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

**BOARD OF DIRECTORS MEETING MINUTES**

1. Meeting called to order – Braemar arena
2. Board members present:
	1. Sarah Bennett
	2. Tracy Black
	3. Evelyn Bone
	4. Rebecca Epstein
	5. Mike Kirchmaier
	6. Loni Keenan
	7. Joe Medina
	8. Rosie Hanson
	9. Vivian Talghader
	10. Stacy McGrath
3. Secretary’s Report (Sarah Bennett):
	1. Board reviewed and approved October 2019 Board meeting minutes
4. Treasurer’s Report (Stacy McGrath):
	1. Emailed recent financial statements to the Board for review
	2. Stay will be/is working on a consolidated view of chart of Club accounts
	3. Discussion among Board of payment regarding buy-ons, monitoring buy-ons and ice monitoring fees
5. Coaches Report (Loni Keenan):
	1. Received invoice from City of Edina for Hornet’s Nest (year 7)
		1. Club experiencing issues – no clean ice for morning ice sessions, heat/heat compressor issue and other issues related to terms of Hornet’s Nest agreement
		2. Joe and Loni to follow up with the City on the issues
	2. Loni and Lisa to meet with new Park & Recreations Director for City of Edina
	3. Daniel Borisov made it to Nationals again this year
	4. Ice Show:
		1. Discussion of skater seeking to have a solo o who was off the ice most of the year due to an injury and the skater doesn’t have the points or competition experience this year to support a solo
			1. Board discussed and does not approve a solo performance for this skater
	5. Competition: Lisa and Katt to put out a call for competition assistance in early December
	6. Mirai Nagasu Visit: Discussion of Mirai’s visit to Braemar – really positive visit and experience and there was a good turnout among skaters.
		1. It was a first come, first serve policy to have a lesson with Mirai
		2. Club has extra signed photos of Mirai – Board decided that the Club should hold onto the photos for spring banquet
		3. Unsigned photos – Rebecca Epstein will store the photos for possible later use.
		4. Chad with the City of Edina agreed to credit one-half (1/2) of the ice time for the Mirai skating event
6. Testing Update: No testing update – Jan not present. General discussion of previous testing session at the Club.
7. Holiday Pops (Rebecca Epstein):
	1. Discussion of keeping donation sheets to post around arena
	2. There will donation barrels put out for food donation to VEAP
	3. Katt to send out Sign-Up Genius for volunteer help for event
	4. Need to sanction the event – follow up with Holly Dau
	5. Review of volunteer roles and sign-up for the potluck (Sign-Up Genius) – potluck to take place in the EHA room
	6. Tammy to do program (Lisa may have a template for the program)
	7. Post skater sign-up on the Club door (12/11/19 sign-up deadline)
	8. Board agreed to post Holiday Pops signs around the City of Edina (Jerry’s Printing to do signs)
8. Policies and Procedures Manual (Evelyn Bone):
	1. Board to continue to review policies and procedures
	2. Policies and procedures need to be approved at December Board meeting
	3. Discussion of testing approval process
	4. Evelyn to send updated draft of policies and procedures
9. Marketing Update (Tracy Black):
	1. General marketing plan update (goals: community and retaining/adding skaters)
	2. Junior Board: Discussion of Junior Board
		1. Rosie Hanson to own the process to work with skaters to set up Junior Board – Rosie to provide an update at next month’s Board meeting.
		2. Outline criteria of what we want the Junior Board to do within the Club (activity-based, marketing within members of the Club and around the rink)
	3. Tracy to circulate marketing plan
	4. Ice Show After Party:
		1. At Interlachen Country Club with budget between $2,000 - $2,500
			1. Motion approved to book ICC for after show party with budget of $2,000 - $2,500
	5. Year End Banquet: Interlachen Country Club booked for 5/17/20 for banquet
10. Lettering Update (Vivian Talghader): Bend of the River competition in Mankato on 1/11/20 for team event for lettering qualifying competition
11. Mike Kirchmaier: Stepping down/resigning from the Board of Directors effective on adjournment of November 2019 Board meeting
	1. We thank Mike for his commitment and service to the Board.
12. Next Board meeting scheduled for Tuesday, December 17, 2019 at 7:00 pm
13. Meeting adjourned