

April 21, 2020 SFFSC Board Meeting Minutes

**Call to order:** The meeting was called to order at 7:10 pm. Board Members in attendance were Barb Ebeling, Jane Eilders, Pat Hoier, Katie Jess, Jim Naro, Wendy Quam, Deb Melstad, Erin Steever, Jennifer Sigette and Riley Klein (Coach Liaison), and Tom Stengrim (Interim Operations Director)

Not in attendance was Jennifer Kilmer (USFS Membership Chair) .

Guest members in attendance were Beverly Lush (Club CPA), Julie Mickelburg, Carl Carlson, and Mary Akkerman

**Approve meeting agenda** Jim moved to approve the meeting agenda. Barb seconded and all approved.

**Approve last meeting's minutes** Erin moved to approve last meeting's minutes. Barb seconded and all approved.

#### **Senior Skating Exposition and Junior Board Acknowledgement- Patrick Hoier**

Thanks to Tom and the coaches that made the Senior Skating Exposition happen. It was great to see our skaters on the ice, on Facebook Live and during the Keloland interview. Deb added the skaters knew what to expect on the ice but were blown away by the parade that happened after. The Junior Board had been very active this year and put together a lot of different things for the Christmas Show, spring show planning and most recently challenging each other with social media off-ice skills.. Pat wanted to acknowledge the hard work that Junior Board officers Mackenzie Melstad, Tessa Eilders and Lily Derynick did this past year. All three were fantastic and brought the group together. Deb offered that Mackenzie mentioned how much the junior board meant and wished it would have been around sooner. By having time together off the ice, it allowed them to focus on skating during their time on the ice. Junior board members also called themselves out during their meetings for skating etiquette in an effort to continue working on the on-ice safety culture of the club.

#### **Update on Election and Bob Putnam Award- Wendy Quam**

There were four nominations for the board. There will not be any elections as we have four candidates for the six open positions. Returning board members are Jennifer Sigette, Erin Steever, Barb Ebeling, and Katie Jess. There was more than one candidate for the Bob Putnam Award and therefore will need to have a means to vote. Online voting will go out within the next week.

#### **Update on change of accountant and financial systems- Erin Steever, Tom Stengrim and Beverly Lush**

Beverly is our new accountant. We were looking into getting a new accountant prior to COVID breaking out. We have switched over to Quickbooks Online which will allow more users access that we were missing previously. Having accurate and up to date financial information is paramount to any organization. Tom stated Beverly has offered in depth financial analysis. Tom feels her selection to be brought on was a good decision. She has a strong background of working with nonprofits and is fully engaged, offering policy and processes to create a solid financial foundation as we recover from cancellations this spring. There is \$1500 owed to her: \$500 setup, and \$500 each for two months of service (March and April). Beverly has agreed to be paid \$200 for a few months until we get in better financial stability. The remaining \$300 per month is deferred until better financial standing.

### **Financial Report- Erin Steever, Beverly Lush**

Treasurer's report and financial update were provided by Erin Steever and Beverly Lush.

### **Director Report- Tom Stengrim, Interim Operations Director**

First week and a day, Tom has talked to a lot of people internally and externally. Saturday's Senior Exposition was a highlight.

Tom has reached out to coaches and they have a standing meeting every Wednesday from 6:30-8. Erin and Jennifer have joined. The coaches drafted working agreements with Tom's assistance for next year. Jane from Blaine will join their call next week to talk about the coaches' agreements.

We also need to create a financial model that will work. Without our fundraisers to carry us, we need to model out future ice time so that we aren't losing money.

He is also working on an updated financial status. Members that have made donations and asked for rebates will be emailed receipts for their record.

He will reach out to members next. That got put on hold due to Saturday's event

We need to be strategic in filing ice time. Brian Prisbee and Joe Zuggar are supportive of the SFFSC and understand our current circumstances.

Jane asked Tom if he has had a chance to talk to any parents or members. Tom said got in a few but will get started on that later this week. Tom will be putting out surveys from Survey Monkey.

### **Coaches Update- Riley Klein**

Riley gave a coaches update that they have been in contact with Tom. They are working on draft agreements with Tom for the upcoming year. As independent contractors they are offering some off-ice skills Zoom based classes for suggested donations.

### **Scheels Iceplex ice availability- Patrick Hoier**

Because no shelter in place was put into effect, Scheels is offering ice time back up with the same rules as before: 10 skaters per sheet of ice. This could change at a moment's notice.

### **Volunteer Requirements- Board Discussion**

Every year we have a volunteer requirement. We are in a very strange situation this year in which the events requiring most volunteer time were cancelled. Pat doesn't think it is ethical to cash volunteer hours if hours were not completed as the majority of hours come through the cancelled events.

Barb felt very strongly in the same way. Not only did we lose the majority of revenue producing events, we also lost volunteer opportunities

Katie moved to forgive the volunteer requirement for the 2019-2020 season and send an email with three options 1) return the check 2) shred the check or 3) donate the fees back to the club. Barb second and all approved.

### **Update on Spring Show Plans- Board Discussion**

Discussion was held on the spring show plans. Items discussed were looking at something late summer/fall and costumes that had already been purchased. Riley stated the beginning of the season is the hardest part of the year. She said they could do it but the quality of the skating would not be the same as the end of the year. The longer we put a decision off, the harder it will be to return costumes. We also would need to offer a refund for the show or funnel this into a fall show. We still have \$4,942.90 that has not been indicated as refund/donate/voucher. Tom recommended suspending all operations until June 30, until the new board comes on. Jennifer moved to cancel the spring show and offer refunds and the opportunity to donate registration fees to participants. Jim seconded and all approved.

### **Summer/Fall Programming Planning**

Tom offered suggestions. At this point, we have suspended operations until the end of the fiscal year. In July and August, we will need to get coach agreements in place. In addition, the amount of board turnover will have an impact.

The most realistic start day would be September 1. We need to be on ice no later than October 1 to prepare for ISI Competitions. Tom has not had any conversations regarding USFS Competitions. USFS Regionals are in October and Sectionals in the fall. Skaters would need to be on the ice now to prepare for Regionals.

Julie encouraged the club to use Scheels IcePlex ice until there is a sound financial plan in place. Pat agreed with this statement.

Erin moved to suspend operations until June 30. Jane seconded and all approved.

### **Other items for the good of the club.**

Pat stated he will be stepping down as of tonight (as President and a board member) due to a family health emergency that requires his attention. Jennifer will be stepping up as vice president. Pat thanked the board for all their hard work and he hopes for the best for the figure skating club.

Deb gave the Scrip report and noted some money earned in March.

Wendy nominated Erin for the role of Vice President and Treasurer to fulfill the term. Jim seconded and all approved.

**Adjournment.** Jennifer moved to adjourn. Jim seconded and all approved.

Meeting Adjourned at 8:48 pm.