



Bismarck Figure Skating Club August Board Meeting Minutes

August 22, 2024 at 5:30 PM CST

First International Bank Arena (VFW 3 Meeting Room)

Attendees

Kirstin Wilhelm, Gretchen Masset, Whitney Deterding, Melissa Seifert, Jeremy Smith, Jesse Armstrong, Rachel Hust, Becky Gallion, Emily Zahn, Heidi Smith

1. Meeting was called to order by Kirstin Wilhelm at 5:31 pm CST.
2. Approval of the June Minutes
 - a. Motion made by Gretchen Masset to approve the June minutes. Motion seconded by Jeremy Smith. Motion carries.
3. Board To Appoint Member-At-Large
 - a. Kirstin brought up that we still need to appoint a Member-At-Large.
 - b. Gretchen suggested sending out an email to identify members that would have interested in the position before appointing a new Board Member.
 - c. **Next Steps:** Board to send an email to Members to identify interest before appointing a new Board Member. Will include a Role Description for Member-At-Large position.
4. Approval of May & June's Treasurer's Report
 - a. Motion made by Jesse Armstrong to approve the Treasurer's Report. Motion seconded by Rachel Hust. Motion carries.
 - b. *Links to financial reports can be found here:* Balance Sheet [[May & June](#)], General Fund Update [[May & June](#)], Check Detail [[May & June](#)], Raffle [[May & June](#)], Profit & Loss by Class [[May](#)], Profit & Loss by YTD Comparison [[May](#)]
5. Approval of updates to approved check signers on BFSC Bank Accounts.
 - a. Proposal to add Jesse Armstrong to the accounts in place of Maria Neset as designated check signer.
 - b. The following individuals are designated as signers on all BFSC bank accounts:
 - i. Melissa Seifert
 - ii. Kirstin Wilhelm
 - iii. Stephanie Longie
 - iv. Jesse Armstrong
 - v. Any other person on the accounts is to be removed.



- c. Motion made by Jesse Armstrong to approve check signer changes for BFSC accounts. Motion seconded by Rachel Hust. Motion carries.

6. Synchro Director Report, Becky Gallion
 - a. [See Full Report](#)
 - b. Additionally, Becky is working with Bismarck Parks & Rec to provide solutions with an ice scheduling issue on Tuesday nights in September/October. They are collaborating with Hockey Boosters to find solutions. Have a meeting scheduled to finalize things. It may impact schedules in September depending on the outcome of the upcoming meeting.
 - c. Hoping to negotiate 1 year ice contracts moving forward due to challenges with National & Sectional dates, school calendars, etc. It would allow us to avoid ice time waste due to poor scheduling - i.e. losing ice time while teams are at Sectionals, etc.

7. LTS/Advanced Director Report, Emily Zahn
 - a. [See Full Report](#)

8. [Good Standing Policy \(Revisions\)](#)
 - a. Will vote on updates to the Good Standing Policy at a future meeting.
 - b. Emily mentioned parents & skaters need to sign annually. Typically done during membership renewal.
 - c. Jeremy recommended we review Code of Conduct as well to evaluate if we need to make any changes regarding social media & photos due to the recent addition of public social profiles for the BFSC.
 - d. **Next Steps:** Board will review & discuss changes to Good Standing Policy & Code of Conduct documents.

9. Volunteer Committee Discussion
 - a. Kirstin proposed adding a volunteer committee for the Club.
 - b. Discussed the opportunity and benefits of adding a volunteer committee.
 - i. Kirstin mentioned there have been challenges with other committees creating Signup Genius for misc. volunteer needs - testing, competition, synchro camp, ice show, etc.
 - ii. Briefly discussed volunteer requirements and/or tracking of volunteer hours.
 1. Emily briefly mentioned resistance from members last time this was proposed.
 2. Melissa & Kirstin referenced the volunteer requirements policy implemented by Hockey Boosters. I.e. If annual volunteer hours are not met per family, families are billed \$500.



- c. **Next Steps:** Board will draft and outline role & responsibilities for a potential volunteer committee.
- d. **Action Items:** Board to survey members on interest in volunteer opportunities and roles across the club.
- e. Will vote on adding a Volunteer Committee at an upcoming Board Meeting.

10. Ice Monitor Discussion

- a. Kirstin proposed adding an ice monitoring system. This would require families volunteering to monitor & track if skaters are on the correct ice times/sessions they have registered for.
- b. Responsibilities could include greeting families and skaters when they come to the rink.
- c. Money has been left on the table due to no ice monitoring process. Skaters are on multiple session times they have not paid for, etc.
- d. Becky proposed a random auditing process. Instead of thoroughly tracking every skater's ice times, skaters could be chosen at random to audit each session.
- e. **Next Steps:** Kirstin to work on outlining a policy or program to bring through future board meeting.

11. Dress Swap & Skating Apparel Discussion

- a. Last session we did a dress/skate swap. There were many items donated to the club that we could sell as a Club Fundraiser.
- b. Coach Laurey has volunteered to bring it to Learn To Skate lessons, competitions, test sessions, etc. if it could fulfill her volunteer requirement.
- c. Could do free will offering for these items.
- d. **Next Steps:** Discuss in a volunteer committee discussion if it gets added to the Club.

12. Fundraising Report - [Fundraising Committee Updates](#)

- a. Funds are tight.
- b. Committee is opening raffle ticket sales for IJS Teams to help skaters raise more funds.
- c. New Fundraiser Opportunities
 - i. Active & Lifestyle Nutrition Fundraiser
 - ii. Blaze Pizza Fundraiser
- d. Fall Fundraiser - September (Wreaths, Pizzas, Bread Braids, etc.)
- e. Dasher Update
 - i. There are a few spots open for rink advertising.
 - ii. [Advertising Packet](#)
 - iii. [Advertising Diagram](#)



- iv. **Next Steps:** Board will send a mass communication email to the Club to see if anyone is interested. The Club gets a kickback on those ads.

Member Comment

- No member comments.

Submission & Approval Of Minutes

Next meeting is scheduled for September 17, 2024 at 5:30 pm in the VFW Rink 3 Meeting Room.

Meeting adjourned at 6:26 pm.

- Minutes submitted by: Whitney Deterding, Secretary
- Minutes approved by: Kirstin Wilhelm, President