



**Lansing Skating Club
Board of Governors Meeting Minutes
September 7, 2011**

Meeting was called to order at 6:38 PM by Nancy Simpson and a quorum was confirmed. The meeting was held at the Michigan Athletic Club in East Lansing.

Board Members Present:

Angela Dale, Vice President
Nancy Simpson, Incoming President/Treasurer
Brenda Chapman, Recording Secretary
Lyn Farquhar, Corresponding Secretary
Pennie Moore, Incoming Treasurer
Jody Corbett and Diane Van Aken, Members-at-Large

Board Members Absent:

Erin Banner, Professional Representative
Deanna Gast, Member-at-Large

Club Members, Parents, Coaches and Guests Present:

Karen Buczkowski, Sarah Capizzo, Maureen Dalton, Gina DeWitt, Kirsten Miller-Zisholz, Kathy Prange

Nancy Simpson welcomed all in attendance. She noted she had revised the agenda format and temporarily discontinued use of the consent agenda. Nancy asked for feedback regarding the usefulness of an "Announcements" section at the end of each meeting's agenda for items that do not require Board action. This idea was accepted on a trial basis.

The minutes of the August 3, 2011 meeting were reviewed and approved as submitted.

Treasurer's Report Summary

Total Assets: \$44,549.44; Outstanding expenses for ice fees and dues total \$5,130; therefore assets will be reduced to approximately \$39,000 after those obligations are fulfilled. The last remaining investment CD was redeemed after maturation, and deposited into the Club savings account.

A preliminary financial report from the Van Camp competition was also submitted; it is estimated that the Club will net approximately \$1,800, which is the best outcome financially since the 2006 competition. This figure represents a gain of about \$800 more than budgeted.

The 2010 tax return is due on September 15, 2011, and information has been provided to the Club's accountant to insure a timely filing. Additionally, the IRS has sent another round of

correspondence requesting information concerning Club employees. As the Club has no employees, the forms will be completed to reflect that status and returned to the IRS.

Nancy reported that Pennie Moore's training has been going very well, and it is expected Pennie will be in a position to assume all Treasurer responsibilities on September 30.

Nancy also reported that the August test session showed a small profit, but cautioned that pins will still need to be purchased. However, test fees collected usually do not cover the cost of ice and officials.

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

Membership Report/Applications

Angela Dale reported that Morgan Smrekar and Gloria Ashby had submitted a membership application. Upon motion made and seconded, the Board voted to approve the application. Angela reported that there are 150 members to date, compared to 148 members at the end of last year.

It was noted that there are former members of the Club who may enjoy connecting with the current Club, and they should be invited to upcoming events such as Junior Nationals and the Regionals Exhibition. Maureen Dalton was asked to compile a list of former Club members, and Kirsten Miller-Zisholz indicated that she has some contact information, and would assist in finding additional information so we can reach out to those former members.

Correspondence

None received. Lyn Farquhar was asked to send a wedding congratulations card on behalf of the Board to Meghan Carmody.

COMMITTEE REPORTS

Van Camp Competition

It was noted that there were many new faces volunteering for the competition, including new people assisting in Registration. The use of VolunteerSpot worked well to obtain volunteers and food donations. The Ladies Silver Blades did a wonderful job with hospitality, and their contribution was greatly appreciated. Maureen indicated she had received many compliments on the hospitality area. Cheryl Miller's extraordinary efforts in obtaining food donations and program ads were also acknowledged with much appreciation.

The Board expressed their appreciation *in absentia* to Chairperson Mo Parisian for a job well done. A thank you card and flowers were given to her from the Board as a token of our gratitude.

It was reported that several vendors dropped out, which was disappointing. It is expected that there will be no issues with vendor participation at Junior Nationals.

One area which may need further improvement and education is the communication between runners, monitors and announcers. It was emphasized that all involved need to wear their headsets, and additional training may be needed to reinforce the importance of accurate, timely communication. Further discussion on this issue will occur during the Junior Nationals meetings.

Testing

The next test session is November 9, 2011, from 9:00 a.m. to 1:00 p.m.

Junior National Competition

Communication has been received indicating which events will be held on which days, but there is no firm schedule at this time. The Co-Chairs will discuss this with the Head Referee when Meghan returns. The announcement needs to be posted by October 1; it has been drafted but details concerning the draw party, competitors' party, etc need to be added.

A venue is still being sought for the competitors' party, and ideas for activities were discussed. The venue needs to hold approximately 300 people, and be in the East Lansing or Okemos areas. Suggestions for possible locations should be forwarded to Mo.

The Co-Chairs conducted an open meeting the week after Van Camp with the Committee Chairs and others involved in organizing. Each Co-Chair has several Committee Chairs reporting directly to them, and that info, with a description of each Committee's responsibilities, was distributed to Committee Chairs and the Board so questions can be directed accordingly. Nancy encouraged Board members to read the Committee updates and keep involved and updated on Jr. Nationals planning.

The Club has signed the USFS Agreement to Host, and the ice contracts have been arranged with SIEL and Munn. SIEL and Jeff Mitchell gave us very favorable ice rates, which reduced our anticipated ice expenditure by approximately \$3,000.

Admission charges were discussed, and will be included on the announcement.

If anyone has any questions, they are encouraged to put them in writing to Co-Chairs Gina, Meghan and Mo. Additional organizational meetings will be scheduled and posted in the near future.

Social

Karen Buczkowski is the Social Committee Chair. She asked for suggestions about how to draft volunteers to assist her in set up and obtaining food for events. She was encouraged to speak with parents in the lobby and at upcoming events, and to post signs or send emails if she needs food donations.

A draft of Social Committee Responsibilities was distributed, clarifying the expectations and responsibilities of the job. The Board decided to adopt the draft as submitted.

Discussion regarding a Holiday Skate/Party was tabled until Nancy can coordinate with rink staff regarding ice reservations.

Kirsten has been obtaining sanctions, and they are posted near the Test Board in the lobby.

OLD BUSINESS

LSC Officer Transition Update

Nancy will send an email to the membership at the end of September when the transition period for Pennie to Treasurer has been completed.

Brenda Chapman announced her resignation as Secretary; Nancy reluctantly accepted the resignation. Brenda indicated that Diane Van Aken had agreed to accept the position if so nominated. Upon motion made and seconded, Diane was elected to the Secretary position.

Nancy, Angela, Pennie and Diane are now the Club Officers and can sign test and competition forms.

Chair and/or Co-Chair Vacancies

Lyn indicated she had volunteered to Chair the Basic Skills Competition after consultation with Meghan. It was noted that the Chair traditionally attends the Basic Skills Series meetings conducted during the second weekend of January and July.

A Test Chair is still needed. Gina DeWitt has submitted a “job description”, and Kirsten indicated she was in communication with someone who may be interested.

Maureen submitted a binder of materials regarding the Van Camp Awards Committee to be used by the next chairperson. The Committee typically meets in January, and as needed thereafter until the Annual Banquet. Maureen also noted that new competitions such as National Showcase, Theatre on Ice, and National Solo Dance need to be studied and the VCAC will need to determine how and if competitors participating in these competitions fit into the current awards protocols and/or if the protocols need to be amended to insure fairness to all competitors.

A Chair for next year’s Van Camp Competition is also needed.

Qualifying Competitors’ Gifts

Twenty-four skaters will be competing at Regionals in Cleveland, and it is anticipated that several adult skaters will compete in the Adult National Competition next April. Ideas for gifts were discussed, and a gift for the Regional and National Solo Dance Championships competitors was decided upon.

Skate Apparel Exchange

The policies/procedures and announcement has been prepared and approved, and the Exchange was informally rolled out for the Van Camp Competition. Lisa Pascoe is tracking the sales. A question was raised regarding participation by non-Club members, and the Board decided that

non-Club members would be allowed to submit items for resale, and would need to remit 25% of the proceeds to the Club. The policies/procedures will be amended, and an email will go out to the membership announcing the formal “opening” of the Skate/Apparel Exchange. Thanks to Lisa and Lyn for coordinating this effort.

Tri-States Council and Detroit Metro Council Membership Renewals and Representatives

Kirsten volunteered to be the Coach Representative for Tri-States to receive and disseminate information to the other coaches. A delegate and an alternate are still needed to attend meetings. A delegate is also needed to represent the Club at Detroit Metro Council.

Kroger Community Rewards Fundraising Program

Kathy Prange reported that all paperwork is in place for the Club to receive benefits of participation. An announcement needs to be drafted outlining how to sign up, and the benefit to the Club. The announcement will be distributed to all Club members.

Discussion of the Kroger program led to further conversation on other fund raising ideas, such as additional Texas Hold ‘Em dates, flower bulb fund raiser, and others. It was suggested we target fundraising efforts toward a specific need or purpose. The need for increased participation in fund raising and other events requiring volunteers was also discussed. The group talked about the importance of face-to-face conversations with new parents and skaters, as well as the possibility of a question and answer session at the beginning of the competition year with Gina, who currently serves as a member of the USFS Parents’ Committee. The Board will address the necessity of a fundraising chair, as well as a subcommittee for volunteer involvement at a future date.

Skate-a-Thon Fundraiser Update

There was a great turn-out for the open house and Skate-a-Thon. It was a fun evening for all concerned. Kudos to all who organized and participated in this event for a very worthy cause.

NEW BUSINESS

Communications Chair

Nancy proposed a new position to assume responsibility for disseminating messages to the Club, taking care of the bulletin board, posting events and reminders, etc. She indicated that previously she had done many of these duties, but as she moves into the President’s role, this will not be possible. A job description was circulated, and amended to include that messages will be reviewed by the President prior to distribution. Diane was selected to take on these duties, as they somewhat dovetail the responsibilities of the Secretary. However, going forward, it is not necessarily the intention of the Board that the Secretary will always be the Communications Chair.

Club Ice

Sarah Capizzo indicated that she is working on a proposal for the Board’s review, and will circulate it when it is completed.

Cookbook Fundraiser

Kathy provided information on a fundraiser which would include recipes from Club members, friends and family. She had involvement with this type of fundraiser with another organization, and it was quite successful. This topic was tabled until after Junior Nationals.

SUMMARY OF ANNOUNCEMENTS INCLUDED ON AGENDA

The 2011 – 2012 LSC Event dates which require an ice reservation were attached. The Valentine Skate has not yet been scheduled as requested date was not available.

Nancy and Diane will attend the USFS Club Education Series: Building Exceptional Boards on September 10th in Perrysburg, Ohio, sponsored by Tri-States Council.

Congratulations to Maeve Pascoe, who qualified for the National Solo Dance Championships. She placed second in the Midwest and will compete in Colorado Springs at the pre-gold level.

Next Board meeting: October 5th, 6:30 p.m., at the Michigan Athletic Club Restaurant.

Meeting Adjourned 8:51 p.m.

Respectfully Submitted,

**Diane Van Aken
Secretary**