



Meeting Notes

Meeting Title	Brookings Figure Skating Club
Date/Time Start	Oct 1, 2023 at 4:00 PM
Date/Time Stop	Oct 1, 2023 at 6:35 PM
Location	Larson Ice Arena
Categories	Competition Chair, Fundraising Chair, New Business Old Business, President's Report, Secretary's Social Director, Treasurer's Report, VP's Report membership Chair
Attendees	Rebecca Barber, Chris Buus, Trish Matson Buus Sara Carlson, Lilly Estling, Aleycia Gerlach Fred Hatton, Jodie Louwagie, Shelby Meersman Janice Nielsen
Apologies	Shannon Rasmussen , Julie Underwood
Minutes by	Fred Hatton

Additions to Agenda

Aleycia Gerlach/Social Director

How many points should the social director receive, 20 points is the amount offered to the publicity director.

Currently board members have taken on the role of positions that have not been filed currently.

Social director expectations would be to facility skaters becoming acquainted with other skaters and families becoming more acquainted with other families.

Ideas: Parents retreat, Pumpkin carving (skaters bring own pumpkin) since we are in October. Pizza night. Charge \$5 to ease budget constraints. Movie day, Sleeping bags, projector, snacks. Movie could be the basis for the ice show.

It is important to ask for help and get additional help.

Voting Results

Proposed by: Jodie Louwagie
Vote Result: **Approved**

Seconded by: Janice Nielsen

Secretary's Report

Minutes

Voting Results

Proposed by: Lilly Estling
Vote Result: **Approved**

Seconded by: Jodie Louwagie

Treasurer's Report

Monthly Activity

Year to Date Financial Status

Fundraising Chair

Krispy Kreme

Ordered 585 dozen donuts, pre- sales were 393

192 day of sale donuts

\$3878.75 was paid for donuts

Send thank you note to the Barbers for picking up donuts.

Ordered Tracking sheets from UPS Store \$10

\$5000 net profit.

Many people donated funds

\$16 was a good price point.

The event went very smoothly.

Advertise presale donuts only at Radio station and day of sale only at Back in Motion

Did contact phone numbers of no shows for Krispy Kreme donuts. Maybe people thought that it will be on Hobo Day.

A few people may demand refund, good idea is to pay their money back.

Should we include a disclaimer on unclaimed donuts for next year.

Janice will create a file for next year on best practices.

Pick up slip have a spot for a person to write their names.

Big game and Parents day may have contribute to the higher traffic.

Tropical smoothies owner made breakfast burritos one year, and brought out smoothies to volunteers this year. Bring a box of donuts to the Cove to win them over.

Pizza Ranch

Pizza Ranch is on the 9th of October 5-8.

South Dakota Day of Giving

Upcoming

Spring raffle

Upcoming

Other Fundraising Opportunities

Looking into it.

VP Report

Audit Update

Board needs to discuss what the process should look like.

Outstanding checks are listed in the Quick Books ledger, but not on the ledger.

Still need to verify Stripe account and PayPal account.

Need to have memos in quick books for transactions and have some more data in the system vs. on paper.

Reason for an audit is to make sure that we keep everything honest.

Jodie was asked if any glaring errors were present, Jodie answered that no there were not.

Bring the findings to the treasurer (What next).

Three accounts; Competition, Scholarship, and Operations, The account divisions were originally created for a specific reason. For example competition was in October and the club had to pay for ice time.

Volunteer Points

Have not yet handed off the position to Paulina.

Propose at club wide meeting that all positions be filled going forward.

Holiday Expo

Upcoming

What is Holiday Expo: after the first session of Park and Rec lessons skaters can participate in a "fun" ice event. Usually we try to get Park and Rec kids to join BFSC.

Membership Chair

New Membership Update

Total members was 67, we are at the same total number, this is pre-season, so good growth.

The idea is to have slow and steady growth going forward.

Coach list was published and two new coaches have yet to get all of their paperwork.

Need approval for an associate member. Motion was moved by Trish and seconded by Jodie and approved.

Total membership might reach 75.

Good amount of coaches to skaters

Doubled amount of pre-season ice.

Trish proposed an increase in coach pay for next year. Increase offer coaches helping ICE Chips and try it free events. \$25 for Lead Coach and \$20 to for coach helpers per half hour (Currently \$20 for the lead coach and \$15 for the coach helpers). It would also increase the pay to \$45 for the lead coach and \$35 for the coach helpers (Currently \$40 for lead coach and \$30 coach helper per event).

Jodie made motion to amend to original motion made by Trish that would have increased by \$5 across the board for lead coach and coach helpers. The new motion Increases the pay to \$30 for Lead Coach and \$20 for coach helpers per half hour and \$50 for lead coach for try it free events and helpers will be \$35 per event.

Motion to increase by Jodie

Second by Lilly

Motion passed.

Welcome to the club gifts: t-shirts club will cover the cost of shirts and family members will pay for theirs.

Trish showed a mock up of the t-shirt to the members in attendance.

\$13 - \$15 would be the proposed cost.

This year's design is unisex

Order from will be ready for club wide meeting.

New updated pricing for yard signs and decals. Price went up \$7.50 for decals and \$32 for yard signs.

New change in coach eligibility (previously coaches could 16 years old) now you have to be 18 years old to be a coach through ISI.

As a club we can make it happen for 16 and 17 year olds. We require liability insurance for all coaches, a 16 year old can access the back door liability insurance through ISI.

Junior instructor certification is available through ISI.

Motion by Trish to approve qualified 16 year olds as a coach for BFSC on a case by case by the board as long as they have met club qualifications

- Complete a Professional Agreement with the BFSC.
- Subscribe to Personal Liability Insurance and provide proof of such to the BFSC.
- Adhere to the ISI Tenet of Professionalism and Code of Ethics.

These coaches would be able to participate in the club professional reimbursement program.

Second by Jodie

Motion passed

How do we guide skaters in the program. Working on a template to provide a path for skaters going forward.

\$30 ISI handbooks are useful to skaters/coaches

Trish asked to purchase more handbooks.

Over sixty guest for the glide and slide event.

Did email to Darren and Josh to confirm ice time for club ice during the official season.

How you craft mentorship programs (more fun, less obligation) leads to success.

Voting Results

Proposed by:Trish Matson Buus
Vote Result:Approved

Seconded by:Jodie Louwagie

Ice Show Chair

Coach/Theme

Possible show director

And many possible helpers

Timeline

working on theme, but still need a coach/director first

Maybe information will be available next month

Valentines Day box with suggestions for theme

More data

Lilly was able to get a hold of a thumb drive loaded with helpful data

Competition Chair

Competition date (2/24/24–2/25/4)

Promotion of Competition

Early Bird

President's report

Coaches

More info soon

Learn to skate

Waiting to hear back from contacts

Festival of Lights Parade

Will send in app once notice has been received.

Senior Pictures

There a new skater joining as a senior (senior picture). Possible two seniors for pictures this year.

Storage/locker room

January 2nd to February 15th is the window to send a letter of inquiry. Grants typically awarded in May. Long process, Looking at \$7500 for the lockers, look at paying for ICE Chips coaches. Chris suggested that we add additional items and add it to the grant proposal.

Storage unit offered but too small for our needs.

\$3000 over three years for sponsorship and asked for having their name on the scoreboard. Chris looking into it. A Building Center (apostolic religion) they do not want their name attached to competitive sports.

Looking for at least 3 years commitment or more. Trish put together a template for sponsorships.

Caring Closet

Trish will mention our program at this meeting. Janice suggested a special program for children with disabilities. It may helpful to mention that we do have members with disabilities.

Old Business

[Website update:Sarah](#)

New Business

Club Wide Meeting

October 15th Fall Kick off and club-wide meeting.

Chris is heading up the Club wide meeting and asked for ideas from the board members

Chris shared the proposed agenda with the board.

Will probably have to have more than one meeting to accommodate the amount of members.

Board members can add their own slides to presentation, shouldn't be a long drawn out process. This meeting will help parents put faces to names.

Next Meeting will be November 5th at 4:00 PM

Adjourn

Voting Results

Proposed by: Trish Matson Buus

Seconded by: Jodie Louwagie

Vote Result: **Approved**