



# Board of Directors Meeting Minutes

## March 5, 2019, 6:30 p.m.

### The RRRink, Medford

#### **I. General and Administrative**

A. Roll call Gina

Board: Gina, Astrid, Alyssa, Sara. Absent: Donna

Members: Loralie, Nancy, ChaLinda, Dana, Sarah, Kelly, Rachel, Sueann, Haley

B. Approval of Minutes: Astrid

2/12/19 – Approved with addition of Non-member list to roll call

1/15/19 – Approved.

C. Officer reports

i. President Gina

Updated org chart and job descriptions has been sent out. Checklist for volunteers is posted – it is a work in progress. Members can check to see where needs are and chairs can use to find people who are not helping much at this time.

ii. Treasurer Astrid

(a) Financial statements update Gina

Alyssa will help Gina with accounting.

Test session entry fees have still not been reimbursed. Sara filed paperwork and will follow up with treasurer.

Need to follow up with Jim Wilson regarding glassware sales and costs. Gina will give info to Astrid to follow up.

Need an official budget meeting prior to annual meeting. Need board members and any interested chairs to attend. We will look for a good date.

iii. Secretary Astrid

Sarah is working on getting a current contact list updated, as well as finding a good program to use to send out text messages to members.

(a) Club room manager update Sara

First cleaning went well. Second cleaning Friday 3/8/19, 6pm, will tackle the display case. Then, everyone will be asked to remove all personal items (or label/date) prior to final cleaning to remove all unclaimed personal items for trash, donation, Cinderella closet.

#### **II. Committee Reports/Continuing Business**

A. Committee reports

i. Ways & Means Nancy

Nothing new, still need to distribute Amazon and Fred Meyer info, also add to website.

ii. Ice Donna

(a) Rink volunteer committee Astrid

Meetings will be on the second Thursday of each month. Next meeting 3/14/19, 6pm.

Normal delegates will be Donna and Nancy, with Astrid as backup. Alyssa and Nancy will attend next meeting.

Plan to have tables at school skate nights, hockey games, LTS, etc. Starting with school skate nights. Want 2 people from each organization. There will be a google doc with dates/times and sign up opportunities (not yet available). Carolyn Radda or other family may be able to help?

Need: 8 foot banner – approved up to \$80 to purchase – Ana will do

Highlight video – 2 minute loop showing all skating levels – Sueann to do.

Information sheets – need to update what we have – Nancy to ask Zack if he has originals?

(b) Spring exhibition Astrid  
May 11<sup>th</sup>, 5pm. Warm up 3:45-4:45. Admission \$7, \$6 pre-paid. Ice cost needs to be worked out. Sanction is done. Announcer and National Anthem are done.  
See prep form.  
Gina needs to fix Square reader.

iii. Membership Rachel  
Rachel will scan all membership forms and make organizational checklist of what forms need to be done for each application.

iv. Publicity and Publications Astrid  
(a) Website Alyssa/Dana  
Dana will update format and events, but needs to work within 5 page limit. Sueann will send updated pictures. Keep link to Rodney's photo sales – Dana to confirm that we don't need to comply with e-commerce rules. Need privacy policy and copyright info.  
Financial info needs to be removed from previous minutes. Astrid to edit files for Dana to replace old ones.

v. Test Sara  
No interest currently.

vi. Compliance  
(a) General compliance issues Gina  
Confirmed Board interested in self-assessment to be done at a separate meeting/retreat.

(b) SafeSport Sara  
We found a poster during club room clean out.

#### B. Other

i. OSC Rep Nancy  
Upcoming events: Frank Carrol Camp, Nathan Chen clinic. Preliminary info sent to club members. More info will be sent as it is available.

ii. Junior Rep Loralie  
Loralie will coordinate the Fall show as her senior project.

### III. New Business

- A. Next meeting: 4/9/19, 6:30pm. We will ask anyone interested in calling in to let us know ahead of time and we can set up a conference call.
- B. Summer Camp: 7/22-7/25/19 – Loralie to convince Alec to coordinate a group number to be used in the Fall show.
- C. Cinderella Closet: Rack has been purchased. Will be assembled for next week. Need to take a deposit for items and keep track of who takes what. Nancy to be in charge – ChaLinda, Sueann, and Alyssa will all help. Sueann will make a photo book with all costumes.