

Juneau Skating Club
Monthly Board Meeting Minutes
January 20, 2015, 6pm



1. Welcome/Call to Order - Call to order at 6:10pm

A. Directors Present - Kim Hort, Patty Collins, Melissa Fritsch, Andy Jessen & Sigrid Dahlberg. Tami Bowman arrived at 6:30. Members Present - Liz Balstad

2. Approval of Agenda

A. Patty moved to approve agenda w/ additional item B, addressing non-standard costs, & additional item C, email communications & role of the board. Kim seconded. All in favor.

3. President's Report

A. Wake & Skates on W & Th are back until mid-Feb.

B. User groups will meet with Lauren on Thursday 1/22 to discuss the spring schedule. Current issues are:

a. Rainforest Tourney the weekend of Feb 27th. Sigrid sent an request to tournament coordinator with request to keep the two basic skills hours this weekend. We are waiting on response from them.

1. The tournament coordinator has been asked several times about leaving our Basic Skills program intact during tournament. He has given no response. During our testing and competition, JDIA will retain their usual hours. We will allow JDIA to keep 3 hours on Saturday Feb 21 during our testing/comp. This is part of our teamwork approach to making the shorter season work for everyone.

a. We have requested that the rink stay open until April 26th (normal closing date). This may or may not be able to happen. They may agree to extend through April 19th instead. Or stick with April 12. It is basically dependent on the commitment of the hockey groups to buying ice in April.

1. Extra parameters have been added to extending the ice in April. It is now also contingent on selling enough ice in March (post regular hockey season). This is an additional stipulation since the original message from P&R / Lauren saying that they could stay open longer if user groups agreed to buy ice the additional 2 weeks of April & pay for this April ice in February.

2. Sigrid feels we should know when our closing date will be by the end of the month.

3. Could offering to let Lauren sell ice other than the pre-reserved times at a discounted price may assist in the rink selling more ice.

4. During Lauren's meeting can Lauren be asked to add an update on Treadwell Advisory committee to the agenda.

C. Vending permit...Business license has been secured. Liz has the vending permit. Liz will add the competition & show dates to the vending permit & have P&R contact Andy for payment with the credit card.

1. Treadwell Advisory Committee

A. We were the most pro-active of the user groups on the task force, and need to keep our momentum going.

1. As per last months minutes **Patty** will continue to track city progress with the Treadwell advisory board & report to JSC board.
2. It would also be advantageous to begin semi-formal meetings with the other user groups. Topics to be discussed would be recommendations to the city regarding make-up of the advisory board & the creation of a Treadwell Foundation, which would provide more fundraising options for the facility.

2. Treasurer's Report

- A. Report - see emailed report
- B. Action item regarding skate rentals during basic skills lessons.
 1. Patty moved that we continue to pay for skate rentals after the Douglas Dornan Foundation Grant runs out. Tami seconded. All in favor.

1. Marketing

- A. Meet with P&R Director?
 1. **Sigrid & Patty** will meet with the new P&R director, Kirk Duncan. We will also invite him to observe basic skills class on Saturday. Along with meeting in person we will leave him with a written letter w/ photos giving a brief description of JSC past, present & future along with concerns & what P&R can do to help or hinder. **Patty** will start the "write-up" & work w/ **Sigrid** for completion.
- B. Homeschool lessons being marketed for Jan. - so far a success.
- C. Bring a friend event Jan 3rd. - Good turn out
- D. FS Parent education regarding the need to volunteer and the subsidy for FS classes
 1. As per last months meeting assignments Patty wrote a parent volunteer guide. However, board members, including Patty, are still unsure on how to best communicate with figure skating families regarding volunteer needs.
 - a. It was noted that on the JDT website it clearly says the families only pay for 50% of the cost of dance classes, the other 50% is subsidized. It also clearly asks each family "how do they want to help"
 - b. Doodle is a website for organizing volunteers
 - c. Discussion tabled. **Each board member** is to think about how communication regarding volunteer needs to be done & how to best organize volunteers. The biggest gap currently exists with figure skating parent volunteering for basic skills marketing & registration needs.
 - d. The guide for transitioning from Beginning Figure Skating to Figure Skating should include volunteering information. (As per last months meeting assignments, **Tami** is to write the parents guide portion of this informational & **Brendan** is to write the info from coaches portion. Patty was to write volunteering portion which has been done & the draft has already been sent to board members.)

1. Basic Skills

- A. Registration numbers. - see emailed report

1. Treadwell skate passes which are being given to basic skills skaters do not say “Treadwell Open Skate Pass”. Families are confused as to what they are. We should suggest to Lauren a re-labeling & possibly using the backside to print the rinks standard open skate times.

B. How is intro to synchro working - only 2 weeks into the new program

1. Basic Skills Comp/Testing/IJS Event Update

A. Testing forms are available on website.

B. Eligibility of coaches and officials...all JSC coaches are certified for testing/comp except Leah—need to check on this.

C. Comp forms being approved and should be out by the end of the week. - encouraging BS L3 & up participation & FS L1-6 & well balanced

D. New detail for coaches to consider is that there must be more than one skater on each level that is competed. This may affect what levels coaches encourage their skaters to choose.

1. Ask Pam if Whitehorse skaters were asked if they would like to participate at FS 1-6 level. Sigrid stated that these skaters would need to pay \$12.00 to be a BS member w/ USFS if they choose to compete or they could get a critique.

2. Annually this committee needs board approval on fee schedule & or board approval if they are changes in competition parameters to such a degree that it effects the clubs overall program or overall feel of club to our skaters.

2. Spring Show Update

A. Budget? - Committee should refer to the annual budget the board passed at the beginning of the season. Andy can answer specific questions regarding past show expenses / budget & this years approved budget.

B. Requests have come in from skaters, looks like we can accommodate skaters’ wishes for solos.

1. In the future we will likely have to limit who has solos in the show. Announcement of solos criteria should be made in the beginning of the year & cannot be solely based on USFS testing criteria. If USFS testing criteria is used it will need to be announced before the test sessions the season before this criteria would take effect.

2. In the past the show soloist criteria was decided by the board. This year the board changed its procedures and solicited a recommendation from the artistic director to be approved by the board. The Board apologizes to the artistic director for any frustration this has caused. In the future the board will set all parameters for the shows, including soloist criteria, at the beginning of the year. Liz Balstad voiced that she felt it was very important that the board decided all of its parameters for the artistic director in advance. Seeking a recommendation from artistic director for approval created a considerable amount of confusion & discord.

1. Other business

A. Jump harness...where are we on this?

1. Melissa has been looking into a jump harness created by a Canadian company, “Promotion Gold” The cost of equipment is \$3400, not including shipping or installation

hardware. The company does provide an installation booklet. **Melissa & Sigrid** will look into the installation details. Melissa did speak with Lauren about the subject. Lauren seemed amicable to the installation of the harness. Her main concern being that it is able to be moved completely out of the way when not in use.

B. Addressing Non-standard costs

1. Currently extra costs such as costumes or show DVD's are purchased by a parent or a few parents & then those parents are responsible for collecting the money from skaters & families. Is there a better way to do this? Can it be done through the website? If an invoice comes from the club it is non-personal. Does it have more leverage than an invoice from an individual person.? Currently Andy is the only person that supervises and invoices figure skating families when current membership or ice fees are unpaid. How much would switching to using the website for the non-standard costs add to Andy's workload? Adding additional items to the database starts to make it very unorganized & difficult to use in it's present format.

2. Tabled for future discussion. Would like to investigate having the club be the collection entity for non-standard costs.

C. Email communications & role of board

1. Recently board emails have been sent without using the board@juneaskatingclub.org email address. This is leaving board members being left out on important communications. board@juneaskatingclub.org is to always be used for all board communications.

2. The role of the board - The board is in charge of making sure that the club is financially responsible in its operations & providing a fair and balanced program to all of its skaters.

a. All fee structures are to be approved by the board prior to communication with skaters or the public.

b. Committees should be providing reports to the board on all events and programs.

Pre-event reports should include income & expense projections when board approval of fees or spending is required. Post-event reports should include an income & expense summary.

1. Next Meeting: Tuesday, February 17, 2015

Meeting adjourned at 8:45pm