

Swan City Ice Skaters
Board Meeting Minutes
March 12, 2006

Call to Order 6:40 p.m.

Roll call: Bette Swanke, Pam Dietz, Lori Brehm, Dawn Johnson, Shannon Neuman, Jim Breitzman, Kelley Sanders. Absent Carol Noon, Scott Sadowski.

Minutes of the February 12, 2007 were read. Motion to approve the minutes as read by Jim Breitzman, second by Lori Brehm

Agenda was amended to add under New Business – Board position job description review, and Award nominees. Motion by Jim Breitzman to adopt the agenda as amended, second by Shannon Neuman.

Officer's Reports:

- President – Third session has ended, ice show practice has started.
- Vice President – Pam asked that everyone review their board position job descriptions and make any changes etc.
- Secretary – Minutes from previous meetings will be kept on the website for 12 months.
- Treasurer – Gave \$10,000 to Lars for bills, schedule meeting for 03/26/07 for budget meeting.

Standing Committee's:

- Ice Show – There were some concerns brought to the board members attention regarding certain skaters and their placement in some of the ice show numbers. Every skater's level had been checked via the registration pages, which in some cases were found to be incorrect. This lead to the error in placing some of the skaters in one or the other of the accelerated numbers in the show.
 - A motion was made by Shannon Neuman to create a class element pass list for accelerated classes for the 2007-2008 skating season. Consultation with coaches for necessary criteria/requirements for each level of the accelerated classes will be sought. Second by Jim Breitzman.

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- Jim Breitzman made a motion to vote re: the skaters in the two accelerated ice show numbers in question will stay where they are, second by Kelley Sanders. Vote Aye-4 Nay-3.
- Pam made a motion to change the registration forms to reflect the new ACC classes in three levels, second by Shannon Neuman.
- Ice Show picture dates have been changed to 03/25/07, 03/26/07 & 03/28/07.
- Test Session – The test session is scheduled for Saturday, 03/17/07. Lori will try to find a date at the end of summer for another test session.
- Scrip – Lori Brehm reported that the current profit is approximately \$3,572 for the year. Scrip shuts down nationally the first week of April. There will be two opportunities to order in April on the 9th & 22nd and in May on the 6th & 20th. There will be no orders for the month of June, and there will be two times per month in July and August, dates to be determined.
- Extra Ice – Pam is going to send an email to Lori Uttech and Lars regarding the lack of extra ice during the week of the show setup.
- Publicity/Public Relations – Shannon asked if we should send out flyers for the 4th session or summer ice and start with the fall session. We will put something on the website for the 4th session.
 - Survey remarks – Parents would like more of a connection with the coach of their skater. Need more communication regarding work credits. Some new skaters and their parents found the overall process of registration overwhelming. Many said that their skater loved the skating and they would be returning.
 - Shannon will look at putting a dry erase board up on a wall in the warm up room along with some bulletin boards. She would like pictures of all the board members with name and duties or committee assignments.
 - Learn to skate will be done in the fall. Perhaps this would be a good time to have a meet and greet with the coaches.

Special Committee Reports:

- Family center board meeting was held on March 7, 2007.
 - Prioritized a list of improvements to be done at the rink using the Hicks and Park Village Mall money:
 1. New edger
 2. Replace and repair exterior doors

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3. Bathrooms
 4. New Computer
 5. Finish the upstairs
 6. Exterior cleaning of the building
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- Butter braids had a profit of \$2,500.
 - Spring Ice schedule almost done.
 - Concession stand will have Tracy Schmidt taking over for Linda McDougal.
 - Any board members that are interested will be trained on the new defibrillator.
 - The rink may be able to use the electronic marquee by the entrance to the mall to advertise events.

Old Business:

- Budget proposal meeting scheduled for 03/26/07.
- Annual Banquet – Pam is waiting for the contract to come back, there may be an event fee to use the commons area for the banquet. She will also do the post cards for the banquet. Absentee ballots will be available in the board room. Anyone utilizing the ballots will need to mail these to Dawn Johnson prior to the banquet.
- Jump Harness – still in the works.

New Business:

- Next Season Coaches – Letters of intent will be sent to all current coaches. Discussion was held on having a coaches meeting at the beginning of the season. Also, it was discussed that the coaches will rotate on the last week of each session and test the skaters in another coach's class for passing the skater with the required skill levels.
- Next Season / Coach Contracts – contracts need to be reviewed and possibly revised for approval with current coaches' names and wages.
- Ice Show Blue Ice – Next season Blue ice will be designated by session first through fourth. Including pre ice show ice as a separate session.
- Board positions / Job descriptions – Pam categorized proposed policies to review and discuss to put into actual policy from the meetings held this past year. The following are the from the proposed policy list that were voted into policy on March 12, 2007:
 - Under Coaches – Pam Dietz made the following motion, seconded by Shannon Neuman -
 1. Any coach wishing to use the jump harness must be PSA approved and trained on proper use of the harness prior to use with any student.
 2. All incoming resumes of coaching positions must be presented to the

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board no later than seven days prior to any interviewing of the potential coach.

3. Student assist must be at least 13 years old and must be approved by the board.
- Under Communications – Shannon Neuman made the following motion, second by Kelley Sanders –
 1. Any issue which needs to be addressed by the board will be brought forth and discussed at scheduled board meetings. Issues are not to be discussed by use of e-mail. E-mail is to be utilized only for informational communication such as: meeting reminders or sharing general information.
 - Under Lessons – Pam Dietz made the following motion, second by Dawn Johnson
 1. All students at Basic 8 and under will receive at the end of the third session a certificate stating their name and the level they should sign up for in the next skating session. Coaches will be responsible for filling the appropriate level, signing the certificate and distributing it to the students.
- Job descriptions should be reviewed than updated if needed. This will be helpful for new board members.
 - Award nominees – At the meeting on April 2nd please have your input ready for nominating the following yearly awards: Adult Service, Youth Service, and Sportsmanship. Also please consider discussing new board members to place on the ballot for the Annual banquet.

The next two board meetings will be held Monday, March 26, 2007 at 6:30 p.m. (Budget Meeting) and Monday, April 2, 2007 at 6:30 p.m. (Banquet Award nomination meeting).

Motion to adjourn by Kelley Sanders, second by Jim Breitzman.