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MFSC BOARD MEETING MINUTES August 7, 2006

2006-2007 BOARD MEMBERS PRESENT (present if checked):

- | | |
|--|---|
| <input type="checkbox"/> Lisa Asiala | <input checked="" type="checkbox"/> Anne Shuff |
| <input checked="" type="checkbox"/> Cindy Block – Treasurer | <input checked="" type="checkbox"/> Ann Ward – Acting President |
| <input checked="" type="checkbox"/> Judy Hutchison – Secretary | <input checked="" type="checkbox"/> Lori Westphal |
| <input checked="" type="checkbox"/> Nancy Klier | |

GUESTS: Denise Baker, Bill Bartlett, Duane Boswell, Joy Buchanan, June Turley, Jennie Walsh

Acting President, Ann Ward, called the meeting to order at 7:08pm.

NOMINATING COMMITTEE:

Ann Ward asked Cindy Block to establish a Nominating Committee from a broad cross-section of members to fill the Board vacancy.

ACTION ITEM: Cindy Block will establish a Nominating Committee per MFSC Constitution & Bylaws. Committee members will be sent to the Board for approval by eVote.

ACTION ITEM: Once approved, Nominating Committee should plan to present its recommendations to fill the Board vacancy at the September Board Meeting.

OPEN BOARD POSITION – MFSC PRESIDENT:

A discussion was held about waiting until the Board vacancy was filled before electing a new President. The consensus was that doing so would delay moving forward with a number of important tasks. Nancy Klier has volunteered to serve as President. Remaining board members were surveyed to determine if there was interest in the position.

MOTION: Cindy moved to nominate Nancy Klier as President; the motion was seconded by Anne Shuff and carried unanimously. Thank you, Nancy, for volunteering to lead the Board.

SECRETARY'S REPORT

Judy Hutchison presented meeting minutes from the July 10 & 17 Board Meeting.

MOTION: Lori Westphal moved to accept the July minutes as presented; the motion was seconded by Nancy Klier and approved unanimously.

ICE TEAM REPORT

Denise Baker presented an overview of the Fall Ice Schedule. After discussion, the following minor modifications were approved and will be posted on the website:

- Monday 6-7 Freestyle – changed to General
- Wednesday 4:40-5:00 Stroking – merged with the 4:00-4:40 Freestyle and changed to a General

ACTION ITEM: Cindy Block, Denise Baker and the Ice Team Board Liaison will establish a process to determine if/how ice changes and cancellations will be implemented

ACTION ITEM: Denise Baker will chair a meeting with the Coaches and Ice Team Board Liaison after the 8/18 registration deadline to discuss any sessions with low enrollment

ACTION ITEM: Ann Ward will contact Nancy Money to see if she is willing to continue as Off-Ice Coordinator

TREASURER'S REPORT

Cindy Block presented the current financial statements.

ACTION ITEM: Cindy Block will extract Basic Skills revenue/expenses from the Summer School overall account. This needs to be tracked/reported separately from Club Ice.

BOARD LIAISON APPOINTMENTS

A preliminary draft of reworked committees and liaisons was circulated for discussion.

ACTION ITEM: Nancy Klier will circulate via email to the Board. Board members need to indicate if they have a particular area of interest. Nancy Klier will present assignments at the September board meeting.

COMMITTEE ROLES, RESPONSIBILITIES DESCRIPTIONS

ACTION ITEM: Committees/chairs/board liaisons need to be assigned – for each committee, the mission, roles (those assigned to the roles), and responsibilities need to be defined. Nancy Klier will lead this effort.

VOICE MAIL:

Due to intermittent power outages on the mezzanine, the answering machine in the MFSC office has been unreliable and needs to be reset after each outage. Rink management indicates there have been issues with stable electrical service to the building. A reliable message-taking mechanism is critical to MFSC's ability to respond quickly to inquiries.

MOTION: Ann Ward moved to allocate \$11/month to add voicemail to the MFSC office phone line; the motion was seconded by Ann Shuff and approved unanimously.

ACTION ITEM: Lori Westphal & Cindy Block will work with SBC to install voicemail on the existing phone line. When installed, they will notify Melanie Black of procedures to access the voicemail messages remotely.

PLAQUE UPDATE:

ACTION ITEM: Judy Hutchison will contact Hallie Wilson to determine number and dimensions of the plaques, and determine options for displaying them.

MR. EDGE:

John Harmada (Mr. Edge from Chicago) is willing to include MFSC on a rotation for boot blade repair/fitting/skate sharpening every other month. Rink management would need to give permission for him to work on the premises. No financial commitment is required from MFSC, and this could draw skaters from Mt. Pleasant, Bay City, Gladwin and north to Traverse City.

ACTION ITEM: Ann Ward will contact rink management to get approval for Mr. Edge to work on the premises for one day every other month.

ACTION ITEM: Once approved, Anne Shuff will contact Mr. Edge to set up schedule and contact outlying skating clubs to advise them of the schedule.

The meeting was adjourned at 8:52pm

NEXT BOARD MEETING IS SCHEDULED FOR SEPTEMBER 11 AT 7pm

AUGUST 2006 ACTION ITEMS

WHO	WHAT	BY WHEN?	COMPLETE?
Bill Bartlett	Work with Charter Communications to extent MAHL's broadband service to the MFSC Office.	August 18	
Cindy Block	Establish a Nominating Committee per MFSC Constitution & Bylaws. Committee members will sent to the Board for approval by eVote.	August 18	
Cindy Block & Denise Baker	Establish a process to determine if/how ice changes and cancellations will be implemented if a session has low enrollment.	August 18	
Denise Baker	Chair a meeting with the Ice Team Board Liaison and Coaches after the 8/18 registration deadline to discuss any sessions with low enrollment.	August 28	
Ann Ward	Contact Nancy Money to see if she is willing to continue as Off-Ice Coordinator.	August 14	
Cindy Block	Extract Basic Skills revenue/expenses from the Summer School overall account to track separately from Club Ice.	September 1	
Nancy Klier	Circulate proposed Board Liaison/Committees/Committee Chairs listing via email to the Board for volunteers. Board members need to indicate if they have an area of interest. Nancy Klier will present assignments at the September board meeting.	August 14	
Nancy Klier	Committees/chairs/board liaisons need to be assigned – for each committee, the mission, roles (those assigned to the roles), and responsibilities need to be defined. Nancy Klier will lead this effort.	December 31	
Lori Westphal & Cindy Block	Work with SBC to install voicemail on the existing phone line. When installed, they will notify Melanie Black of procedures to access the voicemail messages remotely.	August 18	
Judy Hutchison	Contact Hallie Wilson to determine number and dimensions of the plaques, and determine options for displaying them.	August 18	
Ann Ward	Contact rink management to get approval for Mr. Edge to work on the premises for one day every other month.	September 1	

JULY 2006 ACTION ITEMS

WHO	WHAT	BY WHEN?	COMPLETE?
Nancy Klier & Judy Hutchison	Finalize committees and chairs and put out the revised listing for an email vote.	July 21	
Joy Buchanan & Lisa Asiala	Report after July 15's initial volunteer effort at the Dow Event Center.	July 17	
Nancy Klier & Joy Buchanan	Recruit and appoint a Fund Raising Coordinator to investigate fund raising options defined to date, including models from hockey/gymnastics/swim organizations. Establish well defined goals for fund raising.	August 14	
Nancy Klier	Send registered letters and outstanding invoices to skaters delinquent on City Ice bills.	July 18	
Denise Baker	Email MFSC coaches with list of skaters delinquent on City Ice bills.	July 18	
Denise Baker	Contact off-ice service providers to initiate refunds for canceled sessions.	July 18	
Nancy Klier	Contact Karl Jacob to initiate the jump harness installation process in the South Rink.	July 18	

WHO	WHAT	BY WHEN?	COMPLETE?
Lori Westphal	Investigate pricing to install voicemail on the MFSC phone line so we are not dependent on power to the office area.	July 18	✓
Cindy Block	Contact Anna Cieslinksi & Cilla Jones to determine storage and shelving needs.	August 14	
Ann Ward	Poll the coaches to document specific level of commitment/interest for morning city ice for the fall session.	August 1	✓
Lori Westphal, Judy Hutchison & Cindy Block	Continue efforts to have IKON retrieve the copier following expiration of the lease. IKON has been repeatedly notified that MFSC will not be renewing the lease.	August 1	