

SFFSC September 8th, 2015 Board Meeting Minutes

Michelle called the meeting to order at 7:05 pm at the SCHEELS IcePlex.

Those in attendance were: Michelle Carlson, President; Kristi Feucht, Treasurer; Karen Thornbrugh, Skating Director; Barb Ebeling, John Gintvainis, Bonnie Harvison, Sue Salter, Stacie Stengrim, Deb Voigt and Susan McDowell, Secretary.

Unfinished Business

Some decisions regarding expenditures and pricing agreed upon at the August board meeting were later realized as not officially voted upon in the minutes taken. Those board decisions are as follows:

\$365 – ¼ page ad for SFFSC in the September issue of Hood Magazine

\$100 – introductory rate Club will charge skater for Session 1 “ONLY” of new “Introduction To Synchronized Skating” Class (13 weeks)

\$50 – rate Club will charge skater for Session 1 Team Compulsory (New Ulm)

\$900 – Director and Officers Liability Coverage (savings of \$1200/last year)

**Holmes Murphy & Associates, LLC, West Des Moines, Iowa

Kristi made a motion to approve of these expenditures and pricing, Barb seconded and all approved.

Minutes

Susan distributed the August Board Minutes to all in attendance. After review, the following change was noted: The “Let’s Try Figure Skating” event time should be changed to 1:30 to 3:00 pm on 9/26/15.

With the above change made, Kristi made a motion to approve, Barb seconded, Sue and Deb abstained and all others approved the August minutes.

Treasurer Reports

Kristi distributed the financial reports to all in attendance. After review, Sue made a motion to approve, Bonnie seconded and all approved the reports.

SFFSC Budget 2015-2016

Kristi presented a draft of the proposed budget for the 2015-2016 skating year. After board review, Deb made a motion to approve, Sue seconded and all approved the budget.

Grants

Deb Voight will be looking into information required to apply for the Legends Grant (applications due in October) with Sue Salter's help.

Sponsorships

Michelle will be looking into possible sponsorships. (Avera ???)

Tax Prep

Due to the change of accountants, an accounting firm will be needed for tax preparation and filing. Kristi received a bid from Fossum and Binder of Canton, SD. Their fee to complete the 990 EZ tax form would be \$300 to \$400.

Deb made a motion to hire Fossum & Binder to prepare the 990EZ tax form, Stacie seconded and all approved.

SFFSC 2nd Annual "Ice Classic"

This SFFSC competition will be held on March 11 – 13, 2016. ISI recently approved SFFSC hosting this event for the second year in a row.

Banking

SFFSC has a policy that 2 exec. board members must sign any check payable for any amount over \$400. This policy stands, but an exception was proposed for Karen's bi-monthly paycheck. It was presented that this caused great difficulty, at times, for Karen to track down executive board members in order to get her check cashed in a reasonable time period.

Michelle made a motion to "direct deposit" Karen's paycheck, going forward, Sue seconded and all approved.

Policy

A variety of policies and agreements have been reviewed/written by the policy committee that includes Barb Ebeling, Bonnie Harvison and Susan McDowell. Examples are: Membership, Volunteer, Ice Rules, Code of Conduct, Coaching Agreement, Testing, Competition, Most Frequently Asked Questions, etc.

Some of these drafts were not quite ready for board vote.

The "Volunteer" and "Description of Membership Levels" Policies (updated for new skating year 2015-2016), were presented by this committee for approval. After board review, the changes suggested were to have checks that are given prior to

volunteer hours completed, would be post-dated to spring, 2016. Volunteer hours required by competitive team members should include 2 hours of music playing in the weeks prior to each Club sanctioned competition. Sign-up Genius (not Dibbs) will be utilized for tracking these hours.

With these revisions made, Deb made a motion to pass these policies, Bonnie seconded and all approved.

Skating Fees

SCHEELS IcePlex has decided to increase their ice rental fees by \$10 per hour. To absorb some of this (over \$7,000 annually for SFFSC) expense, it was presented to the board that SFFSC may need to consider slightly raising some of their fees.

Kristi made a motion to increase LTS (Learn To Skate) class fees by \$1.00 per class, John seconded and all approved.

**Punch passes (5 punches/\$30 value) will be given out to skaters as incentive to register early or by the deadline of 9/26 (Let's Try Figure Skating Event). These passes may only be redeemed on SCHEELS IcePlex open skate hours, not SFFSC practice sessions.

Hockey Days

On 9/13 and 9/23, from 1 – 4pm, SFYHA will be hosting open hockey skating events. Karen will be setting up a registration table and will need volunteers to assist her at these hockey events, as we also still have our Club ice. She especially needs assistance from 2-4pm on the 13th.

Non-Profit Information

Deb reported that the SD Bar Association will be hosting a meeting at the Ramkota hotel on September 25th from 1-5pm, to present new, non-profit statutes that will be implemented. A couple of board members will be present to gather any information that may be of importance to our Club.

Fundraising

Schwans fundraiser will begin soon which will give skaters an opportunity to earn individual credit toward skating expenses.

John Gintvainis, with Kristi's help, will be distributing information (order forms) about the "Krispy Kreme" fundraiser. This large, once per year fundraiser will be the only required Club fundraiser held this year. Skaters in all freestyle levels will be asked to participate. The requirement of 10 boxes sold per skater has the potential to raise over \$2,000 for our Club. The donuts will sell for \$8-\$10 per

box/dozen and will be sold in a “pre-order/collect money” format. Extra boxes may be purchased to sell at a location the day of delivery for extra revenue.

**Sue Salter will check into possible locations and SCHEELS IcePlex Policy of selling in the parking lot.

**Delivery truck arrives from Omaha on October 17th at 6:00 am.

White Table Coverage

Patty Grady will create ad for hiring a person to staff the white table during LTS lesson times. This person may be a parent or coach with knowledge of SFFSC operations. The part-time position will pay minimum wage of \$8.50 per/hour.

Advertising

The Hood Magazine article in October issue will contain a ¼ page SFFSC ad.

Coaches

A discussion took place reviewing our current policy of reimbursing our adult coaches (ages 18 and over) for their expenses to acquire their yearly ISI Professional Membership and Insurance (around \$175 per coach). The policy states that a coach must teach at least one full hour of classes (skill/show group) per session in order to qualify for a refund.

This is a “perk” that has been SFFSC policy and not the “norm” in most other clubs. If SFFSC continues this reimbursement, some considerations to qualify for this refund may need to be reviewed. Examples may be: coaches individual certifications, judging credentials, willingness to travel to competitions and judge on behalf of the SFFSC, years of service with SFFSC, dividing actual refunds into 2 sessions and given after each session’s coaching requirements have been met.

The policy committee will research this topic and present their recommendations to the board for approval.

Christmas Show – December 2015 ???

Michelle made a motion to approach Sarah Hanson to discuss directing a SFFSC “Christmas Show” this year, John seconded and all approved.

Michelle made a motion to adjourn the mtg at 9:36pm, Sue seconded, all approved.

Respectfully submitted by,
Susan McDowell, Secretary

The next SFFSC Board Meeting will be held on Tuesday, October 13th at 7pm at the SCHEELS IcePlex.

