

**Sioux Falls Figure Skating Club
Board of Directors Monthly Meeting Minutes
Wednesday, July 24th, 2024, 8:30pm - Zoom**

Present: Molly Daniel, Wendy Quam, Riley Block, Kendra Karsky, Krystal Paulson, Mackenzie Melstad, Deb Melstad, Tasia Hillestad

Call to Order: The meeting was called to order by President Kendra Karsky at 8:30pm.

Approval of Agenda: 1st: Molly Daniel, 2nd: Krystal Paulson

Approval of June Minutes: 1st: Krystal Paulson, 2nd: Raegan Kline

REPORTS

Coordinator's Reports

Deb Melstad: Membership & Volunteer

- Two club members still owe fundraising dollars after many communications sent. \$5 late fee added per month.
 - Riley will call members to discuss options
- Goal is to get all members to volunteer instead of pay, but \$4,951 was raised from families that chose to pay.
- Alarming number: 17 home club members who have not bought memberships yet for 24-25
 - Deb and Riley working together to reach out to them.
- Deb compiled a report with an overview of fundraising and volunteer \$\$\$. See below.

Raegan Kline: LTS

- Second summer session: 50 skaters
- Shooting Stars
 - June 13 skaters; \$600
 - July 14 skaters; \$704
 - August 15 skaters; dollars pending
- Using attendance tracking: Uplifter
- Fall signup dates will be released soon
 - September 4 is the first day of Fall programs

Tasia Hillestad: Events Coordinator

- Dates are set:
 - USFS LTS USA competition October 25-26 (very comparable to ISI)
 - Invite regional clubs: Mitchell, Pierre and Watertown
 - Awaiting name and budget; need ASAP
 - Winter Show December 15
 - SF ISI competition March 14-16
 - Idea: small clinic on Friday night. More details to come
 - Spring Show May 3

- Would like to set formal budget for each event
- Structure volunteers differently for each event
 - o Volunteer coordinator for each event
 - Can assign duties on SignUp genius
 - o Fundraising/Ad Sales
 - o Food (where applicable)
 - o Decorations
 - o Meet once a month to work on details
 - o Tasia is working on detailed document with all of these details
- How do we share documents with non sffsc email members?
 - o Google Meet
 - o Volunteer coaches communications
- Can the club purchase a Zoom membership?
- Structure for saving historical information
- Previous vendor agreements & fees; where is it saved?

Secretary's Report: Molly Daniel

Updated Staff and BOD contact sheet saved on Drive, linked [HERE](#)

Treasurer's Report: Wendy Quam

- Wendy still getting acquainted with financials
- Does BOD need to approve the fundraising ideas for the year ahead; still working on tracking money made from each fundraiser
 - o No more Flyboy
 - o Keep: dine-in, Butter Braids

Motion to approve report:

- 1st: Molly Daniel
- 2nd: Kenzie Melstad

Marketing Report: Submitted by Riley Block

Working on marketing timelines for each event and registration announcement. More details in Director report.

Director's Report: Riley Block, Club Director

- Summer Programming
 - o HA – 35 and 30 skaters; 43/40 last year
 - Inquiries for Fall
 - Anticipate busy session; help wanted for coaching
 - o Skills clinic: 13 for next session
 - Not a lot of opportunities for 9 and younger
 - o Advanced

- Attendance is lower on Thursday for MIF and Dance
 - A lot of drop-in versus package
- Freestyle
 - Busier than usual
 - Next summer drop Thursday morning and look for extra hour Monday or Thursday evening
 - Busy Thursday nights; 20 is safe number; getting 16-18 per night
- Summer Training
 - Had to cancel last session
 - Need to market better
 - Coaches see progress from skaters
- Finalized Calendar
 - Ice time has been secured, events set, and competitions scheduled
 - Will add fundraising, special events as needed
- Fall Registrations
 - Release date for major programming by August 1
 - Still working on TOI, Schools Out and Advanced
 - Hockey Cheer is new program being offered this year; working with Elle Quam on ideas
 - Use same ice time as TOI with one additional coach
 - Perform at Flyers games
 - Flyers coaches and leadership are favorable, but no response from their board
 - Contacting with SF Power next
- Invoice Policy
 - Propose that we update our policy to include a \$5 fee for creating an invoice
 - Specifically for walk-ins; takes a lot of manual work
 - BOD approved the late-fee of \$10 in 2023; Riley will double-check
 - Need to send a policy update to club members from Riley
 - Add notation to website as well
- Officially announced Mackenzie Melstad as SFFSC coaches representative
- Budget Updates
 - Riley working with Heather
 - Solidifying volunteer/fundraising/events budgets
- Policy for pick-up from July incident
 - Was a miscommunication between parents
 - Ensure emergency contact info is on all sign-ups (Deb will add)
 - Does our insurance cover Scheel's Ice Plex employees who got involved?

- Minor skating coaches were left in charge and that cannot happen again. An adult SFFSC employee needs to be prepared to stay until all skaters are picked up
- Riley will create a written policy for special events
 - LTS parents should remain at rink for safety/injury issues
 - Look at SafeSport coaches training
- Move ISI & Spirit Wear to next meeting
 - Kenzie has report of remaining items
 - Skater council needs to be assembled – Kenzie has been given the “GO” to move forward

Motion to Approve:

1st: Kendra Karsky

2nd: Kenzie Melstad

Coaches Report: Mackenzie Melstad

None

OLD BUSINESS

Skate-A-Thon is only fall fundraiser, keep it. Butter Braids for spring before Easter. Be on the lookout for other dine-in opportunities.

NEW BUSINESS

None; ran out of time

Next Meeting: August 20 7:30-9pm

Adjournment: Motion to Adjourn-

1st: Kendra Karsky

2nd: Molly Daniel

Meeting adjourned @ 10:45pm

2023-24 Fundraising & Volunteer Report

- Total Amount Invoiced = \$15,225 [48 Families: Home = 33, Aspire=9, Secondary=6]
- Total Amount Due (after completed requirements were deducted) = \$4,951.27 [31 families]
- Unpaid 2023-24 Fundraiser/Volunteer Requirements = \$161 [1 family]

2024-25 Membership Report	2024-25	2023-24	2024	2023	2024	2023
SFFSC Club Memberships	YTD	LY-YTD	June	LY-June	July	LY-July
LTS	54	40	34	22	20	18
HA	45	28	32	27	13	1
Aspire	4	7	2	3	2	4
Home Club	31	37	17	16	14	21
Sunlight	0	0	0	0	0	0
Collegiate	1	3	1	2	0	1
Secondary	2	0	1	0	1	0
USFS	0	0	0	0	0	0
ISI	2	0	1	0	1	0
Summer Skater (2024)	21	5	18	2	3	3
Coach	20	22	15	10	5	12
Admin	5	5	3	0	2	5
Total Number of SFFSC Memberships	183	147	123	82	60	65
Total Number of SFFSC Members	177					
Guest Day Pass	1	7	0	0	1	7

Scrip (RaiseRight) Report

2024	rebates eamed	to club	to families
Jan Totals	\$203.04	\$30.46	\$172.58
Feb Totals	\$385.43	\$59.40	\$326.03
Mar Totals	\$308.44	\$48.74	\$257.22
Apr Totals	\$207.24	\$31.09	\$176.15
May Totals	\$467.31	\$79.39	\$386.82
June Totals	\$230.46	\$39.46	\$191.00
YTD Totals	\$1,801.92	\$288.53	\$1,509.81