

Wayne Westland Figure Skating Club

Meeting Minutes 11-23-21

Present: David P, Shaun T, Rana S, Tess K, Bill G, Amy H, Sharon M, Renee B.

Meeting called to order at 6:37pm

Previous meeting minutes reviewed and approved, Motion by Amy Harris, 2nd by Tess K.

Treasurer's Report: Beginning balance- \$14,655.38, ending balance \$23,614.57, awaiting bill from videographer and have some outstanding checks.

President's Report: See Future Club Activities section.

MMIA Report: The music system is owned by WWFSC. Shaun will purchase new locks for the music box to prohibit access to the control panel. Tess will have the cord for the audio hook up for a cell phone or radio accessible in order for hockey and open skate to hook up to our equipment but be unable to adjust the volume or functions. Other groups have options for connecting their own mixer.

The Holiday Ice Show is December 17th from 6:00-6:50 pm. Bring a donation of socks or underwear for a shelter. Sanctioned event, so it requires masks. Hot cocoa and cookies in the party room after the show. Open skate is from 8:00-9:20.

The Red Wing Hockey game is February 18, 2022.

The Ice Show is scheduled for April 29, 30 & May 1st.

LTS coaches jackets for 10 coaches are \$62.50 per jacket. WWFSC embroidery is an extra fee.

*Motion by Shaun for club to pay half of the cost for LTS coaches jackets, 2nd by Amy H. no objections, motion passed.

Future Club Activities:

Capital Improvements – Shaun spoke with Joe Burton about the arena using our club's music equipment for hockey and open skate. She indicated that the equipment is not being used properly and the music is so loud that the speakers are at risk of being blown. Discussion continued on options for the arena to 1) purchase their own equipment or 2) contribute to the purchase and upkeep of the club's equipment.

Dave will create a quote that outlines expenses related to the equipment and email a proposal to Joe about renting the equipment from the club, offering a reduction of our competition or ice show bill, or offering some additional freestyle ice.

Competition:

Here's a breakdown of basic information regarding the 11.13.21 competition based on information Shaun has at the time:

165 entries, 104 skaters, 1 dance team

REVENUE- Biggest money maker for the club

\$11,350 earned in registration fees

\$300 in practice ice sales (approximate)

\$315 in lobby sales (approximate)

Any other revenues?

Expenses

Ice Bill from 7:00a to 8:00p 13 hours at \$235= \$3,055

Need cost of 828 Studios video services

Need cost of food/hotel/mileage/gifts for officials

Need cost of items purchased for lobby sales and decorations

Any other expenses?

Volunteer Hours

Shaun and Tess audited volunteer hours. All active members fulfilled their requirements.

Shaun recommends we have an accurate accounting of all revenue and expenses to determine the amount the club cleared to be used for Ice Show and a possible end of year banquet.

After Activity Report

Shaun emailed all volunteers and board members asking they provide feedback and observations concerning the competition and provide suggestions for improvement based on their front-line experience in their specific volunteer positions.

Specific pandemic safety protocols from US Figure Skating and the Competition Referee impacted normal operations. This included a) Referee required 2 judges' platforms which eliminated one box for the ice monitor to check in skaters and have an on/off ice on the locker room side of the area. This was moved to the lobby side and caused congestion and an inability to isolate, organize, and identify skaters who needed to be ready to take the ice for warm-up and events. This also made it challenging for the ice monitor to communicate with the referee
Having stable Wi-Fi within the rink would greatly benefit access to using technology and eliminate the use of walkie talkies.

EMS on-line check was efficient, easy to use, and simplified the on-site registration process.

US Figure Skating Process – could we eliminate the need for paper versions of individual event listings and go digital? Can the 104 (schedule prepared by referee) be directly uploaded to EMS versus having to enter manually? Referee, Judges and Accountants used the 104 as reference for the schedule of events, WWFSC volunteers used the schedule from EMS and the individual paper printouts of events. We had several issues due to 1) the 104 not matching the EMS schedule due to an error in the manual entry to EMS 2) skaters that scratched, and 3) changes in events after the schedule was completed. See if Bill G has any information. Need a stable wifi connection.

Highly recommend that the date to close registration is a minimum of 2.5 to 3 weeks before competition with NO LATE Registration allowed. Another impact of the pandemic was US Figure Skating shortening the announcement and registration window for all competitions. The Referee is in charge of creating the schedule and had time barriers that impacted when the schedule was completed.

Add language to the automated notification from EMS sent upon registration (if possible) and to our announcement that it is the responsibility of the skater/coach/parent to verify that all the information is correct and it must be verified by a specific date due to the complexities of changing the schedule. Recommend, if we are required to use paper notification of events, that we pick this package up from the accountant several days in advance (if we are allowed) to verify accuracy and have access to the information in order to have it available when skaters are registering. We ask skaters to show up an hour before their event and yet, we still did not have the information from the accountant to post. Evaluate our club's needs and what officials meet them.

Create how-to videos or documents for specific volunteer assignments.

Clarify language in membership packet and competition information for our club to be clear about volunteer expectations (similar to ice show packet). Meet ahead of time to go over what is required at each position. Ice Monitor needs 2 people, Invite 2 Accountants instead of 1, bring a printer for them. Look into capitalizing on what EMS offers through Live Scoring. Events are pulled up with a QR code, no papers posted on the wall, no runners needed. Live scores can be seen and skater lineups. Arena needs to do their part to clean bathrooms, judges room, sweeping in the lobby, stocking toilet paper etc.

Look up Referee's/Judges on EMS under officials tab to find more options. Other Referees are busy with Championship events, Regionals/Sectionals during our competition. Try to get Barry.

Skaters Advisory: Abby S took the lead for the fall event and was planning an outing to the cider mill. Due to scheduling conflicts and other activities, this was not scheduled and the cider mill is closed. She spoke to Shaun and Tess about researching an outing to a "make your own pottery" studio. Another Idea is to plan a movie night.

Test Session: Judges were appreciative that the session was well run. Parents were appreciative that it was on a weekend and skaters didn't have to be taken out of school. For future test sessions more time needs to be planned for Freestyle tests since the write ups take longer. Dave very thankful for having 3 dads help with tear down, it was the quickest tear down ever. There are patches in the office.

Old Business: Shaun and Dave have worked on cleaning up the attic. Tires have been disposed of.

Meeting adjourned at 8:06pm, motion by Amy H, 2nd by Shaun T.

Next meeting is December 28th at 6:30 pm.