



Knoxville Figure Skating Club

Board of Directors Meeting Minutes April 12, 2015

Board Members Present: Kim Patterson – Vice President, Gina Kaeuper - Treasurer, Denise Christensen – Secretary, Nikki Copeland-Ronayne – Membership, Debbie Goudreau

Regrets: Jessica Smith – Communications, Renee Dudley – Volunteer Coordinator, Mandy Newman - President

Kim called the meeting to order at 1:04pm

1. **Spring Picnic/General Meeting** - To take place Saturday May 30th from 10-12am at the UT outdoor pool. Mandy or Nikki to set up E-Vite. No charge for skating members, additional family members \$5 in advance. Payments to be made to a board member or KFSC box with list of attendees no later than May 29th. Members will be asked to sign up to bring specific items (condiments, drinks, desserts, sides). Board will provide the meat, buns, and paper products. Those with food allergies do not need to bring food to share but will need to provide their own food. Voting for the new BOD to take place during meeting.
2. **Skate Sale** – Renee not present at meeting and sale not completed at time of meeting. Concerns were expressed regarding the low numbers consigning items, time of year (too late in season, needs to be earlier) would more items sell if sale is held in lobby instead of room. Discussed setting up ongoing regular sales throughout the year. Also need to go through donated items to determine if they should remain in the sale.
3. **BOD Nominations** – Renee Dudley, Debbie Goudreau, Jillian Paciello. Absentee ballots will be available on the bulletin board May 22 and due into the KFSC dropbox by May 29th. Ballots need to include member name and membership number along with a signature to be valid. Kim has ballots.
4. **BOD Roles and Responsibilities** – Reviewed Board roles and responsibilities.
 - a. Treasurer reports financial statement to membership at Fall Banquet and Spring Pool Party, forwards bank statements to president for backup, will report to board as needed.
 - b. Secretary to prepare meeting minutes for monthly meetings, once approved forward to members via email and get posted on the website.
 - c. Communications – Responsible for all other communication to members including regular newsletters. All requests for items to be posted on bulletin board and/or website should to be copied to Communications.
 - i. Newsletters – suggestions for newsletter include list of member birthdays, calendar with upcoming events, feature a skater of the month (get to know them), welcome new members, congratulate new drivers, tests passed, recognize participation in competitions including level of competition



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- d. **Membership** – responsible for all issues related to club membership and USFS membership. Need to review current membership list to ensure all info is correct including citizenship, and email address.
 - e. **SafeSport Training** – Jessica has completed and has agreed to be the club rep. BoD agreed that as a Club we would like all coaches and volunteers who will be in direct contact with skaters (including board of directors) to undergo the training. Free Resource would be beneficial to all members.
5. **Fundraising Ideas** – Need to create a Fundraising Committee for next season. Some ideas for other fundraising include; Zumbathon, skateathon, restaurant meals, carwash, icebears games concessions. Renee to add Fundraising to volunteer form.
 6. **Club Ice/Seminars** – It was suggested to schedule quarterly Sunday afternoon parent workshops. Could host SafeSport training sessions. Board agreed to research some off-ice workshops for all member during summer. Ideas were Nutritionist, physical therapy, meditation/pre-comp relaxation, bar class. Denise to follow up with PT re June dates. Debbie to follow up with Nadine Trainer re: workshops.
 7. **Membership** – Gina presented revised membership application and categories outlining the differences between full and limited membership. Final changes to be voted on by email prior to May membership meetings. Renee to create volunteer form for members to complete along with their registration. Coaches to provide copies of liability insurance certificate naming KFSC as additionally insured. Nikki to host meetings along with other board members. To discuss changes to membership categories and what is included and required of each, breakdown an example of the financial benefit to membership. Membership renewal to be set up on Entry Eeze by June 1st. Members who chose to pay by credit card on website vs check will be charged a service fee. Returning members who do not complete their membership with payment by June 25th will be charged a late fee of \$25.
 8. **Competition Update & Assignments** – Denise reviewed the competition stats. There is concern about the sound system at Cool Sports. Does the club need to purchase a new player or does Cool Sports need to replace speaker cable? Debbie to price out purchasing award medals with competition logo. Final numbers for order once schedule is completed.

Meeting adjourned at 3:30pm. Next meeting to be determined (prior to Competition).