

9/8/2014 Board Minutes

1. Welcome / Call to Order -

- A. Call to Order 6:00pm
- B. Directors Present - Sigrid Dahlberg, Andy Jesson, Patty Collins, Kim Hort & Melissa Fritsch. Tami Bowman & Brendon Sullivan on phone
- C. Tami Bowman arrived at 6:10pm. Kim Hort departed @ 7:10pm

2. Approval of Agenda -

- A. Patty moved to approve the agenda with the addition of Other Business, Item A: Review of requirements for coaching and Other Business, Item B: Formal procedure for approval and posting of minutes on website. Kim seconded. All in favor.

3. President's Report

- A. Basic Skills coaches registered with JSP (Juneau Skating Program)
- B. Club Insurance is filed with Treadwell, need coaches to submit their insurance certificates
 - 1) **Sigrid** will email coaches, create coach insurance packet & submit to rink
- C. Nov 5th at 5:15 has been requested for use as Laura Stamm Clinic, it is during the JSC mini-session 1.5 so we have to agree to it.
 - 1. Board agrees to release the Nov 5th 5:15pm ice to JDIA

3. Treasurer's Report - Andy

- A. Report / Questions
 - 1. Thank you Andy for submitting the grant applications
 - 2. Is the \$5000 increase in funds over last year money we can use for an on ice harness system?
 - a. The \$5000 is from grant funding which we have already decided to use to reduce the cost of ice for both basic skills & figure skating by \$5.00 per skater per class.
 - b. The potential purchase of an on ice harness system was discussed. When Greg was manager the subject was discussed. He felt an on ice harness installation was feasible and desirable because it reduced the risk of injury for skaters. We need to research needed equipment, installation options, costs. Tabled until after regionals when a task force will be formed to follow up on jump harness research. **Melissa** to lead task force.
 - 3. Action item: Do we change our tax filing system to be a fiscal year of July 1- June 30th which will more accurately match our skating year?
 - a. Brendon moved that we change our tax accounting year to a fiscal year from July 1 - June 30th. **Melissa** seconded. All in favor.
- B. First draft of Budget - income / expense discussion
 - 1. Last years average basic skills registration numbers per session was 76 students. Current budget proposal estimates 93 Basic Skills students per session. **Andy** will look into the past years basic skills average registration #'s.
 - 2. Other clubs / rinks use testing and competitions as fundraising events. We should be doing the same by inviting skaters from Anchorage, Fairbanks,

9/8/2014 Board Minutes

Seattle and Whitehorse to attend. Homer, Soldotna, Kenai, Eagle River, North Pole, Palmer & Wasilla also have rinks.

3. Grants: Other - Andy is applying to True North for a grant. Other than that there are no specific grants in mind. Last year Alaska Airlines denied us for an airfare grant for bringing a guest artist. JAHC has grants that should be reviewed. Information about JAHC grants are on their website.
4. Holiday show advertisement - The \$800 for Holiday Show advertisement income should be removed from proposed budget. Trying to sell ads multiple times a year is too difficult.
 - a. **Marketing Committee** to provide proposal for ad sale price points for a combined Spring and Holiday show ad sales.
 - b. **Fundraising Committee** to provide plan for Holiday Show fundraising items other than ad sales

5. Compensation Discussion

- A. Existing Policy - good
- B. Add show registration/ ticket policy
 1. Patty moved that the compensation policy be edited to include "All coaches are required to pay the show registration fee and meet all other show entry requirements unless the sole purpose of them skating in the show is through a coaching capacity." Melissa seconded. All in favor
 2. Comp ticket policy- tabled until next meeting. **All board members** are to send comp ticket policy thoughts in email before next meeting.
- C. Remove CDI for BS & FS Program Coordination positions
 1. Patty, Pam & Wendy currently fill the program coordinator positions for the club. All three of us feel the CDI is inequitable with the other many club administrative positions which do not receive a CDI or other compensation.
 2. Patty moved that the Coach Development Incentive be removed from the compensation policy for Program Coordinators. Melissa seconded. All in favor.

6. Basic Skills - Patty

- A. Report / Questions
- B. Basic Skills membership requirements - Historically basic skills skaters who were enrolled in a class that is scheduled during club ice were required to become a JSC member- is this a deterrent? Should we change the policy to the recommended policy of basic skills skaters are highly encouraged to become JSC members vs required depending on the class time they register for.
 1. Brendon moved that the policy is changed to encourage membership for basic skills skater versus require membership with note that we revisit this subject in a year to see if it was beneficial to the club. Patty seconded. All in favor.
- C. Youth coaching policy - age & pay?
 1. Patty moved that the compensation policy be edited to include the following: "Coaches under the age of 16 must have a work permit. All JSC coaches must be approved by the board and program coordinators. Coaches under the age

9/8/2014 Board Minutes

of 18 will be paid the basic skills rate for all classes taught.” Brendon seconded. All in favor.

7. **JSC Phone - Patty:** Tabled for the next board meeting

- A. Do we need it?
- B. If we retain it, who can monitor it?

8. **Other Business**

- A. Requirements for coaching - All coaches are required to be registered as a coach or instructor with USFS unless they are under the age of 18. All coaches are required to pass the USFS background check unless they are under the age of 18. All coaches are required to carry liability insurance unless they are only teaching JSC group classes in which they are covered by the JSC liability insurance policy. All requirements must be updated annually.
- B. Formal procedure for the approval of minutes and posting on our website - Board members have two (2) weeks from the date minutes are emailed to review and send edits by email to the secretary. After this two week time period minutes will be considered approved and posted on the website. The website will be edited to say that any JSC member may request draft minutes to be sent to them by email within “x” number of days after a board meeting. The number of days to be chosen by the secretary. Secretary recommends 3 days.

9. **Schedule of next meeting:**

- A. All board members are to check there schedule and report by email if they can meet at 6pm Tuesday, October 16th, 21st or either.
- B. Meeting adjourned at 8:10pm