



Elk River Figure Skating Club Board of Directors
Furniture and Things Community Event Center
Tuesday, June 14, 2023, 6:00-7:30 PM

AGENDA

1. CALL TO ORDER (President/Vice President)
2. ROLL CALL (quorum = majority of existing Directors)
3. APPROVAL OF AGENDA (unanimous additions/deletions required)
4. APPROVAL OF LAST MONTH MINUTES
5. Open Microphone
 - An opportunity for guests to provide comments and feedback to the Board regarding items not on the agenda. Information provided in Open Microphone will not be discussed by the board; rather, the information will be scheduled for discussion at a future meeting.
6. President's Report - Kara
7. Secretary's Report – Cindi
8. Treasurer's Report – Curt
9. Membership Chair –
10. SafeSport Chair – Tim
11. Test Chair–Kara
12. Fundraising Chair–
13. Volunteer Chair-
14. Synchro – Tim
15. OLDBUSINESS
 - A. Membership Forms
 - B. Website
16. NEWBUSINESS
 - A. 2023-2024 Board Member Positions
 - B. Off Ice Equipment
 - C. Fall Ice
17. OTHER BUSINESS
 - A. Future Agenda Item B. ADJOURNMENT
 - B. Adjournment

Meeting Protocol

- No sidebar discussions
- No interruptions
- State your concern
- Ensure you understand
- Don't take things personally
- Adhere to time limits
- Come prepared
- Ensure all are heard
- NO discussing how votes were given
- NO cell phones

Elk River Figure Skating Board of Directors

Furniture & Things Event Center

June 14, 2023 6 PM CST

Present – Voting Members: Kara Walker (President), Liz Koepp (Vice President), Cindi Rose (Secretary), Curt Dehn (Treasurer), Anthony Larson, Tim Dunlap (virtual), Michelle Nelson, and Karmyn Larson.

Present – Non-Voting Members Heather Palumbo (virtual)

Absent: Jody

Guests: No guests present

1. Opening of the Board of Directors Meeting

- a. Kara Walker **called the meeting to order @ 6:02 PM**
- b. Cindi Rose took **attendance and a quorum was confirmed: Yes**
- c. Kara **motioned to approve the agenda, Curt Dehn second.**
 - i. **Board vote: Approved agenda**
- d. May minute meetings not distributed. Kara will email May minutes to the board for approval.

2. Open Microphone: no guests

3. President's Update: Nothing new, covered membership dues, Janice does not want to be TCFSA representative. Tara is interested and Cindi will backup.

- a. **New board members: Anthony motioned to approve new board members, Michelle Nelson and Kamryn Larson, Cindi Rose second.**
 - i. **Board vote: Michelle Nelson Approved**
 - ii. **Board vote: Karmyn Larson Approved**

4. Secretary's Report: I need to obtain access to the files/folders on the ERFSC Google drive. Moving forward as secretary I plan to send out the agendas 1 week prior to the board meeting giving board members an opportunity to add to the agenda. Meeting reminders will be sent out 2-3 days prior to the board meeting. If unable to attend a meeting, send your report to the board to read prior to the meeting. Meeting minutes will be sent out to the board within 7 days of the board meeting. When meeting minutes are approved the following month the meeting minutes will be posted to the official ERFSC website within 7 days of the approval date.

5. Treasurer's Report: Financials emailed out prior to this meeting. City ice bill is coming to the club late. There have been months we have received 2 ice bills. Currently the club is using a 2013 laptop and QuickBooks (QB) software; both are no longer supported since 2016. Upgrade makes sense to do now. Proposal to move from QB software to QB online version. This would be a good move now at the end of our fiscal year and moving forward into the future. Multiple people can review financials using the QB online version. Individual statements can be generated and sent out to skaters. QB online cost is \$30/month which is approximately \$360/year. There is no additional cost to link the club bank account to QB. The 2013 QB software was \$400 to purchase plus the laptop at \$500. The recommendation is to keep laptop for 7 years for record keeping. The QB online version will be beneficial working with Opulence. There is an upgraded version that has additional features and allows for multiple user (3 users) as admins \$50/month.

- a. **Curt Dehn motioned to move QB from software to online version, Karmyn Larson second.**

i. Board vote: Approved

6. Membership Chair: Heather

- a. There are some changes with Safeskate/Safesport with regards to coaches. Heather will share with Tim.
- b. Membership end of 2022-2023: 26-37 members

7. SafeSport Chair: Tim – nothing to add at this time

- a. Safeskate (USFSA) is under Safesport

8. Test Chair: Kara

- a. Recent requests for testing. August the club will probably have a test session here at ER. Skaters can test prior to then using virtual test sessions that are offered outside the club. The goal is to have test sessions August, November, February, and April. Need a 4 hours block of ice time. Generally we would like to have 10 tests at a minimum for each test session. If a skater doesn't pass a test, skater will be required to wait 28 days. Need 3 judges for upper level tests.

9. Fundraising Chair: Michelle, Cindi will co-chair

- a. If skater meets \$150 selling pies or flowers, etc, then fundraising should be considered met and not have to buy \$150 raffle tickets. Consider not making the raffle mandatory. Will still require \$150 fundraising per skater. Kara will update the fundraising section of the membership packet.
- b. Sponsorships was suggested. A sponsorship example was given where 50% goes to the club and 50% goes to the skater.
- c. Other possible fundraisers included Pizza Ranch and Papa Murphy's

10. Volunteer Chair: Karmyn

- a. Volunteer hours in membership requirements have changed.

11. Opulence Synchronized Skating : Tim – A lot of interest at basic 1 and 2 and we may have 3 synchronized teams with 26 skaters.

- a. Kara mentioned that we are waiting for the ice schedule; requested ice for 2 teams. New Opulence contract forms need to be presented to board.

12. Coach Liaison: Heather; Cindi will consider co-chairing this position.

13. Old Business

- a. Membership forms: discussed during fundraising and volunteer chairs.
 - i. Background check: may be good for 2 years; USFSA changes may need to be done early.
 - ii. Club pays for membership for board members
 - iii. Background check is paid by individual
- b. Website: elkriverfsc.org Update to website with the TCFSC is complete. Update coaches page coming soon.

14. New Business

- a. Office equipment – off-ice harness is damaged, may need to replace entire harness.
- b. Tara had a request for off-ice equipment that can be used with Aspire and other areas of the club for stretching, yoga, etc. Could we partner with the Senior Center, can we store equipment with the Senior Center.
- c. Fall Ice – need to meet with coaches to see what they want for fall classes for their skaters.
- d. Jr Coach – Kiera is currently a Jr Coach. Aubrey submitted a resume as a Jr. coach for consideration. The board will ask Aubrey to next meeting for an interview. Kara will send out the junior coach requirements to the board prior to next meeting.

15. Other Business

- a. Future Agenda Items
 - i. Lettering Program Chair: Cindi
- b. Meeting dates for the year.

- i. During the school year: 2nd Tuesday September to May 6:00 PM – 7:30 PM
- ii. During the Summer: 2nd Wednesday June – August 6:00 PM – 7:30 PM
- iii. Coach liaison: coaches meetings quarterly

16. Closing Announcements and Adjournment

- a. The next regular scheduled business meeting of the board will be in person at Furniture & Things Community Event Center on **July 12, 2023 from 6:00 to 7:00 PM.**

Meeting concluded at 7:46 PM

Submitted,

Cindi Rose
ERFSC Secretary