

Sioux Falls Figure Skating Club
Meeting Minutes – APPROVED on July 14, 2020
July 7, 2020 Board Meeting

Meeting was called to order by President Sigette.

Roll Call of incoming Board of Directors: Jennifer Sigette (President), Erin Steever (VP & Treasurer), Barb Ebeling, Carl Carlson, Tom Stengrim.

Guests in Attendance: Deb Melstad, Beverly Lush, Sarah Hanson

Motion by Carlson, 2nd by Steever to Approve the Meeting Agenda – motion carried by unanimous vote.

Nominations for 2 Vacant Board Positions. Sarah Hanson nominated for position #1 by Stengrim, 2nd Ebeling – motion carried by unanimous vote. Katie Luggar nominated for position #2 by Stengrim, 2nd by Carlson – motion carried by unanimous vote.

USFS based Sioux Falls Figure Skating Club Board Member Agreement for Directors was presented by Stengrim for all board members to sign as a requirement of office. All incoming directors signed and countersigned by President Sigette.

USFS based Sioux Falls Figure Skating Club Code of Conduct was presented by Stengrim for all board members to sign as a requirement of office. All incoming directors signed – the coaches also signed the Coaches Code of Conduct.

Board of Directors Leadership Positions: Sarah Hanson nominated for President by Stengrim, 2nd by Steever – motion carried by unanimous vote. Tom Stengrim nominated for Vice President by Carlson, 2nd by Steever – motion carried by unanimous vote. Barb Ebeling nominated for Secretary by Stengrim, 2nd by Carlson – motion carried by unanimous vote. Carl Carlson nominated for Treasurer by Stengrim, 2nd by Steever – motion carried by unanimous vote. Erin Steever nominated for Club Safe Sport Representative by Stengrim, 2nd by Hanson – motion carried by unanimous vote.

Katie Luggar was recognized as the Coaches Representative to the Board of Directors. This was the result of a unanimous vote of the current Club coaches.

Minutes from the previous Board Meeting on June 2, 2020. Motion by Ebling, 2nd by Steever – motion carried by unanimous vote.

Updates to Current By-laws. Motion by Stengrim, 2nd by Hanson to amend as follows:

Defined term of office (4.4) "A year in office is concurrent with the Corporation fiscal year, July 1 – June 30."

Number of directors on the board (4.3) "The number of directors of the Corporation shall be no less than 3 and no more than 7.

Expand Classes of Membership (3.1A) "Friend of SFFSC Membership – volunteers that do not meet current membership requirements can request an annual Friend of SFFSC Membership status and can be approved by a simple majority of the Board of Directors. This is a non-voting membership status."

Proposed amendments to the current by-laws – motion carried by unanimous vote.

USFS Membership Requirements. President Hanson volunteered to serve as the USFS Representative on behalf of the Club and Luggar would serve as the alternate. Hanson provided an overview of the requirements for the current board members and the club as a whole. Steever will take on the lead to identify the Safe Sport Education Requirements for the board and club members.

First National Bank. Motion by Stengrim, 2nd by Carlson; Effective July 15 the Club will authorize the opening of a new business checking account at FNB. July 15-August 31 was designated as the transition period from Meta Bank to FNB. Once all items have been moved, both the Meta Bank Savings and Checking Accounts would be closed. FNB will be designated as the official bank of the SFFSC effective September 1, 2020. Official authorized signers on the account will be President Sarah Hanson, Treasurer Carl Carlson, and Secretary Barb Ebling. Motioned carried by unanimous vote.

Steever and Beverly Lush (bookkeeper and accountant for the Club) provided a current balance sheet and statement of activity for the Club. A financial working group will be formed, led by Treasure Carlson to develop a budget for the upcoming 2020-2021 year. Beverly agreed to draft a policy of financial controls for the Club. The work group will also construct a package to request a sales tax refund from the State of SD based on a Zoom Meeting set up by Carlson & Stengrim with the Dept of Revenue in April.

An executive summary of the Club's current status was provided by former Interim Director of Club Operations Tom Stengrim. A forecast for the upcoming year and a report on the on going weekly coaches meetings hosted by Stengrim since April was provided. The recommended course of action moving forward was to have a "coaches driven club" and the implementation of strict financial controls be implemented.

A discussion for online streaming options for future meetings was discussed – this would be dependent on the required bandwidth available at the Ice Plex meeting rooms. Stengrim agreed to research and report back to the board.

Board Member Resignations. Mary Akkerman and Craig Adams declined to accept their respective appointments to the board following this year's election. Katie Jess contacted President Sigette via text at 6:45pm today before the board meeting to announce her immediate resignation from the board. Jennifer Sigette announced her resignation from the board effective July 7, 2020.

The next board meeting date was set for July 14 – this will be a strategic planning working session.

Motion to adjourn by Stengrim, 2nd by Carlson – motion carried by unanimous vote.

Submitted by Tom Stengrim

Sioux Falls Figure Skating Club Board of Directors – Strategic Planning Session
Tuesday, July 14, 2020

Board Members Present: Sarah Hanson, Tom Stengrim, Barb Ebeling, Carl Carlson,
Erin Steever, Katie Luggar

Also present: Beverly Lush (accountant), Coach Tasia Hillestad, Susi Wehrli McLaughlin, USFS
Senior Director - Membership (7:15-7:45 pm via Zoom)

The meeting was called to order at 7:04 by President Sarah Hanson

Carlson moved, Steever seconded approval of meeting agenda as updated – unanimous pass
Ebeling moved, Steever seconded approval of July 7th minutes as amended – unanimous pass

New Director Katie Luggar (Coaches' Representative) reviewed and signed the Board Member
Agreement and Club Code of Conduct

USFS Senior Director for Membership Susi Wehrli McLaughlin was invited to join the group via
Zoom. She emphasized United States Figure Skating's commitment to the success of all
member clubs, and recommended Sue Clemente, Midwest Sectional Vice Chair and Denise
Hughes, LTS USA Midwestern Section Business Development Specialist as additional resources.
An open invitation to visit Sioux Falls was extended to McLaughlin and any others that might
wish to travel to South Dakota. September 12 was offered as a potential date. There was no
specific agenda for this exchange; conversation centered on resources available from USFSA to
member clubs, including recognition of achievements in figure skating, the new ASPIRE
program bridging Learn to Skate and USFSA memberships, and training and development
opportunities for coaches.

The Board was notified by the coaching staff that a member of the staff had breached the
2019-2020 contract by initiating development of a competing figure skating club. A motion
was made by Carlson and seconded by Luggar to draft and send a letter to this coach that
SFFSC would not be renewing this coach's contract. The motion passed unanimously.

SFFSC Accountant Beverly Lush reported that she can now directly access the information she
needs for her reports on SportsEngine. A process for spreading out payments over time is
desirable and should be feasible; this will be explored by Lush with volunteer and current
SportsEngine expert Deb Melsad. Ebeling suggested that the Club may wish to include notice

on registration pages as to which costs might be refundable in case of another city-wide pandemic shutdown.

The state sales tax refund request is proceeding, with a report of the last three years of payments to SCHEELS IcePlex being sorted into ice time utilized for classes and time offered to skaters for practice by Coach Hillestad. Discussion of use of Google Drive for sharing documents led to a motion by Stengrim, seconded by Ebeling, to provide access to Beverly Lush as Club accountant and Tasia Hillestad, who is taking on administrative responsibilities. The motion passed unanimously.

Coach Hanson and Stengrim presented information about the 2020-2021 Club Operation Plan: A prime users' meeting is to be held at the IcePlex on July 15 for the purpose of scheduling ice usage for November 2020 through February 2021. SFFSC will be requesting a similar schedule as the September/October 2020 ice calendar, hoping to keep times as consistent as possible through the year. To this end, the ice ask for Sundays has been moved later in the day (5:00-7:00 pm) in anticipation that hockey tournament play would be concluded by that time. The request also includes Mondays 4:45-7:00 pm; Tuesdays 6:00-7:00 am; Wednesdays 4:45-7:00 pm; Thursdays 5:30-8:30 pm; and Saturdays 8:30 am-12:00 noon. A special request for time related to a holiday show on December 20 will also be included.

The coaches have been developing two working agreements for consideration by the Board, one for W2 employees of the Club (those teaching classes for SFFSC) and one for 1099 independent contractors (those coaching on SFFSC-purchased freestyle ice). These documents will be considered by the Board at the next meeting (July 20 at 7:30 pm), with the intent to get them mutually approved and ready to be signed by the end of this month.

A systematic training program for junior coaches has been under discussion and development by the coaching staff and is nearly ready for distribution among current skaters aged 14 and older. Training is scheduled for August 18 and September 12 for interested individuals. Junior coaches will be partnered with senior coaches to assure a class ratio in Learn to Skate of no greater than 10:2. Junior coaches will serve as volunteers for one year; if their performance is deemed adequate they can be compensated after their trial year. At 16, appropriately prepared coaches can be hired as senior coaches.

A survey of SFFSC skaters indicated there was sufficient interest to continue development of Theatre on Ice teams at both the national and regional levels. Practices will be included on the ice schedule.

Learn to Skate USA will include a new position of “coach concierge” this year. The coach in this position will supervise on-ice instruction, answer questions posed by family members, and in case of emergency, serve as substitute senior coach. A volunteer “parent partner” may be utilized in addition to the coach concierge.

Learn to Skate programming will also include an increased emphasis on skating instruction for hockey players through Sioux Falls Skating Academy. These group lessons will be held Wednesdays and Saturdays, and are included in the ice time being requested at the July 15 users’ meeting.

Efforts to solicit ideas and involvement of the freestyle-level skaters of the Club will be headed by Board members Luggar and Steever, with the involvement of President Hanson. Input will be sought regarding the end-of-year banquet/celebration, methods of recognizing skating achievements, and other topics of particular interest to skaters.

Steever reminded all Board members of the USFSA requirement to be SafeSport compliant; she sent a link via email. She is in the process of confirming the appropriate training modules for coaches serving on club boards.

Dates/times/locations were recommended for the next two meetings:

- Monday, July 20 at 7:30 pm at SCHEELS IcePlex with limited agenda of finalizing the coaches’ working agreements, continuing progress on the sales tax refund process and adding monthly Board meetings to SFFSC calendar
- Tuesday, July 28 at 7:00 pm at Lazios Conference Room

Stengrim moved and Steever seconded adjournment at 9:40 pm. The motion passed.

Respectfully submitted,
Barb Ebeling, SFFSC Secretary

Sioux Falls Figure Skating Club Board Working Session Minutes
7:30 p.m., Monday, July 20, 2020 @ SCHEELS IcePlex Conference Room

Board Members Present: Sarah Hanson, Katie Luggar, Erin Steever, Tom Stengrim,
Barb Ebeling

Board Members Absent: Carl Carlson

Others Present: None

The meeting was called to order by President Hanson at 7:34 and proceeded for approximately one hour. The focused agenda item was discussing and refining the proposed working agreements (Senior Instructor [W2] and Independent Contractor Skating Coach [1099]) as received from the SFFSC coaches. Amendments, changes and clarifications made to the documents were recorded by Ebeling; the revised agreements were passed on for presentation and discussion at the SFFSC Coaches' meeting, scheduled for Wednesday, July 22. The final drafts will be discussed and presented for adoption at the Tuesday, July 28, SFFSC Board Working Session.

Respectfully submitted,
Barb Ebeling, SFFSC Secretary

Sioux Falls Figure Skating Club Board Working Session Minutes
7:00 p.m., Tuesday, July 28, 2020 @ Lazios Office – Conference Room

Board Members Present: Sarah Hanson, Katie Luggar, Erin Steever, Tom Stengrim, Carl Carlson, Barb Ebeling

Board Members Absent: None

Others Present: None

President Hanson called the meeting to order at 7:07 pm

Coaches' Working Agreements (W2 and 1099) – The working agreements that were edited according to the discussion of the Board working group on July 20 were presented to the coaches, with no changes recommended by that group. Both documents were forwarded by Steever to Club parent and lawyer Katie Jess for review. She recommended changes to the W2 agreement to include an indemnification clause and a point of agreement about intellectual property. The Board and Coaches will receive and review these changes with the goal of signing the agreements on July 11th (Board) and 12th (Coaches). Many similar agreements for coach employees include a volunteer requirement; an expectation of 2 hours will be added to the W2 agreement. It was noted that for the 2020-2021 year, this has been greatly exceeded by those coaches who have been meeting regularly for months.

2020-2021 Pay Scale for Coaches – The document previously distributed by Hanson was reviewed. Stengrim moved and Steever seconded that this scale be adopted, the motion passed unanimously

COVID-19 Policies and Procedures – A draft waiver related to the coronavirus/COVID-19 pandemic was reviewed for inclusion on the registration site:

The novel coronavirus, COVID-19, was declared a worldwide pandemic in spring 2020, is extremely contagious, and is believed to be spread mainly through person-to-person contact. Sioux Falls Figure Skating Club (SFFSC) is monitoring the evolving situation and the related recommendations made by national, state and local governments, the United States Figure Skating Association (USFSA) and Ice Sports Industry (ISI), and SCHEELS IcePlex; all health and safety precautions related to the skating instruction and programming of SFFSC are made with this information in mind. COVID-related practices may exceed, but will not be less than, those of the facility in which skating activities take place.

By signing this waiver, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my skater and family may be exposed to and/or infected by the virus. I voluntarily assume any risks of exposure incurred by participating in skating activities with SFFSC; and I agree to hold harmless and waive any claims of liability against Sioux Falls Figure Skating Club; Ice Sports Association; SCHEELS IcePlex or other facilities in which the Club may conduct activities; USFSA and ISI, as well as their coaches, employees, Boards of Directors, agents, representatives and volunteers.

Additionally, I agree to notify Sioux Falls Figure Skating Club if my skater or any member of our household contracts COVID-19, providing information about the dates, times and specific classes or activities my skater was involved in prior to receiving positive test results. This action will help ensure the safety of the SFFSC and skating communities.

I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

This will be separate from the other areas covered by the current waiver so that it can be easily removed when no longer necessary. Stengrim moved and Steever seconded that this waiver be accepted, the motion passed unanimously.

The Board considered a comment that there could be legitimate reasons for not agreeing to the media waiver, but as the form exists online, this would prevent skater registration. The possibility of adding a “yes/no” option only to this paragraph on the waiver page will be explored.

The coaching staff will be taking safety precautions as recommended by USFSA, as well as utilizing common sense and recommended practices to protect the coaches and skaters involved in the Learn to Skate USA program from COVID-19 exposure. This can include decisions such as discontinuing use of toys or props that cannot be sanitized, avoiding exercises that require participants to touch, expecting skaters to provide their own helmets, etc. The group agreed that a thermometer should be purchased in order to quickly check temperatures of skaters as they arrive at the rink and masks should be worn in the high-touch classes, such as Snowplow and Basic Skills, using the general rule that if safe distances cannot be maintained, masks will be worn. (Masks will be recommended for all.)

COVID-19 confirmed cases should follow the general refund policy for medical issues, that a doctor’s note will be required for a case-by-case determination be made on the appropriate level of pro-rated refund or account credit.

Accountant’s Scope of Services – Conversations have been ongoing between Accountant Beverly Lush and Treasurer Carlson as to specific services expected of the Club accountant and the time required to fulfill these duties. Hours and activities will be tracked this year to develop realistic baseline expectations.

Additional discussion about the budget centered on the importance of purchases being pre-approved. Some of this will be accomplished by determination of budgets for events, activities and programs, so that coordinators and chairs can use those parameters to determine appropriate spending levels for specific purchases.

It is critical that receipts be submitted for all purchases.

(As a note, there is a costume credit from the 2020 Spring Show that should be recorded as a Club asset.)

Compensation for Employees in Non-Coaching Capacities – Preliminary proposed salary levels were presented as information by Hanson. Job descriptions are being developed which should be available for the working meeting on August 4. Positions and compensation are to be considered and approved together, ideally at the Board meeting on August 11.

Scrip Program – Carlson is delving into specifics of the program to determine if the value to the Club offsets the resources required to run it.

State Sales Tax Refund Process – Progress is being made as hard copies of three years of ice invoices have been obtained by Carlson from Brian Prisbe, which are being reviewed by against registration reports by Deb Melstad and Tasia Hillestad to determine which of these hours had no value added by the Club and therefore should not be subject to state sales tax.

Session 1 (September - October 2020) Calendar – The calendar includes a balanced program of classes and practice. Minimum numbers needed to offset costs have been determined.

Club Contact Information – Hanson is arranging with the IcePlex that the SFFSC extension (x3) of the facility's phone (605-271-7539) be forwarded to her cell. This number/extension can be used as a Club contact when this is arranged.

Date/Time for August Regular Board Meeting (and ongoing)

Tuesday, August 4 @ 7:00 pm at Lazios – working session

Tuesday, August 11 @ 7:00 pm – monthly Board meeting

Response to USFS correspondence – Responses to recent correspondence from USFS staff were considered by the Board in Executive Session.

The meeting concluded at 9:23 pm.

Respectfully submitted,
Barb Ebeling, SFFSC Secretary

Sioux Falls Figure Skating Club Board Working Session Minutes
7:00 p.m., Tuesday, August 4, 2020 @ Lazios Office – Conference Room

Board Members Present: Sarah Hanson, Katie Luggar, Tom Stengrim, Carl Carlson, Barb Ebeling
Board Members Absent: Erin Steever
Others Present: None

President Hanson called the meeting to order at 7:04 pm. There was a focused agenda for this meeting of personnel (working agreements and job descriptions) and proposed general ledger codes for use moving forward.

Treasurer Carlson had sent out proposed general ledger codes in advance of the meeting; these had been shared with Club Accountant Beverly Lush. Carlson requested that the budget lines related to the Scrip program be excluded from the ledger; it was noted that if the program is continued, the monies need to be accounted for somewhere. It was further noted that it will be helpful in determining budgets if USFS and ISI are accounted for separately, primarily for competitions, but also for testing. Two additional classes can be added to facilitate that.

Club parent and lawyer Katie Jess had been forwarded the first draft of the working agreements (W2 and 1099); she replied with text of terms and conditions that are standard in employment agreements. It was determined by the Board that while Jess's wording is very legalistic, the documents (agreements as discussed and terms and conditions as proposed) can be combined into satisfactory documents. Appendices A (Coaches Code of Ethics, Standards and Conduct), B (Pay Scale) and C (Conflict Resolution Policy and Form) were also reviewed. Minor adjustments to the conflict resolution document (most notably identifying the SafeSport Representative as a a third point of contact for formal complaints, if needed, will be made.

President Hanson had emailed first drafts of job descriptions for five of the proposed compensated positions (Program Coordinator, Administrative Coordinator, Hockey Academy Coordinator, USFS Test Session Chair, and Director of Marketing and Corporate Communications). These were discussed individually, with changes noted by Hanson to be included in the next draft.

The meeting concluded at approximately 9:20, with the next meeting scheduled for Tuesday, August 11 at SCHEELS IcePlex.

Respectfully submitted,
Barb Ebeling, SFFSC Secretary