

# Skating Club of Oregon

## DBA Winterhawks FSC

### Board of Director's Meeting Minutes Monday | October 17<sup>th</sup>, 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:**

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

#### **WFSC Chairs:**

Public Relations & Safesport Chair: Shirley Yau

Test Chair: Doug Hansberry

Sanctions Chair: Brittney Shiue

#### **Meeting Agenda**

1. Roll Call at 7:02pm
  - a. Board: Alec Schmitt, Brittney Shiue, Michaela Dorf, Kristen Velasco (left meeting at 7:27pm agenda item 4), Fan Jiang, Eunice Kim (joined 7:14pm, agenda item 3)
  - b. Other members: Shirley Yau, Brandie Skariah, Aroa Calvo, Taylor Miller
2. September 19<sup>th</sup>, 2022 meeting minutes uploaded on Basecamp
  - a. Motion by Shirley to approve the minutes. Seconded by Kristen. None opposed, minutes approved.

### 3. Nutcracker

- a. Tickets going on sale November 1<sup>st</sup>.
- b. Still need to order mats.
  - i. Alec to liaise with Ikaika.
  - ii. Brandie to look into back up option – possibly gym mats.
  - iii. Need to figure out storage for mats so they don't get used for something else or disappear during the year.
- c. Need to decide how many VIP tables to sell and for how much.
  - i. Ikaika suggested 14-16 tables – rink is 200 ft long.
  - ii. We had 11 tables last year, decided to start with 14 and then we can add a couple more if needed.
  - iii. Aroa stated there is a lot of interest from families. Alex confirmed there are 56 skate school and 30 IEA skaters taking part.
  - iv. After discussions Alec and Brittney suggested charging \$225 per table (\$45/person) – no objections from other members. 14 tables will bring in revenue of \$3,150, 16 tables - \$3,600.
  - v. Other revenue will come from skater program messages and the baskets.
- d. Aroa asked if we can sell skating club merchandise.
  - i. Michaela suggested setting up a subcommittee to look into this and make suggestions.
- e. Aroa asked about a budget for the tables.
  - i. Kristen stated that we did not set a budget in advance last year but it worked out about \$13/plate and \$10/bottle for the wine. Although the club cannot purchase the wine, it has to be donated. She would also like to stay involved in planning the tables even though she is no longer the lead.
- f. Shirley to update the website with information about VIP tables and program messages.
  - i. Program messages can be submitted as soon as the tickets go on sale on November 1<sup>st</sup>.
  - ii. Early submission will be \$15, after November 8<sup>th</sup> the cost will be \$20. Closes December 10<sup>th</sup> so that Brittney can produce the final program in time for the show.

### 4. Club jackets

- a. Update on everyone's thoughts regarding jacket options.
  - i. From a coaches' standpoint, the tighter and more fitted the better.
  - ii. No hood!!
- b. Shirley to follow up with Travis at Nike to get hold of some sample jackets.
- c. Michaela will try to speak with Travis as well since he is also a hockey parent.

## 5. Committee Reports

1. Finance – Kristin (not in attendance)
  - a. Kristen met with accountant and the finance committee will meet for the budget meeting on Monday October 24<sup>th</sup>.
2. Fundraising – Tiesha (no report since not in attendance)
3. Membership – Eunice
  - a. 116 members and 14 new skate school memberships. This is an increase from our previous meeting.
4. Hospitality – Aroa/Brandie
  - a. Questions regarding the Nutcracker already answered.
  - b. Providing breakfast for the testing session on November 7<sup>th</sup>.
    - i. Need to contact Doug to find out how many judges to cater for.
5. Junior Board – Lara (not in attendance)
  - a. Spooky skate is taking place at WSC on October 28<sup>th</sup> 2-4pm.
  - b. Next junior board meeting will be soon.
6. Public Relations – Shirley
  - a. Met with coaches to discuss the Nutcracker and started working on costumes.
  - b. Need to update website and start promoting via social media – need volunteers for the day.
  - c. Once we have received the test schedule from Doug can confirm hospitality and volunteers needed.

### **New Business**

- Ikaika has removed his credit card from the Basecamp account. Billing details need to be update with WFSC card to continue the service. Cost is \$99/month. Account with be frozen on October 19<sup>th</sup>.
- Brittney updated the admins for basecamp – Izumi removed, Brittney and Alec added. Ikaika still on the account until billing is fixed.

### **Adjourn | Upcoming Calendar**

- Next meeting: November 21<sup>st</sup> at 7:00pm
- Meeting adjourned at 7:44pm