



**Lansing Skating Club
Board of Governors Meeting Minutes
April 18, 2018**

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

Board Members Present:

Meghan Ziehmer, President
Ellen Armentrout, Vice President
Nancy Simpson, Treasurer
Diane Van Aken, Secretary
Mary Ellen Ramsby, Member-at-Large
Sally Whitbeck, Member-at-Large
Breeann Anderson, Member-at Large
Emily Roth, Professional Representative

Board Members Absent:

Julie Karkosak, Member-at-Large

Club Members, Parents, Coaches and Guests Present:

Michael Chumbley, Kirsten Miller-Zisholz

Consent Agenda

The January 10, 2018, minutes were approved as circulated. The minutes of the February 21, 2018, minutes were approved as amended to reflect that minutes from the January meeting, rather than the December meeting, would be circulated in advance of the March meeting.

Correspondence

Thank you received from Corie Costello, who was given a gift card in recognition for serving as a Van Camp Competition Co-Chair. Thank you received from Francie Dittrich for the Club's support as she competed at Adult Sectionals. Thank you from two of the Van Camp officials for the hospitality extended while they were at the competition. Sympathy card sent to John Millier, USFS, on the passing of his mother shortly before he was scheduled to be at the Van Camp Competition to facilitate the use of IJS for the National Solo Dance portion of the competition.

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, March Statements for the 3 accounts, and Transaction Report, showing all income and expense transactions since the February meeting.

Nancy also provided the Test Report that showed a positive balance of \$11 for the year, which is very unusual. The Board does not expect test sessions to make money, and budgets to subsidize them for our skaters. The difference between this year and previous years was close monitoring of ice time needed; most sessions were conducted in 2 ½ hours, and an increase in out-of-club testers.

Nancy also presented the Van Camp Competition financial reports. Unfortunately, the financial results were disappointing. Notable expenses were the requirement of IJS for the National Solo Dance events, which was an unanticipated development and consequently necessitated additional officials from greater distances and additional ice time, and the video company that was hired to provide DVDs changing their pricing and what was to be provided, after LSC published pricing and offerings pursuant to the prior understanding. This resulted in an additional cost to the Club of \$8 per skater, as the Board felt it was very important to provide the competitors with what had been advertised. It was noted that while NSD did result in more expenditures, without those dance events, the competition would have been significantly reduced, due to the smaller number of singles skaters competing. The all-inclusive package was very well-received by the skaters in attendance, and hopefully word will spread. Another notable expenditure was the use of additional ice for the Sunday IJS seminar, which had not been expected, and was not utilized by many skaters. Meghan indicated thoughtful discussion about next year's Van Camp Competition will be put on the agenda for the next meeting.

Nancy also provided the budget vs year-to-date actual, which will be presented at the Annual Meeting. She noted that the Board had planned on deficit spending, drawing from our reserves to cover budgeted expenses the Board was not willing to reduce. While we are fortunate that we have reserves to draw from, those reserves are the result of the hard work that comes from hosting large competitions. Without the reserves, dues would need to be raised significantly, expenses would need to be cut, and other, smaller fund-raising efforts would need to be undertaken.

Nancy also advised the group that there will be a tax preparation expense, and upon motion made and seconded, the Board voted to use the same accounting firm as last year. Nancy expressed willingness to complete the Form 990 worksheets if it will keep costs down. The group instructed that if her considerable amount of work does not result in a significant reduction of costs, she should not expend her time, and just turn the information over to the accountants.

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

Membership Report

Sally reported there are currently 141 members. She also reported that there were only two introductory members for this year, which was down from last year, and previous years. The group again discussed the necessity of a bridge between learn to skate and private lessons, and how to accomplish this. One thought was to encourage concurrent use of both, until the skater no longer finds the group lessons useful. Meghan will add this issue to a future agenda.

Sally also referenced the dues information that was distributed via email, which included comparisons with other clubs in Michigan as to categories and pricing. She also introduced the proposed dues structure for FY 2018-2019 that she and Nancy developed. The group was very impressed by the

amount of detail that was presented, and wholeheartedly accepted the proposal. By motion made and seconded, the dues structure was adopted as circulated.

Nancy referenced the accomplishments of members Madison Hubbell and Zach Donohue at Nationals, the Olympics, and the World Championships. To acknowledge those achievements, and upon motion made and seconded, the group voted to send them a congratulatory letter, and let them know that their dues would be paid by LSC for the upcoming year.

COMMITTEE REPORTS

Social:

Arrangements for the Annual Banquet have been finalized. The skaters will be participating in a scavenger hunt while the business meeting is conducted. The gift to the collegiate members will be announced. Meghan and Nancy are working on a PowerPoint presentation for the business meeting and discussed the items to be covered.

Test:

The next test session is on May 8; the schedule was altered somewhat to accommodate the needs of the skaters. Upcoming dates will be announced at the Annual Banquet.

Van Camp Competition:

Other than what was discussed as part of the Treasurer's Report, further discussions were tabled until a future meeting.

Social Media:

Kirsten is posting on Facebook, and everyone is encouraged to share LSC information. Ray continues to make updates to the website as he is able from his remote location.

SafeSport:

Meghan noted that there are new training videos available on the members-only section of the USFS website. Effective July 1, 2018, all coaches will be required to take SafeSport training. Meghan encouraged all Board members to also watch the videos. The material covered in the videos reinforces the requirement in the new dues structure that a parent of a skater also be a member of the Club.

Bree indicated that if additional training is needed, she can coordinate with contacts she has through her employment.

Van Camp Awards:

The Van Camp Award winner for 2018 is Corie Costello. She will not be in attendance at the Annual Banquet; Baleigh will be called upon to accept the award in her absence.

Banners have arrived; the new format was circulated to the group prior to placing the order.

Nominating:

Julie Karkosak is running for re-election; she had been appointed following the Annual Banquet last year. Brenda Chapman and Mike Chumbley are the other candidates; there is a full slate to offer to the membership. Nominations will be taken from the floor; if any, a paper ballot election will need to be conducted. Diane will provide a ballot in the event it is needed.

OLD BUSINESS

Adult Sectionals/Nationals Gifts

They have arrived, and will be distributed to those in attendance at the Annual Banquet. Meghan will distribute the remainder individually.

Governing Council

Kirsten Miller-Zisholz, who is on the USFS Board of Directors, and serves in several different leadership roles with USFS, provided the group with a thorough synopsis of the issues that will be voted on at Governing Council. Competition restructuring is a major portion of what will be discussed, and has been touted as a way to increase the competitiveness of US skaters in world competitions. If passed, the changes will go into effect next competition year. Different opportunities will be available to the lower level skaters, as well as Dance and Pairs. Other items up for vote include USFS Committee restructuring, changes to USFS Nominating Committee, and items relative to strategic planning. SafeSport will also be discussed in depth. Kirsten also reported that Hannah Miller has been appointed to the Athlete Advisory Council, and will also be in attendance at Governing Council. Kirsten has been designated to carry the proxies for the Club, and the Board placed their trust in her to vote in the best interest of the Club and its skaters.

Website Update

Sally and Bree reached out to vendors with whom they have had experience. Three Requests for Proposal received by Bree were found to be too cost prohibitive to consider. Sally provided a bid from a vendor with whom she has worked previously, and was in a price range that was more in line with what the Board felt it could expend. Samples of their work had been reviewed by several members, and the group felt confident that this vendor could provide an attractive, user friendly website for a reasonable price. Upon motion made and seconded, the Board voted to move forward with this project and engage the identified vendor, at a cost not to exceed \$3,500. Sally will spearhead this project, with assistance from Meghan. Meghan will circulate the previous "wish list", so that Board members can offer suggestions.

NEW BUSINESS/ACTION ITEMS

Tomcyek Seminar

Meghan will discuss with the coaches after the ice show and report back.

Studio

It was discussed that there is no sign that instructs skaters not to eat in the Studio. Food wrappers and items of food are frequently found, which would indicate that food is being consumed in this space. A sign will be posted. Additionally, Mary Ellen noted that her daughter and a friend did a

thorough cleaning of the Studio over the past weekend, as they needed service hours for NHS. This cleaning was noticed and much appreciated. The group discussed that this would be a good opportunity for other skaters similarly situated, and the parents would spread the word.

Tri States Annual Meeting

The meeting will be held in Perrysburg, OH, and any Board member interested should contact Meghan for details.

Insurance

An attorney has evaluated the Board's Directors and Officers insurance policy, and made suggestions. The coverage provided by USFS will also need to be evaluated to determine if there are any gaps in coverage which need to be addressed.

Next Board Meeting: Wednesday, May 9, 2018, 6:30pm.

Meeting Adjourned 8:38 p.m.

**Respectfully submitted,
Diane Van Aken, Secretary**