

**Skating Club of Oregon  
DBA Winterhawks FSC**

**Board of Director’s Meeting Agenda** Tuesday | February 15<sup>th</sup>, 2022

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.

<b>Board Ground Rules</b>	<b>The Board should be:</b>	<b>Identified Priorities</b>
<ul style="list-style-type: none"><li>• Respectful and accountable to one another</li><li>• Patience</li><li>• Value individual expertise, opinions, and perspective</li><li>• Trust one another</li><li>• Open communication</li></ul>	<ul style="list-style-type: none"><li>• Efficient</li><li>• Positive</li><li>• Approachable</li><li>• Inclusive (skaters, parents &amp; coaches)</li><li>• Action oriented</li><li>• Forward looking</li><li>• Transparent</li><li>• Empower others</li><li>• Fiscally responsible</li></ul>	<ul style="list-style-type: none"><li>• Leadership</li><li>• Growing numbers to feed membership</li><li>• Increasing revenue</li><li>• Policies and procedures</li><li>• Definition of roles (staff and volunteers)</li><li>• Expense management</li><li>• Ensuring that coaches “voice” is heard, engaging them as part of process</li><li>• Compliance with Safe Sport</li></ul>

**Board Members:**

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

**WFSC Chairs:**

Public Relations & Safesport Chair: Shirley Yau

Test Chair: Doug Hansberry

Sanctions Chair: Bob Raemer

**Meeting Agenda**

1. Roll Call at 6:40pm
  - a. Board: Izumi Harukuni, Brittney Shiue, Michaela Dorf, Kristin Velasco (joined at 6:47pm during agenda item 3)
  - b. Other members: Shirley Yau, Alec Schmitt, Sofia Inthalaksa (joined at 7:13pm during agenda item 4 – junior board update)
  - c. Junior board: Lara Bhardwaj

2. January 11<sup>th</sup>, 2022 meeting minutes uploaded on Basecamp – no changes required. Motion by Izumi to approve the minutes, seconded by Brittney and Shirley. Minutes approved.
3. Vote on New Board Member (and Interim President)
  - a. Brittney announced that Ikaika was resigning as president of the club therefore need to appoint a new board member and interim president to serve his term through June 2022.
  - b. Brittney nominated Alec as a new board member. Seconded by Michaela. Approved by all in attendance.
  - c. Izumi asked if anyone was interested in being president for the remainder of Ikaika's term.
    - i. Izumi nominated Brittney
    - ii. Brittney nominated Alec
    - iii. Discussion over what would be easiest for banking purposes. Izumi suggested keeping Ikaika as a contact for the bank until the end of the term and make changes after that, rather than making a change now and again in July.
    - iv. Shirley nominated Alec as President and Brittney to remain as Vice President since it would cause less disruption. Alec is now a full-time coach with the club and has time to devote to the role. His mother would also be a great resource for him since she has experience in this type of role.
    - v. Brittney seconded Alec as president
    - vi. Unanimously approved.
  - d. Discussion over the need to attract more club members to attend meetings, especially with re-elections coming up in June.
    - i. Need to send meeting invites to all club members.
    - ii. Need to reinstate monthly membership newsletter.
  - e. Shirley has agreed to continue as Safesport chair for the rest of the year through June 2022.

#### 4. Committee Chair Reports

##### 1. Finance – Izumi

- a. Financial report for January uploaded by Izumi onto Basecamp
  - i. WF \$25,977.44, CS \$250,814.94. Total assets: \$276,792.38
  - ii. No Income.
  - iii. Expense (\$1866) : Skater's stipend was distributed (\$500 x 6) in December and three are cashed in January (\$1500). One skater lost the check and it had to be re-issued! Accounting \$150, Square Space annual fee \$216
  - iv. CS decreased by \$6160.
- b. Half year summary (see December financial report)
  - i. Earned revenue: 52.5 % of budget
  - ii. Fundraising: 112.6% of budget – thank you Kristin!

- iii. Cost of fundraising: 21% of budget – a few more holiday show receipts to be paid out in February.
- iv. Cost of Junior Board fundraising: 37.5% of budget
- v. Total Expense: 37.6 % of budget
- c. Outstanding items
  - i. Ice rental for the November (\$900) and January (\$2000) test sessions – awaiting invoice from WSC
  - ii. Junior Board skate school service: received January check but missing December check, invoiced to WSC.
  - iii. Costume rental: 7 skaters (\$175): billed 13 to WSC
  - iv. Bridge skaters: need to invoice WSC: \$45 x 14 = \$630

## 2. Fundraising – Kristin

- a. 24 program messages sold for the holiday show - \$240 – paper and ink donated by WSC. Considering a price increase for next year.
- b. Raffle baskets raised \$490 – many baskets donated, expenses \$50
- c. Suggested that the junior board start selling wreaths much earlier – see discussion below agenda item 5 – Junior Board.
- d. The holiday show tables ended up losing money, but there were plenty of lessons learned and opportunities to improve for next year. Plan to offer a similar premium seating option for the spring show on May 7<sup>th</sup>.

## 3. Membership – Eunice (not present, provided update in advance of meeting)

- a. Currently have 89 club members and added 22 new members. 15 were introductory members and 7 adults.

## 4. Hospitality– Tiesha (not present, provided update in advance of meeting)

- a. No updates for January

## 5. Junior Board – Lara

- a. Holiday wreaths
  - i. Determined that it would be beneficial to start selling wreaths earlier than we have in the past since other organizations (cub scouts, sports teams) are doing it before Thanksgiving.
  - ii. Set up booth at rink with photo examples in late October/November to attract early sales.
- b. Rose sale - \$82 online, \$74 in person – Total \$156. Expenses = \$120. Profit = \$36.
- c. John is preparing skate school invoice.
- d. Food drive
  - i. Donated 80lbs food

- ii. It was a challenge this year to find an organization since the Oregon Food Bank is not accepting food donations from individuals at this time.
  - iii. Donated to Neighborhood House in Multnomah Village.
- e. Planning the Mother's Day flower sale for May.
  - i. Preorders will begin in April to try and increase sales by starting earlier.
  - ii. Flier will be created by April.

## **6. Public Relations – Shirley**

- a. Winter Games on 2/12 and 2/19
- b. Club cabinet make-over
  - i. Been trying to update cabinet for a long time. Could be used as a recruiting tool and publicity for the club
- c. Nutcracker costumes, props and table decorations all put away to attic
- d. Website maintenance – needs updating
- e. Suggestion to Eunice to send out member's newsletter more regularly in order to keep club members engaged and more involved.

## **New Business**

- No new business

## **Adjourn | Upcoming Calendar**

- Next meeting date: March 15<sup>th</sup> at 6:30pm
- Meeting adjourned at 7:18pm