

Winterhawks Figure Skating Club

Board of Director's Meeting Minutes Thursday | April 11, 2019

6:30 p.m. – Winterhawks Skating Center, Hawks Lounge

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/volunteers
- Expense management
- Ensuring that coaches "voice" is heard, engaging them as part of process
- Compliance w/ Safe Sport

Board Members: Ikaika Young, Shirley Yau, Izumi Harukuni, Amanda Kotlyer, Natalie Haima, Sun Park

WFSC Chairs: Doug Hansberry, Bob Raemer, Kristen Velasco, Tie Rask

Meeting Agenda

1. Roll call
 - a. Present: Ikaika, Shirley, Amanda, Tie, Natalie, Kelli, Kristen, Izumi
 - b. Missing: Sunny
2. Review and approval of Mar 2019 meeting minutes
 - a. Approved unanimously
3. Review of current meeting agenda

Committee Realignment

4. Committee(s) & Members Overview

Executive & Finance	Nominations	Fundraising
[REDACTED] (Chair Executive) - Ikaika Young 2. Treasurer (Chair Finance) – Izumi Harukuni 3. VP – Shirley Yau 4. Secretary - Amanda Kotlyer	[REDACTED](Chair) – Kristin Velasco 2. Izumi Harukuni 3. Jeannie Chun	1. (Chair) – Kristin Velasco 2. Natalie Haima 3. Izumi Harakuni
Membership	Public Relations	Test & Sanctions
1. (Chair) – Natalie Haima	[REDACTED](Chair) - Natalie Haima 2. Sun Park 3. Amanda Kotlyar 4. Tiesha Rask – Jr Board	1. (Test Chair) - Doug Hansberry 2. (Sanctions Chair) - Bob Reamer
Programming	SafeSport	Hospitality
1. (Chair) – Shirley Yau 2. Natalie Haima 3. Kristen Eirvin 4. Sofia Inthalaksa	[REDACTED](Chair) - Sun Park	1. (Chair) - Tiesha Rask 2. (Co-Chair) - Shirley Yau

5. Fill vacant board position(s)

- Board position remains unfilled. This board position is still mid-term (re-election of 2020). Recommend filling this position prior to general meeting

6. Committee – “Roles & Duties”

- Review & Read Committee “Roles & Duties” – APPROVE SUBMITTED ROLES

7. Committee Calendar Review (Basecamp)

8. General Meeting – Saturday June 8th 11:30 – 1:30pm

- Email communication about General Meeting – Send date
- Items to be covered in General Meeting
 - Board Member Elections (4 Board Members)
 - Shirley Yau (Eligible for re-election)
 - Natalie Haima (Eligible for re-election)
 - Amanda Kotlyar (Eligible for re-election)
 - Sunny Park (Eligible for re-election)
 - Possible general membership votes
 - Membership Award Presentations

Committee Reports

1. Executive – Ikaika

- Board RE-alignment finalized. Would like to vote on the final vacant board position due to our findings from the Nominations committee. There is still one more year left to serve for this vacant position and it would be a good idea to fill this prior to the general meeting.
- Upon reviewing our COA (chart of accounts) we found that there is currently no “classes” based on programs offered by WFSC. This missing link makes it difficult to generate a functional Statement of Functional Expense. Without this we cannot differentiate expenses incurred from programs versus operations. Program expense / income should also be categorized to each committee to refine detail and record keeping. Our goal is to finalize the classes and programs in the COA in order to properly prepare a 2019/2020 budget. Currently we have nearly 100 entries in the COA with no classes.
- WSC will be doing financial audits (mid April) for its 2019 Taxable year during that same time we will have a meeting with those accountants to advise adjustment to WFSC’s COA and assist with finalizing 2019/2020 budgets. This meeting will be a half day event with Executive and Finance Committee.
- Basecamp voting reminders, process to move digital votes.... 100% approval w/ a digital vote yes|no

2. Finance - Izumi

- In March, not much activity – all membership related. Owe some money to OSC and WSC for testing sessions and spring break camp and ice time.

3. Fundraising – Kristin

- Upcoming; Mother’s Day Flowers, Panera Bread, Noodles, Jr Board
- Once a month last Tuesday of the month – thinking of sweeteners that would work (maybe coaching lesson raffle? Coaches to meet and discuss...) – aim to get 9 months’ worth of fundraising events like this (assuming summer months will be off)
- Columbia fundraiser this past Winter around the Nutcracker performance? Need contact to collect monies
- Mother’s Day Flowers – cost will be \$20 and we will upsell them for \$30 – letter will need to be drafted for the donation of the flowers – Ikaika to provide letter with tax ID etc

4. Nominations – Kristin

The Nominations Committee oversees the nominations and elections to the Board. It should have three members, only one of which may be a Board member, *with exception of the President*. The jobs specifically are:

1. Collect names of nominees (one section says "selected by Nominations Committee")
2. Prepare secret Ballot for the Annual meeting
3. Make provisions for Write-In nominees
4. Make provisions for absentee ballots
5. Count votes, and report results to the membership and to US Figure Skating officials

Ikaika – move to approve Nominations Committee summary outline with additions as underlined above

Unanimous vote - YEA

5. Membership/Public Relations – Natalie

- I. Quarterly newsletter
 - II. Membership Report
- Junior Board – met Saturday 4/6/2019 after Gyro – almost all prepared Community Service topic ideas and fun event recommendations
 - Community Service chosen – visit and volunteer at Children’s Book Bank – May 8th or May 22nd (Wednesdays) in the evening

- Fun event they would like to plan– potluck Easter party for Saturday, April 20th – picnic, spoon egg race – may have to be postponed since date is approaching
- Next meeting for Junior Board in a few weeks

6. Test & Sanctions

The test session went well yesterday, finishing up 10 minutes ahead of schedule. 14 out of 16 tests passed. Two of those passed with honors: Gabriella Velasco's Preliminary FS and Andriy Kratyuk's Novice FS. Both skaters also scored a double on this test session by passing their Pre-Juvenile and Novice Moves tests, respectively. Congratulations to both. Thanks to those who helped out with the test session on music, hospitality, monitoring, and running the papers.

Financials:

- The OSC reimbursement request is in to their treasurer for \$960. Expect that in a few weeks.
- The USFS administrative fee was \$97 paid by e-check. Please record in the checkbook.
- At the end of Q2 we should be billed for this test session plus the June 15th test session. This one was 2.5 hours at \$335/hr should come to \$837.50
 - o I have not seen the invoice for Q1 test session ice rental, but it should be for four hours of ice rental for the two test sessions.
- Per direction from the Board I ordered an initial stock of pins and patches with quantities modified to cover the hardware earned in this test session (about \$130 worth of the total.) This totaled \$925.37 and was also paid by e-check; please record it in the checkbook. This is about a year's inventory, but keep in mind I didn't stock anywhere near every test so if we have adult or masters moves or FS, solo dance, pairs, and many of the regular dance levels I will order those as they come up and likely use that opportunity to restock the common test levels that are out.
 - o One parent did thank me during the test session saying her daughter was thrilled with her pin and patch from the last test session. Mitsumi also thanked me on a practice session on the ice. It seems this program is a hit with the skaters.

I will be running the test session at Lake Tahoe on 5/26, but there is no volunteer support needed from the Club. I will communicate the financials as usual, but if I pay for test session expenses (not my travel expenses) I will submit for reimbursement from the club for things like ice rental and judges travel. Test application fees are to Entry-eeze, then OSC, then to WFSC.

Our next test session at WSC will be June 15th, which will need the normal support functions of hospitality and music.

--Note: Going forward may be wise to budget \$12 per skater in the club for test expense expectations going forward for our internal purposes moving forward.

Volunteer discussion: Will need to convene in next meeting to discuss future of volunteer expectations for the members and reimbursements for volunteers

7. Programming

I. Programming Committee Outline

Chair: Shirley Yau

Committee: Sofia Inthalaksa

Committee: Kristen Eirvin

Committee: Natalie Haima (Public Relations)

Roles and Responsibilities:

Plan and develop an annual calendar, oversee the running of events such as Spring Break Camps, Summer Camps, Exhibitions, Christmas Shows, Workshops, Test Sessions and any on/off ice club activities/celebrations. Chair expects to work closely with committees and coaches who are in charge of scheduling and program planning, and teaming up with Public Relations in making sure information will be delivered to all club members including coaches and parents in a timely manner through various channels including but not limited to Basecamp, webpage, social medias or emails.

II. Upcoming Additions / Programming Committee Update

- SB Camp was a success, we have a pretty good turn out of skaters and parents. Along with Hospitality Committee, we have catered lunch for coaches and guests, refreshments were served during our evening workshops. Photos and videos have been posted on social media daily and all photos have been uploaded to our webpage last day of camp.

- Test session went well on April 6th. Results and photos have been shared and updated on social media and webpage.
- Along with Public Relations, goodie bags have been prepared and shared with skaters who will be competing the first time this season at Skate Nashville and SpringFest Open. Photos have been posted on social media and webpage.
- Programming Committee outlines have been uploaded on Basecamp projects.

- III. Ikaika – move to approve Programming Committee Outline Summary, Natalie second
 1. Unanimous passing

8. SafeSport

- I. Report on board & volunteer SafeSport compliance – 100% Board/Chair compliant?
 1. Some outstanding items

9. Hospitality

- I. Upcoming events – WFSC Test session June 15th 7:30-10am

New Business

1. Jr Board
 - Mission & Objective – Summary
2. OSC Report
 - Begin work with programming committee for 2019/2020 OSC grants
3. 2019 USFS Governing Council – Colorado Springs, CO May 1-4, 2019
 - Purchased Flight & Hotel (Ikaika)
4. Calendar(s)
 - Programs & Events
 - Fundraising
 - Jr Board
5. Open Floor
 - Ikaika to investigate custom clothing vendor recommendations
 - Review of updated, simplified membership pricing structure submitted by Natalie
 - i. Combined Adult and Senior members – 1-year terms
 - ii. Collegiate - \$104 to cover them for 4 years – works that way with USFS
 - iii. Coaching option – Ikaika proposes change to \$90 from \$70 – increased – tax-deductible for coaches
 - Move to approve updated pricing structure - Ikaika, AK second – unanimous to start with next membership year

Adjourn | Upcoming Calendar

- Noodles Fundraiser – Tuesday April 30th, 2019 | 4-8pm
 - Noodles World Kitchen, Beaverton OR
- Chipotle Fundraiser – Tuesday, May 28th – Add other details
- 📅📅📅📅Session Saturday June 15th | 7:30am – 10am
 - Winterhawks Skating Center, Beaverton OR
- Panera Bread Fundraiser – Tuesday September 24th | 4-8pm
 - Panera Bread WA Square | Tigard OR