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MFSC BOARD MEETING MINUTES September 11, 2006

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

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

Guests: Karen Boswell, Joy Buchanan, Kathy Collings, Becky Evans, Teri Haag, Kris Hallett, Donna Ronan, June Turley, Jennie Walsh

MFSC President, Nancy Klier, called the meeting to order at 7:06pm

SECRETARY'S REPORT:

MFSC Secretary, Judy Hutchison, presented the meeting minutes from the August Board Meeting. A status review was conducted on all outstanding action items.

MOTION: Ann Ward moved to accept minutes as distributed; the motion was seconded by Anne Shuff and approved unanimously.

TREASURER'S REPORT

MFSC Treasurer, Cindy Block, reviewed Treasurer's Report and financial statements. She noted MFSC bylaws

ARTICLE VII. FINANCES:

The Club fiscal year shall begin May 1 of each year. The Board shall be responsible to approve a budget by October 1 of each year. Funds equal to a minimum of **15% of the previous year's expenditure shall be held in reserve each year** and these reserves shall only be used for contingencies which would otherwise jeopardize the well-being of the Club.

Based on 2005-2006 expenditures, MFSC should maintain \$33,350 as a safety net. Currently MFSC is out of compliance with that 15% reserve requirement, and anticipate further losses in:

- Club Ice
- Basic Skills
- Administrative

Whether financial data is analyzed using the Accrual or the Cash Basis method, we are significantly lower now than at any point in time in any previous year, primarily due to significant summer ice losses. In order to minimize further losses, Cindy Block proposed:

- Use of both accrual and cash basis method to monitor revenue/expenses/budget
- Turn summer into a regular session so that we can budget summer based on ice costs
- Increased financial oversight of Club and Basic Skills expenses
- Consider an increase in fees for late fall to compensate for fewer skaters and cover ice make costs
- Offer members ability to split fees into two payments
- Get city to commit earlier to ice schedule, and skaters to commit earlier to their schedule
- Review administrative line items (pure overhead) – storage costs, copier, copier access – and cut as appropriate
- ISI annual membership and MFSC office broadband internet service have been cancelled

Ann Ward noted expenses for the October and February test sessions should be lower as all confirmed judges are from the Detroit area – resulting in a significant reduction in travel expenses.

MFSC member, Joy Buchanan, asked that the Board ensure safeguards are in place so that MFSC acts quickly in response to financial concerns.

CLUB CONDUCT PROPOSAL – Ann Ward

Ann Ward presented a proposal to improve MFSC morale entitled “Respect + Kindness = Fun”.

TEAM BUILDING PROPOSAL – Donna Ronan (Club Ombudsman)

Club Ombudsman and licensed psychologist, Donna Ronan, gave a comprehensive description of team building exercises and team assessments – a group experience to discover sources of conflict, set the tone for positive resolution of problems, and share problems in fair and positive environment. The initial team building exercise (3-4 hours) will target coaches because they are the most influential group in terms of contact with skaters and parents, setting club atmosphere, etc. Increased coach collaboration will have a major impact on improving club atmosphere.

ACTION ITEM: The team building proposal will be presented through the CPI at the next coaches’ meeting

REPORT ON BYLAWS COMMITTEE ACTIVITIES

The Bylaws Committee has compared existing MFSC Bylaws with USFS bylaws. June Turley presented an Interim Report on adjusting/updating the MFC Bylaws/Constitution. The committee hopes to present their revised bylaws to a larger review committee by Thanksgiving, and out to membership at large by early 2007.

MEETING CLOSED TO THE PUBLIC AT 8:40pm

MEETING REOPENED TO THE PUBLIC AT 9:12pm

ICE SCHEDULE:

Following the two week additional enrollment period, revised enrollment figures were presented by Cindy Block, with the recommendation to keep 2 of the 3 sessions that had been in jeopardy. She recommended the cut of the 9:00 Saturday session to have Saturday ice break even – offering a 9:30-10:30 General session (merged with the original 9:45-10:30 FS session). It was stated that the 9:00-9:30 timeframe might be available as City Ice.

MOTION: Lisa Asiala moved to accept the cut of the 9:00am Saturday session; the motion was seconded by Anne Shuff and approved unanimously.

9/12 Addendum – it was confirmed by the City that the 9:00-9:30 timeframe would unavailable as City Ice, and would be given to another user group if not committed to by MFSC.

MOTION: Nancy Klier moved to, effective immediately, combine the two Saturday early sessions (701/702) into a one-hour session from 9:30 -10:30, followed by the 20 minute stroking and Junior Club sessions; the motion was seconded by Judy Hutchison, and approved by 5 to 2 eVote, with one Board member not responding.

CHAIRS/COMMITTEES/BOARD LIASON

Committee chairs and Board Liaison appointments are being finalized.

ACTION ITEM: Nancy Klier will circulate Committee appointments and Board Liaison recommendations to the Board within one week. Confirmation will be handled by eVote.

ACTION ITEM: Nancy Klier will circulate committee vacancies to MFSC membership to solicit participation in committee vacancies.

ACTION ITEM: Volunteers will be solicited yearly to fill committee positions.

BASIC SKILLS ICE TEAM COMMITTEE ROLES

Cindy Block, acting Board Liaison to Basic Skills, met with Duane Boswell, Basic Skills Committee Chair to:

- Review the structure and reestablish the Basic Skills Committee
- Establish a process to fill the On Ice Director position (currently open)
- The Basic Skills Committee will broadcast a Club wide announcement requesting applications for the On Ice Director job, asking for submission of resume and qualifications by a deadline – the announcement will include a job description and measures of success
- Basic Skills committee will review all applications using an objective matrix of criteria, and present their preferred candidate with justification at October meeting

MOTION: Cindy Block moved to formalize the process to appoint the On Ice Coordinator and act on the pending application; the motion was seconded by Ann Ward and approved unanimously.

9:48pm – Ann Ward moved to adjourn the meeting; the motion was seconded by Nancy Klier and approved unanimously.

MFSC BOARD MEETING MINUTES September 28, 2006

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

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

COMMITTEES/CHAIRS/BOARD LIAISON

Nancy Klier presented the proposed list of Committees, Chairs and Board Liaisons. Vacant positions will be posted to the membership for volunteers by early October.

MOTION: Anne Shuff motioned to accept the list as presented; motion seconded by Denise Baker and approved unanimously

CLUB ICE FEES:

MOTION: Ann Ward moved to allow session fees to be paid in two installments for those families purchasing \$350 (per family) or more per session; motion was seconded by Anne Shuff and approved unanimously. This change will be effective with the Early Winter 2006 session.

MOTION: Lisa Asiala moved to approve a \$25 late fee for club ice registrations; motion seconded by Anne Shuff and approved unanimously. This change will be effective with the Early Winter 2006 session.

MOTION: Denise Baker moved to raise the effective registration hourly rate to \$16/hour for the Early Winter 2006 session; motion seconded by Anne Shuff, approved by a vote of 5 to 2. This change will be effective with the Early Winter 2006 session.

MOTION: Ann Shuff moved to increase drop in fees as indicated below; motion seconded by Cindy Block and approved unanimously

\$ 7 – 20 minute stroking	\$16 – 50 minute
\$13 – 40 minute	\$18 – 60 minute
\$14 – 45 minute	

This change will be effective with the Early Winter 2006 session.

EARLY WINTER 2006 SCHEDULE

Lisa Asiala and Denise Baker presented coach input for changes to the Early Winter session for discussion.

MOTION: Ann Shuff moved to approve the amended schedule as presented; motion seconded by Cindy Block and approved unanimously. Revised schedule will be sent to coaches prior to distribution to the general membership.

CHRISTMAS EXHIBITION:

Kris Hallet & Teri Haag will organize Christmas exhibition scheduled for December 3, from 6-8pm.

STORAGE LOCKER:

Cindy Block reported that she, Hallie Wilson, Anna Cieslinski, June Turley have evaluated the contents of the storage unit and determined contents can be consolidated to fit into a storage shed ½ the size of the present unit – resulting in significant cost savings.

NEXT MEETING: OCTOBER 16, 7pm at the Midland Civic Arena

OUTSTANDING ACTION ITEMS – SEPTEMBER 2006

WHO	WHAT	BY WHEN?	COMPLETE?
Nancy Klier	Circulate Committee appointments and Board Liaison recommendations to the Board within one week. Confirmation will be handled by eVote.	September 17	Done
Nancy Klier	Circulate committee vacancies to MFSC membership to solicit participation in committee vacancies.	September 17	
Donna Ronan & Karen Boswell	Present team building exercises and team assessments at the next Coaches' meeting (via the CPI).	October 30	

OUTSTANDING ACTION ITEMS – AUGUST 2006

WHO	WHAT	BY WHEN?	COMPLETE?
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	
Ann Ward	Contact rink management to get approval for Mr. Edge to work on the premises for one day every other month.	September 1	Deferred

OUTSTANDING ACTION ITEMS – JULY 2006

WHO	WHAT	BY WHEN?	COMPLETE?
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	Contact Karl Jacob to initiate the jump harness installation process in the South Rink.	July 18	