

July 9, 2019 SFFSC Meeting Minutes

**Call to Order** The meeting was called to order at 7:04. Those in attendance were Jennifer Sigette, Wendy Quam, Erin Steever, Jane Eilders, Jennifer Kilmer, Julie Mickelberg, Karla Derynck, Jim Naro, Pat Hoier, Barb Ebeling, Tiffany Thornton and Riley Block.

**Approve Meeting Agenda** Julie moved to approve the agenda as amended by moving new meeting date after voting for executive positions. Jim seconded and all approved.

**Approve Last Meeting's Minutes** Jim moved to approve the June 11 minutes as amended. Jane seconded and all approved.

**Vote of New Officers** Nominations for President Jennifer nominated Pat. Jim nominated Jennifer. Jennifer declined the nomination. Pat accepted the unopposed nomination. All approved.

Nominations for Vice-President Pat nominated Jennifer. Jennifer accepted the nomination. All approved.

Nominations for Secretary Pat nominated Wendy. Wendy accepted the nomination. All approved.

Nominations for Treasurer \*Please note, the Treasurer will chair the financial committee and be responsible for 10-15 hours a month Pat nominated Erin. Erin accepted the nomination. All approved.

USFS Test Chair Jane has held this position in the past. Jane nominated. Jane accepted. All approved.

Safe Sport Representative The Safe Sport manual has been updated. Not every board member has to be safe sport certified per Tiffany. If volunteering at any function, the volunteer must be certified if in contact with kids. Karla nominated and accepted. All approved.

Membership/volunteer chair This chair's responsibilities include keeping track of membership and volunteer hours. Barb nominated and accepted. All approved. Wendy and Karla will assist Barb to keep consistency from past years. Fundraising Chair Jennifer will oversee the committee. All approved.

**Change Meeting Dates:** Discussion was held on when will work best for the new board, coaches and parents. It was decided that we will set up the next month's meeting time each month. Pat moved to meet Sunday, August 11 at 7:00 pm. Jim seconded. All approved.

**Director's Report TOI Nationals:** The bid we submitted went to Wichita, KS and was announced during this year's TOI Nationals in Alabama. Our bid is still good for 2021 along with one other program. We received a nice letter from USFS. Eric (from the Scheels Iceplex) and Tiffany will meet with the Sports Authority and Patrick Daschle to discuss the bid and other opportunities. Three of the last four years, TOI Nationals have been held at a premier type of center. Given that, there is no way it could be held at the Iceplex.

*USFS Membership list* Tiffany sent the updated list to Jennifer, Jennifer, Pat and Jane. She will send the updated list to Barb and Wendy. We have 50 members so far. September will be a big month for our club for membership. Jennifer Kilmer noted people had trouble reading instructions and that she doesn't have access to Sports Engine for info/needs to have information from SportsEngine to update her listing. Pat and Jennifer Sigette will work to give access to Kilmer along with Tiffany to grant Jennifer Kilmer access to Sports Engine.

*Clinic with Watertown* Watertown is having some issues with finding dates. They are still working on it but more likely September. Tiffany will keep us updated

*Fall/Winter Schedule* Brian, Jennifer Sigette and Tiffany sat down with hockey people to nail down ice schedule. Nothing has changed from last month. Brian and Tiffany will sit down this week to make sure it all looks good.

*Registrations* Tiffany continues to work on LTS to make it as seamless as possible. She will be doing a September class similar to last year. Everything will kick off right after Labor Day.

*Coach Liaison* The coached selected Riley Block to be a liaison to the board.

*Income from Summer Registration* Tiffany estimated it to be \$3500 to the good. All the way through June and into July \$1,161 to the good. June Ice bill was \$3,546 and will go down in July and August.

Someone had asked if there was a possibility to offer SFFSC ice in August after school starts (before the season officially starts). This was bought at the last minute last year. There was also discussion on how long does Brian's Iceplex ice will go.

*Forecasting end of August* Unless no one skates in August, we won't go in the negative and will be covering ice and coach costs.

*2019-2020 membership* When \$3,127.53 is taken out for USFS costs, \$1,596 will go to the club. There was discussion of which month does it go into the SFFSC account- will likely reflect in July. The treasurer need to dig into which month it went into account. Motion to accept: JIm Second: Jane Favor: all in favor

**Standing Reports** *Membership Update by Jennifer Kilmer, USFS Chair* 29 membership (skaters and adults). Jennifer noted the secretary is responsible to report to report to USFS the next board and executive board. Kilmer will send info to Wendy on who to send the report to. We need to give info to Kilmer next year to know who has paid/connect new process to Sports Engine.

*Club Membership Chair* We will need to set up fall kick off meetings. We need to include Deb Melstad in the meeting to discuss the new Scripts program. Also will need to coordinate with Tiffany's registration. This meeting needs to be held mid August. By next meeting, we will need to have a set date to publicize.

*Treasurer's Report* Jennifer received the first reports at 8:30 am this morning. Our accountant (Lisa) made tweaks. There is lots of confusion of where she is getting her numbers. However, the bottom line is good, things are just not allocated correctly. For example, expenses not being put in the correct area. Lisa wanted to backburner the unimportant stuff- the uncategorized report (untaxable). It was decided the newly formed finance committee should consider make a recommendation of hiring a new accountant.

Deficit Jennifer budgeted 188,00 in income/actual income 196,000 plus another \$6,000. In addition there should be another \$2,000 from TOI that will hit the books. We should end at \$204,000 YTD Expenses: \$224,00. We spent \$19,000 more than we brought in. We were expecting to lose \$17,000 Fiscal year is not closed out.

There was discussion of fundraising and revenue. Jennifer Sigette things that Theater on Ice parents still owe money. A quick analysis of money was held given the currently checking account balance and the expenses needing to be paid each month. If we need to move money, we will do an email vote.

The Finance Committee needs to tackle all of this and make a recommendation and make policy recommendations Pat moved to create a financial committee. Julie second. All approved.

Financial Committee Board Members: Erin Steever, Julie Mickelburg, Jennifer Sigette, Barb  
Suggestions for the financial committee include Sarah Kolbeck and Mary Ackerman. Erin  
will reach out to those people.

Jim moved to accept treasurer's report as submitted. Julie seconded. All approved.

*USFS Testing Chair* Nothing to  
report/hoping for a fall session

*Show  
Committee*  
Nothing to report

**Old Items** *Fundraising Plans for 2019-2020* Fundraising Committee Board Members:  
Jennifer Sigette (lead) and Jim Naro Suggestions for the fundraising committee include  
John Gintvainis, Deb Melstad and Sue Salter. Jennifer will make a plan for the next year  
and present it at the next meeting

*Bylaws Committee* (this needs to be an internal committee)  
Bylaws Committee Board Members: Jim (lead), Pat and Barb

Develop a Junior board committee  
Jane (lead), Julie, Sigette and  
Karla

Develop a Volunteer Committee  
Barb (lead), Wendy and Karla

Budget Development Committee  
See finance committee above

Policy Review  
Committee Wendy and  
Jim

Will review Weather, cancellation, complaint policy, medical/injury policy, check writing and  
expense writing, photos and privacy/social media. Wendy will look through what we have on  
website and drive and Jim will look through the USFS items.

Marketing Committee Starts with Internal communication Board Members: Jennifer Sigette will chair (She also offered Jeff Kline to Co-Chair), Wendy Suggestions for committee members include: Cathirine Ingham, Sarah Kolbeck, coach Alicen's fiance, and LTS representation. Karla will think of any LTS families. Jennifer moved to create a marketing committee. Jane seconded. All approved.

*Review the 2019-2020 season program and practice schedule See above*

*Coach membership on board* Riley will be our coach liaison. This position is to be appointed by coaches. The Bylaws need to be updated to include this position.

Meeting adjourned at 8:48 and moved into executive session.