SVFSC Board Meeting

June 12, 2022

6:30 pm Zoom Only

Officers: Shannon King – President, Miranda Miranowski – Vice President, Sam Berger – Treasurer, Sarah Peterson- Secretary

Board Members: Erica Olson, Ginger Schillinger

Absent: Chandra Muller, Angel Koltes, Dan Beasley

Others: Coach Kayla

Call to Order @ 6:33pm

Secretary’s Report- Virtually Approved in April and May

Additions

1. Apparel

Ginger motioned to approve agenda. Miranda seconded. Motion carried

Treasurer’s Report:

1. Club Account
   1. Current balance $17,853.98
   2. Kayla clarified $860 payment to USFSA was for registering skaters for summer ice
   3. Payment of $117 to American Specialty Insurance and $31 to USFSA were unclear- Shannon sent text to Heather to clarify but had not heard before meeting adjourned – *Shannon clarified via email on June 15, “The $31 was for Heathers background check. There will also be a $99 charge for her insurance.”*
2. Trust Account-Current balance $119,917.50
3. Gaming Account- Current balance $156,497.50
   1. Miranda will contact Jessica Rugland regarding quarterly transfer to trust account
   2. Miranda will verify maximum amount allowed in account for 501C

Miranda motioned to accept treasurers report. Ginger Seconded. Motion carried.

Sam resigned from board effective immediately at 6:47pm. Five members remained in meeting (quorum), so meeting continue.

Old Business:

1. Bylaws
   1. Ginger motioned to add

Board Eligibility and Conflict of Interest

Board members shall not consist of immediate family members or live in the same household. The IRS typically considers grandparents, spouses, or siblings a relationship. Any relationship beyond an immediate family member, such as a cousin or aunt, is not normally considered a relationship for conflict purposes. Any Coach holding a director/head coach position may not serve on the board of directors due to conflict of interest.

Board members should receive no monetary compensation for their board duties other than reimbursement for board-related expenses and reasonable compensation for **services provided by a board member. SVFSC may pay reasonable compensation for services provided by officers and staff.**

**A conflict of interest is created if the SVFSC chooses to use services provided by a board member’s for-profit company. If SVFSC wants to use such services, services must be provided at a fair market value. Board members who’s for profit services are being provided must sit out on any voting that pertains to such services.**

**Erica seconded. Motion carried**

**Addition will be added to the bylaws as Article IV and consequential Articles will be re-numbered accordingly.**

1. Position Description – Erica presented descriptions for Operations Director, Holiday Show Director, and Advanced Program & Coaching Coordinator. She will continue to work on additional positions. Suggestion was made to add qualifications.
2. Compensation Committee Updates
   1. Gaming Manager
      * Committee requests gaming manager add total number of hours work to gaming report.
      * Committee suggests increasing compensation due to unreported number of hours worked, cost of living, wear and tear of vehicle, and phone usage
      * Sarah motioned to increase compensation up to $900 per quarter. Ginger seconded. Motion carried.
   2. New Services Provided
      * Bookkeeper – Committee proposed creating a new paid position to assist club with taxes, 1099’s, preparation of treasure report, organizing cash for club events, and checking the P.O. box. Discussion held. Ginger motion to move forward with the concept of a bookkeeper. Erica seconded. Motion carried. Compensation Committee with continue to organize details.
      * Office Manager- Committee proposed creating a new paid position to assist club with GoMotion, club website, apparel, hotels, and additional duties seen fit. Discussion held. Erica motioned to move forward with the concept of an office manager. Miranda seconded. Motion carried.
   3. Requirements for Coaches-USFSA Compliance. Shannon presented U.S. Figure Skating Club Resources Chart specifying requirements and recommendations to coaches, Learn to Skate USA Instructors and Partners for 2022-2023 season. Coach liability insurance is recommended for LTS instructors 18 years and younger. Miranda motioned to pay for LTS liability insurance for all LTS coaches. Sarah seconded. Motion carried.
   4. Other payments
      * Lodging/food – committee continuing to discuss
      * Mileage– will continue to reimburse hourly rate
   5. LTS/Group Lesson Coaches/Director Level coaches- Shannon presented rate increases. Committee will continue discussion
3. Update on Harness exploration-Kayla Hammond – no update but anticipates information in the upcoming days
4. 2022-2023 Coaches-
   1. New coaches –
      * 3 potential coaches
      * 1 of the 3 is interested in starting in January 2023
      * 2 of the 3 have not connected with a coach or board member
      * Shannon will continue to reach out
      * Suggestion was made to reach out to area clubs/start advertising
   2. Junior Coaches – 4 potential coaches eligible for a paid position
   3. Apprentice Coaches – 2 potential coaches

New Business

1. 2022-2023 Officer Elections
   1. Vice President – Miranda motioned approve Erica as Vice President. Ginger seconded. Motion carried
   2. Treasurer – tabled vote until August due to treasure resignation at the start of the meeting
   3. Secretary – tabled vote until August

Shannon will be in contact with board member candidates from April general meeting in regard to interest in filling vacancy.

1. July USFSA Membership Fees

a. Summer skaters – Kayla paid for skaters who were considering summer ice and those returning this fall

b. 2022-2023 Board Members

1. Arena meeting update
   1. Currently no September ice.
   2. Tentatively October 10 will be 1st day of fall session
   3. Tentatively February 18, 2023, Leap and Compete
   4. Tentatively March 25/26, 2023, Spring Show
2. Fall Ice – Kayla will update club when she has more information. *Kayla emailed board with update on ice starting September 19. Sarah motioned to pay $1000 towards early fall ice. Chandra seconded. Motion carried.*
3. Yard Signs for Fall- Shannon will be in contact with Heather for more information.
4. Advanced Show Qualifications for Spring 2023 – Kayla and Heather are working together to develop.
5. Fall Session: Ice fees increasing 5%, registration rates, and changes to GoMotion – tabled.
6. Club Communications – Shannon will be sending out email to board members to see who is interested in developing.
   1. Membership Handbooks
   2. Board Handbook
   3. Coaches Handbook
   4. Event Binders (Holiday Show, Leap and Compete, Spring Show)
   5. Master Calendar
   6. Donor/Sponsorship Opportunities Letter
   7. Others
7. Fundraisers 2022-2023 – tabled
8. Parades and Events- Need to apply for sanctions (public appearances)
   1. National Night Out – August 2 – due to lack of interested volunteers will not participate at this season.
   2. Headwaters Day Parade and/Informational Booth- September 10 – tabled until August
   3. NDSCS Homecoming – October 1 – tabled until August
9. HOTR Updates: lobby bathrooms are being updated and a changing room is under construction
10. Additions: Apparel – tabled until August

Sarah motioned to adjourn meeting. Ginger seconded. Motion carried.

Meeting adjourned at 9:03pm

Next meeting @ 6:30pm on August 14 at 6:30pm – zoom only

Current Board Membership:

Shannon King - President (officer term-2020-2023, board term (Feb 2019-2023 or 4), board term ends 2023 or 4)

Miranda Miranowski - Vice President (officer term-2021-2022, board term (2018-2022), board term ends 2022)

Sarah Peterson - Secretary (officer term- 2021-June 2021, board term (Feb 2018-2022), board term ends 2022)

Samantha Berger- Treasurer (officer term-2021-2023, board term (2021-2025 term), board term ends 2025)

Ginger Schillinger – board member (2018-2022, second term, board term ends 2022)

Daniel Beasley – board member (2020-2022, first term, eligible for second term)

Samantha Berger – board member (2021-2023, first term, eligible for second term)

Angel Koltes– board member (2021-2023, first term, eligible for second term)

Chandra Muller– board member (2021-2023, first term, eligible for second term)

Erica Olson– board member (2021-2023, first term, eligible for second term)

Board terms are two years

Board Members may serve two consecutive terms (unless their officer term extends past this limit). Then they must sit off the board for one year before seeking another term on the board.

Board members are eligible for an officer position after one year on the board. Officer terms are two years, followed by one year of mentoring their replacement. Then they must sit off the board for one year before seeking another term on the Board.

Gaming:

Amy Beasley - Gaming Manager

Jessica Rugland - Gaming Auditor

Coaches:

Kayla Hammond - Operations Director and Head Coach

Heather Awender - Learn to Skate USA Director, Leap & Compete Coordinator, and Coach

Maegan Bellmore - Learn to Skate and Private Lesson Coach