

Skating Club of Oregon

DBA Winterhawks FSC

Board of Director's Meeting Minutes Monday | April 18th, 2022

7:00 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:

Alec Schmitt, 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 7:01pm
 - a. Board: Alec Schmitt, Izumi Harukuni, Brittney Shiue, Michaela Dorf, Tiesha Rask, Kristen Velasco, Eunice Kim
 - b. Other members: Shirley Yau
 - c. Junior board: Lara Bhardwaj
2. March 15th, 2022 meeting minutes uploaded on Basecamp

- a. Motion by Michaela to approve the minutes. Seconded by Alec. Minutes approved.
3. Governing Council Updates
- a. None of our board members are able to attend.
 - b. Our proxy will be Pam Dawson-LeMarr – PNIC President
4. Spring Show
- a. Tickets to go on sale Wednesday for \$10 per person.
 - b. Do we still want to do the tables? For how much?
 - c. No decision from coaches on which charity to support.
 - d. Brittney to produce the programs – will need family messages by the afternoon of May 3rd
 - e. Michaela offered to set up a table during Wednesday skate school to sell program messages/VIP table seating for the show. We should also do this during the dress rehearsals on May 3rd/7th.
5. Annual Meeting/End of Year Celebration
- a. Shall we stick with Raleigh Park – parking is tricky but it works
 - b. Dates – Ice fest is the first weekend in June, PNIC last weekend. June 18th suggested.
 - c. Two graduating seniors this year – John and Margaret.
 - d. Need to figure out timing – 1PM for food, 2PM meeting and board elections – should give time for skaters attending ROKKE and/or helping with skate school to get to the park in time for the meeting part.
6. Committee Chair Reports
- 1. Finance – Izumi**
- a. February and March finance reports uploaded to Basecamp
 - i. Income from Doug’s intel service hours will be down this year since we are hosting fewer test sessions at WSC.
 - ii. February income - \$4277
 - a. Holiday show raffle - \$490
 - b. Costume rental - \$25
 - c. Junior Board fundraising - \$156
 - d. Skate school service hours - \$294
 - iii. March income - \$104 – only skate school service hours \$224 (less Junior Board fundraising costs - \$120)
 - iv. Even though the market was not great in Q1, we did not lose much money in March.
 - v. Invoiced WSC for several things but did not receive payment back yet – Brittney offered to follow up with Ikaika.
 - b. Who will replace Izumi as treasurer?
 - i. Nadja was planning to take over from Izumi but now she has moved out of state who will be the next treasurer.

- ii. Need some transition time either before the Annual meeting or after.
 - iii. Lara asked how old you need to be to become a member of the board – 18 years of age.
 - iv. Kristen is interested but she would need to step down from fundraising.
 - v. Tiesha could take over fundraising and perhaps a new board member could replace her as Hospitality chair.
- c. What is the best way to transfer documents from Izumi's personal storage for use by new treasurer?
- i. Izumi suggested purchasing a flash drive to download documents and institutional knowledge – Alec concerned about possibility of losing a physical copy.
 - ii. Eunice suggested using either dropbox or basecamp since we already use those platforms.
 - iii. Brittney suggested downloading everything to dropbox and then maybe transferring it to basecamp. She could help with this. It is possible to zip a folder and move the whole thing into dropbox.

2. Fundraising – Kristin

- a. Nothing to report.

3. Membership – Eunice

- a. No changes in membership since last report – 80 members.
- b. Brittney reported that a new skate school sessions starts May 2nd

4. Hospitality– Tiesha

- a. Nothing to report
- b. Preparing for the Spring Show and Annual Meeting
- c. Junior board are interested in doing some fun fundraising – looking at 22 Below, a bubble tea company with teen fundraising programs.

5. Junior Board – Lara

- a. Earned \$224 for skate school volunteering in the month March.
- b. No April skater spotlight.
- c. Working on Mother's Day flowers videos.
- d. 11 people volunteered at the NW Children's Outreach on April 13th.
- e. Discussion on how many bouquets to order and how much to charge.
 - i. Last year bought 25 and only sold 20
 - ii. Offered bouquets at \$20 and \$40 price points
 - iii. Plan to sell online and in person
 - iv. Suggestion to purchase 15-20 \$20 bouquets and sell at \$30
 - v. Review pre-orders and adjust numbers accordingly.

- f. Elections will take place at the next Junior Board meeting.
 - i. 2 officer positions need filling
 - ii. All current Junior Board members can vote – hoping that Gabi and Minato will write their essays and become members before the next meeting.
 - iii. Will use a google form for voting – need to input USFS number.
- g. What is required from the Junior Board at the end of year celebration other than helping with the games.
 - i. Ideas for graduating senior gift – picture frame of memories, pillow, water bottle, fancy photo flipbook.
 - ii. Board members should introduce themselves and their positions.

6. Public Relations – Shirley

- a. Most items already covered.
- b. Club cabinet at WSC still in process of being updated – thank you Brittney and Alec.
- c. Looking for ideas for club member gifts to be distributed at the annual meeting.
 - i. Kristen suggested sweatshirts or blankets – blankets seemed a good choice, something that can fit in a backpack when travelling.
 - ii. Tiesha suggested that we could sew a patch onto a blanket – maybe Matt could help with this?
 - iii. Brittney reported that she is looking at joggers for IEA.
 - iv. Izumi reported that there is still about \$2000 left in skater support budget.
 - v. Next newsletter - May

New Business

- No new business

Adjourn | Upcoming Calendar

- Next meeting: May 16th at 7pm (Zoom)
- Meeting adjourned at 8:00pm.