

CHAMPLAIN VALLEY SKATING CLUB BOARD MONTHLY MEETING  
MINUTES

September 6, 2023 6:45 p.m. via Zoom

- Call to Order: Meeting called to order at 6:48 pm. Present were Lisa Young (President), , Susan Harrington (secretary); Jessica Robarge and Danielle Bissonnette (co-treasurers); Ashley Moran (vice-president) ; Liz Mangat; Shannon Kadish, Sarah Leeuw, Charlotte Edwards (co-test chair); Bridget Thabault (ice coordinator); Barb Joyal (OTI liaison). Guest: Roxie Bryce (Fundraising and Community Outreach), Shannon Kadish (HS team)
- Minutes approved unanimously.
- **Motion to elect Jessica Robarge and Danielle Bissonnette as co-treasurers passed unanimously.**
- Treasurers' Report. Danielle and Jessica presented the treasurers' report for the first time. One issue that requires board action is the September 4, 2023 maturation of our North Country Federal Credit Union CD. We have a 10 day grace period to take action with the CD. **Danielle and Jessica moved that the Board take the proceeds from the NCFCU CD and place them in a bank account so that our treasurers can assess options and make a later recommendation about how to invest the funds. Motion passed unanimously.**
- **Motion to accept the treasurers' report passed unanimously.**
- Professionals Liaison: Jillian reported to Lisa on some communication issues regarding USFS memberships (in Essex); Lisa will remind coaches that learn to skate students do need to renew USFS memberships in order to access club ice.
- Officials Liaison and Test Session: Test session on 8/27 went smoothly; next test session coming up on 9/30. Charlotte will be communicating with coaches about possible future dates. We need to resolve some questions about who is playing music during test sessions (including at the warmup).
- Calcutta planning: Roxie reported on progress toward the February 3 event. Some donations already coming in! We need to secure a venue. **Motion to approve renting the St. John's Club for the event passed unanimously.**
- VCTI: First practice on Friday! Team is slightly smaller this year; still good-sized.
- OTI: The summer adult clinic worked very well. New members have emerged from the clinic and a team may be possible again this year! Discussion about whether people trying out OTI ice need to be USFS members or not (the club website notes that anyone accessing club ice must be a USFS member; questions about how past "bring a friend/check us out" events were handled).

- High School Team: Shannon Kadish reported for the newly-named Champlain Valley Regional High School Team. First event is in Exeter NH on October 22; a second event in Martha's Vineyard doesn't initially seem as popular among the team's 11 members.

## New Business

- Fall Ice Sales Update as of 9/5 pm - fairly consistent with last year's ice
  - Monday: 6 contracts
  - Saturday 1: 7 contracts
  - Saturday 2: 9 contracts
  - Sunday : 2 contracts
  - Sunday 2: 4
- Text messaging services: [Text-Em-All](#): credit based - we buy credits (9 cents per credit, which users to pay as they go. One message to the whole club would cost around \$8.10. A monthly fee would run \$39/month. Discussion endorsed the notion of trying out purchasing credits to permit a small trial as needed this year, only for important and urgent late ice changes.
- Job Descriptions: Task for next meeting: please write a job description for your role
- Bylaws - we will review the document next meeting and potential changes.
- ○ Safe Skate - almost there! 3 more people to be safe skate compliant. Goal for next time: 0
- Fundraising and Community Outreach (FCO) position:
  - The FCO will play a crucial role in organizing and implementing fundraising activities to help the CVSC to meet its financial goals. Additionally, the liaison will work to build strong connections with both donors and the larger community to expand our reach.

### Responsibilities:

- Organize and coordinate fundraising campaigns, events, and activities to raise funds and awareness for the CVSC
- Maintain records of expenses, donor interactions, contributions, and fundraising activities
- Report out to the CVSC Board on a monthly basis. This report may include potential ideas to obtain Board approval, event planning progress, as well as results from fundraising initiatives.
- Develop and implement strategies to connect with the local community, including residents, businesses, schools, and community organizations.
- Roxie offered three fundraising suggestions: a calcutta, a poker tournament, and a cornhole tournament
- Discussion included
  - whether poker needs any special authorization (not unless we host it in a place that doesn't already have a gambling license)
  - the purpose of the fundraising—is it to cut ice costs? No, it's really about helping us cover the yearly losses we anticipate on ice.
  - General agreement: we will proceed with a Calcutta (including finding sponsorships)

- Community outreach: maybe Leddy would sponsor an open house; we can always table at Leddy; snack bars are possible during hockey season. Some outreach costs \$ (rug at entrance, guardian angel at Humane Society).
- Bylaws and job descriptions: we will Future board conversation: revision of by-laws. It would be good to have job descriptions for our officers.
- **Safe Skate:** There are still 5 board members who have yet to complete Safe Skate. Please do so ASAP!
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Next meeting: September 6. Meeting adjourned by unanimous consent at 8:19 pm.

Respectfully submitted,

Susan Harrington  
Secretary