



P.O. Box 1371
Midland, Michigan 48641-1371

Phone: (989) 835-5616
Website: www.MidlandFigureSkatingClub.org
Email: ContactUs@MidlandFigureSkatingClub.org

MFSC BOARD MEETING MINUTES June 11, 2007

2007-2008 BOARD MEMBERS PRESENT (present if checked):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Duane Boswell | <input checked="" type="checkbox"/> Nancy Klier – President |
| <input checked="" type="checkbox"/> Cindy Block – Treasurer | <input checked="" type="checkbox"/> Paul Morabito |
| <input checked="" type="checkbox"/> Jane Chamberlain – Vice President | <input checked="" type="checkbox"/> Ray Passeno |
| <input checked="" type="checkbox"/> Judy Hutchison – Secretary | <input checked="" type="checkbox"/> Donna Ronan |

GUESTS: Hedi Allis, Karen Boswell, Joy Buchanan, Laura Colsia, Jon Evans, Jared Guzman, Teri Haag, Glenn Hallett, Kris Hallett, Greg Kramer, Julie Kramer, Eline Morabito, Fran Santoro, Anne Shuff, June Turley, Ann Ward, Jennie Walsh

MFSC President, Nancy Klier, called the meeting to order at 7:05 p.m.

SECRETARY'S REPORT

Judy Hutchison presented the meeting minutes from the May 7th Board meeting. She agreed to print future meeting minutes in a larger font for easier legibility. Judy also noted that meeting minutes from February, March and April (from notes taken by other Board members during her absence) still need to be ratified by the Board, and will be sent out for an eVote as soon as they are ready.

MOTION: Ray Passeno moved to accept the May meeting minutes as presented; the motion was seconded by Duane Boswell and approved unanimously.

TREASURER'S REPORT

- Cindy Block passed out a report with the current month's financial status. She noted that MFSC has bounced several checks due to Chemical Bank's failure to complete a request to transfer funds between accounts (while charging the transfer fee).
- Cindy presented a request from the Kramer family to use the MFSC non-profit status for fund raising to send Jake to Nationals. Jon Evans explained that sponsors can write checks to the MFSC Memorial Fund and could request, but not specifically direct, the funds to Jake.

ACTION ITEM: Cindy Block will explain non-profit donation and Memorial Fund processes to the Kramers.

- Nancy Klier presented a request from Melanie Black for a new office printer; the current printer is ~10 years old and unreliable.

ACTION ITEM: Eline Morabito will check with her employer to see if there is a color printer available for donation.

MOTION: Nancy Klier moved to approve up to \$200 for an office color printer (if no printer donation is available); the motion was seconded by Donna Ronan and approved unanimously.

- June Turley requested approval for \$1092 to purchase new club pins to sell/trade at competitions (\$2.25/pin for 500, to be sold for \$5). One month lead time is required for manufacture. Paul Morabito asked if we had funds available; Cindy Block reported funds had not been budgeted for this purchase.
ACTION ITEM: June Turley will call vendor to request pricing/lead times for a quantity of 250.
MOTION: Duane Boswell moved to table this request until the July Board meeting and visit the financial situation again; the motion was seconded by Paul Morabito and approved unanimously.
- Nancy Klier presented a request from the Chamberlain family for an ice credit from the Spring session of \$232 due to injuries to their skaters. The ice credit will be applied to the summer session, or the next session their skaters are able to skate on.
MOTION: Nancy Klier moved to approve the ice credit as requested; the motion was seconded by Ray Passeno and approved unanimously.
- CLUB INSURANCE – Cindy Block discussed the current status of MFSC insurance policies. The Club generally carries three types of insurance:
 - ✓ General liability from USFS
 - ✓ Employee dishonesty – Treasurer and President are bonded in case of theft
 - ✓ Directors' and Officers' Liability – MFSC's D&OL insurance lapsed in 2003. USFS and all contacted insurance companies strongly recommend MFSC obtain this coverage which covers errors/omissions on part of the board, allegations of wrongdoing on part of the club, on part of individuals, safety, etc. This coverage would not be grandfathered in, and does not cover contractors/employees. Cindy Block presented annual quotes from insurance providers for \$1,000,000 coverage:
 - USFS – \$975 from WellsFargo (Cindy Block noted that their customer service has been unresponsive)
 - Miller Insurance – provided quotes from three insurance companies
 - Arbury Insurance (which holds MFSC's current employee dishonesty policy) quoted \$846**MOTION:** Cindy Block moved to contract immediately with Arbury Insurance for Directors' and Officers' Liability insurance; the motion was seconded Jane Chamberlain and approved unanimously.
- Audit/Financial Review – Cindy Block stated that MFSC's accountant at McMahan Thompson (Tina Hop) has left the firm and is now specializing in non-profits organizations. Two other accounting agencies refused to even review our books. Cindy Block has asked Ms. Hop to make a presentation to the Board, covering cash handling procedures, standardized data presentations and reports, etc. to ensure MFSC financial behavior is in line with non-profit regulations. The rate for Ms. Hops' services is \$60/hour (~\$500).
MOTION: Ray Passeno moved to authorize Cindy Block to gather more information on a financial review; the motion was seconded by Paul Morabito and approved unanimously.
- Budget Subcommittee – Cindy Block will contact the chairs of CPI, Basic Skills, Synch, Competitions to create a Budget sub-committee to be convened within the next month.

SYNCHRONIZED TEAM ACCOUNT REQUEST

Hedi Allis presented a request for a separate bank account for the Synchronized Skating program (similar to the setup for the High School Team). Various members of the Board asked questions about the impact on MFSC non-profit status, ability to integrate into existing accounting programs, etc.

MOTION: Nancy Klier moved to approve separation of the Synchronized Skating bank account pending confirmation of no impact to MFSC non-profit status; the motion was seconded by Paul Morabito and approved unanimously.

MOTION: Duane Boswell moved to investigate moving MFSC bank accounts/funds to a more friendly banking institution; the motion was seconded by Ray Passeno and approved unanimously.

GRIEVANCE PROCEDURE/ETHICS POLICY REVIEW/:

The Board reviewed an ethics policy and grievance procedure prepared by June Turley. It was noted by several Board Members and guests that the Board had not approved the formation of a committee to create a grievance procedure, and the responsibility for development of a revised grievance procedure lay with the CPI. June Turley's activities dovetail well with CPI direction and are greatly appreciated. June will work with the CPI Committee to integrate the results of her efforts.

MOTION: Cindy Block moved to move responsibility for the ethics documents back to CPI Committee, to be integrated with their proposed grievance procedure; the motion was seconded by Ray Passeno and passed unanimously.

GOVERNING COUNCIL UPDATE:

- MFSC has three delegates to the USFS: Marilyn Deprest, Jennie Walsh, and June Turley.
- Marilyn Deprest and Jennie Walsh attended the 2007 meeting.
- June Turley presented changes applicable to MFSC activities and skaters.
- A full report of governing council action and changes is available on the USFS website at: <http://www.usfigureskating.org/content/Combined%20ROA%205-7-06%20thru%205-5-07.pdf>

CPI REPORT:

MOTION: Duane Boswell moved to accept Paul Morabito's suggestion that the Ice Rules & Public Ice Guidelines documents be added to the Standard of Performance portion of the coaches' contract; the motion was seconded by Jane Chamberlain and approved unanimously.

MOTION: Nancy Klier moved to amend the CPI Coaching Guidelines to add the category of "Intern Coach"; the motion was seconded by Ray Passeno and approved unanimously.

MOTION: The CPI unanimously recommends Sherra Voelker as Visiting Coach, effectively immediately through June 30, 2008. Paul Morabito moved to accept Sherra Voelker as a Visiting Coach for the specified term; the motion was seconded by Donna Ronan and approved unanimously.

MOTION: The CPI unanimously recommends Stephanie Deprest as Intern Coach, effective immediately through June 30. Ray Passeno moved to accept Stephanie Deprest as an Intern Coach for the specified term; the motion was seconded by Donna Ronan and approved unanimously.

MOTION: Duane Boswell moved to approve contracts for the 2007-2008 year to the coaches as presented by the CPI:

MFSC Coaches: Hedi Allis, Melanie Black, Laura Colsia, Jared Guzman (already approved), Teri Haag, Kris Hallett, Jennie Walsh

Visiting Coaches: Katie Bartlett, Cindy Baran, Brandon Forsyth, Marcie Galieti, Jessica Gullan, Sergey Magerovskiy, Scott Moir, Daphne Solis Sheral Voelker, Sherra Voelker (as noted in motion above)

Intern Coaches: Stephanie Deprest (as noted in motion above)

ASIs: Christina Stover, Maryellen Tighe, Kimberly Young

The motion was seconded by Nancy Klier and approved unanimously.

Greg Kramer provided information on options for criminal background checks for coaching candidates. He will provide further information to the CPI.

ACTION ITEM: CPI will develop a checklist that lists the steps of references checks, background checks, etc. for the coach hire process

COMPETITION COMMITTEE UPDATE:

- Karen Boswell announced that MFSC has been awarded the Tri-States Synchronized Skating Competition, to be held Feb 9, 2008. This competition will use IJS standards, and will include a Tri-States ceremony to recognize teams competing in levels that do not advance to Nationals.

- Karen Boswell has received a \$50 invoice for yearly Membership for Tri-States Council
MOTION: Cindy Block moved to approve payment of the Tri-States yearly membership; the motion was seconded by Jane Chamberlain and approved unanimously.
- 2009 EGL REGIONALS (to be held October 2008) – MFSC has submitted a bid packet for this competition for the past three years.
MOTION: Jane Chamberlain moved to allow the Competition Committee to prepare a bid for the 2009 EGL Regionals Competition; the motion was seconded by Donna Ronan and approved unanimously.
NOTE: *This motion is a duplication of a similar motion from the January 2007 Board Meeting.*

SUMMER SCHOOL UPDATE

- Nancy Klier presented the current Club summer school enrollment numbers
- Judy Hutchison presented the current Basic Skills enrollment numbers
- No data was available for Junior Club enrollment
- Cindy Block calculated revenue based on current Club enrollment vs. ice expenses, and reminded the audience that the MFSC Board had made a commitment not to repeat the financial losses of last summer.

ACTION ITEM: Nancy Klier will send a targeted email to those skaters/families who have not yet registered.

ACTION ITEM: Karen Boswell will send email to the coaches to encourage them to move skaters to sessions on the verge of being cut.

ACTION ITEM: The Board will meet 6/14 at 6pm to finalize Club Ice changes, and Basic Skills session cuts (based on updated enrollment numbers due to walk-in registrations)

PROPOSED CHANGES	
MONDAY	<ul style="list-style-type: none"> • 10-11 am – Cancel; switch to City Ice or Jumps/Spins, if possible • 7-8 – Cancel; recommend switching students to concurrent Public Ice session
TUESDAY	<ul style="list-style-type: none"> • Consolidate first two sessions • Move up Stroking after consolidating first two sessions • Eliminate Shared Low General
WEDNESDAY	<ul style="list-style-type: none"> • Consolidate first two sessions • Move up Junior Club after consolidating first two sessions • Consolidate two evening sessions
THURSDAY	<ul style="list-style-type: none"> • Eliminate Shared Low General
FRIDAY	<ul style="list-style-type: none"> • No changes
OTHER	<ul style="list-style-type: none"> • Cancel Week 10

MEMBERSHIP COMMITTEE UPDATE:

Nancy Klier reported that USFS registration costs have increased this year. The Board discussed a revised MFSC Membership fee structure for the 2007-2008 season:

- \$165 skater – ½ for second skating member, ¼ for subsequent skating family members
- Current \$15 equipment fee will be rolled into the membership fee and not a separate line item on membership form
- \$100 for associate membership
- \$75 for STARS transfer unchanged
- \$75 for voting membership – not prorated for mid-year registration

MOTION: Paul Morabito moved to accept the fee structure/pricing described above; the motion was seconded by Cindy Block and approved unanimously

MOTION: Ray Passeno moved to accept changes to the membership form as presented by Nancy Klier; the motion was seconded by Jane Chamberlain and approved unanimously.

COMMITTEES AND CHAIRS

Nancy Klier presented a current listing of Committees and Chairs, including vacancies.

MOTION: Duane Boswell moved to accept the appointment of all Committees and Chairs, with the exception of the Ice Committee/Chair, for the 2007-2008 year; the motion was seconded by Ray Passeno and approved unanimously.

MOTION: Jane Chamberlain moved to adjourn the meeting at 10:45 pm; the motion was seconded by Paul Morabito and approved unanimously.

**JUNE 14 - SPECIAL BOARD MEETING SCHEDULED FOR 6:00 pm TO FINALIZE SUMMER ICE CHANGES
JULY 9 - JULY 2007 BOARD MEETING SCHEDULED FOR 7:00 pm @ THE RINK**

MFSC BOARD MEETING MINUTES June 14, 2007

2007-2008 BOARD MEMBERS PRESENT (present if checked):

<input checked="" type="checkbox"/> Duane Boswell	<input checked="" type="checkbox"/> Nancy Klier – President
<input checked="" type="checkbox"/> Jane Chamberlain	<input checked="" type="checkbox"/> Paul Morabito
<input type="checkbox"/> Cindy Block – Treasurer	<input type="checkbox"/> Ray Passeno
<input checked="" type="checkbox"/> Judy Hutchison – Secretary	<input type="checkbox"/> Donna Ronan

GUESTS: Marilyn Deprest, Teri Haag, Glenn Hallett, David Westphal, Jennie Walsh

Nancy Klier called the meeting to order at 6:10pm.

FINANCIAL SUPPORT

Nancy Klier presented a request from the Kramer family for support of Jake to attend Showcase Nationals in Fort Collins, CO.

MOTION: Nancy Klier moved to contribute \$50 towards registration fees for Jake Kramer to compete in Showcase Nationals; the motion was seconded by Jane Chamberlain and approved unanimously.

SUMMER SCHOOL ICE

The MFSC Board has made the commitment not to repeat the financial losses of last summer. Significant “what if” analysis and ice scenarios were discussed try to meet the dual goals of:

- a) minimizing the financial risk to the Club
- b) minimizing the training disruption of our skaters

Nancy Klier presented updated enrollment numbers for Club Ice sessions.

MOTION: Nancy Klier moved to accept the Summer School Club Ice changes as described below; the motion was seconded by Duane Boswell and approved unanimously:

Monday 10-11am Canceled, convert to City Ice
Tuesday Low General Reinstated - underwritten by a sponsor

NOTE: *All ice sessions will be reevaluated at the July Board Meeting – further course corrections will be undertaken at that time, if required.*

NOTE: *Basic Skills enrollment numbers (including data from all walk in registrations) will be evaluated June 18, and appropriate course corrections taken immediately. Financial responsibility for the Tues/ Thurs Shared Low General sessions will belong to Basic Skills.*

NOTE: *Enrollment data for Junior Club data unavailable.*

CPI

Duane Boswell stated that the CPI has unanimously recommended Kathleen Revard for an ASI position. Her references and qualifications are all satisfactory.

MOTION: Duane Boswell moved to accept Kathleen Revard for the position of ASI, effective immediately through June 30, 2008; the motion was seconded by Nancy Klier and approved unanimously.

The meeting adjourned at 8:55 p.m.