

**Wayne Westland Figure Skating Club**

**July 26, 2022 Minutes**

**Call to Order:** Meeting was called to order at 6:34p

**Present:** Dave P, Shaun T, Ronda O, Sharon M, Renee B,

**Absent with notice:** Rana S, Amy H, Tess K, Pam L

**Minutes:** Sharon made a motion to approve June minutes and Ronda provided the second. Minutes

approved.

**Treasurer’s Report:** Report detailing monthly financial transactions was reviewed and received.

**MMIA Report:**

Lots of cleaning and maintenance underway at the rink this past week; new boards and glass have been installed; first day of freestyle is slated to be Wednesday, September 7th from 4-5:50pm.  Reminder of increased ice rates in effect starting this season which means drop in freestyle and LTS class tuition prices have increased a dollar from last year contract ice rental rates, and open skate admission. No more punch cards, but Tess is pitching a proposal to Joe similar to the 10 sessions prepay option or monthly contract calendars at Southgate.

Remaining cast photos and ice show DVDs are available for pick up at the golf course on Sundays 2-9pm and Mondays 4-9pm.

Wednesday off-ice workouts have been taking place, we've discussed some ideas amongst the regular attendees and are thinking of an off-site adventure to mix it up a little bit. Tess will collect phone numbers and/or email addresses of interested participants and set up a group text/email so everyone's in the loop for the adventure planning.  Still unsure on exact details, but if you're planning on joining us for workouts in the near future, please let her know so she can be sure to add you to the contact list.

Saturday coffee club - hoping to continue with these sessions again this season, due to freestyle ice time cuts during high school hockey season, we may opt to meet bi-weekly dependent on lesson schedules/coach availability, or possibly just once a month.  Ronda suggested that we could offer coffee club on less used freestyle ice if coaches are available. Shaun added that we could use off-ice skating workouts that translate to on ice elements and we would not interfere with coaching staff availability. Tess shared new instructors on board would be able to lead on alternate weeks, provided they can show proof of current liability insurance and full instructor certifications/coaching compliance to do so.

**Future Club Activities:** Welcome Back Day - The club should choose a day early in September to kick off the new season and determine what materials should be in the Welcome Back Packet. Past materials included a letter from the Board with information about any dates we have planned for the holiday and ice show, links to our Facebook and website, and who is serving on the board. Other documents included a flyer with our spirt wear, ice show requirements, a note about the skaters advisory committee, free style and learn to skate schedule, and resources on free style etiquette. Recommend we share a description of the resources also available on USFSA members only site, last season’s recap, and a timeline of activities and events for the season. Board discussed hosting a week-long event where skaters/families can pick-up their materials and goodie bag. Sharon volunteered to help put bags/packets together.

**Committee Reports**

* **Delegate’s Report:** No report.
* **Competition/Ice Show: COMPETITION** The date of the competition was moved to October 29th, 2022 in order to increase the pool of referees and judges to choose from. November is an extremely busy month for competitions in Michigan and the availability of referees and judges is very limited. Barry Doran has agreed to serve as referee this year and has been extremely helpful with feedback on the competition announcement. He has recommended that we reduce the number of events we are offering that have little to no registrants. For example, all pairs events have been eliminated. He also indicated that we should increase our event prices to cover the rising costs of purchasing ice and to be more in-line with other similar events. Shaun did research on the price of other comparable competitions in the Midwest and discovered we were $30 less than the next lowest priced competition. She made a motion on email July 25th to increase the first event at 6.0 from $100 to $125 and the second event from $40 to $60. Renee provided the second. Motion passed. Rana and Shaun are working together to finalize the announcement, which should be completed this week.

The sanction is a very straight-forward on-line form that requires basic information such as competition date, chair, referee, and accountant. We are still waiting to receive a response from the accountant in order to submit the sanction. Rana and Laurie Sitarski have both reached out. Laurie will also provide a list of prospective judges with an email template to Rana to secure their participation.

Shaun suggests that we go back to providing a potluck for meal options versus purchasing from a restaurant. Her experience with arranging the food for the judges has taught her they prefer soups, sandwiches, chips, chocolate, candy, and pop. We ordered from a restaurant for the last two competitions due to Covid safety guidelines but can ensure that proper food handling guidelines are followed. This would also be one way to reduce overall expenses if we ask members to contribute to the food and refreshments.

Abby Sitarski has volunteered to assist with behind-the-scenes tasks for the competition. Shaun is thinking she might be a good fit for posting results using EMS versus copying the results and posting in the lobby. Courtney Ozog has taken the lead in securing vendors for the event and created a post for our Facebook page and a Google Doc to list vendors. We have several vendors that had tables at our Fund Fair that agreed to be at our competition. Next steps for the competition include a) determining if we will use EMS to post results b) identifying best location for WIFI strength in arena c) outlining volunteer assignments, creating a sign-up genius, and sharing with club members.

Need to determine if we need to make adjustments to judging platforms due to new boards.

**ICE SHOW:** Shaun has begun reaching out to ice show stakeholders to obtain their feedback on perspective tasks and activities. We received 10 responses from the ice show survey, the she will review, but would like to get information from individuals that had key jobs such as lobby sales and decorating, props/setup, fundraising, and program creation. She also wants to review the composition of the ice show directors and coaches, develop a project timeline, discuss how to choose a theme, and evaluate what expenses are missing from the income and revenue document.

Shaun did a cursory analysis of our club finances in relation to the ice show based on the monthly treasury reports over the last two years (did not save all of them). In 2021 from March to June, our account balance decreased by $8795 and the ice show tracking document showed a loss of $3424. In 2022 from March to June, our account balance decreased approximately $11,900 and the ice show tracking document showed a loss of $1,300.

This is NOT an in-depth audit of all our transactions, but just a brief overview that indicates a possible trend of a decrease in funds during the ice show season and shortcomings with Shaun’s ice show income and expense tracking document. We have other on-going costs that are monthly or annual appropriately documented on our treasury reports such as membership (but this should be offset by payments received by members), insurance, website, I-Coach, and Zoom, but these amounts are documented and affordable.

She wonders if certain ice show expenses are not being captured and itemized on the ice show income and expense document? This would include costumes but is not sure what other expenses are impacting the bottom-line that aren’t accounted for. She would like to determine how we can include all transactions related to the ice show to calculate a more accurate profit/loss figure.

* **Membership**: The bulk submission for members has been completed. We may have a couple more skaters join the club based on conversation Shaun has had with coaches. Current roster, including one family form to process, indicates we have 47 club members. Of that 47, approximately 50% or 23 are active skaters. Shaun would like to obtain the responses from members regarding committee interests as well as confirm that all payments for membership have been received. She also wonders if it would be worthwhile to evaluate the cost of membership and perks compared to comparable clubs. Renee will review roster and list any outstanding membership payments.
* **Media**: Tess reported that any unwanted items/sections can easily be removed from the website, the 2020 competition content can most likely be removed at this point.  Anything else we want to be removed, just let her know. Shaun suggested we launch a club Instagram account. Board agreed. She will reach out to Amy S to see if she is interested in maintaining it.
* **Skater’s Advisory:** Re-engage once season starts in September and ask Abby S and Kailey S if they would be interested in being point-persons. Tess agreed to serve as board liaison.
* **Fundraising:** We are in need of some fundraising events to earn money for the club. Shaun has proposed that we develop a fundraising schedule with options that members can choose from. At least one fundraiser should be for the club and be mandatory. Another fundraiser could be for skaters, and she proposes another that is a 50-50 split between club and members. Sharon and Ronda suggested that a fee of $75 be charged to skaters and families that do not participate.

Club opportunity – Courtney Ozog found an opportunity for the club to sell concessions at the production of Sound of Music at Kresge Hall, Madonna University, Livonia during the weekend of August 18th – 20th. We can bring snacks and beverages to sell and keep the proceeds. Shaun recommends that each club member or family donate items. Waiting to hear back from the organizer on what day(s) we can attend. They will set up the table, we just need to show up with the concessions. Here’s a link to find out more <https://www.facebook.com/TopOfTheWorldProd/>

Other fundraising ideas for items that people might need/use:

* Schwartz’s Greenhouse- mums, gift cards, holiday <https://schwartzgreenhouse.com/>
* Schwan’s - dug around and found these sites <https://www.flipgive.com/brands/schwan-s-home-delivery>
* Little Caesar’s Pizza Kits <https://www.pizzakit.com/landing/pizza-kit-fundraiser?utm_source=AdWords&utm_medium=ppc&utm_campaign=Search%20Creative%20Fundraiser&utm_keyword=creative%20fundraisers&gclid=Cj0KCQjwof6WBhD4ARIsAOi65ahoIxwul26J3gHYsfwXx29DXen4eNyl0y2kHuhwESt0YinEZdzn0WkaAr71EALw_wcB>
* Got Sneakers – recycle old sneakers <https://gotsneakers.com/sneaker-fundraiser-program/?utm_source=adwords&utm_medium=cpc&utm_campaign=easyfundraisers>
* Sees Candies <https://fundraising.sees.com/?gclid=Cj0KCQjwof6WBhD4ARIsAOi65agrtCm7JqSum5sRu7Q1n2Y07tHEgeLceB8uC3xi9pH8eYvkcNanBjUaAvroEALw_wcB>
* Fundraising Ideas <https://www.justfundraising.com/hschool/>
* **Testing:** Dave reviewed virtual testing requirements. Seems doable. No decision on when next test should be scheduled. Many board members not in favor of hosting a test the same day as the competition. Shaun stated that we might be able to collaborate with the Farmington Hills Figure Skating Club as they host numerous tests throughout the year and might be open to coordinating with our club. Shaun suggested Dave reach out to FHFSC test chair to explore.
* **Nomination:** The election results for the July 1, 2022 – June 30, 2022 have been tallied and one new member, Pam Larsen, has been added to the roster. We had four open positions for this season, each a three-year term. We only have two open positions next year and need to make an appropriate adjustment for those elected this season with term through 2025. Shaun suggests that the elected candidate that receive the least number of votes serve a one-year term with the option of being on the ballet again next season. If we don’t make this adjustment, this trend will continue. Any member that resigns during their term shall be replaced by another elected candidate to complete the members term who resigned. This will keep three slots open each season. Amy Harris confirmed that Dave Petzel had the least number of votes (9) and he will have a one-year term versus the standard three-year term.

**July 1, 2022 through June 30, 2023**

**Board Officers:**

Dave Petzel, President. Term ends June 30, 2023 davepetzel46@woway.com

Shaun Taft, Vice President. Term ends June 30, 2023 staft311@gmail.com

Amy Harris, Secretary. Term ends June 30, 2024 harristwingles@aol.com

Renee Brown, Treasure. Term ends June, 30 2025 rnay.brown@gmail.com

**Board Members:**

Tess Kuehne- term ends June 30, 2023

Pam Larsen – term ends June 30, 2025

Sharon Mattioli – term ends June 30, 2025

Ronda Osadca – term ends June 30, 2024

Rana Safah – term ends June 30, 2024

**New Business**:

Club Seasons Activities Calendar/Committee

It would be very beneficial if we could start the season with as much information as possible of feasible concerning dates of upcoming competitions, shows, and events. This will allow for families to plan their time and arrange their schedules based on club activities. Creating and maintaining a calendar would be a task appropriate for any interested club member. Might be a volunteer who is willing to work with the communications committee. Consider hosting General Club Meeting at the beginning of the season (Welcome Back), mid-season (Holiday Show) and end-of-season (Ice Show). Include information, if possible, on competition, testing, holiday show, ice show, BBQ, and skate camp.

USFSA Resources

July 2022 Club Matters newsletter had resources for “Expectations of Member Clubs” and “The Makings of a Strong Club”. Shaun stated that WWFSC has already been working on some of these strategies and suggested that the Board review this information for further discussion at the August meeting.

**Old Business**:The Board discussed and agreed to make four installments to contribute to the $1,465.00 in materials purchased by the city to install electrical access to run the floor lights. First payment will be in November of 2022 and final payment will be made by May of 2023. Shaun made the motion and Sharon provided the second. Motion passed.

Arena Clean-up and Maintenance

Dave was able to discard of the 4 large cardboard pillars and received approval from Joe B to continue to discard unnecessary items in the area dumpster. Winch removal – no action. Broken speaker – will repair. Underneath bleachers cleaned up to allow for Joe to retract for installation of new boards. Attic clean-up – dispose of all but 4 chandeliers. Stage review – determine what parts of stage, if any, we want to keep. Wi-Fi – determine which areas of arena have strongest signal.

**Meeting Follow-up:**

* Renee to determine any outstanding membership payments.
* Shaun to review responses on membership forms with committee interests.
* Shaun will ask Amy S if she will create and manage club Instagram account.
* Sharon and Shaun to work on Welcome Back Packet and Goodie Bag
* Shaun to check verify with Amy H nominee with least number of vote 2022-2023 election.
* Board – determine fee/fine for members non-compliant with mandatory fundraising.
* Dave and team to assess which light boxes work and which to discard. Also discard all but 4 chandeliers. Determine if judging platforms need to be adjusted due to new boards. Dave will arrange monthly check-in with Joe to maintain open communication. Carry over from June – Follow-up with Farmington Hills Test Chair to discuss possible collaborative test schedule.
* Tess to determine which areas of rink have strongest Wi-Fi signal. Carry over from June – create skater bio form.

**Adjournment**: Ronda made a motion to adjourn at 8:30p and Shaun provided the second. Meeting Adjourned.

**Next meeting:** August 23, 2022.