

**Cascade Valley Figure Skating Club**  
Board of Directors Meeting AGENDA  
July 21,2018

**Invited:** Kim Derickson, Stacey Castonguay, Nikole Ortiz, Kate Johnson, Crystal Kwon, Molly Jensen, Stacey Kinyon, Michelle Leviant, Jingping Ma, CVFSC members

**Attending:** Kim Derickson, Nikole Ortiz, Kate Johnson, Crystal Kwon, Molly Jensen, and Jingping Ma. CVFSC members: Sara Sun

**Excused:** Stacey Castonguay, Stacey Kinyon, and Michelle Leviant

**I. Meeting Call to Order 8:05 am**

**II. Consent Agenda: 8:01- 8:10**

- Crystal Kwon motioned to accept the June 2018 Minutes as provided for the consent agenda, Kate Johnson seconded the motion. The June 2018 minutes were approved unanimously.

**III. CVFSC Financial 8:10- 8:15**

- Budget Review (Crystal Kwon)

*See attached Report*

- Missing receipt report: It was suggested that this be created for future use.
- Finalized 2018-19 Annual Budget was presented. Molly motioned to accept the finalized budget. Kim Derickson seconded the motion. The 2018-19 Finalized Budget was approved unanimously.

**IV. Skate Director Update 8:15- 8:30 (Kim Derickson)**

*See attached Report*

**V. Current Business 8:30- 9:15**

- Member Enrollment and fees paid
  - There was quite a bit of confusion about the waiver and the process of signing the waiver. It was suggested that there be a pop-up screen at the completion of the application/renewal process to remind members to complete this last step. This may be an Entryeeze suggestion.

- The membership chair for next year may want to adjust the waiver so that there is only need of one waiver per household. It should include all members' names.
- Test Sessions (Kim)
  - July session was long but successful.
  - August session is still short two gold judges for the morning. Molly will reach out to a few of the local gold judges that will be attending the PNIC to see if they are able to help. There are enough Gold judges for the evening dance sections.
- PNIC (Molly)
  - Volunteers:
    - Assignment for Small Ice Monitor will be eliminated, there is no warm up ice for PNIC.
    - Email to CVFSC members will go out Sunday/Monday.
    - Email to PNIC member clubs calling for volunteers will go out 7/28
    - Background checks: Will go through WA State Patrol for all volunteers at PNIC. Look into having a waiver to sign at registration. Locker room policy check with Pam Dawson.
  - Hospitality
    - Menu for coaches and judges/officials finalized and passed on to hospitality chair.
    - Catering has been ordered and paid for.
  - Swag/Goodie Bags: Kate is working on this!
  - Rink Set Up: will connect with SnoKing staff to work with a plan on how to get rink set up for testing and competition. Narrow conference tables have been rented and paid for.
- Upcoming Club Activities
  - Club Ice dates to be scheduled ASAP so we can get ice we want.
  - July events are scheduled. August planning will be finalized for the swim party.
- Staff Training: The Right Brain Entrepreneur
  - Date set for September 22<sup>nd</sup> (Saturday). It is a mandatory event; 14 coaches will attend, two coaches had previous commitments and will be excused. Budget for dinner, may contact Taste of Amazing to have them give a bid on food. Will see if rink and club can split the costs.

## **VI. New Business 9:15-9:25**

- Summer Exhibition & BBQ: July 27<sup>th</sup> event has been sanctioned. All is ready for the event.
- Open Discussion:
  - Annual Banquet planning needs to begin soon. Would like to continue the relationship with the Hilton Garden Inn, Issaquah. Athlete's Committee would be helpful in choosing menu and awards.
  - Holiday show will be December 7, 2018.
    - It was suggested that we accept donations for ???; donation would equal one (1) hour of volunteer time.
    - Corner seating: Auction one area as a whole and sell individual seats in the other section. Possibly offer Box Seats in the player boxes.
    - Research charities to donate funds from this event like we did last year with the Children's Hospital in San Juan, Puerto Rico.
    - The show is quite long and the coaches/director are considering larger group numbers and other options.
    - Would like to have lights on the ice/skaters to give them more of a "show" experience.
  - National Skate Month/Day: As an alternative to the Holiday Show for the LTS students.
  - S.T.A.R.S. Camp: CVFSC would like to research how to host this camp in the next year. Nikole will research with USFSA.

Meeting Adjourned @ 9:50am

*Respectfully Submitted,  
Molly Jensen  
CVFSC Secretary*

Addendums: Finance Report & Skate Director Report

## **REPORTS:**

### **Finance Report**

July 21, 2018

#### **Summary**

#### **Expenses through July 21, 2018:**

D & O Insurance renewal for the period of 06/19/2018 - 06/19/2019: \$575.00

#### **2018 July 12 Test Session Expenses:**

Total expenses to date: \$761.23

Ice rental fee: \$675.00

Hospitality: \$60.98

Mileage reimbursement: \$25.25

#### **2018 PNIC Expenses:**

Total expenses to date: \$993.13

Hospitality:

08.11 Catered lunch for the officials: \$790.59

Misc. expenses:

Table rental: \$202.54

#### **FY 2017-2018 Expenses:**

Ice rental fees from April to May: \$5,231.25 (payment to be made to Sno King by Molly Jensen)

2018 Feb. club event expense: \$31.40

2018 May club event expense: \$30.00 (payment to be made to Kate Johnson)

*Respectfully Submitted,*

*Crystal Kwon*

*CVFSC Treasurer*

### **Skate Director Report**

**July 20, 2018**

#### ***Summer Training***

Summer training is at a mid-point and all seems to be running smoothly. Increased attendance in off-ice will be needed moving forward to offer similar programming. Consideration for pre-registration and payment before summer will be discussed so cancelling classes with minimal registration can be completed before training begins.

## **Exhibitions/BBQ**

Afternoon event will run from 1:00-3:30ish. I have asked the arena to schedule additional staff members to assist that afternoon, but additional volunteers from the club would be appreciated as well.

- Ice monitor
- Music
- Food set up and clean up

Shelby Go has asked to assist me with food options and would like her hours to be used toward club volunteer hours versus clocking in as an employee. I'm sure she can complete this my following your email instructions. If I could review a list of those that have volunteered prior to the event it will help determine if we are overstaffed, or if I need the office to schedule additional Sno King employees for coverage. I would like to make sure each volunteer/staff member has a task.

## **Fall scheduling**

Our Fall schedule should be available by August 1<sup>st</sup>. Schedule remain almost unchanged from last season except for a few start times that will be altered on Saturday mornings due to this seasons hockey schedule.

## **Right Brain seminar**

All coaches have been made aware of the upcoming seminar. To date, I have had two coaches with prior commitments that cannot be changed that will not be able to attend. One has asked if they can view the seminar via Skype. The facility will compensate them for their attendance and provide the meal for the evening event.

## **Holiday show**

I have had a few staff members requesting consideration to change things up a bit, and incorporate large group numbers into the program. I am looking at freestyle sessions that are lightly attended during the fall to determine if we can include group rehearsal as a part of the ongoing session. Skaters would register for the show series using our Bookeo registration system. Tuition would include fee for ice, costume, and coaching fees.

*Regards,*

*Kim Derickson*