

Skating Club of Oregon DBA Winterhawks FSC

Board of Director's Meeting Minutes Monday | September 18th 2023

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:

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

WFSC Chairs:

Public Relations: Shirley Yau

Test Chair: Alec Schmitt

Sanctions Chair: Brittney Shiue

Safesport Co-Chairs: Shirley Yau & Michaela Dorf

Meeting Agenda

1. Roll Call at 7:06pm
 - a. Board: Alec Schmitt, Brittney Shiue, Tiesha Rask, Michaela Dorf (joined 7:09pm, agenda item 6), Kristin Velasco (joined 7:24pm, agenda item 7)
 - b. Other members: Brandie Skariah
 - c. Junior board: Alëna Budko
2. June 23rd, 2023 meeting minutes uploaded on Basecamp
 - a. Motion by Tiesha to approve the minutes. Seconded by Eunice. Minutes approved.

3. 2022-2023 Year End Financials
 - a. See Finance committee report – agenda item 8.
4. 2023 Excel Final Qualifiers Stipend
 - a. As previously discussed and approved, our Excel finals qualifiers will each receive the \$500 stipend.
 - b. Our two qualifiers for 2023 were Anna Yau and Gabriella Velasco.
5. 2023-2024 NQS Sectional Qualifiers Stipend
 - a. Any club members qualifying for the NQS sectionals will also receive the stipend once the series is completed.
6. Club Jackets
 - a. A sample jacket has been sent to the embroidery company as a test. If it looks good we'll go ahead and get the jackets completed.
 - b. Need to figure out the pricing per jacket.
 - i. Logo setup = \$110
 - ii. Name on front of jacket = \$7.50
 - iii. 13-23 jackets = \$24.22 per jacket
 - iv. 24+ jackets = \$22.22 per jacket
 - v. Price per jacket around \$55 – mark up to \$100 should cover set up costs for now and for smaller orders in the future.
 - c. Motion by Tiesha to set the price at \$100, Eunice seconded the motion. No objections – motion approved.
7. Monthly Birthday Celebrations
 - a. Birthday celebrations will be held on the last Saturday academy of the month.
 - b. Brandie asked the board for a budget to purchase snacks/treats for the celebration.
 - i. Currently have about 126 members
 - ii. Money will come from Skater Support in the budget
 - iii. See how it goes with \$50 for September and reassess at the next meeting
 - c. Create an official budget for birthday celebrations at the next board meeting.
8. Committee Reports
 1. Finance – Kristin
 - a. Year-end report uploaded to basecamp, the bookkeeper is willing to meet with us and go through it item by item if required.
 - b. Junior board now has a sub budget set up, we need to do the same with synchro to keep better track of their money.
 - c. Club car wash raised \$450, need to find out how much the synchro car wash raised.
 - d. Need to update the bookkeeper with revised jacket costs for the budget.

2. Fundraising – Tiesha
 - a. Looking at various fast food fundraising options.
 - i. Mod Pizza 20%
 - ii. Ernestos 15%
 - iii. Panera 20%
 - iv. Panda Express 20%
 - v. Chipotle 30%
 - vi. Krispy Kreme – digital dozens
 - vii. Need to confirm whether any of these restaurants have a minimum spend.
 - b. Option to do Krispy Kreme fundraiser along with the Xmas show – could be something for attendees to purchase as snacks on the day – get 50% back on 20 dozen donuts.
 - c. Starting work on baskets for the show – Brittney will add a basket signup form in the next club newsletter.

3. Membership – Eunice
 - a. 105 members plus 19 Aspire members
 - b. Alec has just added 5 more Aspire members
 - c. Eunice noted that club numbers are lower now than pre-covid. Is this something we should be worried about?
 - i. It was noted that there is a lag time between WSC skate school members becoming club members as they do not sign up until they start testing.
 - ii. Skate school numbers are looking good right now, should help club numbers in the future.
 - d. Membership system is showing an outstanding balance – not sure why. Eunice is following up with USFS.

4. Hospitality – Brandie
 - a. No updates.
 - b. Confirmed that 16 is the maximum number of tables for the Xmas show and we are only having one performance.

5. Junior Board – Alëna
 - a. August was the first month with the new committee.
 - b. Had the club car wash in August and volunteering at the NW Children’s Outreach in September.
 - c. Planning the Spooky Skate for October 28th – need to confirm this date with Alec/Ikaika.
 - i. Considering donation stations at the event
 - ii. Maybe a basket raffle – Lake will reach out to Tiesha for advice on this.

6. Public Relations – Shirley (not in attendance)
 - a. See club jacket details above.
 - b. Brittney will send out the club newsletter before the end of the month.

c. The Nutcracker is coming – we'll start planning at the next meeting.

New Business/AOB

- Eunice suggested getting the next club newsletter sent out before the last weekend in September to introduce the Monthly Birthday Celebration.

Adjourn | Upcoming Calendar

- Next meeting: October 16th at 7:00pm
- Meeting adjourned at 7:51pm