

Rochester Figure Skating Club
Board of Director's Meeting Minutes
Monday | September 21, 2015
7:00 p.m. | Rochester Recreation Center | Bob Fick

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 Members Present: Kelly Corbin, Tammi Desens, Stacy Dierauer, Lori Jean Engle, Chris Gade, Jeff Germer, Elizabeth Harty, Amanda Mikhail, Andy Schram, and Laura Schroeder

Staff Present: Vikki Dalquist, Tim Rinkel, Jamie Santee, Maureen Schembri Wismayer, and Elizabeth Thornton,

Others: Felicia Zhang

The meeting was called to order at 7:02 p.m. by Amanda Mikhail, RFSC President.

1. President's Report – Amanda Mikhail

- Amanda and Maureen are meeting weekly. Maureen's priority is meeting with club leadership and understanding the current state of the club
- Amanda attended the coaches meeting. Maureen will be the point of contact for the coaches to the board. Amanda will stay connected to the coaches but Maureen will be the main contact.
- Senior Payment Policy – communication regarding this policy did not get to all of our coaches so they did not know how to respond to inquiries. We think with the addition of Maureen the communication problem will fix itself. We have also received feedback from parents that we may want to revisit the cancel/make-up portion of this change.

2. Secretary's Report – Stacy Dierauer

- Review and approval of the August meeting minutes
Jeff makes a motion to approve the minutes and Kelly seconds the motion
Motion passed – 10 in favor – 1 abstain

3. Treasurer's Report – Laura Schroeder

- We are at year end and our bottom line is \$50,000
- Budget wise we did great this year. All sections stayed close to budgeted amounts
- Ice time only lost \$1,100 for the year.
- The amount for fundraising can cover all anticipated.
- L2S did awesome
- The board thanked Laura for another great year
Andy makes a motion to approve the Treasurer's Report and Tammi seconds the motion
Motion passed – All in favor

4. Club Director Report – Maureen Schembri Wismayer

- The board welcomed Maureen and we did introductions
- Last month Maureen spent time meeting with the coaches and only had 1 meeting left to complete
- Maureen met with Ed
- Maureen is currently working on a coaches handbook
- Maureen is also working on a collaboration between L2S and hockey
- Maureen met with Anne to set up the office priorities

- Anne will put the L2S into Jack Rabbit – Laura mentioned that she had concerns and wants to be sure we are doing it both ways for the first session
- We will be paperless for billing by next billing cycle

5. Jr. Board – Felicia Zhang

- The Halloween party is off and they will be changing it to a Christmas party with L2S

6. Consent Agenda

- TCFSA Report – No report
 - We removed L2S, TOI, and Synchro from the consent agenda.

Laura made a motion to approve the consent agenda with the removal of Theatre on Ice, Learn 2 Skate and Synchro and Lori Jean seconds the motion

Motion passed – All in favor

7. Learn 2 Skate – Elizabeth Thornton

- Fall 1
 - Kids – 213
 - Starts – 304
 - Compared to Fall 1 2014 (201 kids; 301 starts)
- Tim added photo release to Fall 2 registration, and all future registrations
- Working on creating set curriculum/lesson plans for all L2S classes, as well as testing standards
- Implementing L2S evaluations of program and coach by skaters/parents
- Implementing L2S evaluations of coaches by L2S Director
- Upon request from staff, I have created a scheduling matrix that takes into account ratings, years of service with RFSC, and availability. Coach evals will eventually factor into this as well.
- L2S Orientation Meeting for new families to be held Tues Sept 22 6pm (future meetings will be held the Tues prior to the 1st week of each session)

8. Theatre on Ice – Jamie Santee

- All commitment forms have been submitted for our team of 20 skaters
- Final budget to be submitted to the office by no later than Sept 28th
- Submitted ice cancellations to Eva and gym start times. Also, sent to coaches to review for ideas on how to fill cancelled times.
- Meeting soon with team managers to discuss overview of season and begin committee and parent volunteer search.
- Kick-off party/parent meeting in October
- Proposal for Skate-a-Thon/Fundraiser event attached
- Amanda asked for a timeline and Jamie said as soon as possible in order to get volunteers.

9. Synchro – Vikki Dalquist

- Vikki reported that she has 10 skaters for the Open Juvenile team so they are going forward with a competitive team for the season. They also have one additional skater who is training with the team. They are evaluating this each month and deciding if they keep offering her the training or move her into an alternate spot.
- They have 13 skaters in the Fall 1 Beginner & Pre Juvenile class. This is two less than the number she figured on for costs, but they made money on this summer and last spring's class and she will see if she can make any adjustments. They have two Pre Juvenile level skaters who were unable to do the class this fall but intend to return in late October.
- She recruited managers for the Open Juvenile team

- She communicated to the current Pre Juvenile level team parents about the status of this team and the fact that they need a few more younger skaters to make this team work
- She communicated about both their competition outfits and practice outfits for Open Juvenile
- She cut music for the Beginner and Pre Juvenile teams that they used at camp and will use for their competitive programs this year, assuming they have the teams

Old Business

10. Show Update – Tim Rinkel

- Show tryouts are on October 24
- We are waiting on the US Bank grant – Chris Gade said he is working on it.
- Maureen is meeting with Ed. He would like to be sure the correct people are working on the correct projects.

11. Upper Great Lakes Regionals 2017 – Laura Schroeder

- Laura said the hotels are in place for the officials
- Hotel blocks were added
- Gretchen Wilson said that she and Carol will handle everything official
- Most chairs are in place
- Laura will be going to Regionals
- 500+ non qualifying and 300+ qualifying

12. Hiawathaland – Jeff Germer

- The notice was added to TCFSA
- Questions – are we getting an ad out? Do we have a sanction? Is Lee the hold up?
- Jeff will check with Jenny to see what she has heard from Tim
- Chris suggested we revisit the list that was generated last year to attract skaters

New Business

13. Policy Update – Tammi Desens

- The board will review the update and send suggestions to Tammi

14. Board Priorities – Amanda Mikhail

- The board discussed the top priorities and came up with this:

2015-16 RFSC Priority: Grow Overall Membership & Program Participation	
Specific Goals:	Specific Actions:
1) Increase L2S to Contract conversion	<ul style="list-style-type: none"> • Understand roadblocks, detractors to conversion • Determine historical baseline • Establish action plan to address issues • Measure progress
2) Improve customer satisfaction	<ul style="list-style-type: none"> • Evaluate customer satisfaction • Understand roadblocks, detractors • Establish action plan to address issues • Measure progress
3) Increase marketing, community participation	<ul style="list-style-type: none"> • Leverage social media • Grow public presence
Desired Outcomes: <ul style="list-style-type: none"> • Larger skater base, in general • Larger skater base in specific programs like L2S, <u>Synchro</u>, TOI, Competitive Skating, Ice Show • Larger volunteer base • Increased revenue 	
Maintain our foundation: <ul style="list-style-type: none"> • Maintain what we've invested in, including increased focus on financial diligence, personnel, policies, etc. • Maintain our positive momentum 	

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Andy makes a motion to end the meeting: Kelly seconds. All in favor. Meeting ends at 9:23 p.m.

Respectfully submitted,
Stacy Dierauer, Secretary Rochester Figure Skating Club