

Skating Club of Oregon DBA Winterhawks FSC

Board of Director's Meeting Agenda Tuesday | October 19th, 2021

6:30 p.m. – Zoom Meeting

WFSC Mission Statement

The primary focus of the Winterhawks Figure Skating Club (WFSC) is to improve, encourage and advance the sport of Ice Skating in all its forms.

Board Ground Rules

- Respectful and accountable to one another
- Patience
- Value individual expertise, opinions, and perspective
- Trust one another
- Open communication

The Board should be:

- Efficient
- Positive
- Approachable
- Inclusive (skaters, parents & coaches)
- Action oriented
- Forward looking
- Transparent
- Empower others
- Fiscally responsible

Identified Priorities

- Leadership
- Growing numbers to feed membership
- Increasing revenue
- Policies and procedures
- Definition of roles (staff and volunteers)
- Expense management
- Ensuring that coaches "voice" is heard, engaging them as part of process
- Compliance with Safe Sport

Board Members:

Ikaika Young, Izumi Harukuni, Kristin Velasco, Tiesha Rask, Eunice Kim, Brittney Shiue, Michaela Dorf

WFSC Chairs:

Public Relations Chair: Shirley Yau

Test Chair: Doug Hansberry

Sanctions Chair: Bob Raemer

Meeting Agenda

1. Roll Call at 6:33pm
 - a. Board: Ikaika Young, Brittney Shiue, Michaela Dorf, Izumi Harukuni
 - b. Other members: Shirley Yau, Nadya Klochkova (joined at 6:35pm agenda item 3)
2. September 21st, 2021 meeting minutes uploaded on Basecamp
 - a. Approved by Ikaika, seconded by Shirley
 - b. No changes required, minutes approved
3. Vote on Safe Sport Chair
 - a. Ikaika asked for recommendations to fill this role be received at the next meeting

- b. Shirley to fill this position in the interim
- c. Confirmed that new board members – Brittney and Michaela – are both already Safe Sport certified

4. Committee Reports

1. **President – Ikaika Young**

- Finance Committee met in early Oct to update and finalize the 2021/22 Operating Budget.
 - Need approval from the board for skater support items
 - Budget needs to be approved by the board – see finance report below for more detail.
- Details for 18 introductory members were sent from WSC
- Not yet received 45s promotional video from the junior board

2. **Finance – Izumi Harukuni**

- September Financial report uploaded to Basecamp
- Low activities in September, received the OSC test reimbursement and insurance and web hosting paid
- Investment account is still down but is starting to recover
- Revised budget for 21/22 uploaded to Basecamp. Some items to note:
 - Increased budget for annual membership
 - Increased budget for junior board
 - Includes bridge skater reimbursement income
 - Increase in USFS membership fee
 - Increased skater stipend – see agenda item 6 for discussion on who should receive stipend this year
- Budget is similar to 2019/20 if not for covid and is conservative with regards to income and expense.
 - Ikaika approved the budget, Brittney seconded.
 - Budget approved by all 4 board members.
- Shirley removed from Wells Fargo account and Brittney added
- Discussion on documents from financial advisor at Charles Schwab – no change to contract or fees but documents need to be signed. Uploaded to Basecamp for review.

3. **Fundraising – Kristin Velasco (not present, report provided below in advance of meeting)**

- No specific fundraisers are scheduled
 - goal for year?
 - junior board?
 - sell pies, bread braids, etc.
- Nutcracker programs: good fundraiser, need to have tables posted at strategic times
 - also need email blasts
- Raffle baskets for Nutcracker

4. Membership – Eunice Kim (not present)

- Need to know how many members were added this month – please confirm that WSC sent details of 18 intro skaters
- Please send details to Izumi for skaters to be registered
- Shirley may have added 5 more members through PR outreach during skate school
- Goal is to have 100 intro members by the end of the fiscal year

5. Hospitality/Junior Board – Tiesha Rask (not present)

- Junior Board – update written by Lara Bhardwaj, provided by Izumi
 - Planned spirit week activities for w/c 10/25: Monster Monday, Witch Wednesday and Freaky Friday
 - Spooky Skate 10/30 2-4PM – games will be re-used from previous years and junior board will hang posters by end of week 10/23
 - Planning an outing to Sauvie Island Pumpkin Patch haunted maze for skaters aged 10 and over – Ikaika suggested that the regular pumpkin patch might be a better idea to include everyone and not exclude kids based on age.

6. Public Relations – Shirley Yau

- Information booth was set up at WSC on 10/17 from 1:00-2:30pm
- Reached out to 5 different families, will follow up and pass on information to Brittney
- Need to provide education to new skating families with information on what comes after group lessons. Short term goals:
 - design a pamphlet/brochure to educate new skating families
 - create a FAQ page on our website for new members
 - host an information booth at the rink once a week for outreach purposes – Shirley happy to staff booth at the weekend, need volunteers for during the week.
 - Ikaika suggested setting up an online sign up sheet for volunteers to help staff booth.

5. New Test Session Date (11/12/21 vs 11/15/21)

- a. Next test session has been changed from Monday 11/15 to Friday 11/12 due to test judge availability
- b. Tiesha to reach out to Doug regarding hospitality requirements

6. Skate Support/Stipend

- a. Historically funds were budgeted to provide support to skaters attending sectionals and nationals. With the introduction of the Championship Series and no regionals who should receive the stipend?
- b. There is \$3,000 in the budget and with 6 skaters attending the Championship Series the Finance Committee recommended \$500 for each skater.

- i. Ikaika proposed that the board accept this recommendation, Izumi seconded.
 - ii. Recommendation approved by all 4 board members.
 - c. Currently no budget to provide a stipend/support for any skater attending nationals – this can be discussed and the budget revised if necessary at a future meeting.
 - d. Something to be discussed for future budgets is how to use stipends to motivate skaters and/or create more opportunities for all types of figure skating.
7. OSC Meeting (10/21/21)
 - a. Reminder that meeting will take place on 10/21
8. Show Tables & Sponsorships
 - a. As an additional fundraising event for the club it is proposed that tables are set up on the ice to provide a premium seating option for the show.
 - b. Regular tickets \$20 per person, tables to seat 8-10 people with option to provide food/drink – could charge \$200+ with profit going to the club.
 - c. Subcommittee formed to discuss this further regarding what to offer and budget etc
 - d. Michaela to set up meeting with Kristin, Tiesha, Shirley and Brittney to follow up
9. Show Sanction
 - a. Ikaika to reach out to Bob Raemer
10. Winterhawks Game Ticket Sponsorship
 - a. Portland Winterhawks have created a fundraising code for game ticket purchases - \$4 off all tickets bought with code will be given to WFSC
 - b. Further details to follow
11. Junior Board Billing
 - a. Need to double check hours billed by junior board for skate school – should be \$28/hr with a maximum number of 2 volunteers per hour.
 - b. Actual dates volunteered need to be listed out on invoice

New Business

- Ikaika mentioned costume rental for the show – some people have paid the rink, some have paid the club – Brittney will determine what is owed to which entity and follow up with IEA kids who have not yet paid.

Adjourn | Upcoming Calendar

- Next meeting date: November 9th at 6:30pm
- December meeting: December 14th at 6:30pm
- January meeting: January 11th at 6:30pm

- Meeting adjourned at 7:29pm.