

Board of Directors Meeting
Rocky Mountain Figure Skating Club
July 9, 2018 6:00 p.m.
Ice Centre at the Promenade
Westminster, Colorado

Present: Brenda Bowers, Nanci Slama, Matt Sutton, Kelly Noonan, Alex Gilliam, Malia Wildman

Absent: ~~None~~ **Michelle Kuehl (amendment approved 8/14/18)**

Discussion regarding BOD elections:

As Past President, Brenda opened the meeting. She reviewed the recent BOD elections: Matt was the only candidate to run and he was elected. Malia, per agreement of the previous BOD, was appointed to the vacancy created by Jaymee Moreno's resignation from the BOD. Due to the need to have at least 5 directors, Brenda had approached the write-in candidates. Write-in candidate Cheri Abdalati agreed to serve. Alex will follow-up with Cheri.

The Bylaws require a minimum of 5 voting directors up to maximum of 9 voting directors. Brenda suggested recruiting others in subsequent voting cycles to increase the current number of directors to get broad representation of skaters.

New BOD: Alex Gilliam (July 1, 2017 – June 30, 2020)
Kelly Noonan (July 1, 2017 – June 30, 2020)
Matt Sutton (July 1, 2018 – June 30, 2021)
Malia Wildman (July 1, 2018 - June 2019)
Cheri Abdalati (pending July 1, 2019 - June 30, 2021)
Brenda Bowers (Past President–non-voting July 1, 2018 – June 30, 2019)
Michelle Kuehl (Coach Representative–non-voting July 1, 2018 – June 30, 2019)
Alex will contact Michelle to confirm that she will continue to fill this role.
[Natalia Narazenko (Ex-Officio Test Chair-non-voting) – The BOD did not discuss Natalia as a director but she is included here as the Bylaws state that the test chair is an ex-officio member of the BOD.]

Approval of minutes:

Alex, Kelly, Brenda and Nanci approved the May 21, 2018 BOD minutes.

Election of Officers:

By consensus of all present, the BOD elected the following officers:

1. President: Kelly
2. Vice President: Alex
3. Secretary: Malia
4. Treasurer: Matt
5. Membership Chair: Malia

Discussions regarding Officer positions:

Kelly discussed her view that the Presidency and BOD is a team effort.

Nanci and Matt will meet to transfer Treasurer duties. Nanci explained that RMFSC uses QuickBooks online. The subscription is discounted until September (~~exact date?~~) **September 30, 2018 (amendment approved 8/14/18)** but then will increase to \$60/mo. Matt will check with his union regarding the possibility of using the union's QuickBooks master account to continue the discount. The immediate concerns for the Treasurer are payment of the officers/directors insurance premium which is \$575. A budget also needs to be developed soon as required by the Bylaws. Nanci, Brenda, Matt and Kelly will meet at the Wells Fargo branch on 136th, Monday, July 16 at 1:30 to deal with bank account information.

Brenda discussed the Membership Chair duties. Brenda is working to fix a few issues regarding collegiate members. Brenda also is working with a skater who signed up as a recreational skater but is actually a competitive skater. Malia and Brenda will meet to transfer Membership Chair duties.

Non-Officer Positions:

The BOD discussed and approved the following non-officer level positions:

1. Test Chair: Currently Natalia Nazarenko & Sophie Willemsen
BOD discussed need to find someone to apprentice for the role of test chair.
Natalia's daughter no longer skates at the rink and Sophie's daughter is a junior in high school.
2. SafeSport Chair: Malia
3. Hospitality Chair: Lynne Berg has been filling the role. Kelly will call Lynne to confirm that she will continue to fill this role.
BOD discussed need to find someone to fill this role soon as Lynne's daughter is now a collegiate member and will not be at Ice Centre on a regular basis once school starts.
4. Sanctions Chair – Alex
Brenda explained that this position does not require much time. Any club sponsored competition or ice show, **including holiday shows and exhibitions in which club members participate, (addition approved 8/14/18)** must receive a sanction. Requests for sanctions should be made 30 days in advance as there is a \$25 fee if the request is made less than 30 days in advance.
5. Volunteer Coordinator – Kelly is speaking with someone to potentially fill this role. Kelly will report back.
6. Fundraising Coordinator – **Need**
Brenda explained that Gina Eisenach runs the Mixed Bag fundraiser but needs someone to help her. Brenda suggested conducting two large fundraisers during the year and some smaller fundraisers at other times.

The BOD discussed possible fundraising opportunities including working Rockies games (Rockies donate to nonprofits in exchange for workers); selling wreaths/poinsettias; adult/parent focused nights; sheet fundraiser; discount card.

Nanci explained that there is a class through the state that educates nonprofits on holding silent auctions and raffles. She suggested that someone take this class so that RMFSC could consider auctions/raffles in the future.

Brenda discussed using fundraising and community volunteering as a vehicle to get RMFSC's name out in the community. Name recognition could raise RMFSC's profile and potentially attract sponsors and donors.

Brenda also discussed that fundraising has been used to raise funds for competitor funding. However, very few skaters actually receive this funding. Brenda suggested opening up fundraising to pay for social events and skater assistance that could benefit more skaters (see discussions re Elitch's and Skater Assistance Fund below).

7. Social Events Chair - **Need**

8. Ice-Show Chair – **Need** (Alex and Kelly chaired the 2018 show)

BOD briefly discussed the ice cost for the whole day of the ice show will be \$4000 in 2019. Brenda suggested that all communications with Corey, Ice Centre Manager, be made through one person by email. This will ensure a written record of what RMFSC and Ice Centre agree upon. Kelly said that the ice show date depends on Robyn Sudkamp's schedule.

9. Web Site Coordinator: Brianne Hoppes

Brenda said that Brianne could use help as she works and has two small children.

10. Newsletter Coordinator: **Need**

11. Club Apparel Coordinator: Matt

Depending on how vendors require payment, Matt may need someone else to deal with collection of money to avoid conflict with his position as Treasurer.

Skate Swap coordinator:

12. Scrip: Bob Moreford

Brenda explained that Bob joined RMFSC as a supporting member and will work with Jaymee Moreno to fill this position.

SafeSport:

BOD discussed SafeSport training. Malia will check on what check on the level of background checks needed by directors and the cost. She also will check on parent SafeSport training. The BOD generally approved allowing skaters to record volunteer hours for SafeSport training time. Discussions suggested capping volunteer time at three hours for the training and requiring the certificate to be presented before the time would be counted. Malia will check to make sure coaches meet training/background checks as required by SafeSport. Malia will report back to BOD at August meeting.

Test sessions:

Brenda explained that test sessions should break even. The fees are based on ice time (\$220/hr), judge mileage and judge gift cards. Hospitality food is donated in exchange for volunteer time. August is the biggest test session as many skaters want to pass tests to compete at Regionals. Test sessions should be schedule with a minimum of 28 days in between as skaters cannot retest

within 28 days. The remaining 2018 test dates are July 20, August 17, Nov. 2, December 7 already scheduled and set up in EntryEeze.

The BOD discussed the following dates for 2019 test sessions:

Jan. 25 (nationals Jan 19-27)

Feb. 22

Mar. No test

Apr. 12 (assumes Fort Collins week before; also may conflict with ice show)

May 10

June 7

July 19 (later because of Independence Day and Vail)

Aug. 16

Sept. No test

Nov. 1

Dec. 6

Brenda will work with Malia to enter these dates in EntryEeze.

Mile High Figure Skating Association:

Kelly asked about the Mile High Figure Skating Association. Brenda explained that she does not attend meetings. MHFSA was started years ago because the Denver area wanted to host nationals. Brenda is not sure if/when MHFSA meets. Brenda has not received any notices of meetings.

BOD meeting schedule:

The BOD decided to hold meetings on the second Tuesday of each month. The dates for the 2018-2019 are as follows:

Aug. 14 [SafeSport Report; Set Banquet, Ice Show, Exhibition Dates]

Sept. 11

Oct. 16

Nov. 13

Dec. 11

Jan. 8

Feb. 12

March 12 [Membership]

April 9

May 14

June 11

July 9

Possible Elitch's Social Event:

Brenda presented info on a possible Elitch's social outing. The information included ticket prices based on participation (approx. \$25.99 for entry + food/pavilion cost + parking fees). RMFSC would need to provide a meal count 10 days prior. Skaters with season pass would just need to pay for food. Sunday afternoons seems to be good day.

Brenda suggested that some fundraising funds could be used to pay for a portion of social events such as Elitch's outing.

Regionals:

Brenda mentioned that the BOD needs to think about whether RMFSC wants a photo of the regionals competitors for an ad in the regionals program. Ads are typically due about September 1.

Bylaws:

The BOD briefly discussed that the Bylaws need to be updated to reflect new membership classes.

Elsie Weinstein Scholarship/Skater Assistance Fund:

Brenda explained that the Elsie Weinstein Scholarship has only one more year of financial viability. BOD previously decided to offer the scholarship for the 2018-2019 membership year and then transfer the anticipated remainder (\$720) to set up skater assistance fund. Brenda said that Debbie Minter's mother was always a champion of the underdog and that the S.A.F. would be a way to continue this ideal. S.A.F. would be used to help skaters with family emergency. Brenda also suggested earmarking fundraisers for S.A.F. **Brenda would like email announcing S.A.F. to give credit to prior board for establishing S.A.F. (addition approved 8/14/18)**

Miscellaneous:

Brenda explained that competitor funding normally goes out in November.

Alex mentioned that Cindy and Corey set an Exhibition Date: Aug. 2, 3:15-4:30

Brenda will send out transition email, information re Skater Assistance Fund, information re RISE; Brenda will update USFS with new board members.

Brenda discussed the member volunteer policy, and the need to make members aware that LTS lesson volunteering will not fulfill club hours.

Plaques – Lisa Giordano was working on but not done. Was going to get pricing but Nanci has not heard from. Someone needs to follow-up.

Brenda explained that she removed the lock from the lockbox as the lock belongs to her. Someone will need to purchase a new lockbox lock. Natalia/Sophie will need combo for test session checks. Brenda suggested limiting access to the box to the Treasurer, President, Natalia and Sophie.

Brenda will email Brienne to transfer emails from website addresses. Brenda will give passwords.

Kelly heard back from the ice show photographer Matt Staver. He made \$1360 on photos so did not meet the \$2500 threshold for payment of a fee to RMFSC. Also, Gary Kliner, the ice show

DVD vendor, made his sales quota so RMFSD did not have to make a payment to him. Kliner did not sell enough to reach the threshold for payment of a fee to RMFSC.

Brenda discussed her hope that the tradition of recognizing skaters at all levels will continue.

Kelly reiterated team approach to BOD and hope to attract new, young skaters to RMFSC.

**Meeting adjourned approximately 9:00 p.m.
Minutes submitted by Secretary, Malia Wildman**

Approved as amended on August 14, 2018.

/SIGNED/

Malia Wildman, Secretary