



Elk River Figure Skating Club Board of Directors

Furniture and Things Community Event Center

Tuesday, September 12, 2023, 6:30-8:00 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 – Heather
10. SafeSport Chair – Tim
11. Test Chair–Kara
12. Fundraising Chair– Michelle
13. Volunteer Chair- Karmyn
14. Synchro – Tim
15. TCFSA Delegate(s): Tara/Cindi
16. Coach Liaison - Heather
17. OLDBUSINESS
 - A. Website
 - B. Parent Meeting
 - C. Holiday Exhibition 12/10 – Liz (Chair)
 - D. Spring Show 5/4/24 – Kara (Chair)
 - E. Off-Ice class
18. NEWBUSINESS
 - A. Open board position approval: Jana Fosum is interested
 - B. Coaching: Dianah Klatt
 - C. Camp/Seminar: Karmyn sent out info from a seminar in WI over Labor Day weekend.
 - D. Homecoming Parade
 - E. Board Meeting date adjustments
 - F. Summer Contract 2024: to discuss in 2024 (place holder so it doesn't get lost)
 1. Ice dance class, synchro camp, power edge class
19. 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

September 12, 2023 6:30-8:00 PM CST

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

Present – Non-Voting Members: Heather Palumbo

Absent: Karmyn Larson

Guests:

1. Opening of the Board of Directors Meeting

- a. Kara Walker **called the meeting to order 6:51PM**
- b. Cindi Rose **took attendance and a quorum was confirmed: Quorum has been met**
- c. **Liz motioned to approve the agenda, Tim 2nd**
 - i. **Board vote: approved**
- d. **August's minutes were not motioned for approval.**
 - i. **Board vote: August's minutes will be approved via email prior to October's meeting.**

2. Open Microphone: Nothing

3. President's Update: Kara

- a. Still looking for a storage place within the facility.

4. Secretary's Report: Cindi

- a. Nothing to report since the August 9th board meeting.

5. Treasurer's Report: Curt

- a. Reports are not available. Waiting for tax accountant to provide taxes.
- b. QuickBooks is doing well. Venmo does not import automatically; must be done manually
- c. Bank statements (hard copies) provided.
- d. August Ice bill: \$6,329.17 (\$175/hour)
- e. Insurance – paid and in good standing
- f. Contracts – documents, photos, etc can be uploaded to QuickBook
 - i. Digital contracts can be drawn up in QB and sent out via email
 - ii. Will continue this discussion at the next board meeting.
- g. Opulence sponsorship \$5k from Fraternal Order of the Eagles

6. Membership Chair: Heather

- a. Added an associate membership
- b. Verify that fundraising and volunteer checks have been received

7. SafeSport Chair: Tim

- a. Participated in a webinar – conflict resolution

8. Test Chair: Kara

- a. Updating with new test formats and test fees
- b. August test session went very well for our skaters
- c. Set up a judge for synchro prior to comps

9. Fundraising Chair: Michelle

- a. 6 teams have registered. We need more to make this successful.
- b. Silent auction items coming in

- c. Will be sending another email out to the club
- d. A social media coordinator may be needed
- e. Check with Pete McGorry on the Instagram account

10. Volunteer Chair: Karmyn - nothing to report

11. Opulence Synchronized Skating : Tim

- a. Request to have an all club (ERFSC and Opulence) calendar so families can keep all dates/times aligned. Opulence had the Double Good fundraiser on the calendar and moved it so that it was not on top of the ERFSC fundraiser.
 - i. Other possibilities to use to update families are Facebook, Instagram, email of all events, contracts, and deadlines.
 - 1. Check with Pete McGorry on the ERFSC Instagram account.
 - 2. Opulence is finding that Instagram is getting attraction at the youth level while Facebook is more for their parents.
- b. Pre Juv team has grown by one. We have recruited an alternate.
- c. Request to have the test chair setup a date for a judge to come out for a synchro program review on one of the following dates in order of preference: 11/16, 11/30, 11/9.
- d. Ice needs for 2024:
 - i. Need at least another ½ hour, preferably a full hour of ice in 2024.
- e. Opulence would like to offer a Synchro workshop with veteran skaters in December 2023 or May 2024. Planning discussions loosely being discussed and will keep the board apprised of any needs or updates.

12. TCFSA Delegate(s): Tara/Cindi

- a. TCFSA September meeting held on 9.11.2023
- b. TCFSA Compete USA Series Update
 - i. Changes to events starting in January 2024.
 - 1. After January there will be no Free Skate 1-6, Beginner, and High Beginner.
 - 2. Free Skate 1-6, Beginner and High Beginner will be Aspire 1 – 4.
 - 3. Beginner and High Beginner is no longer part of Excel.
 - 4. Compete USA webinar link will be sent out with the passcode to the coaches and test chair along with the link to the program requirements
- c. LTS USA offering a workshop at the Maple Grove Community Center on **September 30, 1:00 PM-6:00 PM.**
 - i. Workshop will cover core and advanced elements of group instruction, role as an instructor, lesson planning skill development, teaching techniques, Aspire, and more.
 - ii. This workshop is being offered to all class assistants, instructors, and directors. Whether you are a junior instructor just starting or a seasoned coach. The cost per person is \$25. A link to register will be sent out to all coaches and jr. coaches.

13. Coach Liaison:

- a. Need to update coach's bio on website
- b. Meeting with coaches after the parent's meeting will be planned.

14. Old Business

- a. Website – update with
 - i. Check on calendar on website
 - ii. Send a form through website
 - iii. Holiday show – can we have a link for families to fill out and send
 - 1. Google doc would work best
- b. Parent meeting – 7 parents outside of the board attended the parent meeting
- c. Holiday Exhibition – December 10 (on website club calendar)

- i. Chairperson: Liz
 - 1. Potluck, craft, holiday card for assisted living
- d. Spring Show – Save the Date: May 4, 2024
 - i. Chairperson: Kara
 - 1. **Date needs to move due to a AAA hockey tournament**
- e. Off-ice class – only one person registered.
 - i. Kara will send an email to see if anymore want to join before cancelling the class.
- f. Open board position approval:
 - i. Invite Jana Fosum to a board meeting.
 - ii. Email out to club members regarding the open board position.
- g. Coaching: Dianah Klatt
 - i. Experience level to coach, credentials are good
 - ii. **Cindi Rose motioned to approve Dianah Klatt as a coach for ERFSC, Tim 2nd**
 - 1. **Board voted: approved**
- h. Camp/Seminar: Karmyn sent out info from a seminar in WI over Labor Day weekend.
 - i. Hosting a camp/seminar in the summer; need to get a date to secure the camp coaches.
 - ii. The recent seminar had 40 participants with a registration fee of \$190.
 - iii. For ERFSC to host a similar seminar:
 - 1. Half day (5.2 hours) seminar on March 23, 2024
 - 2. Ice fees are covered by a donor and the March 23, 2024 date has been reserved.
 - 3. Totally cost with ice donation: \$2867
 - a. Cost per skater based on 10 skaters: \$287
 - b. Cost per skater based on 15 skaters: \$191
 - iv. March 23rd is the weekend before Spring break in our local schools. Some families may be taking vacations and out of town.
 - v. No motion to approve this seminar during the September board meeting.
- i. Summer Contract 2024: to discuss in 2024 (place holder so it doesn't get lost)
 - i. Ice dance class, synchro camp, power edge class

15. Other Business:

- a. Parade – Homecoming
 - i. Kara email Alissa Pracht and Michelle Borum
- b. Move board meeting Wednesday
 - i. Heather will get feedback from coaches
 - ii. Wednesdays once a quarter

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 **Tuesday October 10, 2023 from 6:00 to 7:30 PM.**
- b. Meeting concluded at 8:15 PM.

Submitted,
Cindi Rose
ERFSC Secretary