

Magic City Figure Skating Club – Board of Directors General Meeting  
MAYSA –Board Room  
July 10, 2018, 7PM  
Agenda

- I. Call to Order- 7:00
- II. Roll Call- Dawn Palumbo, Somer Garaas, Regan Slind, Amy Orth, Erin Holt, Erin Thuner. Absent- Chelsea Kirkhammer, Jaimie Brunner. Others present- Barb Kohlman, skating director
- III. Approve minutes- Motion by Amy, second by Erin T. to approve June 2018 minutes as presented
- IV. Officer & Director Reports
  - a. President-Back room must be cleaned out by August. Need to check on a dumpster, need to find out from Bob what space we will be moving to. For future expenses, Barb will have checks prepared and invoices ready for review at board meetings.
  - b. Vice President- Regan no report
  - c. Treasurer- (Amy) Presented P & L, Balance Sheet. Amy is going to look more in depth at our Quickbooks reports; would like to simplify the reports. Dawn would like to look at the check detail each month.
  - d. Program Director Report-
    1. Barb is working to streamline the registration process. Continue to have issues with advanced skaters not turning in forms, which complicates the billing process.
    2. Board members' code of conduct was signed by all in attendance.
    3. Barb has been working on the website, has run into some questions that she has been directing to Heather Brockell. Heather is now asking that she be reimbursed for this additional support. Discussed a retainer package with Heather Brockell for website support. Discussed potentially doing a short term retainer package (\$150/month). Board felt that more information was needed regarding timelines, needs, questions, etc.
    4. Barb presented bills and reimbursement checks
    5. Coaches compliance: has received all documentation from Ashley, Barb, Brenda, and Nora. Waiting on documentation for Shandra and Dominique. Presented invoices for coaches' memberships and compliance fees; club reimburses 50% of these fees. All coaches will be reimbursed for half of their compliance fees, minus their \$35 membership fee that they will be charged (club paid entire \$70 of the membership).
    6. Club office organization and cleaning is almost complete.
    7. Numbers are down for advanced skaters this summer.
- V. Old Business
  - a. State fair parade- Barb purchased candy, \$261.64. Looking for volunteers to help decorate the float, in need of a flatbed and a few other things
  - b. Safesport- Jaimie is working on it. All board members need to get their safesport certificates on file.

- c. Learn to Skate Director- At this time, Barb will assume learn to skate director duties at the prorated salary until a director can be hired. Barb's preference is that we hire a learn to skate director. Barb will work on advertising the position. Discussed some possible programming for freeskate

VI. New Business

- a. Private coaches Meeting- 7:45 pm, adjourned 8:04 pm
- b. Director phone allowance- Motion by Erin H. to approve \$25 monthly reimbursement to the director for a separate phone line for the director where the club phone is forwarded, email, etc.; with the agreement that the club will maintain that phone number in the event that the director leaves her position. Second by Amy. All in favor.
- c. Jodi Stewart accounting consultation- Barb would like the club to retain Jodi Stewart as a consultant on financial management for the club. Working to streamline our financial process, assist with procedural questions and efficiencies, quickbooks and organization. Motion by Amy to retain the services of Jodi Stewart for no more than 4 hours per month for 2 months to assist with reorganization of our financial processes, with board approval for anything above that. Second by Erin T. All in favor, motion passed.
- d. Bank account organization and process- (Amy) Would like to move to printed checks rather than handwritten to streamline processes; would also like to consolidate accounts to avoid having to move money for payroll every month. Amy will work on getting the application for a club credit card through First International. Erin T motion to apply for the club credit card through First International, second by Regan. All in favor, motion passed.

VII. Committee Reports- committees removed (budget, membership, coaches liason)

- a. Fundraising- Erin T. and Barb will be the lead for fundraising. Fundraising requirements need to be reviewed by everyone before the august meeting, come with any edits and changes if needed. Discussed potential fundraisers for 2018-19, will discuss further at the next meeting.
- b. Learn to Skate- Report above
- c. Safesport- Report above
- d. Testing- Barb and Erin H. will meet to discuss when we will do test sessions in the upcoming year
- e. Competition- Barb will set the competition date for the third weekend in Feb.
- f. Spring Show- Regan
- g. Synchro- Update from Nora Mihalik via email. Planning on having 2 teams this year. Is working on scheduling tryouts/camp in August, practice schedule for the year.
- h. Bylaws/Policies- Jaimie and Dawn currently on the committee, will be looking for a third member from the membership at large to join.

VIII. Good of the Order- none

IX. Adjournment of General Meeting- 9:12 pm