

## Hazen Figure Skating Club Board Meeting

Date: May 1, 2022

The Hazen Figure Skating Club Board Meeting was called to order at 5:00pm and opened in due form by Mandy Senske, HFSC President in the forum.

Establish a quorum.

The officer roll call resulted as follows:

<u>  x  </u>	Mandy Senske, President
<u>     </u>	Brooke Bauer, Vice President
<u>  x  </u>	Greta Sago, Treasurer
<u>  x  </u>	Sarah Yunker, Secretary
<u>  x  </u>	Jodi Hintz, Registration Coordinator
<u>  x  </u>	Lorisa Newman, Ice Show Coordinator
<u>  x  </u>	Rachel Buchfinck, Coach/Competition Coordinator
<u>  x  </u>	Brooke Borlaug, LTS Director (non-voting)

### Reports

#### Secretary:

The HFSC Board reviewed the Secretary's report.

A motion was made by Sarah to approve March's HFSC Board Meeting Minutes.

Seconded by: Rachel

All in favor: All            Opposed: None

#### Treasurer:

- Payroll is done
- Checks were sent from cutting music
- Quarterly taxes have been paid and submitted
- 941 has been submitted
- Ice Show numbers and receipt

The HFSC Board reviewed the Treasurer's report for April.

Motion made by: Jodi    to approve expense report.

Seconded by: Sarah

All in favor: All            Opposed: None

The HFSC Board reviewed the Treasurer's report for April.

Motion made by            to approve expense report.

Seconded by:

All in favor:    Opposed:

**President:**

- Mandy met with the HWS Board on April 6, 2022
  - HWS is willing to put the Ice Show practice schedule into our contract. March 13-17, 2023, HFSC has ice from 6:00-9:30pm and March 20-24 from 5:30-9pm. The Ice Show will be March 25 and 26, 2023.
  - I spoke to the board about a microphone system and said we would like to add something more permanent, and they are looking at the same concept. They took it on as an action item to reach out to sound companies and would let us use their updated system if they move forward with it.
  - HWS has agreed to let us have the ice on November 12, 2022, from 12-4pm to use for partner practice with Zane. I have reached out and asked for additional time and have not received a response. In the future we should consider earlier weekends. This is the first weekend hockey games start for the season.
  - HWS would like for us to maintain the cleaning we are currently doing into the 2022-2023 season. Jodi makes a motion to continue cleaning with a few small changes.  
Motion Seconded by: Lorisa  
All in favor: All Opposed: None
    - A new skate room is currently being built and the cleaning room will be redone.
- Spring Meeting flier has been posted for the membership on 04/24/2022
- Dakota Gasification Company donated the walkie talkies we used for the 2022 Ice Show.

**Vice President:**

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**Ice Show:**

- Ice Show went well. Have received positive feedback from attendees. Service points for the ice show were a little bit confusing this year.
- HFSC would like to clarify that one person should be signed up for one job. If two people report for the same job one of them may be given another job.
- Front desk coverage needs to be a bit more organized, otherwise one person tends to get stuck doing it all the time.

**Registration:**

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**Test/Competition Coordinator:**

- We have 11 skaters skating at the Bismarck Spring Session.
- Bismarck test session is May 6th, the deadline to Register April 27th. We have four skaters testing in this session.
- I reached out to Zane about coming to Hazen again this Fall to do dance partner practice with our skaters. He said he is willing to do that. His only available dates for November at this time are November 12th & 19th. Mandy was able to secure ice time with Hazen Winter Sports for November 12th from 12-4. I reached out to Zane to let him know we were approved for Nov. 12 and he added it to his calendar.  
I would like 1 or 2 more hours of ice for Zane on Nov. 12th, because we have more skaters this year and would like to schedule in some breaks for Zane.
- Minot competition will be permanently changed to the first weekend in February.

**New Business:**

- 2022-2023 proposed session dates. The tentative date for the 2023 competition exhibition is January 22nd . February 5th will be a make-up day if needed.
- The HFSC board will develop a procedure for approving independent parent run fundraisers.
- The board is considering developing a policy for senior spotlights.
- Teanna Hintz is interested in coaching for HFSC for the advanced program. Sarah makes a motion to secure a contract with her for the 2022-2023 season. Motion seconded by: Lorisa  
All in favor: All      Opposed: None
- Lorisa makes a motion to renew contracts with Brooke, Brandy, Rebecca, Lindsey and Abby for the 2022-2023 season. Rachel seconds the motion.  
All in Favor: All All Opposed: None
- A coaches meeting has been set up on May 9th at 5:30pm at the Bison Bar and grill.
  - Coach training - icoachskating and PSA membership. All of the coaches are interested in participating in training in all areas. Mandy has found some virtual training that the coaches are interested in.
- Job duties
  - President
    - Responsible to take charge of the Club
    - Responsible to create a meeting agenda for Board Meetings
    - Request agenda items 1 week prior to the Board Meetings and create agenda via the president/vice president for the meetings.
    - Preside at Board Meetings
    - Responsible to make sure all board members are current on the USFSA
    - Responsible to maintain contracts with coaches
    - Responsible to maintain contract with Hazen Winter Sports

- Supervise and manage the club and property, maintains the power to suspend any member for violating the bylaws or regulations of the club
- Responsible to sign checks and other documents as needed
- temporarily suspend any member for violating the bylaws or regulations of the Club pending action by the board of directors

○ Vice President:

- The Vice President spot requires heavy attendance to Sunday evening skating to facilitate the VP duties.
- Responsible to assume President's duties in his/her absence
- Responsible for setting up a fundraiser (session 1)
- Responsible for requesting sponsorship and donations (letter to be sent by October 1)
- Responsible for raffle ticket prizes and sales (Ice Show) – Permit must be filed with City of Hazen by January 1
- Responsible to honor sponsorship tiers/fulfill HFSC obligations
- Responsible for organizing other fundraising activities as needed
- Responsible for cleaning/zam scheduling
- Assumes other responsibilities as deemed needed by the board

○ Secretary

- Responsible for recording the meeting minutes of the Club and the board of directors
- Maintain reports and documents associated with the Meetings ei. File financial reports and meeting minutes.
- Maintain board election dates and election results
- Minutes must be typed up within 7 days of the board meetings the google drive
- A PDF of meeting minutes shall be included on the HFSC website.
- Responsible to sign checks as needed
- Confirm member roll numbers for quorum meetings.
- Treasurer
- Responsible for all deposits.
- Verifies online deposits are accurate
- Responsible for providing a monthly financial statement of all deposits and expenditures and the supporting bank statement documents. The financial statement and bank statement must be initialed by two board members and approved by a vote each month.
- Responsible for all payments and payroll (coach payroll, HWS rent (due by the 1<sup>st</sup> of every month), taxes (filed quarterly & yearly), etc....)
- Responsible to ensure a 990N postcard notification is sent in notifying the IRS HFSC is still operating by February 1 (annually)
- Responsible for filing all tax documentation

- Responsible to sign checks along with the president or designated officer or member of the board of directors.
  - Reimburse other board members with confirmed receipts
- Registration Coordinator
    - Responsible to ensure all skaters and coaches are registered with USFSA
    - Responsible to create and distribute attendance sheets
    - Responsible to create folder for each level with attendance sheets and testing papers
    - Responsible to relay private lesson requests
    - Works with the head coach to verify appropriate levels
    - Renew annual membership
  - Ice Show Coordinator
    - Sets Ice show date
    - Responsible for the theme and execution of the ice show including costume measurements and ordering and scheduling.
    - Responsible to work with the head coach on music selection and group selection
    - Responsible to schedule picture date for ice show
    - Responsible to order books, flowers, stuffed animals, and other gift options
    - Responsible to schedule rehearsal, working, cleaning, decorating, picture schedule
    - Gifts
    - Scheduling hockey boys
  - Comp/Test Coordinator
    - Responsible for updates regarding test and competition
    - Responsible for reserving hotels rooms
    - Designated Safe Skate compliance officer
    - Coach meetings
    - Name tags

#### **Unfinished Business:**

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#### **Miscellaneous:**

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#### **Action items:**

- We are planning to purchase some coach training materials.
- Review job duties and discuss in the future.

Meeting adjourned time: 3:50pm

Respectfully Submitted: Sarah Yunker, Secretary