

Skating Club of Oregon DBA Winterhawks FSC

Board of Director's Meeting Minutes Monday | December 11th, 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:

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, Kristin Velasco, Eunice Kim (join at 7:05pm), Michaela Dorf (join at 7:25pm)
 - b. Other Members: Brandie Skariah, Aroa Calvo (join at 7:05pm), Shirley Yau (join at 7:05pm), Dina Radzwillowicz (7:09pm)
 - c. Junior Board: Alëna Budko
2. November 20th, 2023 Meeting Minutes Uploaded to Basecamp

a. Motion by Tie. Alec seconds.

3. Nutcracker

a. Tables:

- i. Brittney sent out an email to all tables to gather information about dietary restrictions and how many children at each table.
 1. Plan to send Aroa/Brandie the table assignments on Wednesday → will also send out tickets for the table guests near the end of this week.
 2. Some tables have requested 6 → in future will have to be careful about allowing.
- ii. Kristin willing to donate alcoholic beverages, Aroa/Brandie will take care of apple cider.
- iii. Public skate ends at 4:30pm, and set-up can begin at around 5:15pm after the ice cut.
 1. Guests will be allowed to come in at 6:30pm.

b. Chairs:

- i. Michaela (and Aaron) will be picking up chairs and bring to the rink on Friday, arriving at around 8:45am. Would love to have assistance once they arrive at the rink.
- ii. Return will be on Monday morning.

c. Programs:

- i. Close family messages by Wednesday at noon to allow for more people at rehearsal to purchase.
 1. Shirley will bring an old one as an example for parents.
 2. Michaela planning to advertise/sell at dress rehearsal on Tuesday.
- ii. Brittney to compile program all together and send for approval/review of all names.
 1. Sofia and Alec working on groupings, will plan to send these to Brittney by Wednesday morning.
- iii. Plan to have printed version (250) and a QR code that is available for online version.

d. Baskets: 8 for sure, possibly a couple of others.

- i. 3 people have volunteered for baskets.
 1. Brandie's baskets (2): romantic picnic and Nutcracker themes
- ii. Tie has 6 that are done and wrapped up, still gathering items for 2 more baskets. Will check-in with the other moms this week.
- iii. Has tablecloths and decorations to set up at the raffle table. Roll of raffle tickets under the trophy case and will touch base with Alec about the card scanner and will also have cash box available.
 1. Kristin recommends using Venmo (print out a QR code) to allow for easier purchases because in previous times, over half of the proceeds comes from Venmo.

e. Over the next couple of days will bring mats from storage.

4. Committee Reports

1. Finance – Kristin
 - a. All entries are reconciled through mid-November.
 - b. Skating club name has been registered with the state – has to be done every year.
 - c. Taxes are done bar a few corrections that need updating.
2. Fundraising – Tiesha
 - a. See baskets above.
3. Membership – Eunice
 - a. Club numbers remain the same.
 - b. With Aspire membership we have added 28 new members.
4. Hospitality – Aroa/Brandie
 - a. Did not host a birthday celebration for December since there were so many extra skate school skaters at the rink that day for the Nutcracker rehearsals. Will combine December and January in the new year.
5. Junior Board – Alëna
 - a. 6 wreaths are still available for sale – plan to try and sell these are the Nutcracker, along remaining holiday cards.
 - b. Secret Santa gift exchange set to take place on Saturday December 16th during the morning skate session.
6. Public Relations – Shirley
 - a. Working on family messages for the program – final deadline will be Wednesday at noon.
 - b. Next club newsletter will have information regarding the club jackets and dates for trying on.
 - c. Dancing elves to be passed along to Junior Board to coordinate during the holiday season. Alëna to organize.
 - d. Need to add new member's contact details to mailchimp – merge contact spreadsheet to use for club's gmail and newsletters.

New Business

- Open floor - none

Adjourn | Upcoming Calendar

- Next meeting: January 15th at 7pm
- Meeting adjourned at 7:36pm.