

August 11, 2019 SFFSC
Meeting Minutes

Call to order The meeting was called to order at 7:00 pm. Board Members in attendance were Erin Steever, Pat Hoier, Barb Ebeling, Jim Naro, Jennifer Siggette, Riley Block and Wendy Quam. Those board members not in attendance were Karla Derynck, Jane Eilders, and Julie Mickelberg. Other guests were Alicen Whiting and Jennifer Kilmer (USFS Membership Chair) .

Open Forum: Our guest did not bring forth any agenda items.

Approve meeting agenda: Erin moved to approve the meeting agenda. Barb seconded and all approved.

Approve last meeting's minutes: Barb moved to approve last meeting's minutes. Jim seconded and all approved.

Director's Report Since Tiffany was not at the meeting, the Director's report was presented by Pat and Jennifer Sigette. *White Table:* Tiffany's goal is to be at the LTS white table but needs help on Monday (5:30-7 pm) and Saturdays (10-11:30 am). Board members will cover the first month and then will open up to the rest of the club. The volunteer committee will determine if these hours will count toward the total volunteer requirement. The purpose of being at the white table is to be out in the lobby greeting parents and answering questions. Motion by Jennifer to assign to volunteer committee. Jim seconded and all approved.

Clinic with Watertown Club on September 7 There was discussion about cohosting (with Watertown) a Clinic on September 7 with Jason Dilworth. This clinic would include coaching training (on and off ice), a skater clinic (10:30-4:30) and a meeting with the board. Cost of the clinic would be \$75 with an early bird (by August 25) \$10 discount. Coach cost is \$25 with SFFSC and Watertown coaches free. If a coach from a different club brings 2 skaters, their coach fees would be waived. All area clubs and coaches will be invited. Expenses include Jason's mileage from Omaha, 1 (possible 2 nights at a hotel),

The idea originally was for Watertown to bring down their board members, with SF and Watertown sharing expenses and profits. As of an email from today, Watertown now wants to split costs by the numbers of skaters they bring. Tiffany has asked for clarification of what that means. The costs of the clinic including Jason's hourly rate, hotel and mileage and ice and was estimated to be \$2500.

Motion by Jennifer to postpone the clinic for further consider of Watertown's participation and for exec board to work with Watertown and SFFSC Director to find alternatives. Seconded by Jim and all approved.

Fall Registrations Fall registrations are all open. Session 2 LTS USA, Advanced Classes and Excel program (invite only) will begin in November. All registrations have been built and will be advertised at the end of September.

Marketing Materials Tiffany asked for \$500-\$600 for Facebook advertising, new flyers to place in the rink and birthday bags and LTS USA materials for white table. Discussion was held. Motion by Erin to approve \$100 for brochures and \$100 for Facebook advertising while working with collaboration with the marketing committee and for more funding to be made available pending itemized budget for remaining items. Seconded by Jim and all approved.

Standing Reports Prior to the standing reports, Jennifer gave a history of the board for the past 2 years. In November 2017, there was a strong interest is moving toward a dual club (ISI and USFS) and discussion of what they wanted in a director and thought the club might need a change in leadership. Karen's contract was then not renewed and Tiffany was hired at an increased salary. Jennifer reminded the board you will always move backwards and lose some money (and possibly people) during such change. The previous boards had approved all these changes. We had \$50-60,000 in bank accounts. We are now in a place where we have to dig into our nest egg and reserves. Jennifer reiterated we are in the scariest part. We will need to fundraise to help back fill the budget. The program will grow- but it might be a year or two or three. Previously, the board had created a strategic plan. She suggested updating the strategic plan.

Treasurer's Report

Currently, we have \$33,000 in the Savings account/Money Management Account and just over \$11,000 in our checking account.

The May ice bill is outstanding bills and needs to be paid (\$12,000). We had paid the bill. However, there was a mistake with the Scheels Iceplex thinking they double billed us. They then lost the first check and were confused with second check we issued. Brian admitted it was their mistake. To pay that bill in full, we will need to transfer money from Savings. However, Jennifer is willing to talk to Brian about paying half now and half in October. If we pay half, we don't have to transfer money now.

Jim moved to approve Jennifer to talk to Brian to discuss paying half now and half by September 30 and then have an electronic vote to confirm payment arrangement. This will be one-time only circumstance. Barb seconded and all approved.

The finance committee will be working with Tiffany to finalize our budget and get our coding in line. Looking into new accountant is also a consideration.

We had a \$20,000-\$25,00 deficit this past year. Jennifer shared that despite this we should not

be scared. Everyone's bank account are relative/ nonprofits can scrape pennies. We still have a buffer and we have a revenue stream.

Discussion was held on if our goal is to get people to skate or is to make money? We need to be fiscally responsible but realize we are still a non-profit and to remember the goals. The Financial Committee was tasked with looking if it is a revenue problem or if expenses are the problem noting that we still need to bring more money in.

Erin shared that we are moving to all online payments through SportsEngine and will no longer accept checks. Erin also that shared 5 families having been using Scripts between February 1 and July 31 and have received \$480 in rebates. Deb will present Scripts again at our Fall Parent Meetings.

There was discussion regarding parents being upset with the SportsEngine fees. The fee itself is equivalent to a drop-in pass. Jennifer suggested for everyone that has \$20 in fees, a free pass to offset the cost. We still need to find a way to compensate our highest level skaters.

Jennifer moved that anyone who incurs \$25 or more in fees or more per Freestyle session will receive one free Freesyle drop in pass. Jim seconded and all approved.

Approval of name for banking privileges (Please note Item #15 on the agenda was moved up.)

The current signers on our bank account Karla Derynk and Jennifer Sigette. Barb moved to have Pat Hoier (President), Jennifer Sigette (Vice-President) and Erin Steever (Treasurer) approved signers of the bank accounts. Jim seconded and all approved.

Currently, the SFFSC credit card in Tiffany's name and social security information. The payment process is slow (cutting the check and having to then mail the check). Barb moved to close the credit card in Tiffany's name and open a new credit card MetaBank account and \$7,000 credit limit. Jim seconded and all approved.

Membership Update (USFS, ISI, and Club)

USFS: Jennifer Kilmer note that under the members only section of the USFSA website has li Michelle Carlson's email. That needs to be changed to Pat Hoier (pat@sffsc.com)

Club Membership: Barb gave the update that we currently have 28 skaters, 9 board members, and 6 coaches registered.

Report from USFS Testing Chair

Report from Jane Eilders via email: We are good to go forward with a test session on Tuesday, November 19, 2019. We have enough Officials who are willing to travel here.

Schedules and Registrations

Tiffany sent the executive board main dates for 2019-2020 through July 2020. Please see attachment to the minutes.

[<https://docs.google.com/document/d/1xt7IIIqwgZNP4XHYGZg9a-VXI-Nj4ZI6GBnZnJPPnVs/ed>

i t} Committee Updates and new business

Fundraising plans for 2019/2020 (Jennifer Sigette):

Jennifer reported that Jen Gintvanis has reached out to the Stampede. We are tentatively scheduled to have an event on November 30 Jennifer Sigette is working on Corporate Sponsorships and suggested if you know of people and businesses willing to do a sponsorship to let the Fundraising Committee know. Jennifer would like 2 more club members on the committee as one of her original suggestions declined.

There was discussion regarding the Donut Fundraiser. We are still undecided if we are going to do it this year.

Bylaws Committee (Jim Naro)

Jim has drafted changes and made revisions to our Bylaws and sent them to Pat and Barb. He will get a copy of the revisions to the board. Things proposed to be changed include alternative means of voting and coach member (and restrictions) to the board. There are policies in there that no one has an issue with but he is wondering do we include them or refer to USFS and Safe Sport's policies. It was decided to table a vote and adoption until a later date after board member's reading and consideration.

Junior Board Committee (Jane Eilders)

No update as Jane absent.

Volunteer Committee (Barb)

Barb shared committee meeting minutes.

<https://docs.google.com/document/d/1ZxRYx9jQ1lji6OdVNT0jG9eVg3t7guOKafXk-e7936Q/edit>

Budget Development Committee

Report included Treasurer's Report

Policy Review Committee (Guest Skaters, Purchase Limits, Safe Sport/Background Checks):
Pat reported they are working on finding key issues and working on creating policies to address them. Pat and Jim will work on them and bring to the board as needed.

Review the 2019/2020 season program and show schedule

Tiffany sent to Pat/Wendy include in minutes.

Social Media Usage

Erin shared a document from Kaitlyn and will forward to board members. Pat is posting to the Club's Facebook account and will reply to messages as they come in.

Fall Parent Meetings and Skater Meetings (to discuss etiquette and expectations, etc)

Parent meetings are set for Thursday, September 5 and Sunday, September 8. There will also be skater meetings still TBD.

Flash sale for Freestyle Ice for last part of August

There will not be a flash sale for the rest of summer/ Freestyle ice. Parents needing passes are encouraged to buddy up with another parent and purchase together.

Membership Blitz Round 2

See Membership and Volunteer Report

DEFINE fall photos

Karla has contacted Chris and is working on setting it up. It was also suggested to see if he can

fit board members in and do a photo to hang on the board so parents know who board members are.

*Role of the Ice Monitor/Music
Player*

Discussion was held that we need to have a policy in place to ensure skaters are paying . There was discussion that we need to have a policy for guest skaters (how they pay, ect) and to address how injuries are reported. Jennifer will work with Tiffany (who has record of who is on the ice and when) to create an operational system of how to check in.

Possible texting platform

We will be adding texting as a way to communicate with club members about important messages (cancellation of ice, registration opening, etc). We are looking at different avenues, one of which might be available in Sports Engine.

Approval of names for banking privileges

Moved to within Treasurer's
Report

Riley wanted clarification of who can train new coaches for the off-ice harness. Jennifer Kilmer said coaches can train other coaches. As long as a skater is a club member and instructor is a club member, a skater can use it anytime under coaches' operation. Liability is covered under instructor's insurance. Our coaches can use the on ice harness under coaches judgment. Guest coaches may not use the on ice harness.

9:29 pm: Moved into executive session.

9:57 pm: Exited out of executive session.

The Board accepted the written resignation of Julie Mickelberg effective immediately.

Erin moved to adjourn. Jennifer Sigette seconded and all approved.

Meeting adjourned at 9:59 pm