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Description automatically generated **Chaska Figure Skating Club**

Board Meeting Minutes

Tuesday, November 14, 2023

Meeting called to order by President Jenn Gizinski at 7:09p.m. Quorum was declared.

**Board Members present**: Jenn Gizinski, Elizabeth Matvick, Barb Houts-Swanson, Liz Nyhammer, Tracy Koepsell, Erin Swanson, Amy Nunn

**Board Members absent:** Amanda Braun

**Others present:**

**President’s Report:**

* 1 Conflict Resolution Incident reported & resolved by officers following conflict resolution process

**Vice President’s Report:** No report.

**Secretary’s Report:**

* October Meeting Minutes – emailed
  + Motion made, seconded and carried unanimously to approve the October 2023 Board Meeting Minutes as submitted.
* Will reserve the board room for 2024 CFSC Board Meetings

**SkateSafe:** No report.

**Communication:** No report.

**Membership:** There are no new memberships or upgrades this month.

|  |  |
| --- | --- |
| **Current Membership Totals for 2023-24** | |
| Home Club: 40 | |
| Subsequent: 4  Aspire Introductory: 9 | |
| Aspire: 7 | |
| Associate: 1 | |
| Collegiate Associate: 1  Reciprocal: 5 | |
| Collegiate: 10 | |
| Sustaining: 7 | |
| Home Club Coaches: 10 | |
| Associate Coaches: 4 | |

**Social:**  No report.

**Junior Board:** No report.

* October and November newsletters are posted online
* Events have been added to the Junior Board calendar

**Fundraising:**

* Holiday Boutique:
  + CCC room reserved for 11/18/23, 9am-3pm
  + Currently have 31 vendors registered
  + Will need volunteers to help vendors during setup, and then help tearing down at the end
  + Facebook ads are running – what other advertising efforts would be beneficial?
    - Share printed flyers at community establishments (on community bulletin boards)
    - Share event on local online groups (e.g. Facebook sale sites/chatter sites)
* Show Donation/Sponsorship
  + Consider sending the show donation/sponsor letters our before the end of the year.

**Volunteer Coordinator**: No report.

**Aspire Liaison:** No report.

**TCFSA:**

* Presidents meeting was 10/23 – verbal report
* November meeting moved to 12/11

**Marketing/PR:** No report.

* Spirit Award Trophy: Consider reviving the spirit award trophy
  + Ideas: Solicit ownership, shift nomination criteria/groups, have forms available at the coaches room door, add info to website, and add form to website
  + Tiffany O’Boyle has offered to lead the initiative; Elizabeth Matvick will connect with Tiffany to share knowledge and process details

**Treasurer’s Report:** Reports emailed.

* Refund request from families:
  + Partial refund for 1/3 of fall quarter – skater unable to skate due to injury from 10/23 through the rest of the quarter. Dr.’s note received.
    - Motion made, seconded and carried unanimously to approve the refund for the remainder of the quarter.
  + Winter Quarter – request to waive late registration fee for skater who is out with an injury and unsure when she will be able to return.
    - Motion made, seconded and carried unanimously to remove the late fee for the skater involved.

**Ice Coordinator**: Report emailed.

* Fall contracts are $26,499, including late fees and RM buy-out. We have 34 skaters doing

AYCS. We have 18 skaters taking the Power Edge class. September buy-ins were $337.

October buy-ins were $ 451, for total so far of $27,287.

* Fall Aspire contracts are $3474 after adjustments. We have 2 skaters doing All-Aspire.
* Fall exhibition income was $764 ($374 individual, $390 Aspire group), before expenses.
* Tentative summer ice schedule is as follows (basically the same as last summer):
  + Mondays 3:45 – 5:45 PM
  + Tuesdays 8:00 – 9:30 AM, 3:45 – 5:45 PM and 6:00 – 7:30 PM
  + Wednesdays 3:45 – 5:15 PM and 5:30 – 7:00 PM
  + Thursdays 4:15 – 5:45 PM and 7:00 – 8:00 PM
  + Fridays 9:00 – 10:30 AM

Questions for consideration:

1. Should we cancel or decrease ice Saturday June 1? This last Saturday of spring has

traditionally had very low attendance of only 6-7. *Consider 9:00-11:00 (2-1hr sessions)*

*2.* Should we cancel ice Friday, July 5? *Yes, cancel.*

3. Do we want to keep Wednesdays as four 45-minute sessions, or have three 60-minute

sessions? *Send survey options to families around the end of March: Monday - 5:15-5:45, Tuesday – 5:15-5:45, Wednesday - 5:15 – 5:45 or 7:00-7:30, Thursday – 5:15-5:45; could the responders indicate all sessions they could/would attend [leverage the dance survey framework]*

4. Do we want to increase ice time? If so, should we extend Thursdays by starting at 4:00

or 3:45 (this would allow us to have one 60-minute session plus one 45-minute session, or

two 60-minute sessions, respectively)? *Keep as is.*

5. Should we continue power edge class over the summer? When should we have it? We

can get an additional 30 minutes on Wednesday evening, or Thursday afternoon starting at

3:45. *Yes, continue power edge class.*

6. Should we consider cutting some sessions the week of SGOA (July 17-21)? If so, which

ones? *Consider removing 4 sessions for that week; decision to be made after coach discussions.*

7. Do we want our summer exhibition before SGOA, or in August as usual? *Leave for August due to more flexibility in August.*

* Consideration for winter contract: Rink monitor requirements: Board members (2 sessions) and key positions (4 sessions)

**Test Chair:**

* Upcoming virtual test session: December 15th, submissions between December 2nd – December 15th

**Pro Liaison:** No report.

* Upcoming dance session: January 7th – February 18th

**Star of the North:** Verbal update.

* Competition added to the TCFSA Compete USA Series
* Competition & test session added to the TCFSA Calendar
* Bloomington competition has their competition listed for the same dates on their website. They will look into it after mids are over. Jenn Gizinski to follow-up with Bloomington on Monday, 11/20. Barb to inquire with David to see if there are any alternative weekends available for ice.

**Ice Show:** Verbal update.

* 2024 Dates: March 16th & 17th
* Theme: Enchanted
* Approximately 75 skaters registered
* Pictures will take place at St. John’s in Chaska
* Jenn Gizinski will begin drafting the sponsorship/donation letter
* Will need someone to run lighting and install lighting this yr. Planning to look ahead of time to find a team.
* Brick City room is reserved for the cast party and paid for.

**Policy and Procedure Updates:** No update.

**Old Business:**

* **Rink Monitor/Skater Check in Process Improvement Plan:** Using the show program for the rink monitors to identify the kids better. Positive feedback provided by rink monitors who have utilized the programs photos. Continue discussing in future meetings.
* **Long Term Planning (LTP) – LTP Committee:** Mary Ament-Johnson, Jenn Gionfriddo, Lauren Gizinski, Kristie Mitchell, Stan Houston. Long Range Plan has been updated. [Long Range Plan Link](https://docs.google.com/document/d/167zWq7flEGqEH5iCu6n4xNEIcWl3eE7IcrCcx86qjcM/edit)
* **Scholarship Fund Delegation:** *Idea:*Delegate funds to go towards the Gold Medalists gifts or plaque/trophy case. Potentially price out display cases.
* **USFS Checklist for Success:**  Any items to work on for the year?
* **Calendar of Events**: Would like to continue to get dates set for as many of our regular events for the 2023-24 yr as possible to be able to add them to our calendar for families to be able to plan; (exhibitions, club photo, banquet, etc.)
* **Food Drive**: Met goal of 275 items. Recommend decreasing goal next year and extending the drive to include 2 weekends, perhaps starting with the weekend of the fall exhibition.

**New Business:**

* Received a request from a family to see if they are able to use our logo on a jacket/clothing.
  + Logo is proprietary and not for personal use.
* National Skating Month – no physical kit this year. We are signed up through USFS stating that we will be holding an event. Will need to come up with our own items/plan.
* Rooms are reserved at Mankato AmericInn for the Mankato competition. Coaches will communicate details with their skating families.

**Adjournment:** Motion made, seconded and carried unanimously to adjourn at 9:49pm.

Respectfully submitted,

Liz Nyhammer, Secretary