**BRAEMAR CITY OF LAKES FIGURE SKATING CLUB – AUGUST 20, 2019**

**BOARD OF DIRECTORS MEETING MINUTES**

1. Meeting called to order – Braemar arena
2. Board members present:
   1. Sarah Bennett
   2. Lisa Dow
   3. Evelyn Bone
   4. Rebecca Epstein
   5. Rosie Hanson
   6. Loni Keenan
   7. Mike Kirchmaier
   8. Holly Dau
   9. Joe Medina
   10. Tracy Black
   11. Stacy McGrath
3. Secretary’s Report:
   1. Board reviewed and approved June 2019 Board meeting minutes
4. Discussion of Agenda Items:
   1. East arena maintenance: No access to east arena or club room from Aug 26-Sept 25
      1. Katt to send notice to all club members and coaches. Lockers need to be cleaned out by this Friday as no access will be given to skaters to the club room for the next month.
   2. Curtain costs: 3 year use of the recently purchased. Braemar manager informed us that he ordered more than we agreed upon, this will now be a 3 year contract on the use and maintenance of the curtain for shows.
      1. Discussion of where curtain will be stored and who will have access to it.
   3. Discussion of Form 990: Clarification given by Evelyn that Form 990 is filed for insurance purposes
5. Fall Kick Off Event:
   1. Potential date of 10/6/19 – party, club photo and parent event.
   2. Discussion of Fall Kick Off Event and obstacles and consideration for scheduling and planning this year’s event.
6. Report by Katt Parsons:
   1. Board received an update from Katt about her role and what she is working on and future projects/goals.
   2. Katt created a welcome document for new members. Basic Q&A info. Great marketing for new club members. Lists requirements of members, updated volunteer information, website, etc.
   3. Discussion of where to market her information? Jump & spin classes? Sept 17 is the first night of classes that would be great time to get the attention of new families.
7. Marketing Committee (Tracy Black):
   1. Tracy, Holly and Angela have expressed interest in participating in marketing committee.
   2. Tracy will organize a committee for the marketing group that can discuss marketing and fundraising needs.
8. Testing Update:
   1. Discussion of charging for test sessions, policies and procedures and being in good standing with the Club
   2. Discussion and need to review the testing policy Braemar currently has in place. Policy is printed online and in the Bylaws
   3. Katt will discuss concerns with Jan and Sarina, test chairs
9. TCFSA Update:
   1. TCFSA Banquet to be held on September 22, 2019 at Midland Hills Country Club - Lisa and Holly attending
   2. No August meeting – will resume in September 2019
10. Volunteer Roles for 2019-2020:
    1. Executive Board Members:
       1. President: Lisa Dow
       2. Vice President: Holly Dau
       3. Vice President: Joe Medina
       4. Secretary: Sarah Bennett
       5. Treasurer: Stacy McGrath
    2. Membership Chair: Evelyn Bone
    3. TCFSA Representative: Angela
    4. TCFSA Representative: Not filled
    5. Safe Sport Local Rep: Not filled
    6. Marketing Lead: Tracy Black
    7. Fundraising Chair: Not filled
    8. Test Chairs: Jan / Sarina
    9. Test Hospitality Lead: Holly Dau / Jenny Medina
    10. Volunteer Lead: Holly Dau / Jenny Medina
    11. Fall Kick Off Chair: Rebecca Epstein
    12. Tech Lead: Joe Medina
    13. Webmaster: Katt Parsons
    14. Holiday Pops Chair: Rebecca Epstein/Holly Dau
    15. Spring Show: Evelyn Bone
    16. Spring Show Party: Holly Dau / Tracy Black
    17. Edina Lettering: Vivian Talghader
    18. Year End Banquet: Tracy Black / Joe Medina
    19. Synchro: Rosie Hanson
    20. Team Apparel: Rosie Hanson
    21. Co-Head Pros: Loni Keenan / Kathleen Gazich
    22. Braemar Competition: Not filled
11. Braemar Competition Update:
    1. Discussion of moving date one week later to June 26/27
       1. Motion to approve moving competition to June 26-27, 2020
          1. MOTION APPROVED
12. Coaches Report (Loni Keenan):
    1. End of summer ice this week
    2. New schedule for Wednesday nights
    3. No moves on high test moves on designated ice. More wednesday night options added, hopefully coaches will find a benefit. “Moves” ice will be offered now this fall, hoping to provide ice for skaters looking to work on moves while avoiding high level competitors working on jumps, speed, etc.
    4. Regarding summer ice, the sessions have been full. Hopefully our revenues will reflect this over the summer. We have taken in over $58,000 this summer not including buy-in ice. Summer has been an overall success according to the coaches.
13. Synchro Report (Rosie Hanson):
    1. Good group of young skaters – 9 to 10 skaters on team have signed up. Working on additional commitments from skaters and fees.
14. Membership Report (Evelyn Bone):
    1. 3 new junior club members and 2 new or renewing members
15. Spring Banquet:
    1. Confirmed for May 17, 2020 at Interlachen Country Club
16. Spring Ice Show Party:
    1. Still working on locations – Edina Country Club is the first choice, but there may be a scheduling conflict.
17. Next Board meeting scheduled for Tuesday, September 17, 2019 at 7:00 pm
18. Meeting adjourned