

# Skating Club of Oregon DBA Winterhawks FSC

## Board of Director's Meeting Minutes Monday | September 19<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 7:01pm
  - a. Board: Alec Schmitt, Brittney Shiue, Michaela Dorf, Kristen Velasco, Tiesha Rask, Eunice Kim, Fan Jiang
  - b. Other members: Shirley Yau, Brandie Skariah, Aroa Calvo (joined 7:08pm, agenda item 4)
  - c. Junior board: Lara Bhardwaj

2. July 18<sup>th</sup>, 2022 meeting minutes uploaded on Basecamp
  - a. Motion by Tiesha to approve the minutes. Seconded by Brittney. None opposed, minutes approved.
  
3. Nutcracker
  - a. Brittney has submitted the sanction and received approval for the show.
  - b. Alec stated there will be a coaches meeting on Wednesday 9/21 to discuss registration details. Should be open by next weekend.
  - c. Will have more details about plans for the show by the next board meeting.
  - d. Date of show is Saturday, December 17<sup>th</sup> at 7:00pm.
  
4. Skater Support
  - a. Sofia has contacted Brittney to ask if there is money available for skater stipends this year, in particular Alena will be taking part in an international competition next month.
  - b. Background – last year we awarded money to everyone who participated in the NQS. Prior to covid money was awarded just to skaters who qualified for sectionals and/or nationals.
  - c. We have not yet set the budget for this year, last year’s budget shows that we allocated \$3,000 to skater support for 21/22.
  - d. It is noted that we need to come up with guidelines for the allocation of funds for skater support and going forwards we should include skaters qualifying in both the NQS and Excel Series. The money allocated this year should not be viewed as a precedent for future years.
  - e. As of today we have two club skaters qualified to attend sectionals and the possibility for one skater to qualify for nationals.
  - f. Michaela proposed that for this year skaters qualifying for sectionals and nationals receive \$500 per event. The same was proposed for Alena’s international competition coming up. Eunice seconded this motion. There were no objections from the board. This motion was approved.
  - g. Kristin will write a check for Alena.
  - h. The budget meeting was tentatively set for October 3<sup>rd</sup>.

## 5. Committee Reports

### 1. Finance – Kristin

- a. Kristin has been working to update all the bank account details with the new officers. Wells Fargo is complete. Alec and Kristin will be added to the Charles Schwab investment account.
- b. Waiting for updates from the book-keepers before presenting the accounts to the board – not sure now long that will take. In the meantime, Kristin explained that the book-keepers are a co-op of volunteers that help non-profits with their finances and they would be happy to give a short presentation about their role to the board if we are interested.

- c. Will get a check to Alena for her international competition coming up.
- d. Reimbursed all expenses submitted for the Junior Board car wash fundraiser.
- e. Set up Zelle.
- f. We received a grant from OSC towards the costs associated with Lauren McHenry. Now that Kristin knows the process it should be easier in the future as long as we try to plan in advance.
- g. WFSC is the first club to have submitted dues to OSC this year.

## 2. Fundraising – Tiesha

- a. We collected \$570 from the Jamba Juice fundraiser of which we keep \$285.
- b. Tiesha suggests that we look to do some more Dining for Dollars events. The top restaurants by percentage are:
  - i. Chipotle – 33%
  - ii. Panera Bread – 25%
  - iii. Noodles & Co – 25%
  - iv. Panda Express – 20%
  - v. BJ's Brewhouse – 20%
  - vi. Krispy Kreme – digital dozen codes
- c. Starting to think about gift baskets for the Nutcracker – please let Tiesha know if you have any ideas.
  - i. It was suggested that we create a google sheet to keep track of donations for baskets and give everyone an idea of what has been collected and what is still needed. Tiesha will have this ready for the next meeting.
- d. Contacted Elephants Delicatessen regarding their involvement in the community and how they might be able to support us with food for the Nutcracker. Waiting to hear back.
- e. Aroa suggested looking into cookie dough/popcorn fundraisers that can be done door to door.

## 3. Membership – Eunice

- a. 95 members currently enrolled with the club: this includes 5 collegiate members, 36 skaters, 22 family members and 32 introductory (skate school) members.
- b. Planning to meet with Alec and Brittney to discuss membership options.
- c. Numbers seems a little lower than this time last year.
- d. Synchro team has 16 members registered.

## 4. Hospitality – Aroa/Brandie

- a. Planning ahead for the November 7<sup>th</sup> test session and the Nutcracker.
- b. Brandie and Aroa would like to help Kristin with the VIP tables for the show.
- c. General discussion about the tables
  - i. Need more rubber mats in order to offer more tables. Alec to talk to Ikaika about mats, otherwise could we look at other options like stall mats which could be a cheaper option.

- ii. Need to promote the tables earlier and at the same time as general Nutcracker registration opens. People had already bought tickets last year and it was not possible to get refunds.
    - iii. Need to check with Ikaika whether we can keep the proceeds from the tables again or if a percentage should go to the rink.
5. Junior Board – Lara
  - a. August car wash raised \$1,047, once expenses were deducted made \$946.
    - i. Did not have to pay for water but sending a thank you card to the soccerplex.
  - b. Planning for Spooky Skate at the end of October. Waiting for Ikaika to confirm date and time. Will set budget for decorations at the next junior board meeting on October 1<sup>st</sup>.
  - c. Reestablished skate school assistants program following a meeting with Ikaika, Kelly and Alec. Should earn \$220 per week if fulfil all requirements.
6. Public Relations – Shirley
  - a. Received three leads for new club jackets. Shirley will forward further details to the board for feedback.
    - i. Nike contact from Ikaika has sent 2 possible designs. Challenging since we need sizes ranging from child XS to adult.
    - ii. Contact from Alec at Mondor for black jackets that can be embroidered.
    - iii. Lead from Eunice for jackets that many skaters were wearing in California.

#### **New Business**

- No other business.

#### **Adjourn | Upcoming Calendar**

- Next meeting: October 17<sup>th</sup> at 7:00pm
- Meeting adjourned at 7:59pm