

MCFSC Board of Directors General Meeting

MAYSA Board Room

April 11, 2017 7:00 pm

- I. Call Meeting to Order- 7:00
- II. Roll Call- Barb Kohlman, Erin Thuner, Shane Barber, Kris Neset, Erin Holt, Shannon Holman.
Absent- Kevin Franks
- III. Reading and Approval of previous meeting minutes- Kris motion to approve, second by Shane. All in favor, minutes approved.
- IV. Officer Reports
 1. President
 - A. Board of Director Code of Conduct- Shannon had a conference call with Suzi Wherley and Patrick O'Neil in March, and has added a confidentiality statement to the board of director code of conduct. This was following some member concerns with confidentiality regarding board issues.
 - B. Confidential email: Shannon will set up a separate email address for issues/concerns that directly go to the board, rather than the general club email. It will be managed/checked by the President and Secretary.
 - C. Process of Conflict Resolution for Clubs- was given to the club by Patrick and Suzi. Should be included in our policies. Shane is going to review the Safesport manual and policies.
 2. Vice President- No report
 3. Treasurer- Kris. Kris provided and explained the P & L, financial reports. Overall for the year, things are looking positive. Moving into the leaner times of the summer months. Waiting on trivia night monies to come in, and concessions. Motion by Shane, second by Barb to approve the treasurers' report. All in favor, report approved.
- V. Committee Chair Reports
 1. Fundraising- There was an issue with our MCFSC raffle regarding unsold raffle tickets. Accounts were adjusted for unsold tickets per ND Attorney General advice.
 2. Basics Skills
 3. Safesport- No report . Shane is reviewing the Safsport manual.
 4. Testing/Competition- The coaches met and discussed a possible test session on Wednesday June 28th. This date was chosen to stagger our test sessions with Bismarck's so that skaters will have options for testing. Will start working on judges, dance partner, and ice time. We are currently looking at competition dates for next year. Considering moving the competition to a February date to accommodate the hockey schedule and surrounding club commitments.
 5. Membership- Shannon has sent the board a draft of the first membership handbook. Shannon met with Kris and Tracey Deren to go over this handbook. Shannon would like feedback from the board on the handbook by April 28th.

-We have received high school letter applications from Dalyce Leslie and Hannah Foss. Kris has taken Dalyce's application to the administration at Our Redeemer's. Shannon emailed Minot High's athletic director the information for Hannah Foss.

-Looked at codes of conduct for parents and skaters. Barb will look at the skater code of conduct to make sure the ice etiquette information is updated to current standards.

-Shannon has looked into Entryeze payments for the club. We would be able to do all billing through Entryeze. They are willing to do an online demonstration module for us to see if this would meet our needs.

-Also need to figure out a reliable system to track walk ons on advanced ice.

-Shannon proposed creating a "volunteer chair" position who would coordinate volunteers for the year

-We also discussed reorganizing committees in the next couple months, adding more relevant committees and streamlining others. Would like to add Synchro director report and basic skills report.

6. Junior Board- no report
7. Spring Show- No report
8. Coaches Liason- No report

VI. Unfinished Business

1. Job Descriptions- Some discussion was held among board members that we have coaches reapply for yearly contracts for these positions. Will put these positions out for applications. These will be contract positions, and would Job descriptions have been adjusted and updated. Kris, Erin T. and Erin H. will form this human resources committee to clean up the job descriptions and manage staffing. The goal will be to get this scheduled and completed by the end of April. Looking at April 25th at 5:30.
2. Locker Room- The locker room continues to be a disaster. MAYSA staff will be instructed to not unlock our locker room during public ice times. We will send out an email about the current state of the locker room, and that we may lose it if it continues to be mistreated.
3. General election- May 23rd. Nominating committee is Kris, Shane, and Annette Foss.
4. Coaches compliance- Shane will be overseeing coaches' compliance for the 2018 season. Any coach who wants to coach private lessons or put skaters on the ice for competitions will need to be insured and CER compliant.

VII. New Business

1. Approval of Kris Neset to operate pole harness (Cheri Neset request)- Kris has a membership and is up to date on Safesport. Will need insurance and to become CER compliant. Motion by Shane, pending insurance and CER compliance that we approve Kris Neset to operate the pole harness on advanced ice, second by Barb Kohlman. All in favor, motion approved.
2. Summer programming – Barb reported that the coaches met and discussed summer programming. Would like to offer advanced ice in the mornings this summer and also doing a week long summer camp. Combination of off ice conditioning and on ice sessions. Would like to market it to surrounding clubs.
3. Membership Handbook – have edits to Shannon by April 28

4. Synchro fundraising (Erin)- Discussed trivia night and turkey trot as fundraisers. Currently these are administered solely by synchro. Questions have been raised about the participation of all club members in these as these events have grown, and synchro funds have been absorbed back into the general fund. Will revisit this as job descriptions are updated.

5. Review of basics program- addressed above through updated job description.

VIII. Good of the Order

IX. Adjournment of General Meeting – adjourned at 8:46 pm