



# Board of Directors Meeting Minutes

## August 15, 2018

### I. General and Administrative

- A. Roll call Gina  
Board: Gina Myers, Donna Mills, Astrid Pulley, Sara Negrete, Alyssa Rada  
Club: Sueann Wilson, Ruth Wilson, Jill Savino, Katelyn Savino, Nancy Artoff, Loralie Pulley, Ginger Davis
- B. Approval of Minutes Astrid  
i. May 1, 2018 board meeting – Made by Sara, 2<sup>nd</sup> by Alyssa, approved.  
ii. June 12, 2018 annual meeting – Made by Donna, 2<sup>nd</sup> by Sara, approved.  
iii. June 12, 2018 board meeting – Correction: Change USC to OSC re: Bend Ice. Made by Sara, 2<sup>nd</sup> by Alyssa, approved.  
iv. June 19, 2018 special board meeting – Correction: Remove Sara from OSC. Made by Donna, 2<sup>nd</sup> by Sara, approved.
- C. Officer reports
- i. President Gina  
(a) Organization chart and duties – Correction - SafeSport compliance is a separate committee – Sara is chair. Need Events Chair and Ways & Means Chair.  
(b) Bylaws – Gina needs help. Sara will help.  
(c) File sharing (Dropbox) – everyone who wants access has it.  
(d) Gift for Zack – Ruth will get him a gift, up to \$100. Nancy will give ideas to Ruth. Gina made, 2<sup>nd</sup> by Astrid, approved.
- ii. Treasurer Astrid  
(a) Bank account setup/signers – Gina and Astrid will go to bank to arrange.  
(b) Money handling procedures – Money should not leave the club room. If you have a form/check/cash, please place in the club room mailbox. Once chairs process their forms, they should mark the forms with the payment received. Then make a list of payments received to accompany payments and place in Astrid's box. Gina will continue to process reimbursements until Astrid gets bank transfer. Nancy needs reimbursement for mileage for synchro nationals and Salem meeting – Gina to do.  
(c) Contracts with vendors - Tabled  
(d) Financial statements update – We received the \$5000 from Synchro nationals. \$20,028.90 total cash. Gina
- iii. Secretary Astrid  
(a) Club email account and calendar – We will be using the [SOFSCmail@gmail.com](mailto:SOFSCmail@gmail.com) account more. We now have a google calendar linked that will have all club events on it. The calendar will be linked to the website. Gina, Astrid, and Alyssa can add events.  
(b) Communications with members – Use bcc when sending group emails to avoid people inadvertently replying to all. Chairs should send their own emails to the club members regarding events so that replies go directly to the people in charge. Chairs should also send out reminders before due dates.  
(c) Club room files and procedures – Top left drawer has files for events. Sueann will make schedule assigning skaters to vacuum club room.  
(d) Meeting scheduling - We will schedule next meeting at the end of each meeting. Astrid will email and place on calendar.

## II. Committee Reports/Continuing Business

### A. Committee reports

#### i. Ice

Donna

(a) Camp – 11 skaters signed up. Shannon is having some health issues and may need some help. Shannon will not be using return airfare, but has made her own alternate travel arrangements. Donna has made a schedule for private lessons; she will post it in the club room. Donna is negotiating the hotel price – Campers can use the code: SOFSC Special Group Discount.

(b) Holiday show group program – Donna will check on interest with skaters.

(c) Learn to Skate/Rink

(i) LTS tabling – Need dates for the signup sheet.

(ii) Jumps and spins on public ice – Ellen still hasn't talked to Dorothy.

(d) Exhibition – We need judges. We should advertise to non-club skaters; info was already sent to Ellen – Gina will ask her to distribute to LTS skaters. Need someone to make programs (Alyssa will be out of town); Gina and Astrid will do. Discussed getting certain number of skaters to commit prior to scheduling events in the future. Discussed cost and value of pins – we will order for this year.

Loralie

#### ii. Membership– 28 members, still need to process Hailey's membership

Clarified that medical waivers are required for participation in all sanctioned events.

Gina

#### iii. Publicity and Publications

Astrid

(a) Website– New website is up. May take some time. Please let Alyssa know if there are any problems.

Alyssa/Gina

(b) Photo/video permissions – we need to make sure that any published photos (social media or website) are of club skaters with signed photo waivers.

Gina

iv. Test – Rink will open at 7am on test day. Schedule is almost done. Astrid will run music for Jenny & Ana. Ruth will provide food and gifts – set up in Party room 2. Sara

#### iv. SafeSport

Sara

(a) Member compliance update – Gina will check with USFS to see if Alyssa needs background check. Donna needs to finish training. Ana needs to remove coach status.

(b) Who needs to be compliant – Any adult in close contact with minor athletes during club sponsored events, activities, etc.

(c) Club room security/room door code – Sara to clarify if use of club room is “close contact.” Plan to change door code and notify club members that only members are allowed in the room per USFSA SafeSport rules. Club member list will be posted so that members can all enforce this rule.

### B. Other

i. OSC Rep – OSC will not be bidding for nationals due to policy change making it no longer profitable. OSC will continue to bid for regionals, sectionals, and synchro nationals. Regionals will be at Sherwood this year. Nancy & Zack will be in charge of programs. Bill Cloran will be president, Nancy is VP, Carol White is Treasurer.

We need OSC delegates. SOFSC only has 2 – most clubs have 4. Most meetings can be attended via phone on the 3<sup>rd</sup> Thursday of the month from 7-8:30pm. Alyssa to ask Ali. Donna to ask Kristin.

Nancy

#### ii. Junior Rep

Loralie

(a) Date for harvest party September 23<sup>rd</sup> at the Pulleys

## III. New Business

A. Freestyle session rules– We need some rules to allow equal ice usage during freestyle sessions.

Limits on number of times a skater can play their music. Also ways for skaters working on their moves can get priority (like skaters skating to music do). Board to work on rules, approve and then submit to Ellen.

Gina/Astrid

B. Newsletter – Tabled.

Gina/Astrid

C. Excel program – New non-competitive tract, starts September 1<sup>st</sup>. More information next time.

Donna

**IV. Next Meeting: September 12 @ 6pm.**