

**Bismarck Figure Skating Club Board Meeting/Annual Meeting**  
**VFW Curling Room**  
**June, Thursday 13, 2019 6:30pm**

**Members Present**

Mikel Ystaas, Julie Fedorchak, Calvin Kingsley, Jen Rambur, Kiki Schatz, Michael Gill, Calvin Kingsley, Suzanne Fuchs, Kareen Hopfauf, Tasha Scott, Jenny Renton, Lori Haar, Val Kingsley, Matt Hamar, Kristi Hamar, Denise Nelson, Craig Nelson, Eric Fuchs, Laurey Kooker, Jodi Herman, Milissa Tiegen, Lucas Teigen, Mandy Gill, Roberta Nyhus, David Nyhus, Dana LaVallie, Patty Schock, Travis Wilson, Becky Gallion, Emily Zahn, Mike Fedorchak, Justin Rambur, Jackie Hamlin, Tina Dendy, Josh Gallion, Amy Ersland

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

Approval of amended May minutes, Calvin made a motion to approve the minutes. Jen seconded the motion. All were in favor. Motion approved. Minutes to be sent out to club members.

**Treasurer's Report:**

Mikel gave the Treasurer's Report. For the end of the year, the Club had cash totaling \$200,543.85. The duck race cash made up \$32,827.13 of this balance. There were accounts receivable of \$11,360.39. Most of the accounts receivable consisted of two receivables, one from Image Printing and the other from Bismarck Hockey Boosters. Both receivables were collected the first week in June. The Club's also had \$28,708.59 in liabilities at year end mainly due to June and July registrations paid for in May.

The Club had total receipts of \$614,512.98 and expenditures of \$552,677.02 providing the Club a net income/surplus of \$61,835.96 for the fiscal year end May 31, 2019. The duck race provided \$33,903.17 of this surplus.

Craig Nelson asked if the numbers are typical of the other years. Mikel thought numbers were up a bit last year as well.

Motion to approve the Treasurer report made by Calvin and second by Kareen. All in favor. Motion approved.

Mikel is finishing up as treasurer tonight. Thank you, Mikel for all your volunteer hours, the transparency, and better control of the money handling. You will be missed

**Board Election Results:**

Julie proposed each election separately as there is nothing in the By-laws saying otherwise. First election to start with the Vice President election: Suzanne Fuchs, Jen Rambur, Paul Myerchin, no nominations from the floor. Those interested shared a bit about themselves apart from Paul Myerchin whose bio was read by the president. Ballots were handed out for club members to cast votes. Mikel and Kareen counted the votes. Jen Rambur was elected for VP. Congrats!!

Treasurer election and one nominee, Patty Schock. Patty shared a bit about herself. Calvin motioned a nomination of unanimous consent for Patty to have the position. Michael seconded the motion; motion approved. Congrats!!

Members at Large shared a bit about themselves: Kristi Hamar, Calvin Kingsley, Lucas Teigen. New members at large are Calvin Kingsley and Lucan Teigen. Congrats!!

### **President's Report**

Julie shared a bit about the board and when the meetings take place. Always enjoy have club members participate in the meeting. Completed a board survey last year and some things to come out of the board survey was conflict of interest policy, club survey, manual, integrated duck race into the club and a committee. Moving forward the board would like to address improving support systems for the club, re-vamping the website, simplify payment systems, improving communications with parents so they are more informed of what is going on in the club.

*2019-2020 budget review.* Mikel proposed adding a General and Administrative (G&A) section to the budget. The G&A section would consist of all overhead cost that were previously allocated to the three programs. Overhead costs consist of expenses necessary for the club to exist like insurance, legal and professional fees, and ice charges. It also includes obligations the Club has committed to such as the Capital Ice Complex pledge. The overall budgeted G&A costs for fiscal year 2019-2020 is \$140,401.

Proceeds to cover the G&A costs come from three main revenue streams; programs, fundraising and other. The main revenue source comes from the Club's three programs (Advanced, Learn to Skate, and Synchro). The Directors provided the Board with their budgeted costs and revenues for each of their programs.

The Advanced program is budgeting proceeds of \$100,600 from skating and testing sessions, grants, and memberships. The main expenditures for the Advanced program consist of coaching, testing expenses and USFS fees. Emily has budgeted expenditures of \$63,900 which will provide a net surplus of \$36,700 to cover G&A.

The Learn to Skate program is budgeting proceeds of \$82,500 from skating sessions, grants, the Learn to Skate competition and memberships. The main expenditures for the Learn to Skate program consist of coaching, competition and Learn to Skate fees. Emily also budgeted for the purchase of posture harnesses. The total budgeted Learn to Skate expenditures are \$33,700 for the season which will provide a net surplus of \$48,800 to cover G&A.

The Synchro program is currently budgeting season proceeds of \$141,970. The Chips team fees are not final yet. They will be attending a competition in Chicago which they have not competed at before. It was too early to obtain budgeted costs for this competition when drafting the budget. And without historical numbers to base fees on, it was decided that it would be best to complete the budget without Chicago. Once budgeted costs are available for this competition, the Chips team fees will be adjusted accordingly to cover this competition. The net effect on the budgeted Synchro revenue will be zero because the increased budgeted costs will be covered by the increased team fees.

Becky has included costs for the Maplewood, Fond du Lac, Grand Forks, and Fargo (and soon to be Chicago) competitions in her budget. Along with coaching costs and non-competition related

expenses, Becky is budgeting season expenditures of \$135,540 which will provide a net surplus of \$6,430 to cover G&A.

The three Club programs will provide combined revenue of \$91,931 to help pay Club overhead. The next source of revenue includes fundraising. The Club's largest fundraiser is the annual ice show which has been budgeted to net \$26,270 which is what it made in 2019. The next largest budgeted fundraiser is the Butterbraids and Plant Perfect fundraiser. Because the fundraiser was required for all Advanced and Synchro skaters last year and encouraged to Learn to Skate skaters, we have included this fundraiser in the overall G&A budget instead of program specific budgets. This fundraiser is budgeted to net \$17,000. Any other non-restricted board approved fundraisers will go to cover overhead. The only non-restricted fundraiser approved at budget drafting was the Sam's Club fundraiser. Total budgeted net fundraising proceeds come to \$44,375.

The last revenue stream to cover overhead costs comes from other activities the Club pursues like the joint advertising venture with Bismarck Hockey Boosters to sell advertising space at the Capital Ice Complex. Last year the Club made \$4,600 in net advertising revenue. The Club is budgeting to net \$6,000 this year because the payment to Bismarck Parks and Rec should be less. Along with interest on bank accounts, we are budgeting other revenue streams to provide \$6,075 to the G&A budget.

Combined proceeds from the three revenue streams total \$142,380 (\$91,931 from programs, \$44,375 from fundraising and \$6,075 from other). This covers the G&A overhead costs of \$140,401 leaving the Club a net surplus of \$1,979. The Board has tried to balance the budget close to breakeven to avoid adding to the reserve that has accrued over the last few years. This budget does not include the Duck Race revenue or the Synchro dress and competition expenses for Porter, Sectionals and Nationals that the Duck Race proceeds cover.

Jackie Hamlin asked about the reserve and what will be done with those monies. Julie reported to hold for right now to see how things go over the next couple of years and the board at that time ought to address how those funds be used if the reserve monies continue to stay consistent.

Kalvin made a motion to approve the budget. Michael second the motion. All approved, motion approved.

By-law approval for official change of address. Calvin moved to a unanimous vote for by-law change of address. Michael second the motion for unanimous vote for address changed. All in favor, approved.

## **Directors' Reports**

### **Synchro Report:**

Started 2019 season last week with practices and team meetings for all teams. Team meetings last week on Monday night and Tuesday night along with a duck race meeting Tuesday following the IJS parent meetings. Discussed everything from competition dates, absences, coaches, team moms, etc. over the course of the 2 days.

Clothing store for required clothing (jackets, tanks, longs sleeves) is currently up and running until June 15th.

Coaches are currently working to get CER's, insurance, etc. up to speed before the July 1st deadline.

Busy time as we work to get everything set for the upcoming season – dresses, music, rosters, etc.

*Annual Synchro report:* 9 teams represented the club this year. Teams competed at 7 competitions. Chips 9<sup>th</sup> consecutive trip to Nationals. Connection earned 3<sup>rd</sup> straight year to Nationals out of the 3 years we have had Juvenile Division. Special thanks to all coaches. Skaters have been helping in the community and at different events.

### **Learn to Skate report:**

Lessons started this week. Class sizes are small, so did not need as much help this summer, but they are on a sub list for the summer. About 60 skaters in LTS and 13 moved up to Advanced.

Private lessons opened for skaters in Basic 6 and below on Thursday from 2-3.

*Annual LTS report:* 90 skaters for summer 2018, fall 118, winter I 146, winter II 170, April 142 skaters. 90 LTS skaters in the Ice show this past year. Special thanks to all LTS coaches.

### **Advanced report:**

Road to Gold Camp was held on May 29-31. The camp was great, and the skaters had an amazing time, they are still talking about it saying they wished the camp was longer.

Summer session started on June 3rd.

Summer Test session will be held on July 25-26 at VFW Rink 2.

*Annual Advanced report:* 7 senior/gold level tests passed. Test sessions were in August, November, February and May. Test sessions ran smoothly. Held Road to Gold camp and it went well. Changed to a full day this year instead of a ½ day. Road to Gold ran smoothly with volunteers. Special thanks to all Advanced coaches. Special thanks to all volunteers; parents, team moms, managers, etc.

### **Unfinished Business:**

New website is up and running. Calvin reported all the content is from the old site. Bios of primary coaches is loaded on the web page. Emily and Calvin will make revisions on FAQ page and some of the other outdated information. Calvin will be sending out a call for photos for the website. Julie reported hoping the website is a good information resource. Hope it to be a great benefit to parents. Resolved.

Payment of additional expenses for all coaches. Contract coaches do get USFSA paid for by the club. Contract coaches help put other students on the ice during testing and competitions. Mikel reported it would fall under the \$600 1099 form. Michael asked if it would bring in more coaches. Julie suggested to table and bring back to the next board meeting and have Emily look at it from a bigger picture and come back with a proposal.

No cell phone signage at the rinks by Karen and to be tabled as Mike Wald was not at this meeting. Karen to contact Mike Wald and report back at the next meeting.

Kareen found that when renewals took place that when members looked at the Safe sport and conduct policy that things need to be added to the sheet for when parents electronically sign it. She suggested looking at it and Julie suggested Kareen revise the information.

Clothing order is done and completed per Michael. Resolved.

**New Business:**

Safe sport training for new team moms/managers. Safe sport needs to get done right away instead of waiting right before competition. Kareen suggested a date for all team moms and team managers for Kareen to put on safe sport training for background check and how to get Safe Sport certified. Kareen is looking into how long Safe Sport is good for as some think it is 2 years and she thinks she read one year.

**Special thanks to Suzzanne and her time on the board!! Thanks, Suzzanne!!**

**Other Business:**

None to discuss at this meeting.

Next board meeting scheduled for July 11, Thursday, 2019, for annual meeting, 6:30pm at VFW Curling Room.

Julie made a motion to adjourn the meeting. Kiki seconded the motion. The meeting was adjourned at 8:07pm.