

# Skating Club of Oregon

## DBA Winterhawks FSC

### Board of Director's Meeting Agenda Monday | November 21<sup>st</sup>, 2022

7:00 p.m. – Teams 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:**

Shirley Yau, Kristin Velasco, Tiesha Rask, Eunice Kim, Brittney Shiue, Michaela Dorf, Alec Schmitt, Fan Jiang

#### **WFSC Chairs:**

Test Chair: Alec Schmitt

Sanctions Chair: Brittney Shiue

#### **Meeting Agenda**

1. Roll Call at 7:04pm
  - a. Board: Alec Schmitt, Brittney Shiue, Kristen Velasco, Eunice Kim
  - b. Other members: Shirley Yau, Brandie Skariah, Aroa Calvo
2. October 17<sup>th</sup>, 2022 meeting minutes uploaded on Basecamp
  - a. Motion by Shirley to approve the minutes. Seconded by Kristin. None opposed, minutes approved
3. New Test Chair
  - a. Alec is now taking over the role from Doug
  - b. First session as official chair was on November 7<sup>th</sup>
4. Nutcracker
  - a. Total of 16 VIP tables (14 sold out, 2 for coaches)

- i. Brittney will order more tables and table cloths (will belong to the club)
        - I. *After meeting note:* ordered 6 tables and 3 tablecloths
      - ii. Aroa and Shirley will check the rink to see how many the rink currently has
      - iii. Eunice will take care of ordering the chairs for VIP tables
      - iv. Aroa and Brandie currently planning for the refreshments and table decorations; Kristin provided last year's information/numbers on Basecamp for reference
    - b. Mats were ordered by Alec, will store at the rink
    - c. Alec work with Ikaika to make sure pipe & drape and spotlights are ordered
    - d. Volunteers sign up will be sent out to club members via Newsletter
    - e. Program messages will close on December 10<sup>th</sup>
      - i. Brittney will work on composing program, Alec will print out/assemble at the rink
5. Committee Reports

## Committee Reports

### 1. Finance – Kristin

- a. Finance committee met on Monday, October 24<sup>th</sup> for the annual budget meeting
- b. Ice rental invoices from the rink for August (\$700) and November (\$1200) sessions billed; check issued for payment

### 2. Fundraising – Tiesha (not in attendance)

- a. Is working on the raffle baskets for the Nutcracker.

### 3. Membership – Eunice

- a. Not much of a change since last meeting, no new skate school memberships
- b. Brittney will send updated skate school membership list for both November and January skate school sessions

### 4. Hospitality – Aroa/Brandie

- a. Questions regarding the Nutcracker answered
- b. Provided breakfast for the Nov 7<sup>th</sup> test session; now with experience, know what to expect for future sessions. Next test session will be Tuesday, January 17<sup>th</sup>.

### 5. Junior Board – Lara (not in attendance)

- a. Junior board working on wreath fundraiser

### 6. Public Relations – Shirley

- a. Currently working on costumes for the Nutcracker
- b. Volunteer sign-up will be sent out via club newsletter
- c. Program messages will close on the 10<sup>th</sup> to allow for adequate assembly time

## New Business

- No new business, will focus on Nutcracker

## Adjourn | Upcoming Calendar

- Nutcracker Meeting on December 12<sup>th</sup> at 7pm