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Description automatically generated **Chaska Figure Skating Club**

Board Meeting Minutes

Tuesday, September 12, 2023

Meeting called to order by President Jenn Gizinski at 7:02p.m. Quorum was declared.

**Board Members present**: Jenn Gizinski, Elizabeth Matvick, Amanda Braun, Barb Houts-Swanson, Liz Nyhammer, Tracy Koepsell, Erin Swanson, Julie Nicholls

**Board Members absent:** Jenn Gionfriddo, Amy Nunn

**Others present:**

**President’s Report:** No report.

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

**Secretary’s Report:**

* August Meeting Minutes – emailed
  + Motion made, seconded and carried unanimously to approve the August 2023 Board Meeting Minutes as submitted.

**SkateSafe:** No report.

**Communication:** No report.

**Membership:** Report emailed.

**Home Club**

Vivian French (backdate to 8/23)

**Home Club (Transfer in)**

Anna Nykanen

**Upgrade from Aspire to Home Club**

Leilani Ngetich

**Aspire Introductory**

Kinley Beck

Elise De Kam

Brinn Mohn

Kyliee Plekkenpol

Aubree Schwecke

**Collegiate**

Tenley Rutledge

* Motion made, seconded and carried unanimously to approve the membership as submitted, pending confirmation with EPFSC that Anna Nykanen is currently in good standing.

**Social:**  Report emailed.

* Evereve Event set for 10/8, 3-5:30pm. – flyer is posted
  + Sunday, 10/8, 3-5:30pm.
  + Save the date will be sent, followed by additional details.

**Junior Board:** No report.

**Fundraising:**

* Chaska River City Days:
  + Have not heard back from Maui Wowi; disappointed in low sales (needed to throw produce away) – working out a fair donation.
  + Nautical Bowls sales: $400 Friday, $1000 Saturday, $0 Sunday. Sending donation check to CFSC at the end of September.
* Gerten’s Plant Sale
  + Fall sale total: $5100
    - Amanda will bill the families that didn’t have $50 in total orders
  + Delivery will be Friday, September 15th at the Chaska City building
    - Volunteers have signed up to help
    - Pickup 5-6pm; Jenn send reminder email, please
  + Sale open, with delivery on 9/15.
* Holiday Boutique:
  + CCC room reserved for 11/18/23, 9am-3pm
  + Have received approximately 10 registrations – getting more vendors will be a big push in the upcoming weeks.
    - Discuss leveraging paid advertising on Facebook again
      * Motion made, seconded and carried unanimously to approve annual paid advertising for the holiday boutique.
* Glow Run
  + Looking for a volunteer to coordinate and facilitate

**Volunteer Coordinator**: No report.

**Aspire Liaison:**

* Aspire Event set for 9/30, 10:00 – 11:30 @ CCC, communicated to members.

**TCFSA:**

* Meeting on 9/11 – will probably use our 1 time/yr proxy for the meeting.

**Marketing/PR:**

* Discuss action photography costs for ice show & SOTN
  + Perkins rates are much higher than TC Aesthetic (and no flat fee from TC Aesthetic).
  + Makes sense to stick with Perkins for video, TC Aesthetic for action photos

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

**Ice Coordinator**: Report emailed.

* Summer contracts were $ 23,936, including late fees, RM buy-outs, and 2 promo passes. We had 34 skaters doing AYCS. June buy-ins were $656, and July buy-ins were $514, and August buy-ins were $460, for a total of $25,566.
* Summer Aspire contracts were $ 4325, which includes one promo pass. We had 5 skaters doing All-Aspire. June Aspire buy-ins were $33, and none in July or August, for a total of $4358.
* Summer exhibition was held Monday, 8-21-23. We had $214.50 in individual registrations, and $260 in Aspire group registrations.
* Fall contracts so far are $26,100, including late fees of $100 and RM buy-out fees of $780. We have 34 skaters doing AYCS. We have 17 skaters taking the Power Edge class.
* Fall Aspire contracts are $3534. We have 2 skaters doing All-Aspire. (Do we want to officially change the term from AYCS-Aspire to All Aspire? It may be less confusing for contracting, especially for newer skaters.)
* The fall exhibition is scheduled for 10-29-23. Sanction has been received.
* With the change in the schedule to more 60-minute sessions, we have been able to decrease the RM requirement for officers, and still fill all 192 RM slots for fall (we did not plan to have a RM for the PE class sessions). Winter will have 197 RM spots, unless we hear from the coaches that it would be helpful to have a RM for PE classes. Do we want to change the RM requirement numbers for winter?
  + To calibrate RM needs with membership, CFSC board member requirements will drop from 4 to 3.
* I have received a request/suggestion to open the sign-up genius to everyone at the same time. If we do this, we should ask regular contracting skaters to please avoid Aspire sessions as much as possible.
  + It is important that Aspire families continue to have priority to align rink monitoring duties with Aspire sessions.
* Should we change the RM buy-out policy to state that the credit card on file will be automatically charged the buy-out fee if the skater/parent doesn’t sign up for RM and hasn’t purchased the RM buy-out for that quarter, or if they sign up for the wrong amount? How about automatically charging the CC on file for late fees?
  + Treasurer will continue with current process, no change in policy.
* Should we consider changing our policy to address charging the credit card on file for any amount more than 90 days past due?
  + Treasurer will continue with current process, no change in policy.

**Test Chair:**

* Tentative test sessions: Oct 27 and Dec 8. Noticed improvement in testing policy.

**Pro Liaison:**

* Sunday Dance Class started; 14 skaters signed up
* Power Edge Class started; 18 skaters signed up
* Coaches are excited the power/edge class & the dance class have started

**Star of the North:** No update.

**Ice Show:**

* 2024 Dates: March 16th & 17th
* Kristie will let us know the theme & dates for promo table during skate school soon.
* The Imagery is on board to do group/individual off-ice photos
  + Tentative Date: 2/24
  + Location: TBD
  + Note: Allow 1 week for photos to be supplied for the program

**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:** Feedback shared with board in July.
* 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.)
* **September 13th – 16th:** 2023 Garage Sale Dates
* **June 12th** – **13th**: 2024 Summer Camp Dates
* **Parent/Skater Meetings**:
* Conducted on 8/23 and 9/11 [34 families and 3 coaches attended]
* Via survey…
  + Parent offered to create a promo video for the club
  + Parent that is a former skater and judge shared skills for consideration
  + Parent provided feedback that guidance on how to engage/select a coach would be helpful
* **Fall Kick-Off Breakfast**: Went well! Consider making this an annual event.
* **Spirit Week:** In progress; some photos coming in. Consider making this an annual event as well.

**New Business:** None.

**Adjournment:** Motion made, seconded and carried unanimously to adjourn at 8:31pm.

Respectfully submitted,

Liz Nyhammer, Secretary