

Skating Club of Oregon DBA Winterhawks FSC

Board of Director's Meeting Agenda Tuesday | November 9th, 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 6:32pm
 - a. Board: Ikaika Young, Brittney Shiue, Tiesha Rask, Michaela Dorf, Eunice Kim, Kristin Velasco (joined at 6:42pm during agenda item 3 - Membership Update)
 - b. Other members: Shirley Yau, Nadya Klochkova
2. October 19th, 2021 meeting minutes uploaded on Basecamp – no changes required, Ikaika approved the minutes.

3. Committee Reports

1. President – Ikaika

- a. Nothing to report

2. Finance – Izumi

- a. Financial report for October sent by email – read by Ikaika
 - i. Please note bookkeeper has not responded with October report. WF \$19,840.79, CS \$256,356.25 Total assets \$276,197.04 Bank statements are uploaded to BaseCamp.
 - ii. No ordinary income. Gain in CS account is \$32,939.61
 - iii. Expense: OSC membership \$350, Ice rental \$2500, Skater support \$40.44, Spooky Skate \$38.14
 - iv. Jr. Board Skate School hours billed to WSC. July –October, 2021. Total \$1512.
 - v. Tax filing (Federal is done. Oregon is getting prepared).
 - vi. Waiting for the report from Eunice on Bridge skater registration.
- b. There is paperwork at the skating center for Izumi to pick up.

3. Fundraising – Kristin

- a. Not present at this time

4. Membership – Eunice

- a. Not yet added new members or renewals to the system.
- b. Question regarding members with multiple USFS or LTS numbers and how to clean up this data.
 - i. An LTS number changes every year and is different to the USFS number which remains the same year to year. Could be why some members are showing multiple numbers.
 - ii. Ignore the LTS number but anyone who already has a USFS number - tell Brittney who will let them know they need to join as a full member.
- c. Do parents of intro skaters need a USFS number? Following discussion the answer was no. Shirley stated that in the past bridge skaters did not have a parent membership.
- d. Eunice to confirm the number of skaters vs number of parent memberships attached to the club.

5. Hospitality/Junior Board – Tiesha

- a. 11/12/2021 Test Session
 - i. Tiesha to provide coffee and simple wrapped snacks.
 - ii. Back locker room not available on this date for the judges – Tiesha to follow up with Brittney on where to place the refreshments.

6. Public Relations – Shirley

- a. Sunday information booth was hosted twice in October.

- i. Initial pamphlet made and distributed to potential club member families
 - ii. Need to include group training photos to complete
- b. Sent email to club members (parents only) to see if we can borrow any 6-foot tables for the nutcracker show
 - i. 6 available at the rink, possibly 2 in the off-ice room but these might all be needed for other purposes during the show – programs, raffle, refreshments etc.
- c. Invited by the Northwest Children’s Outreach to volunteer on Wednesday, November 10th.
 - i. Facility is still closed due to covid precautions so only limited number of spots are needed. Invitations have been extended to Jr. Board.
- d. Volunteers have been recruited to serve at the upcoming test session on Friday, November 12th.

7. Nutcracker Tables – Michaela

- a. Michaela, Shirley, Brittney and Tiesha met to discuss.
- b. Determined that 8-10 tables would fit on the ice. We’ll start with 8 and if they sell out we can add an extra 2.
- c. Shirley has sent email to membership to see who can lend tables to use – no response yet. Kristen has 2, Michaela has 2, Ikaika said the rink would buy some extra tables.
- d. We need to find chairs.
 - i. Michaela to follow up with Eunice regarding the possibility of borrowing chairs from her church.
- e. Need to confirm that the rink has rubber mats to put down on the ice under the tables as a walkway for access.
 - i. Ikaika to check if we have these or if they need to be ordered or rented.
- f. Decided that this is an idea that can evolve over time. Since this is the first year trying it out we determined that providing food and drink might be a step too far this year.
- g. The main selling point for premium seating is to provide a guaranteed, up close and unobstructed view of the skaters.
- h. We will however provide water, some small seasonal snacks (candy canes?) and hand warmers. We would also like to provide hot chocolate during the intermission. We would like to sell hot chocolate to all attendees but it would be included for the premium seating.
- i. We thought that with our minimal costs we could sell each table for \$175 with tables seating a maximum of 5 people (equivalent of \$35/person)
 - i. regular tickets are \$20/person
 - ii. Ikaika suggested possibly adding an overage charge of people wanted to sit more than 5 at a table.

New Business

- Kristen – nothing further to add regarding fundraising.

- This November has the largest skate school enrollment in 12 years. Does Kelly need any more help from the Jr. Board?
- Kristin brought up the Nutcracker Program as a fundraiser.
 - Suggested offering program messages for a lower price of \$5 this year to skate school families as a way to increase the number purchased. Ikaika thought \$10 is reasonable.
 - Discussion on possibility of offering different sizes for different prices – Brittney is ok with this since she will be putting the program together.
 - Shirley suggested having a word limit.
 - Is there an option to submit and pay online – this would make it easier and more accessible for people.
 - Ikaika suggested tasking the Jr. Board to approach local businesses (SuperPlay, Yoga Studio etc) to place ads.

Adjourn | Upcoming Calendar

- Next meeting date: December 14th at 6:30pm
- January meeting: January 11th at 6:30pm
- Meeting adjourned at 7:10pm.