

Skating Club of Oregon

DBA Winterhawks FSC

Board of Director's Meeting Minutes Monday | November 20th 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 7:02pm
 - a. Board: Alec Schmitt, Brittney Shiue, Tiesha Rask, Fan Jiang, Michaela Dorf (joined at 7:27pm, agenda item 4)
 - b. Other members: Shirley Yau, Aroa Calvo
 - c. Junior board: Alëna Budko
2. October 16th, 2023 meeting minutes uploaded on Basecamp
 - a. Motion by Tiesha to approve the minutes. Seconded by Brittney. Motion approved.

3. Club Jackets

- a. Sample has come back, and we have agreed to move forward with the jacket (priced at \$100 per jacket).
- b. Due to the Nutcracker coming up soon, will wait until after winter break to start pre-sale.
 - i. Last day for the first round of pre-sale will be January 20th (link will go live in the New Year).
- c. Proposed sizing dates: January 9, 13, 16, and 20.
 - i. Will have a size run for skaters to try-on.

4. Nutcracker

- a. Tables are all sold out and the menu is ready/set for the show.
- b. Plan to ask tables if there are any vegetarians and how many kids will be present at each table.
- c. Aroa and Brandie plan to have hospitality for skaters.
 - i. Request that if parents have any crock pots (or anything similar), that they please bring it for the evening of the show.
- d. Junior Board and Shirley will work to advertise family messages.
- e. Chairs
 - i. Eunice to rent 90 chairs for pickup on Friday December 15th.
 - ii. Michaela will pick up chairs at 8AM, would love some help unloading them at the rink 8:30-9AM on December 15th.
- f. Baskets
 - i. Tiesha has basket supplies, you can still sign up to donate a basket.
 - ii. Brittney will add basket sign up link to the club newsletter.
 - iii. Confirmation on how to pay for baskets.
 1. Square?
 2. Do we have a club venmo? In the past we have used a personal venmo and then reimbursed the club.
 3. Encourage cash!

5. Committee Reports

1. Finance – Kristin (not present)
2. Fundraising – Tiesha
 - a. Everything covered above.
3. Membership – Eunice (not present)
 - a. In need of a co-chair for membership, someone who is local.
 - i. Alec suggested Dina Radzwillowicz, Zofia's mom, as she is eager to get involved.
 - ii. Alec has already sat down with her to go through how to process a membership renewal.

- b. Motion by Tiesha to approve Dina as co-chair, seconded by Michaela. No opposition, motion approved.
4. Hospitality – Aroa
 - a. Monthly birthday celebrations are going well.
 - b. Sectionals send-off was a success.
 - c. Next birthday celebration will be Saturday December 9th.
5. Junior Board – Alëna
 - a. Two upcoming fundraisers.
 - i. Holiday cards – can pre-order on the website.
 - ii. Wreaths – using a different farmer this year to provide the wreaths.
 - iii. Need to send information to Brittney for inclusion in the club newsletter.
 - b. Junior board will hold the Secret Santa gift exchange on Saturday December 16th.
6. Public Relations – Shirley
 - a. Need to advertise the following to membership.
 - a. Skater messages in the Nutcracker program
 - b. Club jackets
 - c. Dates of birthday celebrations
 - b. Working on Nutcracker costumes.
 - a. Aroa offered to help.
 - b. Brittney will set up a spreadsheet to track costume expenses.

New Business/AOB

- Alec confirmed that Coach Sam will take over as Test Chair starting in January 2024.

Adjourn | Upcoming Calendar

- Next meeting: December 11th at 7:00pm for Nutcracker and Committee Reports only
- Meeting adjourned at 7:53pm.