



**Lansing Skating Club
Board of Governors Meeting Minutes
January 10, 2018**

President Meghan Ziehmer called the meeting to order at 6:30 p.m. and a quorum was confirmed. The meeting was held at Suburban Ice East Lansing.

Board Members Present:

Meghan Ziehmer, President
Ellen Armentrout, Vice President
Nancy Simpson, Treasurer
Sally Whitbeck, Member-at-Large
Breeann Anderson, Member-at-Large
Julie Karkosak, Member-at-Large
Emily Roth, Professional Representative

Board Members Absent:

Diane Van Aken, Secretary
Mary Ellen Ramsby, Member-at-Large

Club Members, Parents, Coaches and Guests Present:

none

Consent Agenda

The November 8th and August 2017 minutes were approved as circulated. The minutes of the October 4th meeting will be circulated in anticipation of the February meeting.

Correspondence

Meghan noted that the club received a thank you card from Nancy Simpson for the donation that was made in memory of her mother.

Treasurer's Report Summary

Nancy circulated the Treasurer's Report in advance of the meeting via e-mail, which included the Summary Totals of 3 Accounts, Statements for the 3 accounts, and Transaction Report, showing all income and expense transactions since the November. Nancy noted that stipends for the season had been issued. That she is working with our CPA to issue a Form 1099 for skaters receiving \$600 or more in a calendar year. Nancy noted that she will be gone January 21st until March 5th, and then Ellen would issue checks in her absence.

Upon motion made and seconded, the Treasurer's Report was approved.

Membership Report

Sally reported there are currently 137 members and that the U.S. Figure Skating Roster didn't match Entryeeze as our honorary members did not show up. Upon motion made and seconded memberships for Marcia Hindman, Madison Yonkman and Liam Paras were approved.

COMMITTEE REPORTS

Social:

Ellen reported that the exhibition went well and arrangements for the Annual Banquet are underway. The MSU Union is booked and the group discussed activities for the skaters. A blanket making party was suggested and Ellen asked everyone to brainstorm other ideas.

Treasurer's Subcommittee:

Upon motion made and seconded the Treasurer's Subcommittee recommendations were accepted as circulated.

Test:

The next test session is scheduled for January 30th.

Van Camp Competition:

Meghan reported that everything is coming together for Van Camp. The group discussed Jacqui White's proposal for presenting a seminar for the National Solo Dance skaters and families.

Social Media:

Ray is still updating the website and Kirsten is posting to our social media outlets.

SafeSport:

No report.

Van Camp Awards:

Nancy updated the group that it was decided that each skater would have one banner representing their season accomplishments.

Nominating:

Brainstorming for potential board candidates began.

OLD BUSINESS

Window Graphic

The new window graphic near the Studio was installed.

2019 Theatre on Ice

Meghan updated the group that unfortunately we were not awarded the bid for 2019. We were informed that we had a strong bid they were just looking for a date set that was entirely in June rather than overlapping into July.

Studio

It was discussed that we need to have a system for skaters to clean the Studio. Ellen is working to reach out to Erin to determine who our contracted skaters are.

NEW BUSINESS/ACTION ITEMS

Financial Webinar Update

Nancy updated the group on the Financial Webinar that she listened to through U.S. Figure Skating. A few of the points that she summarized were; It was recommended that we delete the membership category providing discounted memberships to former Board members. A reminder to utilize the tax id # for tax exempt purchases. If we ever were to host an event at another rink other than our home rink U.S. Figure Skating can provide us an additional Certificate of Insurance. Clubs were reminded to have Directors and Officers insurance coverage, which we do have. It was brought up that 90% of issues with embezzlement are cash issues. Best practices are to have two people watching the accounts which we currently do. When handling cash make sure to have a paper trail, with cash counted at each hand-off, and the deposit slip must match. It was suggested to compile a physical handbook, containing financial procedures, online logins and passwords to bank sites, and a list of Club assets. There should be a paper trail for every transaction and no reimbursements would be processed without a receipt. An internal audit process was recommended. The last suggestion was to bond the entire board and the question was asked, what is the cost to do this? Final advice: the Board has a huge responsibility as we are acting as fiduciaries of others' assets/property. Oversight is everyone's responsibility – remain vigilant in review of the records, cash payments and reimbursements.

2018 Calendar

Meghan updated the group that she is working on finalizing the 2018 calendar.

National Skating Month Idea

The idea that Kirsten shared showcasing a Team USA skater, LSC skater and a Learn to Skate skater holding hands walking away so you could see the back of their jackets was proposed to the group. The thought was that it would help showcase the connectivity with the various entities and our partnership. Meghan will connect with Erin on next steps.

Request for LSC Funds

Meghan circulated a proposed document that could be utilized by the coaches and membership for review.

Next Board Meeting: Wednesday, February 21, 2018, 6:30pm at Suburban Ice East Lansing.

Meeting Adjourned 8:02 p.m.

**Respectfully submitted,
Meghan Ziehmer, President**