

**James River Figure Skating Club  
Board Minutes  
August 11, 2020 6:00pm  
Gladstone Inn Meeting Room**

**Board Members:**

X	Heather Rostenbach (HR)
X	Dan Tweten (DT)
X	Gerard Mortenson (GM)

	DeAnn Brunner (DB)
X	Elizabeth Sherfy (ES)
X	Lynn Lambrecht. (LL)

X	Mark Sherfy (MS)
X	Joel Piehl (JP)

**Others in Attendance:** Coach Mark, Annetta Tweten, Kent Sortland

**New Business-**

1. Approval of Board minutes from July meeting, as amended MOVED:ES, 2<sup>nd</sup> :MS - APPROVED
2. Treasure Report: \$3070.57 net. Paid off last of March ice.
  - a. Budget: Increased donations and sponsorships reflects cares act, amazonsmile, etc. advertising. Kept registration target numbers
  - b. No change on kitefest
  - c. MOVED: GM 2<sup>nd</sup> :ES – Approve treasurer reports and budget APPROVED
3. Registration reviewed
  - a. Simulation doesn't include ice show or fundraising and shows nominal, 10% and 20% decreases in enrollment.
  - b. Noted that COVID may impact the amount of door to door raffle ticket sales, which may impact the total sales.
  - c. Question raised about whether 1st session registration stays open or closes out at a certain time. No board action.
4. Schedule
  - a. Reviewed schedule in light of the new school schedules.
  - b. Start ice at 4:00, except on Wednesday (3:30) – no school on normal Wednesdays but there will be choir and bands. Short weeks have no gap day
  - c. Keep 8-9PM on Wednesday; Saturday – keep mornings
  - d. September will not have extra time, but it will be back in October.
  - e. Recommend a day for special working sessions on key skills.
  - f. MOVED: DT, 2<sup>nd</sup>: MS – approved schedule of committee as amended
5. COVID19 policy
  - a. MS presented a proposed plan for park and rec submittal. Highlights include:
    - i. Park and rec will be monitoring temperatures, designating seating areas, flow of traffic. Emphasize that JRFSC will be responsible for communicating the Park and Rec plan to our skaters. Be ready to skate when you arrive.
    - ii. Updated closure policy, for single classrooms and individuals, and recommendation to not attend class if you're part of the quarantined classroom or school. Prorating of competitive ice if closed.
    - iii. MOVED: DT 2<sup>nd</sup>: ES - as amended for P&R responsibilities, cost prorating and classroom closure contingencies. – APPROVED
6. Fundraising

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- a. LL presented a Fundraising letter plus the gaming form / club form and updated the list of businesses. Let Lynn know who you contact so we don't double up. Mailing to follow later this week.
  - b. Raffle Cash prize discussion:
    - i. Nothing that states it has to be a cash or equivalent amount.
    - ii. Raffle permit does not go through the city (which has prize limitations) – uses the KC hall. .
    - iii. Discussion re: Fundraising buyout. It must be separate from the raffle, and reduces the people selling, but it has the advantage that it is paid up front.
    - iv. MOVED: ES, 2<sup>nd</sup>: MS - The minimum number of books to be sold per family will be as approved in July meeting, based on the highest level in the family, plus 1 book for each additional skater. APPROVED
7. Comments from the floor
- a. USFSA has published changes to what is required for different levels. Do we need to order any new instructor manuals and train the Jr. Coaches?
    - i. Make sure we aren't using last year's manuals.
    - ii. ACTION: Doreen to figure out when she gets the books. Heather to contact Doreen to follow up – Order a couple to have on hand.
  - b. Qualifications for Lettering: .
    - i. Lettering standards are set by the club.
    - ii. Discussion re: lettering based on achieving a level, testing, hours of coaching, participation in competition. .
    - iii. ACTION (ES and AT) Review the lettering requirements for lettering to include the following:
    - iv. DT - follow up with Abby Geroux on the bylaw amendments: She can't comment on the IRS impacts. No further board action recommended or taken. Recommend having USFSA review the new bylaws after the wording is updated.
8. Next Meeting Date September 1, 2020 @ 6:15pm
9. Adjourn - MOVED: ES, 2<sup>nd</sup> MS –APPROVED.