

Figure Skating Club
Board of Director's Meeting Agenda
Monday | January 19, 2015
6:30 p.m. | Rochester Recreation Center | Bob Fick Room

RFSC Mission Statement

The purpose of the Rochester Figure Skating Club (RFSC) is to foster, promote, improve, and encourage the sport of figure skating among youth under 18 years of age in the State of Minnesota. The RFSC will encourage and facilitate youth participation in regional, sectional, national and international figure skating competitions. The RFSC does not discriminate on the basis of race, religion, sex, age, gender or national origin.

Board Priorities: 2014 – 2015

1. Hire and orient a new club director
2. Develop a financial model to ensure long term sustainability
3. Grow the number of skaters
4. Solidify our vision and goals
5. Personnel management and support
6. Optimize morale
7. Policy manual update

Board Ground Rules

Respect, honor expertise, governance – not management, knowledgeable – understand RFSC, willing to have multiple points of view – ditch passive aggressive, action oriented, accountable – if you take you get it done; focus on priorities

Board Members: Wayne Brakke, Adam Brase, Stacy Dierauer, Chris Gade, Jeff Germer, Elizabeth Harty, Julie Hobbs, Amanda Mikhail, Dawn Nelson, Kim Otte, Laura Schroeder and Andy Schram

Attendance

Board: Wayne Brakke, Adam Brase, Stacy Dierauer, Chris Gade, Jeff Germer, Elizabeth Harty, Julie Hobbs, Amanda Mikhail, Dawn Nelson, Kim Otte, Laura Schroeder and Andy Schram

Coaches /Others: Shreya Nayar, Tim Rinkel, Elizabeth Thornton, Vikki Dalquist, Jenny Daniels

1. Notation of approval of November meeting minutes via electronic vote
Yay: 6 Nay: 1 Abstain: 0 (5 did not vote)



11 2014 minutes.pdf

2. Review and approval of proposed meeting agenda.

Vote to approve agenda:

Yay: 12 Nay: 0 Abstain: 0

Elizabeth Harty moves, Julie seconds

3. Consent agenda

- a. Synchro Report/Discussion – Vikki Dalquist



Synchro Director
Board report Dec 201

Calendar

Upcoming Board Meeting Dates/Times

- Monday, Feb. 16 | 6:30 p.m.
Rochester Recreation Center | Bob Fick
- Monday, Mar. 16 | 6:30 p.m.
Rochester Recreation Center | Bob Fick

b. TCFSFA Report - Suzanne Trejo



TCFSFA Jan 12th.pdf

c. Coaches report – Debbie Colgan



Staff Meeting
minutes.pdf

Old Business

1. Bids Committee Update – Elizabeth Harty

Per Elizabeth Harty, bid information is not yet available from USFS. She has talked with Ed Staiert and is beginning to gather general information in preparation for the packet preparation once available.

Action: Elizabeth will continue to watch for bid packets from USFS and will move forward as quickly as possible once available.

2. Club Director – Chris Gade

This position will be posted on the website asap. Various methods of posting are being pursued, including Post Bulletin, PSA, Leadership Greater Rochester, TCFSFA, and others. The goal is to have the Director in place before the Ice Show, although it that timeline may be aggressive.

Action: Chris will send the updated job posting information to Tim for posting. All inquiries from interested candidates should be directed to Julie Hobbs.

3. Updated policies – Wayne Brakke

- o Concussion



1846 Concussion
Policy.pdf

Wayne introduced the new concussion policy. The coaches are required to complete this every three years for PSA.

Action: Information regarding this policy will be included in the annual safety seminar and on the registration site.

Andy moved; Amanda seconds. Yay: 12 No 0 ; Abstain 0

- o Safe Sport



SAFESPORT.pdf

Wayne introduced the new safe sport policy.

Action: Julie, Kim and Dawn will review this draft as a group and will bring it back to the board for the February meeting.

4. Website – Chris thanked Tim Rinkel for his work on the website upgrade.
No action required.

New Business

1. Ice Show Policy Updates – Wayne Brakke
Tim provided copies of updates to Wayne.

Action: Wayne will finalize the updated policies and present at the next board meeting.

2. STARS official bid – Elizabeth Harty
Elizabeth Harty communicated to USFS that RFSC was interested in hosting STARS. She is still working on identifying a date. Bloomington is also hosting this event in May. The board agreed that even though Bloomington will host the event, it will benefit our skaters to host it in Rochester.

Action: Elizabeth H. will follow up with Jamie Santee to finalize plans. This topic will be revisited at next month's board meeting.

3. Disbursement/distribution of Olivia Clark Funds – Chris Gade
 - a. What are the terms of the fund?
 - i. Who's responsible for disbursement/distribution of funds from the Olivia Clark fund?
 - ii. How has it been represented to donors?
 - b. Is there anything written in the policy/procedure manual?
 - c. Use and distribution of funds moving forward.

Laura stated that she has talked with the auditor and clarified that these funds are included within the RFSC non-profit and the board determines how funds are dispersed. None of the funds are restricted. Documents used for soliciting donors were recently reviewed. It was determined that these funds are to be used promoting skaters to the L2S group and for providing scholarship funds to attend the camp. These funds are kept in a separate account. Concerns were shared regarding the manner in which the camp currently functions. The use of the remaining funds (~ \$7000) was discussed.

Action: Laura provide send Julie the verbatim language regarding the camp PR materials. Amanda and Laura will bring a recommendation to the next board meeting with regards to the future of the camp.

4. Volunteer Coordinator Webinar – Laura Schroeder



Volunteer
Coordinator Webinar.

Laura reviewed a recent webinar that she attended. She shared pearls she learned and encouraged the board to review her notes.

No action needed

5. Coaches' request for funding for participation in FMS information session at DAHLC (Julie Hobbs for Debbie Colgan)

Mayo Clinic Sport Performance Center

Carol, Jimmie and I had a fantastic meeting with the team at DAHLC on 1/07. There is mutual interest between PSA and Mayo for Mayo to be a major contributor to the sport science symposium at the national conference. With regard to their interest in the local picture, and with the support of the entire staff, I am proposing the Board approve and fund (as needed) the following:

- All staff to attend a session at DAHLC for Functional Movement Screening (FMS).
- This will be informative in the best way for what the Mayo team has to offer our skaters.
- The Mayo team will be asked to address all the RFSC families (possibly at the annual meeting) to give their team a chance to talk about healthy training for young athletes.
- We feel strongly that this might be the missing link that could connect skaters, parents, coaches and off-ice instructors.
- The FMS can be used to guide off-ice instruction and provide objective feedback on skaters' progress.

The board reviewed the information submitted and discussion options for meeting the coaches' needs through this program. Those who contributed to the discussion verbalized that perhaps having the FMS team provide more general educational information to the coaches rather than having the coaches actually participate as "subjects" of the FMS evaluations would be a better option.

Request: 12 coaches x \$50/person = \$600 (guestimate).

Action: Julie will follow up with Debbie to discuss options.

6. Jump Harness – Andy Schram

Request: Replace broken harness ASAP. Cost unknown.

Replacement piece is only about \$35. Andy is having a difficult time getting help from the Rec Center to install the replacement harness.

Action: Andy will follow up with the Rec Center tomorrow. Elizabeth and Laura will also provide Chris information about recent concerns related to the Rec Center's staff customer service and responsiveness.

7. Office Request for Consideration – Anne Pappas Owen



RFSC Office
request.pdf

Action: Andy will follow up with the vendor regarding the copy machine. The Cintas request will be tabled until Director is hired.

8. Guest Coaches Idea – Carole Shulman (presented by Dawn Nelson)



outsidecoaches.pdf

Request to have two coaches come to RFSC for seminar soon after Ice Show. Carole Schulman would house and feed coaches. Coaches would charge \$35 for 20 minute segment.

Motion: Wayne moved that we approve funding for airfare for these two coaches. Laura seconds.

Approved Yay: 12 No 0 ; Abstain 0

Committee Reports

1. President's Report – Chris Gade

a. Personnel Committee

Kim reported that the personnel committee convened and completed the Club Director job description and the defined the recruitment process. Once applications are received, the group will review and provide the initial round of interviews. A second round of interviews will include coaches and other board members.

b. Rec Center Update

Chris review questions recently addressed by Ed Staiert, Rec Center Facilities:

a. RFSC space remains "as planned" ?

i. RFSC space remains as planned. You are responsible for all furniture and equipment.

b. Timeline for construction?

i. We hope it will be approved at Feb 2nd City Council meeting. It would go to bid after that with a projected start date of April 20.

c. When will ice sheets be removed?

i. Unknown at this time. This involves the energy study that a City Councilmen requested. We will met with City Administration this week regarding the study results.

d. Any changes in the space at the Senior Center that's intended for RFSC "off-ice" use?

i. No change

2. Secretary's Report – Julie Hobbs

Julie reminded the board and coaches to vote and submit reports in a timely manner.

3. Treasurer's Report – Laura Schroeder

Highlights:

- L2S is very strong, higher margin than last year.
- Ice – loss of \$6K
- Concerns about under billing or people not signing in

Debbie Colgan, on behalf of Carol Rossignol, has requested the use of her \$250 stipend that she has not used over the past three years.

Action: Laura will ask Carol if she would like to formally request these funds. If so, she will ask Carol to submit a letter of request to the board.

Suggestion to increase coaches meeting rate: proposal to increase from \$12 to \$13 per hour.

Motion: Laura moves; Stacy seconds

Approved Yay: 12 No 0 Abstain 0

Action: Julie will follow up with the coaches with this approval.

Motion: Wayne moved that we approve funding for airfare for these two coaches. Laura seconds.

Approved Yay: 12 No 0 ; Abstain 0

4. Ice & Rules – Dawn Nelson

Dawn shared that a recent event occurred when it was not clear that the changes made to ice were communicated sufficiently to Ice and Rules. Reminder: All ice changes must be approved by the Ice and Rules Chair.

Action: Dawn will ask Eva to communicate this reminder to the coaches.

5. Marketing /Communications – Adam Brase

Adam shared that several club Facebook pages exist but there is not consistency or gatekeeping. Adam and Elizabeth H are working to combine and manage them.

Action: Adam is working on potential advertising for the Ice Show.

6. Learn2Skate – Amanda Mikhail/ Elizabeth Thornton

a. Report



L2S report 01
2015.pdf

Highlight: For the first time in club history, over 300 kids in Winter 1 L2S. The board thanked Elizabeth T, for her hard work on this.

Request: Funding for sending interns to Foundations of Coaching Course on Sunday Feb 22.

Approved Yay: 12 No 0 ; Abstain 0

Elizabeth T shared coaches' concerns regarding coach in charge. Discussion regarding future consideration to have an ice make immediately prior to L2S. This would eliminate the need to have to choose between teaching or serving as coach in charge.

Proposal: \$5 for each coach in charge, which includes taking care of the cones, managing coverage, on ice injuries, etc. Approved.

Action: Elizabeth will communicate this change to coaches.

Elizabeth T described that the coaches are short on substitutes. This is especially a challenge when L2S classes are really full.

Action: Elizabeth will reach out to former skaters, others to serve in this capacity.

7. Fundraising

a. TOI Fundraiser – Adam Brase



Theatre On Ice
fundraiser.pdf

Adam reviewed the concept of the attached TOI fundraiser. He described that future opportunities like this should likely be vetted by the board or board committee prior to commitment. He suggested that the Fundraising Committee process owns this in the future.

No action needed.

8. Junior Board Report - Shreya Neyar

Junior board made three blankets and a pillow and donated to the Women's Shelter and Ronald McDonald House. They also made a club calendar for general public to view.

Action: Shreya will ask Junior Club members to volunteer at Hiawathaland.

9. Theatre on Ice – Jamie Santee



Theatre On Ice
fundraiser.pdf

The board discussed concerns about the placement of TOI in the Hiawathaland schedule.

Action: This topic will be revisited at a future Board meeting.

Coaches/Staff Reports (not included on consent)

1. Competitive Team Update – no update

2. Hiawathaland – Jenny Daniels and Jeff Germer

Jenny and Jeff provided an update. We have 15 Synchronized teams participating and over 400 skaters are coming, including about 250 individuals. Almost 600 starts are scheduled. All Chairs are in place, except for judges' transportation. Reviewing coaches' compliance but the process is going well. The judges' dinner will be at PSA on Saturday night. Awards are ordered. Dates for next year need to be determined. Discussion regarding need to consider potential changes for next year.

Action: Chris will work to determine when Duluth will occur next year and will follow up with Jenny and Jeff. Elizabeth Harty will coordinate judges' transportation.

3. Ice Show – Tim Rinkel and Mandy Wagner

Tim reported that casting is done and schedules are posted. There were some reallocations of the youngest L2S skaters to the "Future Stars" group (previously known as Preschool). The picture day is scheduled. Ginger Knapp is developing spirit wear forms. Kathleen Panetta is working on advertising items. Costumes and associated financials are on track.

We are currently not sure whether a guest artist will participate in the Ice Show this year.

Action: Chris is awaiting clarification regarding guest artist(s) via Debbie Colgan.

Adjourn

Andy moves to adjourn; Julie seconds. Unanimously approved. Meeting adjourned at 8:46 pm.

Future Agenda Items

1. Governing Council Representation
2. Hiawathaland – Chief Referee