

BCLFSC - June 18, 2019 BOARD MEETING Minutes

Call to order ~ 7:05pm—Roll call

Present: Lisa, Evelyn, Rebecca, Carrie, Angela, Rosie, Loni, Mike, Holly, Joe, Vivian, Tracy, Stacy

Absent: Sarah Bennett (sect.), Cindy, Shirley

1. Secretary's report

- a. May Meeting Minutes - May minutes approved

2. President's Information -Lisa

- a. Roles Available to Lead/Chair (Co) - discussion of roles available, define roles. By-laws state that every year a new executive role is voted on for approval.
- b. Exec board Roles and call for names for consideration - the only voting roles are the roles that are the executive committee.

REVIEW ROLES AVAILABLE:

EXEC board members

President

Vice President 1

Vice President 2

Secretary

Treasurer

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Key Roles in the club

Membership - *Evelyn Bone

Ice/Volunteer tracking - *Evelyn Bone

TCFSA Rep1 - Expected to attend one regional meeting a month and report back to the group about what is happening from a state wide / nation wide trend, info, updates. All meetings are at BIG

TCFSA Rep 2

Safe Sport Rep local on site rep for Braemar to represent the safe sport rules, regulations, training. According to USFSA we need a named representative for our club to represent the Safe Sport regulations.

Marketing Lead - *Tracy Black - discuss creating sub committees

Test Chairs - *Jan Anderson / Sarina David

Test Hospitality Lead - *Jenny Medina / *Holly Dau

Volunteer Lead (sign up genius)- *Holly Dau / *Jenny Medina

Fall Kick Off - working with head pros to create a program, new information about upcoming year pertinent to all parents and skaters, Loni will confirm the

date which is mid-September. Shirley S lead this project last year, will help to mentor in a new person for this role.

Technology Lead - *Joe Medina - Joe will move forward with plans that have been discussed and try to take to next level of execution.

Webmaster - *Katt Parsons

Holiday Pops - December 8th, 2019 working with coaches to create a program, coordinate with VEAP, cookie sales, coordinate signup genius

Spring Show 1-2 APRIL 24 & 25th *Evelyn Bone,

Spring Show Party *Holly Dau, Tracy Black

Competition Chair(s)

Edina Lettering - *Vivian Talghader

Year End Banquet- *Tracy Black / Joe Medina

Synchro Rep - *Rosie Hanson

Team Apparel Contact - *Rosie Hanson

OTHER:

Do we want to add a fundraiser role? and what would the needs of funds be used for. This will fall into marketing, however will be determined how much of a role is needed and utilized.

Co-Head Professionals: Loni Keenan, Kathleen Gazich

*designates chairs for committees or roles are confirmed for upcoming year.

VOTING:

- Lisa was appointed during the May session as returning as a President
- Evelyn was also appointed as continuing Membership taking on the “terms” vacated by Ann and Cindy.
- Holly nominated as VP
- Joe nominated as VP
- Secretary position will continue to be filled by Sarah
- Angela Thomas nominated as Back up secretary role
- Stacy McGrath nominated as Treasurer (does the treasurer need a back up role?)

Motion to approve new board members stated by Vivian, seconded by Tracy.

Meeting for new exec board members will be set at a later date.

- i. Vote via email or special session

3. Treasurer’s report - Carrie

- a. Fiscal year-end financial review runs through the end of May. Year end reports will be filled out and submitted.
 - i. Show - We had fewer advertisers for the show this year. We also paid the videographer for the show, new to this year’s show. Can a reminder be sent to all club members about the free download available still from the show. Considerations for next year what do we offer for skaters, families. TO produce the show it costs approx

\$33,000. How do we generate more funds, where could increase income go? Income from the show \$36,000. Side note, no bill has been submitted for the new curtain. The goal every year is to break even on the cost of the show which includes the after show party. Do we consider how to market more and make money on this event?

- ii. Banquet - 117 paying guests, coaches/officials free. Approx costs contributed to the banquet was \$2900, a difference of \$500 difference from last year's banquet. Joe pointed out that the two "give back" to the skaters are the banquet and after show party. Should we consider options how to make the "give back" events to the skaters to increase attendance? Is the cost per person model sustainable long term for the banquet, next year do we look at other options for cost, free, etc.
- iii. Competition payment process
- iv. The future board members will need to discuss the current SYNCHRO checking account and the funds that are still currently available. Per Loni - if a synchro program is going to continue at Braemar we need to keep funds available so that the account doesn't start at zero. There is currently \$2750 available in the fund.
- v. Carrie suggests that it needs to be determined who can be approved to give access to write checks/sign for the credit card. The group needs to meet at the bank to sign signature card. Who has access? Potentially 4 people approved to sign. Potentially Evelyn, Stacy, Lisa, Holly

4. Competition Inform - Cindy / Lisa

- a. Lisa/ Katt did a walk through today of the building and set up TUESDAY. Discussed set up, cleaning, maintenance plan. Instagram WALL set up will be for photos. What needs to be prepared for set up, what needs to be recreated/repurchased? Tami Jo Cook asked about Folders for runners? Angela Thomas asked about coaches badges to be pre-printed? (Follow up with Katt) Katt will need to print Event Check in Sheets. Music will be run through a system set up through Chip. Back up CD will still be needed. In general all music is preloaded and played through set playlists. The elimination of the CD's may help lessen the needs at the registration table. Think about how to utilize extra help. How will the doors be kept open? do we need to purchase door stops?
- b. Volunteer status - there are major gaps, need to recruit more and adjust the sign up genius. Holly to complete
- c. Thursday set up can be done as early as 3pm.
- d. Signage for Club "Insta wall"
- e. Reminder to complete Safesport and background check. Fee is \$20. The club will reimburse if receipt or proof of payment submitted to Carrie Corsaro. This has been a club ask since Sept 2018. FOLLOW UP
 - i. Locker room monitor

5. Coaches report - Loni

- a. High test sessions can not be used for high level free skate. It has been recommended that you only work on your moves in a lesson, the free skaters have a priority to be able to practice high level skills and not navigate around moves. Wednesday night in the fall Field Moves will have designated ice times and a separate ice will be available for free skate practice. Updates will be communicated to all club members.
- b. There is a new music system that was installed by the city, there is a blue tooth capable feature. Make note to check that it is not turned on while ice monitoring. An switch below the table will pair your blue tooth capability.
- c. 1:00 ice in the summer will be changing to allow Pre-Pre
- d. ice make in the morning has been inconsistent, Loni is following up on this. Per the club contract we are supposed to get fresh ice for any ice we pay for.
- e. Lisa's classes are all full for the summer, her training has been very successful!

6. Committee Reports

- a. **Testing** - Jan
- b. **Membership**-Evelyn
- c. **Synchro** - Rosie/Loni - a good core group of young skaters, returning for the next session. Loni/Rosie are meeting with parents to determine the expectations of performing or potentially competing this year.
- d. **TCFSA** -Lisa (attached)
- e. **Lettering 2019-2020** - 10 club skaters who are applying to letter this year. EHS and BOMBALEO applicants. One skater is also looking to letter as a member of both St Paul FSC and BCLFSC
- f.

Adjourn ---Next Board meeting is July 16th, 2019