



**Elk River Figure Skating Club Board of Directors**  
**Furniture and Things Community Event Center**  
**Tuesday, October 10, 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 will email the board her update.
7. Secretary's Report – Cindi
8. Treasurer's Report – Curt
9. Membership Chair – Heather
10. SafeSport Chair – Tim
11. Test Chair–Kara will email the board her update
12. Fundraising Chair– Michelle
  - A. Cornhole tournament & Silent Auction
13. Volunteer Chair- Karmyn
14. Synchro – Tim
15. TCFSA Delegate(s): Tara/Cindi
16. Coach Liaison – Heather
17. Website – Anthony
18. OLDBUSINESS
  - A. Camp/Seminar: Karmyn
  - B. Holiday Exhibition – December 10 (on the website club calendar) – Chair: Liz
  - C. Spring Show – May 4, 2024, New date TBD – Chair: Kara will email board her update
19. NEWBUSINESS
  - A. ERFSC communication
  - B. EFSC banner
  - C. ERFSC event planning
  - D. Summer Contract 2024: to discuss in 2024 (place holder so it doesn't get lost)
    1. Ice dance class, synchro camp, power edge class
20. OTHER BUSINESS
  - A. Future Agenda Item
  - 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

October 10, 2023 6:00 – 7:30 PM CST

**Present – Voting Members:** Liz Koepp, Cindi Rose, Curt Dehn, Tim Dunlap, Michelle Nelson, Anthony Larson, Karmyn Larson

**Present – Non-Voting Members:** Heather Palumbo

**Absent:** Kara Walker

**Guests:** Karen Loechler

## 1. Opening of the Board of Directors Meeting

- a. Liz Koepp called the meeting to order 6:13 PM
- b. Cindi Rose took attendance and a quorum was confirmed: Quorum has been met
- c. Karmyn motioned to approve the agenda, Tim 2<sup>nd</sup>
  - i. Board vote: approved
- d. Karmyn motioned to approve September's minutes, Anthony 2<sup>nd</sup>
  - i. Board vote: approved

## 2. Open Microphone:

- a. Karen shared her concern with safety sport on the ice. Concerned that skaters are not watching out for one another. Skaters hanging out in the middle of the ice. The other concern is synchro and ERFSC and fundraising. Karen asked if the money from the silent auction and cornhole tournament when to the club or the synchro team. Michelle replied that all the funds from the silent auction and cornhole fundraiser is for the club.
- b. Heather shared that the coaches in the past provided on ice safety. Heather has noticed by watching videos that the on ice etiquette has changed and not what it has been in previous years. Heather has this topic on her agenda to discuss with the coaches. Heather suggested that it may not be up to the coaches to instruct safety on ice. Coaches meeting Wednesday, October 11, 2020
- c. Tim suggested volunteer of the year award.

## 3. President's Update: Kara sent her update via email on 10/10/2023

- a. The arena is still planning to have 2 sheets of ice available the majority of the summer. Due to ice usage last summer, I think we should survey the parents / skaters on ice time of day for the club. We had trouble getting coaches in the morning which resulted in low numbers due to skaters being unable to skate without a coach. More to come from the coaches and their availability, most sound like evening is their best option but not all want to have their evening filled in the summer.
- b. I talked with Karmyn about the seminar, if we have no risk to lose money with the donations, I would recommend we move forward with it and start getting information out to parents and other clubs if the rest of the board agrees. I just wanted to put in my thoughts on this.
- c. Sheila will be out on Wednesday 10/11 to replace the rope and train with the coaches. Please come if you would like to learn more about how the harness works.
- d. I'm excited to hear how the Cornhole / silent auction did as a fundraiser, this would be great information to share with the club as well.

**4. Secretary's Report: Cindi**

- a. Kara made a motion to approve replacing the off-ice rope via email on 9/29/2023. Cindi 2<sup>nd</sup> the motion.
  - i. The motion went to the board for vote via email on 9/29/2023.
  - ii. Motion passed on 9/29/2023
- b. Cindi made a motion on 9/29/2023 to approve for one time only for the silent auction event for Liz Koepp to accept CC payments on behalf of the ERFSC using her square account. Upon completion of all CC sales from the silent auction event a check/Venmo will be issued to the ERFSC. Michelle Nelson 2<sup>nd</sup> the motion on 9/29/2023.
  - i. Kara sent the motion to the board for vote via email on 9/29/2023
  - ii. Motion passed on 9/29/2023

**5. Treasurer's Report: Curt**

- a. Our fiscal year begins July 1<sup>st</sup>; but for tax purposes the books had to go back to January 1<sup>st</sup>.
- b. The goal is to match the Quick Books to the previous report.
- c. Setting up a budget may be difficult and will need board members input.
- d. Target date to have a preliminary profit loss balance sheet by October 31<sup>st</sup>; transaction list for September and October.
- e. \$800 was withdrawn for prize cornhole tournament money; cornhole payout \$595. \$1330 cash counted at silent auction/cornhole tournament event. Need to add CC and checks for a total.

**6. Membership Chair: Heather**

- a. Provided latest documentation to Curt.
- b. New club member recently completed membership

**7. SafeSport Chair: Tim**

- a. Nothing new to report

**8. Test Chair: Kara**

- a. The November test session is looking to be a single panel again. So far the coaches only have 3 girls that will need a 3 judge panel (2 skaters have said they prefer to test virtually) and Opulence is looking to have Kate come out and evaluate their programs. Date to come with confirmation from judge.

**9. Fundraising Chair: Michelle**

- a. Michelle asked what the club fundraising goal is per year?
- b. Silent auction/cornhole tournament went very well.
  - i. Silent auction: \$4,050
  - ii. Cornhole tournament: \$1350
  - iii. 50/50 Raffle: \$472
  - iv. Cash donations: \$411
  - v. **Total income: \$6,283**
- c. Silent Auction/cornhole expenses
  - i. Cornhole tournament payout: \$595
  - ii. 5050 Raffle: \$236
  - iii. Room rental: \$100
  - iv. CC fees: \$0
  - v. **Total expense: \$931**
- d. October club fundraiser total: \$5,352 (will be confirmed by treasurer when all income/expenses are verified)
- e. Thank you letter to the silent auction donation
- f. Papa Murphy Pizza – percentage of sales
- g. Bake/dress sale at the holiday show

**10. Volunteer Chair:** Karmyn

- a. Clean up the Signup Genius site to remove the extra volunteer opportunities
- b. Anyone that volunteered that didn't get signed up can email Karmyn.

**11. Opulence Synchronized Skating :** Tim

- a. **Girl Scout event to earn a skating badge.**
  - i. Exhibition, teach a class, open skate
  - ii. Pipeline to LTS and club
  - iii. Co-host Opulence/ERFSC – January suggested as a possible time frame
  - iv. Kara has already talked to the rink facility regarding ice time
  - v. **Cindi Rose motioned to host the Girl Scout event, Tim Dunlap 2<sup>nd</sup>**
    - 1. **Board vote: approved**

**12. TCFSA Delegate(s):** Tara/Cindi

- a. Small group discussions on TCFSC competition proposal scheduled for 10/26/2023.
  - i. Tara and I will be attending this small group discussion
  - ii. An email was sent out to coaches and board on 10/7/2023 to collect any questions regarding this topic that we can bring to the discussion.

**13. Coach Liaison:** Heather

- a. Coaches meeting scheduled for October 11, 2023 after Sheila replaces harness rope and instruction

**14. Website –** Anthony

- a. Will remove the conrhole tournament from main page
- b. Photos of coaches and jr coaches and bio's need to be updated
- c. Board member photos for website
- d. Skater's spotlight was suggested; something similar to what was done in the past.
- e. Annual fee for web host \$276; recently renewed

**15. Old Business**

- a. Camp/Seminar – March 23, 2024
  - i. Seminar total cost: \$ 2,867 10:45 AM – 4:10 PM
    - 1. Ice cost is donated
  - ii. Need 10 skates to break even \$287, 15 skaters \$191
  - iii. Outside clubs invited
  - iv. Cindi voiced a concern that without a budget it's difficult to make sound decisions on what the club financial risk would be in holding this seminar in March.
    - 1. Curt pulled up a seminar from 7-8 years ago that showed income/expense.
  - v. **Tim motions to approve doing the seminar on March 23, 2024, 2<sup>nd</sup> Karmyn**
  - vi. **Board vote: approved**
  - vii. Karmyn will take the lead to chair
- b. Holiday Exhibition – December 10, 2023
  - i. Keith has been hired to be Santa by the city for the holiday skate on 12/10. Save the date could go out for the skaters and sign up usually will go live in November a week or 2 before Thanksgiving. Liz asked if we should still have the dress / skate sale, we've had parents ask about it and since we have not done anything this summer, I'd recommend we do it again this year. It's a great way to get skating clothing & better skates out to new skaters and to sell dresses for those that are competing or just get some practice / test dresses available.
  - ii. Sign up will go out in November

- c. Spring Show – May 4, 2024, **new date May 10, 2024**
  - i. Best spring show dates look to be Thursday 5/9 for dress rehearsal and Friday 5/10 for show. This will give us the option to set up on Thursday and keep everything set up until the show without paying for all hours that they cannot rent the ice. LTS will drop 1 day in the Spring session to allow for 3 days of practice on Mondays. Laura will send the ice time available for additional practice ice for the club. Hockey has large amounts of ice time rented and with prom being 5/11, this looks to be the best option for us.

#### 16. Other Business:

- a. ERFSC communication
  - i. Club members may not be getting club related communication via email
  - ii. Opulence uses Band app for communication which works very well
  - iii. There is some confusion between club and synchro
  - iv. Heather shared not using personal emails to send out to the club
    - 1. Not everyone has a club email and/or password to get into club assigned emails.
  - v. Communication chair – Liz will take this responsibility
  - vi. Club newsletter monthly suggested as a communication tool
- b. ERFSC banner
  - i. Need a new ERFSC banner
  - ii. Check with Michelle Borum to see if she would make a new ERFSC banner
- c. ERFSC event planning
  - i. Create an event planning committee that would plan out events (fundraiser, camps, seminars) for the membership year
    - 1. Fall kick off for the club
      - a. Membership renewal
      - b. List of events (shows, fundraisers) save the dates
      - c. Volunteer signup
- d. Summer contract 2024: to discuss in 2024 (place holder so it doesn't get lost)
  - i. Ice dance class, synchro camp, power edge class

#### 17. 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 **Tuesday November 14, 2023 from 6:00 to 7:30 PM.**
- b. **Meeting concluded at 7:53 PM.**

Submitted,  
Cindi Rose  
ERFSC Secretary