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MFSC BOARD MEETING MINUTES September 10, 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 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: Bill Bartlett, Karen Boswell, Laura Colsia, Jon Evans, Teri Haag, Kris Hallett, Fran Santoro, Anne Shuff, Jennie Walsh

MFSC President, Nancy Klier, called the meeting to order at 7:10 p.m.

SECRETARY'S REPORT

MOTION: Ray Passeno moved to accept the minutes as presented; the motion was seconded by Jane Chamberlain and approved unanimously

TREASURER'S REPORT

Cindy Block provided the following update on Treasurer's action items:

- Anna Cieslinski has agreed to be the competition treasurer; a separate Competition bank account has been opened at Wolverine and checks are on order.
- 990 non-profit tax forms are complete for the past year. MFSC accountant, Tina Hop, would like to make a presentation to the board to explain specific policies required for compliance with non-profit guidelines.

MOTION: Nancy Klier moved to approve up to \$200 to fund Tina Hop's presentation to the Board; the motion was seconded by Ray Passeno and approved by a margin of 6 for and one abstention (Boswell).

- Cindy Block presented updated financial statements and noted, in addition to the \$3000 loss for spring club ice:
 - \$11,000 loss estimated for summer session based on June-August ice bills
 - \$5400 Basic Skills loss since May

ACTION ITEM: Nancy Klier will provide Cindy Block with the detail of drop-in revenue for spring/summer.

ACTION ITEM: Nancy Klier will provide Cindy Block with a detailed list of club skaters registered for the summer and a breakdown of the sessions each skated and the revenue expected.

ACTION ITEM: Jon Evans & Cindy Block will analyze the August ice bill to ensure that charges correctly reflect the final two weeks of month were city ice only.

CPI COMMITTEE UPDATE

Karen Boswell presented an update from the CPI:

- The next coaches' meeting will be scheduled for late-September or early-October.
- The Ice Committee has asked to participate in the next coaches' meeting to talk about ice rules
- CPI is responsible for coach contracts for one year and recommended changes are approved by the Board.

ACTION ITEM: The CPI will document and formalize any existing verbal agreements in the next round of contracts.

TESTING COMMITTEE

Test Chair, Sandy Warner, has requested 3 days for the next test sessions (test sessions will start at 8am and regular club ice will be cancelled):

- November 18, 2007
- January 20, 2008
- April 20, 2008

MOTION: Nancy Klier moved to approve these three dates for test sessions; the motion was seconded by Jane Chamberlain and approved unanimously.

BASIC SKILLS UPDATE

Basic Skills Committee Chair, Donna Ronan, presented an overview of Basic Skills activities to date

- Registration forms have been changed from the PO Box to the rink address.
ACTION ITEM: Nancy Klier will obtain and install a secure mailbox.
- MFSC hosted open house with the goal of improving participation in basic skills; the open house was not well attended due to severe weather.
- Pre-enrollment for Basic Skills in the upcoming session is very low – it is hoped that walk-in registrations will raise the enrollment to a break-even status.
- The Basic Skills Committee will set a timeline through end of spring for marketing deadlines
- Donna Ronan is compiling a Basic Skills policy and procedures manual

Board members expressed concern that Basic Skills enrollment numbers continue to decline.

MEMORIAL FUND COMMITTEE

Fran Santoro and Jon Evans presented Memorial Fund information. Concern was voiced that the Basic Skills Scholarship category is unfunded at this time. The purpose of this fund was to allow support for Basic Skills skaters who show promise, financial need and a commitment to the program to stay in Basic Skills longer. Board members reiterated that there is a need to control Basic Skills financial losses so scholarships can be funded.

ACTION ITEM: Jon Evans & Fran Santoro will provide information to the coaches to review on criteria for scholarships.

SUMMER SESSION WRAP-UP

Nancy Klier's calculations show a summer club ice loss of ~\$2000, which differs from the \$11,000 loss generated by June-August ice bills.

ACTION ITEM: Jon Evans & Cindy Block will analyze the August ice bill to ensure that charges correctly reflect the final two weeks of month were city ice only.

ACTION ITEM: Nancy Klier will provide Cindy Block with a detailed list of club skaters registered for the summer and a breakdown of the sessions each skated and the revenue expected.

ICE COMMITTEE UPDATE

Jon Evans presented an Ice Committee update showing current registration are considerably below break-even and projecting substantial losses for the session. The Board and guests discussed methods to reduce the losses and manage the ice sessions to the benefit of all skaters.

The following ice schedule changes were considered and approved by the Board pending Jon Evan's discussions with the City:

- Basic Skills practice ice and shared low sessions – Donna Ronan will monitor walk-in enrollment for the first week. Unless enrollment increases to at least 15 skaters/session, the Tuesday practice ice will be cancelled and other practice ice sessions will be evaluated.
- Session 403 (Wednesday stroking session) – 1 week grace period will be allowed to see if enrollment will increase, otherwise the session will be cancelled.
- Session 401 eliminated immediately – Jon Evans will ask the City for City Ice during this time period.
- Sessions 501-502 combined into a single General session in the 502 time period.
- Session 501 – Jon Evans will ask the City for City Ice during this time period.
- Sessions 601-602 combined into a single hour (5:00-6:00 club ice) and City Ice will be requested for 4-4:50.
- Session 101 cancelled immediately.

ACTION ITEM: Jon Evans will meet with the City immediately to determine options for session consolidation, City Ice, etc.

ACTION ITEM: Enrollment numbers will be evaluated again in one week and the Ice Committee will make recommendations to the Board at that time.

ACTION ITEM: The Ice Committee will evaluate the possibility of changing procedure to ask for sign up commitment earlier in the process ... a commitment from skaters by early-October for the sessions they will skate in the winter session, even though payment will not be due at that time. It is hoped that earlier registration commitments will allow additional time for ice planning.

BYLAWS REVIEW STRATEGY

A review of Bylaws strategy was postponed to a future board meeting due to lack of time.

ACTION ITEM: Nancy Klier will send proposed strategy to the Board via email for review.

NEW BUSINESS

No new business was brought forward due to lack of time.

Duane Boswell moved to adjourn the meeting at 9:30pm; the motion was seconded by Ray Passeno and approved unanimously.

NEXT MEETING: OCTOBER 8, 2007, 7pm @ THE RINK

MIDLAND FIGURE SKATING CLUB BOARD MEETING ACTION REGISTER

SEPTEMBER 2007 BOARD MEETING

WHO	WHAT	WHEN/STATUS
Nancy Klier	Provide Cindy Block with the detail of drop-in revenue for spring/summer.	September 13
Nancy Klier	Provide Cindy Block with a detailed list of club skaters registered for the summer and a breakdown of the sessions each skated and the revenue expected	September 13
Jon Evans & Cindy Block	Analyze the August ice bill to ensure that charges correctly reflect the final two weeks of month were city ice only	September 17
CPI	Document and formalize any existing verbal agreements in the next round of contracts.	January 1
Nancy Klier	Obtain and install a secure mailbox for Basic Skills registrations which will be directed to the rink instead of the PO Box.	September 17
Jon Evans & Fran Santoro	Provide information to the coaches to review on criteria for Basic Skills scholarships	November 1
Ice Committee	Evaluate enrollment numbers make recommendations to the Board for session schedule changes.	September 17
Ice Committee	Evaluate the possibility of changing procedure to ask for sign up commitment earlier in the process ... a commitment from skaters by early-October for the sessions they will skate in the winter session, even though payment will not be due at that time.	September 17
Nancy Klier	Send proposed strategy to the Board via email for review.	September 13

AUGUST 2007 BOARD MEETING

WHO	WHAT	WHEN/STATUS
Donna Ronan, Cindy Block	Brainstorm plans for a Financial Committee to provide continuity longer than the Treasurer term	
Judy Hutchison	Create an Action Item Register from Board meeting minutes	<i>Completed</i>
Cindy Block	Provide copy of directors' insurance policy to all board members	<i>Completed</i>
Cindy Block	Provide several checks to Nancy Klier so Nancy can write checks in the event of Cindy's absence	
Cindy Block	Close the credit card accounts for Judy Hutchison & Cindy Block	<i>Completed</i>
Cindy Block	Provide credit card to Nancy Klier	<i>Completed</i>
Memorial Fund Committee	Research tax implications and bring a proposal to the September Board meeting for review	September 3
Nancy Klier	Remove High School Team from the list of approved committees as it is a separate entity from MFSC	
Cindy Block	Give locker room plans to Nancy Klier to determine pricing for changes	<i>Completed</i>
Nancy Klier	Make of the items that need repair in the locker and present it to City on Wednesday meetings	
Judy Hutchison	Broadcast a request to the membership for donation of a dehumidifier for the locker room until the City implements a facility-wide solution to the humidity issues	<i>Completed</i>
Ann Marie Horcher	Confirm data security and implement pilot of on-line registration system for Basic Skills Fall Session	August 30

JULY 2007 BOARD MEETING

WHO	WHAT	WHEN/STATUS
Committee Chairs	Submit 2007-2008 budgets to Cindy Block ASAP	September 1
Nancy Klier	Contact Karl Jacob regarding jump harness installation status (South Rink) and provide that information to Fast Ice	
Ice Committee	Review current ice policies and public statements and generate an updated policy to be communicated and applied uniformly	
Nancy Klier	Place an updated membership listing will be placed in the front of the Ice Monitor book	<i>Completed</i>
Nancy Klier	Provide updated membership policies for 2007-2008 to webmaster to post on the website	
Membership Committee	Requested to initiate the membership renewal process earlier next year (late-April 2008) in order to give members more time to renew, and not run into timing issues with renewing memberships	