**BRAEMAR CITY OF LAKES FIGURE SKATING CLUB – FEBRUARY 19, 2019**

**BOARD OF DIRECTORS MEETING MINUTES**

1. Meeting called to order – Braemar arena
2. Board members present:
	1. Sarah Bennett
	2. Cindy Kamer
	3. Mike Kirchmaier
	4. Tracy Black
	5. Loni Keenan
	6. Jan Anderson
	7. Vivian Talghader
	8. Evelyn Bone
	9. Rosie Hanson
	10. Carrie Corsaro
	11. Shirley Sarbaugh
	12. Lisa Dow
3. Secretary’s Report (Sarah Bennett):
	1. Board reviewed and approved January 2019 Board meeting minutes
4. President’s Report (Lisa Dow):
	1. TCFSA Update:
		1. Celebration of Champions event – St. Paul Figure Skating Club will be hosting
		2. TCFSA will no longer collect test fees from skaters
	2. Lisa Dow Update for Joe Medina (Website): Joe proposes a gathering this Friday at 2 pm to work on website; if people can’t make it, they are encouraged to email ideas/thoughts to Joe
		1. ACTION: Interested Board members to send website ideas/thoughts to Joe in advance of meeting
	3. Fundraising Group: Holly Dau to meet with Lisa and others in fundraising group this Thursday morning to learn more about fundraising efforts for club at-large
	4. Ice Show: Discussion about ice show after party – locations, ideas, cost, budget, etc. Possible venues include: Champions Hall, Braemar Golf Course, Braemar Arena, St. Patrick’s Church, Centennial Lakes Pavilion, Edina Country Club
	5. Safe Sport Update/NQS Update: Board members to watch Safe Sport videos and take certification test. Safe Sport certified individuals (i.e. Board members and volunteers that will be in close proximity to children) are required to obtain a background check – the cost is $21 per background check.
		1. Discussion of whether Club should pay for the cost of the background check for adult volunteers
		2. MOTION: To approve reimbursement of the cost of background checks for key volunteers for up to 100 volunteers.
			1. Motion approved – in order for volunteer to be reimbursed for the cost of the background check, volunteer must submit receipt/proof of payment.
		3. **BOARD ACTION**: If Braemar Competition approved, Board to send save-the-date by March 1, 2019 to club to get volunteers and notify the club members of NQS requirements.
		4. **ACTION (CINDY KAMER)**: Cindy to determine whether Board members need to be Safe Sport compliant on an annual basis.
5. Lettering Update (Vivian Talghader): Board reviewed, discussed and revised lettering criteria for Edina High School.
	1. Board revised the lettering requirements to be more inclusive of developmental ice, Pro’s ice, buy-ons and off-ice classes.
6. Treasurer’s Report (Carrie Corsaro):
	1. General discussion of club financials – club is financially sound
7. Coaches Report (Loni Keenan):
	1. Stipends: Stipends for Alex Johnson and Daniel Borisov haven’t been set yet – reviewed December 2018 meeting minutes and confirmed the amount approved for Daniel is $1,500 and the amount approved for Alex is $1,000
		1. Loni to follow up directly with Carrie Corsaro to confirm stipend amounts
		2. No stipend given by club if don’t participate in Braemar ice show – this is to be communicated to Alex
	2. Junior Board:
		1. Alex V. is willing to lead the Junior Board
		2. Requirements to serve on the Board include at least 1 year membership in the Club and 6th – 12th grade
		3. 7-10 skaters
		4. Goals include to boost Club morale, participate in Fall Kick-Off, participate in Braemar Competition by spreading good wishes, assistant with fun activities, fundraising, etc.
		5. Market Junior Board around the ice show/banquet
		6. Skaters to submit applications about why they should be on the Board
		7. Announce Board members at kick-off of summer ice season and work with Junior Board throughout summer ice
	3. Ice Show:
		1. Well set on volunteers
		2. There is a group of volunteers handling advertising and tickets
		3. Show chairperson meeting on 3/6/19
		4. Approximately 65 Learn-to-Skate participants in the show
		5. Artwork competition for cover of the show program
8. Competition Update (Cindy Kamer):
	1. All coordinators in place
	2. Cindy provided NQS application update
	3. Katt to lead on advertising efforts for the competition
	4. Discussion of having an Instagram backdrop available for photos – call SignPro and St. Cloud Figure Skating Club to get estimate and more details about possible back drop
9. Committee Reports:
	1. Testing (Jan Anderson):
		1. Next test session scheduled for April 18, 2019 – 4 judges were contacted but are not available
			1. **ACTION (JAN ANDERSON)**: Jan to keep looking for judges for 4/18/19 or possibly move date to 4/25/19
		2. Discussion about whether the Club wants to continue to offer dance tests
			1. Board decided not to continue to regularly offer dance testing at this time
			2. If skater/coach has a dance test, Jan to be notified so dance judge available
	2. Membership (Evelyn Bone):
		1. One new Junior Club member – Lisa to send welcome to new member
	3. Marketing Update (Tracy Black):
		1. Discussion of marketing efforts – Junior Board (Loni), website (Joe) and volunteer requirements
			1. Volunteer requirements needs to be discussed and addressed before we can build out the rest of the marketing plan
			2. **ACTION (TRACY BLACK)**: Tracy to send email out about meeting or engagement to re-vamp the volunteer requirements and possibly form a committee to address
	4. Synchro Update (Rosie Hanson):
		1. Pre-juvenile synchro team just got back from Beaver Dam, WI – skaters skated well
		2. Team critiqued by two synchro judges
10. Other Business:
	1. Board positions – voting on positions at the banquet – discuss open Board positions at March 2019 Board meeting
	2. Volunteer meeting scheduled for 3/5/19 from 6:30-7:30 pm
11. Next Board meeting scheduled for Tuesday, March 12, 2019 at 7:00 pm
12. Meeting adjourned