

**Sioux Falls Figure Skating Club  
Board of Directors Monthly Meeting  
7:00 pm, Tuesday, August 11, 2020  
SCHEELS IcePlex Conference Room**

Board Members Present: Sarah Hanson, Tom Stengrim, Carl Carlson, Barb Ebeling, Erin Steever, Katie Luggar  
Board Members Absent: None

Carlson moved and Stengrim seconded approval of the agenda as presented. Motion carried.

Stengrim moved and Carlson seconded approval of the minutes of the monthly Board meeting for July and notes of all working sessions held during the month as presented. Motion carried.

Membership Report:

41 SFFSC Members: 4 Board Members, 5 Coaches  
2 Collegiate Members  
20 Home Club Members  
9 Learn to Skate Members

Monthly Financial Report: The transfer of accounts from Central Bank (formerly MetaBank) is proceeding on course. Account numbers have been finalized and the Accountant is to order checks. A balanced budget will be available for adoption by the end of the month.

Monthly Programming report: Registration for LTS USA, Aspire, Freestyle, Adv. Classes and Hockey Skating Academy opened August 9.

After 2 days: 1 Hockey, 3 LTS, 2 Freestyle, 0 Aspire, 0 Advanced Classes

(Also noted that August ice averaged 13-15 skaters registered per Monday offered.)

Enrollment numbers need to be examined two weeks prior to start of session, with underutilized ice (those times on which the number of registered skaters will not produce sufficient revenue to pay for the ice) to be considered for cancellation or combination (of classes) or other adjustments. Drop-in ice will be offered at a higher rate (+\$5) for remaining sessions of freestyle.

Discussion of Scrip program tabled.

The website domain sffsc.com is now under GoDaddy and has been renewed for 10 years. Stengrim has access to the emails under the domain.

Final versions of the 1099 and W2 working agreements were considered. With the following change: Section 8 (Non-Interference with SFFSC) from the 1099 contract to be added to the W2 contract with the addition that "This clause can be waived by vote of the SFFSC Board of

Directors,” it was moved by Stengrim and seconded by Carlson that the agreements be adopted. Motion passed with Hanson and Luggar abstaining.

Appendices A (Coaches Code of Ethics, Standards and Conduct) and C (Conflict Resolution Policy and Form) were presented in final format. Stengrim moved and Ebeling seconded they be adopted - motion passed. (Appendix B [Pay Scale] had previously been adopted.)

The issue of an outstanding unpaid employment agreement from the 2019-2020 season was raised. After discussion, it was determined that this contract should be honored by the current Board and paid from this year’s budget. Stengrim moved and Steever seconded the motion - motion passed. A note was made that all job descriptions under consideration this year (and in the future) should include a notice that if the skating season is canceled for reasons beyond the control of SFFSC, the contract is similarly canceled.

Updated Position Descriptions: An additional description (for the position of Learn to Skate Concierge) was distributed for consideration along with those previously distributed (Program Coordinator, Administrative Coordinator Director of Marketing and Corporate Communications, USFS Test Session Chair, and Hockey Academy Coordinator). Presentation of a marketing plan by a candidate for the position of Director of Marketing and Corporate Communications will be made via Zoom on Monday, August 17, during a working session.

Saturday, September 12 2020 SFFSC 2020-2021 25th Year Kick-Off will include a free “Try Skating” event from 1:00-2:00 pm to encourage new members to join and a “State of the Club” presentation will be made to current membership. Patrick O’Neil and Denise Hughes of USFS will be in attendance to meet with the Board and to provide training to skaters in the Junior Instructor program. A proposal by O’Neil to offer private lessons was discussed, but it was determined that between Theatre on Ice auditions (7-9), Junior Instructor training (9-1), Try Skating (1-2) and Membership Meeting (2:30), the day was sufficiently full, and the offer should be declined.

COVID-19 Protocol - Hanson presented a first draft of a Return to the Rink plan for input. This is to be finalized and adopted before the Sept 12 Kick-Off Event.

Steever has been contacted by Gracie Gold’s representatives to determine if SFFSC would be interested in hosting one of Gold’s educational events. It was determined that this is not the right time for such an event - maybe an offering during Christmas break might be better.

The Board entered into executive session to discuss communication from USFS.

The next Board meeting will be Monday, September 14 at 7:15 pm at SCHEELS IcePlex. Working sessions will be Monday, August 17 at 7:30 via Zoom and additional as needed.

Stengrim noted that he will be deployed effective September 6 and will be attending future meetings via Zoom.

Carlson moved and Steever seconded adjournment at 9:36 pm. Motion passed.

**Sioux Falls Figure Skating Club**  
**Board of Directors Working Session Agenda**  
**7:30 pm, Monday, August 17, 2020 via Zoom**

The meeting convened at 7:34 pm with a marketing presentation by Katelyn Conover, who provided a comprehensive and considered plan for bringing consistent and professional messaging across a variety of platforms, at this time emphasizing Facebook, but utilizing more traditional media and with plans to move into other social media platforms. It was noted that "Advertising/Marketing" was going to require a line in the proposed budget and moving forward.

The latest revisions to the proposed position descriptions for Program Coordinator, Administrative Coordinator, Director of Marketing and Corporate Communications, USFS Test Session Chair, Hockey Academy Coordinator and Learn to Skate Concierge were presented by Hanson. Steever moved and Stengrim seconded that the revised positions be accepted - unanimous pass. The next steps will be to approve the 2020-2021 budget, then introduce and fill those positions.

***NOTE:*** Due to a need to move forward, especially in programming and marketing the upcoming sessions of Learn to Skate, Hockey Academy and Freestyle/Advanced Classes, online votes were taken on August 25 to fill the following positions:

*Director of Marketing and Corporate Communications - moved by Stengrim and seconded by Carlson to contract Katelyn Conover to fill this position.*

*Program Coordinator - moved by Stengrim and seconded by Carlson to contract Sarah Hanson to fill this position*

*Administrative Coordinator - moved by Stengrim and seconded by Carlson to contract Tasia Hillestad to fill this position*

*Stengrim, Carlson, Steever, Ebeling and Luggar voted yes. Hanson abstained.*

**End of August 25th actions**

Hanson presented a draft COVID protocol in a document entitled "Sioux Falls Figure Skating Return to the Rink Plan" that emphasized physical distancing, class management, use of face coverings and hygienic practices, drawn from a variety of sources including US Figure Skating, Hockey USA, and the Center for Disease Control. This plan is to be shared and followed. Moved by Stengrim and seconded by Ebeling, motion passed.

The renewed D & O documentation is to be saved to the drive by Stengrim when finalized. This is required of the Club and no action need be taken.

The discussion item of exceptions to published requirements was tabled at the suggestion of Luggar due to passage of time.

The proposed new mission statement: "We provide opportunities and instruction for skaters of all ages and abilities, encouraging their passion for ice sports and empowering them to reach their goals" was presented. Stengrim moved adoption, Steever seconded - motion passed.

The date/time for the next SFFSC Board meeting will be Monday, September 14 at 7:15 pm. The next working session was set for Monday, August 31 at 7:30 pm at SCHEELS IcePlex.

The meeting adjourned at 9:30 pm.

Respectfully submitted,  
Barb Ebeling, SFFSC Secretary

**Sioux Falls Figure Skating Club**  
**Board of Directors Working Session Agenda**  
**7:30 pm, Monday, August 31, 2020 at SCHEELS IcePlex (with Zoom option)**

Katie Luggar was unable to attend in person due to illness and not able to link in during the meeting.

Registration Status/Update:

19 LTS - Sat = 11; 8 = Monday

LTS Hockey = 9 TOTAL (3 on Wednesday)

Freestyle ice:

**11 Sundays**                    **bold indicates session is at break-even or better**

5 Mondays

**6 Tuesdays**

3 Thursday all levels (early)

9 Thursdays (later)

8 Saturday

(23 skaters have registered)

Following discussion, it was determined that we should contact Brian Prisbe to eliminate the earlier ice on Thursdays (if possible - this only involves two weeks 9/3 and 9/10 and would be used for Theatre on Ice after auditions) and for this first session (Sept-Oct), advanced classes would be canceled due to low enrollment (3 on Thursdays and 7 on Sundays). Classes can be re-introduced for the next session; additional consideration as to what classes are offered may be warranted.

Membership Class Discussion -- Conversation about differences between access to and cost of freestyle ice to Home Club members and Secondary Club members was conducted. It was determined that we should advertise the cost to secondary club members as the same as drop-in (\$25 vs \$20 for home club members registering for the whole session).

Due to recent changes in the full-time job description (not the SFFSC role) of the Program Coordinator, a re-division of duties between the Program Coordinator and the Administrative Coordinator will be developed and presented.

A "State of the Club" report to members, drafted by Hanson will go out via email to the membership. This communication will include a thank-you to those who have made financial donations to the Club since activities ceased in March, a broad picture of the proposed budget for the year (conservative and break-even), how the Club continues in absence of a full-time director, details of the pricing structure for the year (just how much ice really costs the Club), and a call to join the fundraising committee.

A conservative, break-even budget was presented for the 2020-2021 skating year. Stengrim moved and Carlson seconded adoption of this budget - unanimous pass.

A balanced budget will depend on raising approximately \$15,000 through various means (traditional fundraising, grants, corporate sponsorships, etc.). Carl Carlson, as treasurer, will serve as chair, together with a non-Board parent. This committee will make recommendations for fundraising and take the lead on following through with those activities deemed most appropriate.

SFFSC Board Meeting schedule -- through July 2021

Sept 11 evening with Denise & Patrick & Board update USFS; review checklist\*

September 12 Kick-Off Event

Monthly Board meetings on the second Monday at 7:15 pm:

Sept 14 (add Deb to agenda)

Oct 12

Nov 9

Dec 14

Jan 11

Feb 8

Mar 8

Apr 12

May 10

Jun 14

\* After this meeting, the Club received notice that USFSA would not be sending any personnel to Sioux Falls for the September events, due to coronavirus surge. Their portion of the junior instructor training could be conducted remotely.