skaters for testing and income both those sessions. Testing is technically not profitable.

Advertising has a net income of \$13900+ to be split between BHB and BFSC with 10% to Parks and Rec. Extra income at this time as nothing was budgeted by BFSC for advertising.

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

Directors' Reports

Synchro Report:

Becky was on the ice for Ice Show practice, so board read her report.

End of season celebration on Sunday, March 31st from 2-4pm at the Capital Ice Complex. We will have a dessert bar, awards, and memory video to celebrate our season. The place for the party is not accurate as Capital Ice Complex is not an option. Looking for alternatives.

Clinics and Try out info. went out to all skaters for the 2019-2020 season. A google docs was used for signing up and the \$50 clinic/try out fee will be collected the first couple of weeks of

clinics. A new parent meeting will be held Thursday, April 11th from 6:15-7:15pm. A meeting will be held for parents new to the IJS teams before teams are finalized – date TBD. As of today, a little over 90 skaters registered for clinics and try outs. Registration will stay open through clinics as we usually get more learn to skate skaters register after the ice show and the new session begins.

The Connection have been asked to guest skate in the Minot ice show March 23 and 24! This is the home club of team member Addison Rakness. They will skate at the end of the 1st half in the Minot show next weekend. Such a nice honor to be asked to skate in another show.

Learn to Skate report:

Emily was on the ice for Ice Show practice, so board read her report for LTS and Advanced.

Ice Show practices went well, and skaters are ready for the show this weekend.

LTS Competition has been set for April 27th, at the Capital Ice Complex. As soon as entryeeze is set up emails will go out for registration.

LTS Registration will be open as soon as possible. I am waiting for Mary Jo to complete the set up so I can send the email out to skaters to get registered.

Advanced report:

Meeting to be set up in April for those moving from LTS to advanced.

Spring registration will be out as soon as possible, I am waiting on Mary Jo to complete the set up so an email can go out. The schedule was sent out to coaches as well.

The Spring test session will be held on May 10, 11, 12 at the Capital Ice Complex.

Rachel will be out for the spring session on maternity leave. Her students will be covered by all the other coaches, thank you to the coaches for helping!

President's Report

Board elections are in June. Calvin, Jen, Suzanne, and Mikel's terms end. Calvin and Suzanne plan to run again and Jen is a question mark at this time.

Julie questioned changing the by-laws. Some questions about board membership and principal office as the office is no longer at VFW but is now in Capital Ice Complex.

If going to change the by-laws, it needs to be at the annual meeting and by a 2/3 vote.

Travis reported any suggestions last time were to be done prior to annual meeting and then voted on during the annual meeting. To be re-visited at the next meeting.

Director contracts to be re-newed; Becky only, as Emily is every 3 years. Annual review ought to be done and Julie does not believe it was done last year. Contracts to be reviewed by a small

committee with the directors and then bring the contracts to the board. Julie would like to sit on the committee and Calvin reported he would as well. Kiki also reported she would like to sit on the committee as well.

Duck Race Committee: no new business to discuss

Unfinished Business:

Treasurer and bookkeeper updates. Mikel is working on a job description to be sent out. Mikel contacted some people but did not hear back about bookkeeping. If a club member, stipend, hourly, salary, etc. Aaron asked if anyone has checked with other clubs regarding bookkeeper. It would still be beneficial to have a dual relationship with a bookkeeper and a treasurer.

Treasurer would still receive a stipend as well as the bookkeeper getting paid hourly.

Advertise bookkeeping job to club and public but would prefer someone in the club for the job. Calvin feels bookkeeper cannot hold a board position and questions about whether a team manager or team mom could be a conflict of interest. This position really needs to be a dual position with the treasurer. Ideally, have bookkeeper in place prior to annual meeting.

Motion to move and establish a bookkeeper position, start advertising, divide treasurer duties. Calvin made a motion to approve, Michael second the motion, motion approved.

Mikel will get information to Kiki and Kiki will email to club members. Kiki, Mikel, and Julie to meet after board meeting tonight to discuss position.

Capital Ice Complex concessions: December 2017 and 2018 gross sales \$64,000 with a net profit of \$49,000. Calvin reported he did not notice any expenses and what are the expenses; paid employee, cost of food, etc. Julie suggested a meeting with the park board. Julie will talk to Mike W and set up a meeting to get more information with BHB and Parks and Rec regarding ups and downs/partnering, etc. Aaron suggested maybe an email.

Board advertising update: BHB secretary would like to get some of our members on a committee to sell advertising. Aaron emailed BHB secretary to bring up at the BHB board meeting. Need another committee formed to get information. Aaron suggested an email to go out to the club regarding who may want to be a part of this committee. Aaron and Jen will work to get a committee and information to get out to the club.

Jump harness to be put up next week per report by Mike Wald.

Mike W reported Concessions will not be open on Thursday, of the Ice show dress rehearsal, as parents have been told to bring food for their children.

End of season survey from Jen and she is going to do google survey. Jen reported it will be an anonymous report. The survey is to go out after Ice Show next week. Julie asked if there is a deadline and keep open for a week or 10 days. Julie suggested to look at results in April or May.

Michael looked at an online store regarding apparel. He spoke with someone at Paradise Ink and reviewed some of the things parents and club are looking for regarding apparel and items. Michael suggested an online store with the gal from Paradise Ink for 2 times a year to order apparel and such. Promotional items only not to interfere with what coaches need for teams. \$200 a year. Missy reported Spectrum too offered to do an online store. Travis reported needing to have one company whether things go good or bad as we need one consistent company.

New Business:

Julie brought up the opportunity to see if Bismarck could host Sectionals or Nationals opportunity as it can bring in a lot of revenue. Can we set up a committee to find out what is involved in the bid, do we have a venue, timing, submitting the bid, etc. Mandy Gill is open to be part of the committee. Mikel suggested forming a committee and reviewing options to research and feasibility. Jenny Renton to spear head the “exploratory committee.”

Board training/retreat for new members coming on board. July or August during the week. Hold off on setting a date until the new members come on board.

Safe Sport:

Kareen reported needing signs by all locker rooms in Capital Ice and VFW to encompass both hockey and figure skating. She will discuss with Mike W regarding the signs to keep cell phones out of the locker room or in their bags. Tasha suggested cell phone policy with initial paperwork once season begins.

Other Business:

Missy asked what the protocol or policy for those is moving from LTS and into Advanced. Discussion about what it entails going into Advanced to bridge the gap; fees, fundraising, commitment, etc. Missy would like more clarification regarding a process. Julie reported maybe there need to be 2 meetings a year. Michael and Mikel suggested Emily put something on the website for parents questioning the move with the “what to expect.” Dana also shared she has some parents who want to move up in the spring though Emily is suggesting they move in summer. Dana wants to know what the fees are for those moving to advanced. Mikel shared the cost of \$110 and has not been prorated to her awareness. This may be why it is more beneficial for the skater to wait until summer instead of moving in the spring. Renewals are June 1st with USFSA. Mikel will check with Suzzanne about fees. Missy asked how do contract coaches get contacted for LTS members moving up to Advanced. Lots of suggestions on how to communicate LTS into Advanced. Missy and Dana are willing to help and be a part of the movement. Dana feels it would be helpful for all the coaches to get together and brainstorm. Julie reported she would have Emily reach out to Dana and Missy to help bridge the gap.

Next board meeting scheduled for April 4, 2019, 6:30pm at Curling room.

Julie made a motion to adjourn the meeting. Kiki seconded the motion. The meeting was adjourned at 8:27pm.