

**AAFSC Board Meeting
Minutes
January 18th, 2022, at 7:15pm. Zoom**

7:15pm: Call to order by President Carmen Fox

In attendance: Warwick Anderson, Anjali Bhandari, Erin Donovan, Ann Dougherty, Craig Forsyth, Carmen Fox, Mary Johanson, Karen Meints, Ann Nicklas, Jennifer Nguyen, Matt Oonk, Bonnie Shay, Camille Ziolek.

Apologies: Jenny Land.

Minutes and Agenda Approval

Motion: Approval of minutes from November 16th, 2021: unanimous approval with the following corrections.

Office report, proposal 1. To approve the hourly rate for the assistant manager, position up to a set rate approved by the AAFSC board depending on the applicant's experience. The hours will be 35 to 40 per week.

Camille Proposed the corrected wording of proposal 1, Warwick seconded, and everyone voted in favor.

Office report proposal 2. To raise the assistant club managers salary to a set rate approved by the board from November 1st. The salary rate will be revisited when the other assistant club manager is recruited.

Camille Proposed the corrected wording of proposal 1, Warwick seconded, and everyone voted in favor

Motion: Approval of agenda: unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

Warwick has sent out a summary and report to the board members. The Porter Classic was profitable. There are still several Synchro bills that must be paid which will affect the club finances.

Warwick said that the finance committee and Craig have done a fantastic job keeping the club afloat over the last 2 years.

Hockettes: Erin Donovan

The Hockettes have successfully completed 5 competitions and they have all been challenging in different ways, but they were a good experience. Erin asked if the club could recognize the main Porter volunteers and in particular Larry Ward and

Mary Reilly more. They put in many hours of hard work to make the competition the success that it is. A virtual Synchronized competition/ exhibition is scheduled for the afternoon of February 19th. The recognition awards could be presented to Larry and Mary at that event.

Erin also asked if the club was going to do any kind of tribute to the USA ice dancers who are competing in the Winter Olympics. Evan Bates is an AAFSC member and is competing in his 4th Olympics. The Team USA Synchronized Junior teams are skating in a joint event at Skate Illinois in January which is going to be televised. Discussions about having a watch party for skaters/ice dancers at the Ice Cube with TV cameras. Need an organizer.

Learn to Skate (LTS): Mary Johanson

January is National Skating month. There is an exhibition on Saturday January 22nd. The Sk8 to Elimin8 Scott Hamilton exhibition at Campus Martius in Detroit is on February 3rd. The Unified team has been invited to skate. LTS is very busy, and more staff need to be hired.

On January 18th there were 554 LTS skaters registered with the club. One year ago, there were 271 LTS skaters. In January 2020 there were 570 LTS members. The Winter 2022 session added a significant number of new skaters to the club.

Competitions: Ann Dougherty.

Margaret Faulkner Springtime invitational will be May 19th to 22nd.

Not much more to report. Ann sent out a long email regarding Springtime last week. Springtime has been approved by USFS for the National Solo Dance and Excel Series. A number of new committee chairs will be needed because others have retired. Detailed preparation for the Springtime competition will kick off after Melody on Ice.

Office Report: Craig Forsyth

Membership has increased by 5 members since October and by 29 since this time last year. There is a good chance that the club will have over 500 members by May 2022.

Club ice continues to make the club a profit, however, it is still very precarious.

Porter did very well. Though not equal to the 2016 numbers, it is getting there.

The club office is looking at options to update the website.

Craig was offered support with orientation for the new office team to their roles.

HR Update: Bonnie Shay

HR recommends Anya Fitzpatrick as a LTS Instructor.

Motion: Mary proposed the appointment of Anya Fitzpatrick as a LTS Instructor. Carmen seconded; unanimous approval.

HR recommends Carolyn Zhang as a LTS Instructor.

Motion: Jennifer proposed the appointment of Carolyn Zhang as a LTS Instructor. Anjali seconded; unanimous approval.

HR recommends Katherine Soldes as a LTS Instructor.

Motion: Camille proposed the appointment of Katherine Soldes as a LTS Instructor. Jennifer seconded; unanimous approval.

HR recommends Rebecka Hakansson as a LTS Instructor.

Motion: Camille proposed the appointment of Rebecca Hakansson as a LTS Instructor. Carmen seconded; unanimous approval.

It is difficult to recruit LTS instructors if they only work a half hour session. The finance committee has agreed that they should be paid for a full hour even if the session is shorter. The club will also pay for their insurance up to a reasonable amount and the background check if they are over 18. LTS instructors will also get 4 volunteer hours for completing their safe sport training.

Any Other Business:

Melody on Ice (MOI): Camille Ziolek

55 club members have signed up for MOI so far. In addition, 50 LTS members have also signed up. In 2020 we had 70 club members and 100 LTS members so we are down but it is still a good cast. Costumes are being worked on and Picture night will be on February 7th. There will not be a potluck meal this year.

Safe Sport: Jennifer Nguyen, Jenny Land.

Carmen and Jennifer have met with Julie Parks, the new Safe Sport personnel at US Figure Skating. Julie does education and outreach with clubs' needs around Safe Sport.

Governing Council Update: Ann Dougherty

The club is allotted 6 or 7 delegates (Craig to check; it's based on membership numbers) at the US Figure Skating Governing Council April 27– 30th in Colorado Springs. The club may also send Observers who can do everything but vote.

Motion: to send Ann Dougherty, Jim Achtenberg, Bonnie Shay and Craig Forsyth to the Governing Council as Delegates for the AAFSC. Matt proposed, Camille seconded; unanimous approval.

If anyone else is interested in attending, they should let Ann know in the next two weeks. The remaining 2 or 3 delegates for the club will then be confirmed.

Any other Business.

- Craig reported that the US Figure Skating website has an article about the Hockettes entitled "When two passions collide."
- Carmen suggested that the club discuss awarding small stipends for special achievements to skaters in the February meeting. This item will be put onto the February agenda.

The meeting adjourned at 8:54pm

Date of next meeting: Tuesday February 15th, 2022

**AAFSC Board Meeting
Minutes
February 15th, 2022, at 7:15pm. Zoom**

7:18pm: Call to order by President Carmen Fox

In attendance: Warwick Anderson, Anjali Bhandari, Erin Donovan, Ann Dougherty, Craig Forsyth, Carmen Fox, Mary Johanson, Jenny Land, Karen Meints, Ann Nicklas, Jennifer Nguyen, Matt Oonk, Bonnie Shay, Camille Ziolek.

Apologies:

Minutes and Agenda Approval

Motion: Approval of minutes from January 18th, 2022: unanimous approval

Motion: Approval of agenda: unanimous approval.

Update on the New website progress: Abbey Mock and Jenette Maitz:

- Abbey and Jenette have done an exhaustive search for a suitable platform for the new website.
- The software they have found is used by gyms with class-based facilities.
- The website can limit which members can book which sessions.
- The forms that are currently sent out and must be signed on paper can be signed digitally on this site.
- The office staff will spend less time chasing up waivers etc. Members will not be able to register for sessions until all their waivers are signed.
- A second location can be set up to run the Hockettes and the money will be paid directly into the synchro account.
- The process will be much more straightforward.
- Jenette then showed the board examples of what the website will look like.
- Beta testers will be needed to evaluate the new website and members will need tutorials on how to use it.
- It would be good to get the new website up and running before the new membership year begins.

Motion: That the office staff should proceed in developing the website as presented at the board meeting on February 15th with an aim to roll it out on May 1st.

Proposed: Jenny Land, **Seconded:** Anjali, **Unanimous approval.**

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

Warwick has sent out a summary and report to the board members. The Hockettes have had a lot of outgoings in the past month which is reflected in the numbers. The club's finances are ahead for the whole year.

Hockettes: Erin Donovan

- The Junior Hockettes earned a silver medal at the Mozart cup in Austria. The teams have also just competed at the Midwestern Synchro sectional competition where everyone worked very hard to stay safe.
- There is an event exhibition and critique on Saturday February 19th at the Ice Cube.
- Next month the junior team is competing at the Synchro Nationals in Colorado.
- The junior team is also in contention for an alternate spot for the World Championships.
- Jenette is working with Erin to set up the sign-ups for next season's tryouts on April 9th and 10th.

Learn to Skate (LTS): Mary Johanson

- LTS sign up is open for the spring session. Many skaters have signed up already. The club is going to get to 600 LTS members by the end of the year. There are 591 members now. Mary is responding to lots of emails and questions.
- Three Special Olympians will be performing in Royal Oak on Saturday afternoon.
- Mary is planning on organizing an event for the Special Olympians in April.

Competitions: Ann Dougherty.

- The plans for the Margaret Faulkner Springtime invitational (May 19th to 22nd) are moving along.
- Registration is 95% ready to go live.
- The medals will be new this year.
- Ann will be starting to recruit volunteers after Melody on Ice.
- Ann will discuss moving the dates (or not) of Springtime with Steven Pottinger following a request from him.

Office Report: Craig Forsyth

- The office is very busy. Jenette has been setting up a sample website and Abbey and Mollie have been proofreading it and making suggestions.
- The spring LTS sign up opened on Friday and there have been a lot of questions from potential new members.
- Jenette has been helping Erin coordinate the volunteers for the exhibition on Saturday. She has also been helping with the Hockette tryouts sign ups.
- LTS has nearly 600 members. Last year the LTS membership total was 293.
- The club has 495 members which is an increase of 5 members since last month and an increase of 23 since this time last year.
- The profits from club ice are up but the club needs to be cautious because that can change very quickly.
- Spring ice sales for March, April and May will open on Sunday February 20th.
- The discounts for the quarters will be activated on March 25th.
- Some vendors' sales commissions are still due.
- The Porter pins are still selling online and more have been ordered. The club is selling \$20 to \$100 in pins each week.

HR Update: Bonnie Shay

There was a coaches meeting last week on zoom which was well attended.

Any Other Business:**Melody on Ice (MOI): Camille Ziolek**

- MOI plans are moving fast. MOI is one month away.
- The picture night went well. Camille would like to thank Carmen for her work on that.
- Stacy Noel had done an amazing job on the costumes.
- The photographs are back, and they are working on the programs.
- The videographer and the locker rooms are also booked.
- Emily and Meredith are working on the choreography.

DEI: Erin Donovan and Matt Oonk.

- They had a meeting two weeks ago and are working on the DEI information and statements to put onto the website. Matt and Erin will send it to Jenette now so she can start uploading it as soon as she can.
- A variety of music has been played during skating sessions which has been well received.

Safe Sport: Jennifer Nguyen, Jenny Land.

- Jenny and Jennifer are moving forward with safe sport in the context of figure skating.
- They are looking at how SafeSport can support MOI
- They are designing a model to be applied to other programs.
- Jenny and Jennifer have reached out to the coaches and they have had a positive reaction from them.
- Julie Parks from U.S. Figure Skating may do a parent-oriented Safe Sport event during Nationals.

Governing Council Update: Ann Dougherty

- The club is sending the following delegates to the Governing council. Ann Dougherty, Jim Achtenberg, Bonnie Shay, Craig Forsyth, Warwick Anderson, and Carmen Fox. Jenette Maitz will be attending as an observer.

Any other Business.**Awarding small stipends for special achievements to skaters.**

- In the past the Hockettes who attended Mids or the Nationals were given punch cards to spend at the Cube Cafe.
- The club needs to develop new awards and it needs to be written down so that the coaches and skaters know what to expect.
- In the past Evan Bates has received a \$200 gift card when he has competed at the Olympics. He has now competed at the Olympics 4 times and this award should be revised.
- The Banner in the Olympic rink also needs to be updated and Craig suggested a bigger banner at the front of the building. Carmen also suggested a plaque to honor him as well.

Club Mask Policy.

Washtenaw Health Dept has assessed that Washtenaw County will be a medium risk level for covid from February 28th. This means that masks are optional for individuals who are not experiencing symptoms or have not been exposed to someone who has Covid. Individuals and organizations can still enforce the mask rule if their circumstances require it. Ann Arbor Public schools have not decided yet. Carmen has discussed wearing masks with the club's medical advisory board and wants the club to hold off on changing the mask policy until after MOI which ends on March 21st. Masks will always be worn in the club except when the skaters are performing on the ice until after MOI when it will be revised.

Coaches meeting.

- A survey was sent out to all the coaches and the topic items were set from the responses. The meeting was recorded for those who were not able to attend.
- Craig and the Office staff introduced themselves and gave an update on what they were doing.
- The coaches need to have a meeting every 6 months.
- Carmen will send out the recording and the notes she took to the board by the end of the week.

The meeting adjourned at 8:54pm

Date of next meeting: Tuesday April 19th, 2022

**AAFSC Board Meeting
Minutes
March 15th, 2022. 7:30pm. Zoom**

7:35pm: Call to order by President Carmen Fox

In attendance: Warwick Anderson, Anjali Bhandari, Ann Dougherty, Craig Forsyth, Carmen Fox, Mary Johanson, Jenny Land, Karen Meints, Ann Nicklas, Jennifer Nguyen, Matt Oonk, Bonnie Shay, Camille Ziolek.

Apologies: Erin Donovan.

Minutes and Agenda Approval

Motion: Approval of minutes from February 15th, 2022: unanimous approval

Motion: Approval of agenda: unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

- Warwick has sent out a summary and report to the board members.
- The club's finances are in a good place given the time of year.

Hockettes: Erin Donovan

Erin was unable to attend the meeting.

- The Junior Hockettes did well at Nationals.
- The teams will skate together for the last time at MOI.
- Tryouts for next season's teams are next month.

Learn to Skate (LTS): Mary Johanson

- The Spring LTS session starts in 2.5 weeks.
- Many LTS times for the spring session are full and there is a waiting list.
- Mary and the club will need to be creative when the college students leave at the end of April. Mary is confident it will work out.
- LTS is very close to 700 skaters.
- The half hour classes are working out well and they will be continued.
- Much of LTS is subsidizing other activities.
- Need to look at Coaches' recompense.

- There needs to be a way for LTS skaters to sign up for more distinctive classes. For instance there is no way at the moment to sign up for a specific Snowplow Sam class. LTS is often ending up with too many Snowplow 1s and not enough Snowplow 4s. This makes allocating coaches very difficult.
- Mary requested help for LTS. Volunteers could sit out the front and hand out name tags and get waivers signed. The sessions will be color coded.

Competitions: Ann Dougherty.

Margaret Faulkner Springtime invitational (May 19th to 22nd)

- Registration opened 2 weeks ago.
- Not many skaters have signed up so far.
- New medals and ribbons have been ordered and they look nice.
- There are a couple of hundred silver to pewter old style medals, Ann asked if any one had ideas for what we could do with them because she is reluctant to throw them out. No definite decision was made.
- Ann wants to put competition announcements on Facebook and Instagram and needs help from Molly to do that.
- The Covid guidelines have been revised and some restrictions have been lifted. However, any announcement should include that the restrictions will be reinstated if another surge happens.
- Skater gifts will be handed out again.

Office Report: Craig Forsyth

- There is lots going on.
- The staff roles and responsibilities are being restructured.
- Molly will be in charge of media and social media. She will be sending out an email with club information at least once a month.
- The club now has a traveling duck. This is a fun thing and pictures of it will be taken as it travels the world.
- Jenette is working on the website. It needs to be easy to navigate and information should be easy to find. There should be a team of club members involved in the design of it and supporting it. Carmen will meet with Jenette regarding the website and help her with setting it up. The board's intent is to assist Jenette and make sure she is not working on this alone and has the board's support.

HR Update: Bonnie Shay

HR recommends Annika Anderson Meyer as a LTS Instructor. Jennifer Nguyen proposed, Anjali seconded, one abstention, all other members approved.

HR recommends Kyra Christensen as a LTS Instructor. Matt proposed, Warwick seconded and unanimous approval.

- HR will be holding another update meeting with the coaches after spring break. It was suggested that more members of the board should participate. The coaches will be sent an email so that they can choose the discussion items/ topics. There will be a private discussion part of the meeting too.
- Ice Etiquette. Ice etiquette is not always being followed. There are problems with skaters (and some coaches) understanding who has the right of way. Vests have been suggested as a solution.
- It was also suggested that the skaters and coaches are sent out a reminder of the Ice etiquette guidelines. This was updated 2 year ago. Craig agreed to send it out.
- Everybody has to work together and also accept that it will never be a perfect scenario. Skaters and coaches should be reminded that everyone is doing their best and should practice tolerance and kindness with each other.
- Carmen will reach out to the coaches and if they agree, a red vest/ sash will be piloted. Signage around the rink was also suggested as a solution.
- Options for different ice sessions for different levels and disciplines will be discussed at the next meeting.

Other Business

Melody on Ice (MOI): Camille Ziolek

- MOI is going really well.
- The arrangements are all set.
- The only item still needed is for a few more volunteers but there is still time.
- The programs look good.
- There will be two photographers for the show and the skaters will be able to purchase either the whole video or specific acts.

DEI: Erin Donovan and Matt Oonk.

- The DEI page is ready to add to the new website.

- There is a Google doc with further reading which will also be added to the website.
- More information on adaptive skating and special needs needs to be added.
- DEI will be added to the Hockettes handbook and the member information handbook when they are ready.

Skate Safe: Jennifer Nguyen, Jenny Land.

- Jennifer and Jenny have had a virtual meeting. They don't want to be the patrol team looking out for skate safe transgression in the club.
- They will be looking at all the club activities through the Skate Safe lens.
- They will start by meeting with Camille to debrief after MOI has finished. They will also meet with Ann after Springtime.
- Mary asked for help for skaters who are having trouble registering for Skate Safe. Jennifer and Jenny are looking at documenting or compiling a video of the process for the club website.
- It was suggested that encouragement to complete the skate safe training should be sent out with the yearly club membership email reminders.

Governing Council Update: Ann Dougherty

- The club is sending the following delegates to the Governing council. Ann Dougherty, Jim Achtenberg, Bonnie Shay, Craig Forsyth, Warwick Anderson, and Carmen Fox. Jenette Maitz will be attending as an observer.

Membership changes: Craig Forsyth.

- Craig outlined the changes he is going to make to the club membership categories.
- The aim of these changes is to make the membership as simple as possible.
- The lower membership price over the last 2 years has increased the number of members.
- All of the new membership details and prices will be found on the club website. They will be finalized after the Governing Council meeting in April.

Gordon C Brown Nominee:

Two names were put forward. The final decision by the board needs to be decided by May. This will be decided via an email vote.

Revised Covid policy:

- Washtenaw Health Dept has revised its Covid policy. Masks are no longer required for everyone to wear indoors.
- Some families have asked for the Covid precautions to remain in place until after MOI.
- Carmen has discussed this with Ranjit and Craig. MOI attendees will be gently reminded to wear a mask and masks will be provided for skaters and attendees.
- An email with the clubs updated Covid precautions and mask policy will be sent out after MOI.

Evan Bates: Award and recognition.

- Plans are still in progress. There have been discussions with Nancy Bates and with other club personnel. More details will follow at next month's meeting.

The meeting adjourned at 9:59pm

Date of next meeting: Tuesday April 19th, 2022

**AAFSC Board Meeting
Minutes
April 19th, 2022. 7:30pm. Zoom**

7:20pm: Call to order by President Carmen Fox

In attendance: Warwick Anderson, Erin Donovan*, Ann Dougherty*, Craig Forsyth, Carmen Fox, Mary Johanson, Jenny Land, Karen Meints, Jennifer Nguyen, Matt Oonk, Bonnie Shay, Camille Ziolek.

Apologies: Anjali Bhandari, Ann Nicklas.

*Arrived late to the meeting or left the meeting early

Minutes and Agenda Approval

Motion: Approval of minutes from March 15th, 2022: unanimous approval

Motion: Approval of agenda: unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

- Warwick has sent out a summary and report to the board members.
- The club's finances look good for this time of year.
- The Club finances will be reviewed in detail at the May meeting and then put to a vote at the June meeting.

Hockettes: Erin Donovan

This portion of the meeting was discussed after the Office Report.

- Try outs have just been held.
- Parent meetings are happening this week.
- There are 8 Hockettes teams this year.
- Sending out emails and invoices involves a lot of work.

Learn to Skate (LTS): Mary Johanson

- The new classes have started, and everyone has been offered a place except for 2 to 3 adults.
- LTS is very full with over 700 skaters. This is only the second time the club has had over 700 LTS members.

Competitions: Ann Dougherty.

- Margaret Faulkner Springtime invitational (May 19th to 22nd)
- Entries are now closed. There were more than 50 late entries.
- 498 skaters have registered. That is the same number as last year.
- The schedule is in draft form now, the referee has Covid.
- Ann is looking for a new technical accountant since we just lost one to medical issues; 2 are needed on each rink.
- Expenses for food and transportation are high, prices have gone up.
- new chairs for the stands have been purchased. The old ones need to be gotten rid of.
- A big concern is volunteers. Need someone to manage “track it forward”
- Hospitality volunteers are needed.
- Ann needs the list of volunteers who showed an interest in Springtime when they renewed their club membership.

*Ann Dougherty left the meeting

Office Report: Craig Forsyth

- LTS now has 710 members.
- Craig said that the office is covered for the week he is in Colorado.
- It will be open from 6:15am to 6pm Monday to Friday and someone will be there during those times.
- The test session is also covered and there will be a member of staff to assist with Testing Day tasks.
- The Club membership will be updated for next year. The aim is to make it simpler and easier to understand.
- The volunteer hours were lowered last year due to Covid.
- Concerns were expressed for the future, especially with the need for volunteers for large competitions.
- We need to plan competitions further ahead so that the volunteers get to volunteer where they want to be.
- Job descriptions and explanations for the various volunteer positions are also needed.
- The club needs a volunteer coordinator.

* Erin Donovan joined the meeting

Google organization account

- Jennifer Nguyen has researched this and has found that the club already has one. She will research further how we can gain access to it.
- A google organization account would enable us to store all the information and processes in one place so that it is not lost for future board and club members.

HR Update: Bonnie Shay

- Mary informed the board that Samantha Lang has applied for a junior coach position on March 23 and that she is needed to coach within the week.
- Elise Meints has also submitted her application to be a LTS instructor.
- The board will vote for Samantha and Elise by email once the paperwork has been sent out.
- There are also two skaters waiting for contracts as LTS instructors after approval at the last board meeting. Craig will sort out the contracts once he has received the paperwork.
- Another coach meeting needs to be scheduled to update them on the office and the transitions.

Other Business

Melody on Ice (MOI): Camille Ziolek

- MOI went well.
- There were enough volunteers.
- Camille will meet with Craig to debrief so that they can plan for next year.
- MOI made a small amount of money which is good.

DEI: Erin Donovan and Matt Oonk.

- Nothing to report now

Skate Safe: Jennifer Nguyen, Jenny Land.

- Jennifer will reach out to do a debrief about MOI.
- US figure skating has now created some videos for parents and skaters. Jennifer will ask Craig which the best way is to reach both audiences.

Governing Council Update: Ann Dougherty

- The governing council is next week, and all plans are in place.

New Board Member Elections.

- Three board members (Karen Meints, Warwick Anderson, and Erin Donovan) will finish their term in June.
- Camille offered to reach out to interested club members who might want to run for election to the board. Erin has done this job for the last two years and will send Camille her notes.

Any other Business**World Problems - Craig Forsyth**

Craig would like the club to offer any refugees from the Ukraine or from Afghanistan a free LTS membership for one year.

Board members agreed to put Craig in touch with any organization that they were aware of that is working with refugees in the Ann Arbor area now.

The meeting adjourned at 8:46pm

Date of next meeting: Tuesday May 17th, 2022

**AAFSC Board Meeting
Minutes
May 24th, 2022. 7:15pm. Zoom**

7:29pm: Call to order by President Carmen Fox

In attendance: *Warwick Anderson, Erin Donovan, Ann Dougherty, Craig Forsyth, Carmen Fox, Mary Johanson, Jenny Land, Karen Meints, Jennifer Nguyen, *Matt Oonk, Bonnie Shay, Camille Ziolek.
Apologies: Anjali Bhandari, Ann Nicklas.

Minutes and Agenda Approval

Motion: Approval of minutes from April 19th, 2022: unanimous approval.

Motion: Approval of agenda: unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

- Warwick has sent out a summary and report to the board members.
- There were no questions on the finances which look good for the time of year.

Hockettes: Erin Donovan

- Spring Practice has started, and everyone is working hard and is happy with how it is coming together.
- Erin is working with the director at Canton on a new project for the Hockettes. This includes:
 - a collegiate seminar where the Hockettes and Collegiate skaters skate together.
 - Parent guide to success evening and a session for the younger skaters.
 - An On Ice and off ice seminar is also planned which will emphasize the importance of off ice.
- Hockette team membership is about the same as last year.

Learn to Skate (LTS): Mary Johanson

- Spring LTS is finished
- Over 100 skaters have signed up for the summer session of LTS

Competitions: Ann Dougherty

- The 38th Marg. Faulkner Springtime Invitational was a success. We had over 500 registered skaters and only about 25 scratches. It ran smoothly and mostly on time except for solo dance events (new rules and software glitches in the IJS). We could have used about 5 more officials. We had great volunteers (even if they wait until the last minute to sign up, and others cancel out online.)
- Springtime officials' expenses were considerably higher than last years' even with fewer officials. Higher transportation costs were the main culprit, followed by food costs.
- Attendees seemed happy.
- The club participants were very supportive of each other and there was a lot of cheering from the stands.
- The Judges stands need to be replaced; the ones on the Stadium rink are in worse shape than Olympic. They are currently unsafe. Jim Carlisle has agreed to head up the project. He should prepare an estimate for the next Board meeting. He needs time to put together a team and work on it during the summer/fall to be ready for the Dr Porter competition in December.
- One volunteer broke his glasses when helping with the stands. He should submit a receipt for a replacement.

Office Report: Craig Forsyth

- The Basic Skills competition is on June 11th. There will be over 8 hours of competition that day.
- Craig reported that the payment platform on the club website is broken, and club finances and it is very problematic to keep track of Payments right now.
- A meeting will be set up urgently to discuss the website and the next steps needed to proceed with it.

HR Update: Bonnie Shay

- Email vote on April 23rd, 2022: HR recommends Elise Meints as a LTS Instructor. Camille proposed. Jennifer N seconded. one abstention, everyone else in favor
- Email vote on April 21st, 2022. HR recommends HR recommends Samantha Lang as a Junior Coach. Mary proposed, Carmen seconded and unanimous approval.
- Email vote on May 13th. HR recommends Claire Mifsud for a pro staff position. Bonnie Proposed, Mary seconded and unanimous approval.
- HR recommends Chandler Carroll as a Synchronized Skating Coach. Mary Proposed, Camille seconded and Unanimous approval.
- HR recommends Joseph Breeden for Pro Staff. Mary proposed, Carmen seconded and unanimous approval.
- HR recommends Sean Fitzgerald as a LTS Instructor. Camille proposed, Anjali seconded and unanimous approval.
- Bonnie reported that the LTS and Pro staff contracts are in the final stages of being updated and will be out no later than June 1st.
- There will be a requirement that pro staff spend time coaching LTS.
- There will be a follow up coaches meeting organized, and it will happen before the end of June.

Other Business

DEI: Erin Donovan and Matt Oonk

- The DEI posters were positively commented on by skaters from other clubs during Springtime Invitational.
- Need to have accessible seating available for those who need it at the competitions.
- We need to have etiquette signs about how to watch the skaters and not getting up and down when a skater is skating etc. posted during competitions.

Skate Safe: Jennifer Nguyen, Jenny Land

- Signs have been made which can be used for each competition. They say that only skaters, coaches, and volunteers should be downstairs. The expectation is that parents should not be downstairs during competitions, and they should not be in the locker rooms.

Governing Council and Club Ed Update: Carmen Fox

- 7 Delegates were sent to the Governing council in Colorado Springs.
- Warwick and Carmen thanked the 5 experienced delegates for their leadership and guidance.
- We should always take advantage of every delegate position and send the maximum number of delegates that we can.
- As a club we are very fortunate to have such a large LTS and Synchro program along with so many other programs to offer our members.
- We are also fortunate to have such a unique collaborative relationship with the Ice Cube management.

New Board Member Elections: Camille Ziolek

- Camille reported that it has been slow going but she has a small handful of names.
- Camille will send out an email tomorrow to the club members about elections.
- The elections will be held online in June and will be announced at the board meeting.

Matt and Warwick Joined the meeting at 8:30pm.

Recognition Banners:

- Erin reported that the adult synchro team appreciated the adult achievement award. They are eligible to have a banner up on the Olympic rink.

Motion: For a banner to be purchased and placed on the Olympic rink to recognize the Adult Synchro teams achievements this year.
Carmen proposed, Camille seconded and unanimous approval.

- Erin will discuss the details of the banner with Craig

Any other Business:

None

The meeting adjourned at 8:55pm

Date of next meeting: Tuesday June 21st, 2022

**AAFSC Board Meeting
Minutes
June 21, 2022. 7:15pm. Zoom**

7:05pm: Call to order by President Carmen Fox. She welcomed the AAFSC members participating via zoom to the annual meeting.

In attendance: Warwick Anderson, Erin Donovan, Ann Dougherty, Craig Forsyth, Carmen Fox, Mary Johanson, Jenny Land, Bonnie Shay, Camille Ziolek.

AAFSC Members in Attendance: Kim Davis, [Wei Han](#), [Julienne Jensen](#), Sam Spencer, Michelle Thomason

Apologies: Ann Dougherty, Karen Meints, Jennifer Nguyen, Matt Oonk

Minutes and Agenda Approval

Motion: Approval of minutes from May 24th, 2022: Camille proposed, Jenny seconded with unanimous approval.

Motion: Approval of June 21 agenda: Camille proposed, Warwick seconded with unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

- Warwick has sent out a summary and report to the board members.
- Positive cash flow for the Hockettes and AAFSC was attributed to beginning the Hockettes payments in May rather than June
- There were no questions on the finances which continue to look good.
- The 2022/2023 Budget will be presented and reviewed at the July meeting.

Hockettes: Erin Donovan

- Hockettes finished spring training and are preparing for summer practices which begin after the 4th of July
 - o Current focus is on the cutting the music, creating the choreography, ordering costumes, and completing registrations.
- For the 2022/2023 season there are a total of 9 teams including 3 Aspire teams.

Learn to Skate (LTS): Mary Johanson

- Mary stated that the LTS program may have benefitted from the Olympic bump with the high 2021/2022 membership of 711 members.

- Historically AAFSC's LTS program has had one of the highest memberships in single facility programs.
- Staffing has been a constant challenge in the past year mainly due to COVID related absences.
 - Returning Michigan student LTS instructors will be very helpful for fall and winter staffing.
- Looking forward to another great year.

Competitions – Ann Arbor Basic Skills Competition June 11:

- Craig shared the below details on the June 11 Basic Skills Competition hosted by AAFSC:
 - 124 skaters participated representing 35 clubs, 49 registered coaches, 54 events and 173 starts
- At present, AAFSC leads the Basic Skills Series with 470 points, a significant number of AAFSC skaters are currently leading in many events and Brad Newman is leading in the coaches category.

Office Report: Craig Forsyth

- Membership for the 2021/2022 Season for the Club and Learn to Skate programs put AAFSC in the top 10 clubs in US Figure Skating:
 - Club membership was 509 up from 484 the previous year.
 - LTS membership was 711
- Office is focused on end of year fiscal reporting, summer ice and LTS registrations, new membership registrations, Board elections and supporting the coaches contract renewals.
- As of June 21, 258 Club members and 210 LTS members have renewed their membership for the 2022/2023 membership year which is 5% ahead of pace of last year.
- Craig welcomed back Kimberly Davis who will be working remotely with AAFSC on a number of projects.

Member Questions and Discussion

Adult Only Skating Sessions

- AAFSC Member Sam Spencer expressed a concern that there is not an adult only skating session as there have been in past years during the summer for those adult skaters seeking less crowded and slower paced sessions. As such, they are attending adult only sessions at Canton.
- Craig said that the absence of Olympic rink thus far this summer leaves the club with less flexibility for scheduling. He also stressed that a major consideration is to avoid reducing ice time for coaching

staff who do not have adult skaters which could have a significant impact on their income.

- Kim Davis shared that AAFSC is continuing to look at more program opportunities for adult skaters.
- Craig, Kim and Sam agreed upon the next steps:
 - o Sam will prepare a proposal for adult skating for the club management and board.
 - o Craig will check with coaches who coach on Friday summer ice to see if there are any non-booked times that could be reallocated for adult skaters.
 - o The club will consider a survey for adult skaters to gauge interest in different on and off-ice opportunities.

Status of New Website

- Sam Spencer asked about the status of the new website.
- Carmen responded that the club is restarting the website project with an all-volunteer team to create functional requirements as well to develop the e-commerce and front-end components of the website.

Gender Designation

- Sam Spencer asked about the status of US Figure Skating and AAFSC offering registration options that are more inclusive of gender diversity.
- Craig shared that based on discussions at the Governing Council meeting this past April, it is a priority for US Figure Skating and its DEI committee to move towards more inclusive gender registration options but it may take some time.
- AAFSC Board and Management will look at opportunities to offer more inclusive gender registration options with the new website. –
- Sam Spencer will continue to reach out to US Figure Skating to encourage this change.

HR Update: Bonnie Shay

- Bonnie reported that all coaches and current LTS contracts have been distributed with a deadline of June 24 to return with signatures. HR is working on the office staff contracts to distribute this week. LTS instructors returning in the fall will receive their contracts then.
- HR has received a lot of questions about the contracts as they were subject to significant revisions. One zoom informational session for the coaches with Bonnie, Ann, and Carmen was held last and another will be held tomorrow.
- The coaches were sent a checklist three weeks ago to help them prepare for the contract renewals.

- Bonnie stated that HR has received a lot of feedback and is looking to simplify the process next year to make it easier for everyone.
- Carmen thanked Bonnie, Ann Nicklas, and Craig Forsyth for all of their work and efforts to revise all coach, staff, and instructor contracts.
- Ann Nicklas provided an overview as to what drove the contract changes. The Department of Labor has made a lot of changes recently so AAFSC wanted to make sure that our contracts reflect these changes. The contracts are also mutual contracts with a non-disparagement clause to reiterate mutual respect and support of all club members, coaches, skaters, staff, and Board Members.
- Another update to the coaches contracts included a requirement to contribute a minimum of 8 paid hours to the LTS program, as the program is critical to the Club's continued success.

Other Business

DEI: Erin Donovan

- At the recent PSA conference, Erin had the opportunity to meet with the Kadari Taylor-Watson Director of Diversity, Equity and Inclusion at U.S. Figure Skating, and share the DEI grassroots initiatives that AAFSC has undertaken. Ms. Kadari Taylor-Watson thought AAFSC was on the right track and discussed with Erin opportunities to enhance what the club is currently doing.
- Erin also shared that it is a requirement of PSA for all coaches to take a DEI course as part of their continuing education requirements so enhance their work creating an equitable environment with all skaters.

Skate Safe: Jenny Land

- Jennifer and Jenny have been and will continue to participate in USFS Skate Safe webinars. The next webinar will focus on competition and events.
- In addition to monitoring AAFSC events, Jennifer and Jenny are also gathering information from non-AAFSC events to see how other clubs are fulfilling SkateSafe requirements.

AAFSC Board Election Results

- There are three candidates running for three, three year AAFSC Board terms from 2022-2025. There were 327 eligible voters with 87 votes cast. Warwick Anderson was reelected for a second three year term. Wei Han and Julianne Jensen were elected for three year terms.

Closing Remarks

- Carmen Fox thanked outgoing Board Members Erin Donovan and Karen Meints for their outstanding service to the Board and Club.

Adjourn: Newly Elected and continuing board members please stay in the Zoom meeting for some housekeeping details.

The meeting adjourned at 8:30pm

Date of next meeting: Tuesday July 19, 2022 by zoom

**AAFSC Board Meeting
Minutes
July 19, 2022. 7:15pm. Zoom**

7:23 pm: Call to order by President Carmen Fox.

In attendance: Warwick Anderson, Anjali Bhandari, Ann Dougherty, Craig Forsyth, Carmen Fox, Wei Han, Julianne Jensen, Mary Johanson, Jenny Land, Ann Nicklas, Matt Oonk, Bonnie Shay, Camille Ziolek

Minutes and Agenda Approval

Camille added Ice etiquette to July 19th agenda.

Motion: Approval of minutes from June 21th, 2022: Camille proposed, Bonnie seconded with unanimous approval.

Motion: Approval of July 19 agenda: Camille proposed, Bonnie seconded with unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

- Warwick has sent out a summary and report to the board members. June financials were very close to the budget. There were no questions on the finances which continue to look good.
- Craig presented the 2022/2023 Budget. Some of the costs of converting to a payroll system are still unknown so Craig will monitor closely.
- Payroll starts next week.
- Warwick mentioned the budget had no increase in prices of ice to skaters. The club may have to look at increasing ice prices to accommodate increased club expenses. There is a possibility that the Cube will increase ice prices. Also noted that AAFSC's current membership fees only cover slightly more than the cost of USFS membership.

Motion Approval of **2022-23 Budget:** Camille proposed, Wei seconded with unanimous approval.

The Board discussed the volunteer hours buyout line item in the budget:

- In the past the fee was \$10 per volunteer hour but was reduced back to \$5 in the 2020/2021 budget at the start of the COVID-19 pandemic.
- As of June 30, the club collected about \$10,000 in volunteer hour fees. The team discussed that while the revenue is helpful, the club really needs those volunteer hours to run events which provide critical funding for club operations.

Next Steps

- Jennifer N, with Camille's support, will create a membership email explaining the volunteer commitment and opportunities to meet the 40 hour threshold. In addition, a subcommittee team will work with Craig to manage the volunteer communication and tracking. Jen, Wei, Julianne, Matt would like to be part of the subcommittee

Hockettes: Erin Donovan

- The Hockettes began summer practices last week. Due to the ongoing renovation of the Olympic rink, they were unable to practice as planned but were able to get some ice over at Yost Ice Arena. Practice plans have been streamlined to accommodate the reduction in the amount of on and off ice time. The Porter Summer Camp has also been streamlined
- We are still in need of skaters for our Aspire Teams.
- New this year, the junior team- as part of the USFS International Selection Pool - will be starting competition in September with the ISP Monitoring Experience hosted at Detroit Skate Club.
- Camille praised Craig and Erin for all their efforts working through Olympic Rink construction

Learn to Skate (LTS): Mary Johanson

- Halfway through the summer session and its going well.
- Started new competition club and LTS private lesson sessions.
- Mary will check in with Erin if she wants a flyer for LTS to promote the Aspire team.
- With the transition to the new payroll system, Craig will send a reminder to Mary as to what the LTS coaches and staff must submit.

- Due to scheduling conflicts, Craig issued a credit to LTS skaters whose class was cut short.
- Aya Takai reached out to Mary and is interested in returning to AAFSC to teach LTS. At Mary's direction, Bonnie will send her a new contract.

Competitions: Ann Dougherty

- Springtime competition finances have finally been settled. We did well.
- Kim Davis, Ann, Craig are working on the Ann Arbor Adult Open Competition scheduled for November 5 and 6.

Office Report: Craig Forsyth

- No update

HR Update - Bonnie Shay

- There were a lot of learnings with the new contracts to streamline the process next year.
- AAFSC continues to look for the LTS on-ice coordinator and is asking for ideas and referrals.

Other Business

Google Account : Jen Nyugen, Anjali Bhandari

- Discussion about having a Google Account, everyone using annarborfsc.org emails, making folders, getting documentation to put in them, having more than one administrator, etc. It's up and running.

Bylaws: can be found on the USFSA membership section under our club listing.

DEI: Matt Oonk

- No updates since the last meeting.
- Erin was looking forward to continuing to share DEI information at the upcoming Hockettes camp.

Skate Safe: Jen Nyugen

- Jen participated in a recent USFSA SkateSafe webinar specific to events and stated that AAFSC has been doing a good job meeting requirements.
- Moving forward AAFSC will look to ways to continue to improve event locker room management such as enhanced signage, enlisting additional locker room monitors for competitions.

Fundraising Proposal: Craig Forsyth

- Craig shared an overview of a fundraising proposal presented by a club member: a "Night at the Races" theme that has produced with success at figure skating clubs in Ohio. The event centers around video racing and would require the club to secure a location, liquor license, specific event insurance, and staff the event. The overall feeling was that the idea wouldn't fly in Ann Arbor. Concerns centered around the upfront costs, the amount of work to plan and execute the event as well as cultural differences. Previous gambling ideas had bombed big time here. Board determined not to go forward with the idea.

Discussion about Adults-only Ice: Mary Johanson, Craig Forsyth

- Not possible right now, but Check the Thursday 5:15 session.

The meeting adjourned at 8:45pm

Date of next meeting: Tuesday August 16, 2022 by Zoom

**AAFSC Board Meeting
Minutes
August 16, 2022. 7:15pm. Zoom**

7:23 pm: Call to order by President Carmen Fox.

In attendance: Warwick Anderson, Anjali Bhandari, Ann Dougherty, Craig Forsyth, Carmen Fox, Wei Han, Julianne Jensen, Mary Johanson, Jenny Land, Jennnifer Nguyen, Matt Oonk, Bonnie Shay

Regrets: Ann Nicklas, Camille Ziolek

There was a procedural problem: We had to **reapprove the 2 previous motions**

Motion: Approval of minutes from June 21, 2022: Warwick proposed, Jenny seconded with unanimous approval.

Motion: Approval of agenda from July 19, 2022: Warwick proposed, Jennifer seconded with unanimous approval.

Corrections for August 19th agenda:

- Jennnifer Nguyen was present
- change the date of the meeting
- change the date of next meeting to Sept
- Add to the agenda
 - Ann Dougherty
 - Club Seminar on Oct 8
 - Craig Forsyth
 - Funds for Jim Carlise for Judges's stand
 - Raise for office staff
 - Discussion and approval Hockettes for mental health coach/sports psychologist

Motion: Approval of minutes from July 19, 2022: Matt proposed, Wei seconded with unanimous approval.

Motion: Approval of agenda from August 20, 2022, with the corrections: Mary proposed, Warwick seconded with unanimous approval.

Committee Reports:

Finance committee: Warwick Anderson, Craig Forsyth

- Warwick has sent out a summary and report to the board members.
- Finance committee recommended that the AAFSC BOD approve \$9,000 new expenditure for the Hockettes budget to fund consulting fees for a sports psychologist to work with the synchronized skaters.
- **Discussion Notes:**
 - In general the Board supports this investment as it is important for the Hockettes teams, but also recognizes that ideally it would have been incorporated into the annual budget prior to approval.
 - Publish a pre and post-season survey for coaches to evaluate the effectiveness of the program for the teams on and off the ice.
 - Will there be opportunities for other club members to work with this sports psychologist?
 - Interactions with the sports psychologist are subject to SkateSafe guidelines including the two deep leadership requirement that 1:1 interactions with a skater shall not take place without a coach or parent present.

Motion: Approval of budget of \$5000 for Jim Carlisle for the building of new Judges' Stand in Stadium Rink to be finished before Porter, 2022: Matt proposed, Jennifer seconded with unanimous approval.

Motion: Approval of budget of \$9000 from Hockettes budget for Dr. Lauren McHenry to work with 3 Hockettes Teams for 2022-23 season: Warwick proposed, Jenny seconded with unanimous approval.

New Judges Stands Discussion Notes:

- The new stands should be sturdier and lighter.
- Camille proposed getting a gift for Jim for his efforts
- Camille proposed labeling all pieces and making a video of the first installation for future installation crews.
- Craig mentioned that parents of recently graduated skaters who now have collegiate memberships , who used to help with the setup and teardown of the stands, have volunteer hours (10 hrs) which potentially could be used.

Hockettes: Erin Donovan

- Erin's Hockettes report was shared. No comment

Learn to Skate (LTS): Mary Johanson

- Mary's report was shared. No comment
- Mary to check with Erin if she still needed more skaters for Hockettes
- Mary has 5 resumes to be reviewed and voted on
- HR was going to interview LTS on-ice coordinator - Michael Parsons

Competitions: Ann Dougherty

- Springtime competition is May 18-21, 2023. Hotels are booked, not much else going on now.

Tri State and Metro Council Reports: Ann Dougherty

- Encouraged the board members to attend the Club Ed seminar in Dearborn on Oct 8 sponsored by Tri-States committee. Member club attendees will be reimbursed registration fees (a benefit of membership)
- Encouraged the board members to shadow Ann D. for Detroit Metro Council
- The Board unanimously approved an alternate for Ann D. is Camille Ziolek for Detroit Metro Council.

Office Report: Craig Forsyth

- Report presented.

HR Update - Bonnie Shay

- Will be sending e-vote for Dean Copley

Other Business

DEI: Matt Oonk

- No updates

Skate Safe: Jen Nyugen

- No updates

Ice Etiquette: Carmen Fox and Mary Johanson and Craig Forsyth

- Updated communication was sent out to coaches and parents
- Bobbie Stoermer has sashes for the skaters

Club Programs/Initiatives : Carmen Fox

Carmen asked that the Board consider leading and participating in key committees and initiatives:

- Membership Relations/Volunteer Coordination
 - Board Leads - Jennifer and Jenny
 - Work with Skate Safe
 - Build volunteer role description
 - Recruitment and engagement
 - Help tracking hours
 - Support club communication
- Communication/Digital Communication
 - Internal Communication
 - Record keeping
 - Digital file storage
 - Documentation
- Website Development
 - E-commerce - Jennifer, Carmen, Craig, Anjali, Brooke
 - Content - Brooke, Craig, Mary, Erin, Anjali
- Human Resources
- Awards/Recognition
 - Board Leads - Julianne, Warwick
 - Annual awards
 - Recognition Banners
 - Warwick presented the compensation for competitive excellence
- Fundraising
 - Camille - silent auctions
- Adult Programs/Events
- Melody On Ice - Directors need to be identified by the end of September. Timeline and identifying key MOI roles are critical.
 - Wei Han/Carmen Fox

Covid Fee: Jenny

- Just an answer for why do we still have
- Jenny will reach out to Bobbie

- Jennifer suggested relabelling the fees.

The meeting adjourned at 8:45pm

Date of next meeting: Tuesday September 20, 2022 by Zoom

**AAFSC Board Meeting
Minutes
September 20, 2022. 7:15pm. Zoom**

7:20 pm: Call to order by President Carmen Fox.

In attendance: Anjali Bhandari, Ann Dougherty, Craig Forsyth, Carmen Fox, Wei Han, Julianne Jensen, Mary Johanson,, Ann Nicklas, Matt Oonk, Bonnie Shay,

Regrets: Camille Ziolek,Warwick Anderson,Jennnifer Nguyen, Jenny Land

Corrections for September 20th agenda:

- MOI
- Overall Committee Reports

Motion: Approval of minutes from August 16, 2022: Bonnie proposed, Julianne seconded with unanimous approval.

Motion: Approval of agenda from September 20, 2022, with the corrections: Bonnie proposed, Wei seconded with unanimous approval.

Committee Reports:

Finance committee: Craig Forsyth

- The correction to July's financial statements was noted to regarding the ice income and increased membership.

Hockettes: Erin Donovan

- Erin's report was shared.
- Teams costumes have all arrived and Bonnie/Erin are working on crystals for them
Due to change in regulation, crystals need to be put on dresses
To stay within budget and lessen the financial impact, old crystals are being used
For Junior long program Bonnie will be stitching the stretch lace then crystal those up.

For 2023-24 season, the cost of crystals or shiny material for costumes need to be included in the budget

Learn to Skate (LTS): Mary Johanson

- Mary's report was shared. No comment
- Michael Parsons doing a good job and engaging with staff.
- The Board discussed mask wearing and agreed to support a mask optional policy while reinforcing respect for those wearing masks.
- Rink management is aware and working on the heat (or lack thereof) situation. Board decided to put out an e-blast regarding the heat situation.

Competitions: Ann Dougherty

- Springtime competition is May 18-21, 2023. Ann will send out the invitations.
- Carmen and Wei plan to attend the Club Ed seminar in Dearborn on Oct 8 sponsored by the Tri-States committee. Mary to join the meeting in the afternoon.

Office Report: Craig Forsyth

- Report presented.
- New judges' stands will be ready for Porter in Stadium Rink
- New judges' stands will be ready in Olympic before Springtime
- Office is getting used to new Payroll system
- Craig working on narrowing the workers comp insurance company

HR Update - Bonnie Shay

- Bonnie's report was shared.
- Contracts went out to new hires on September 17th
- Bonnie is working with Ann N. and Craig on Job Description to get help in office for Friday/Sat/Sunday.

Other Business/Club Programs/Initiatives

- **Heat in the Rink**
 - Diane and Steve updated Mary, the rink management is working on solutions to address the lack of heat in Olympic rink
 - Ceramic heating and Fans also needed to replaced and fixed

- Communications will be sent to staff, coaches and members in an e-blast.
- Mary to provide a write-up to Craig
- **Committees -**
 - Should start meeting up
 - MOI - Craig and Carmen have identified couple of volunteers who will be directors but still looking for producers
- **AAFSC Website/Google Workspace**
 - Anjali shared Google Calendar. Julianne updated the Google Calendar with the calendar after input from Craig
 - Anjali shared a common folders structure on Google Workspace and showed it to the board.
 - Ann D. was going to update the Google Workspace last 6 years Minutes/Agendas
 - Anjali shared the ArboX powerpoint and did a demo for the back-end
 - For the Website, Anjali/Brooke to work with the directors and Communication Committee for the content.
- **Time Tracking**
 - Track-It-Forward will continue to be used. ArboX is not used for time tracking
- **Membership Newsletter**
 - Carmen is collecting material and thinking of Membership Newsletter

DEI: Matt Oonk

- No updates
- Matt suggested to Dr. McHenry to collect a post-season survey and share with the Board.

The meeting adjourned at 8:54pm

Date of next meeting: Tuesday October 18, 2022 by Zoom or potential in-person meeting

AAFSC Board Meeting Minutes
Minutes
October 18, 2022. 7:15pm. Zoom

7:20 pm: Call to order by President Carmen Fox.

In attendance: Warwick Anderson, Anjali Bhandari, Ann Dougherty, Craig Forsyth, Carmen Fox, Wei Han, Julianne Jensen, Mary Johanson, Jenny Land, Ann Nicklas, Jennnifer Nguyen, Matt Oonk, Bonnie Shay, Camille Ziolek

Corrections for September 20th minutes:

- Update attendance - Jenny Land

Motion: Approval of minutes from September 20, 2022: Jenny proposed, Bonnie seconded with unanimous approval.

Motion: Approval of agenda from October 18, 2022, with the corrections: New business: club matters training, quick committee update. Jennifer proposed, Matt seconded with unanimous approval.

Committee Reports:

Finance committee: Craig Forsyth and Warwick Anderson

- Warwick's report was shared. All in good order.

Hockettes: Erin Donovan

- Erin's report was read to the Board.
- Erin needs to be part of the AAFSC Board Group.
- Junior completed Champs Camp at DSC with positive feedback.
- 3 Hockettes Aspire Teams, Hockettes Prelim team and Junior Team will compete for the first competition of the season at Chuck Cope Classic.
- Hockettes will be hosting the Pep rally on Oct 30 at 6:15 pm
- Bonnie is working hard on crystals for the pep rally. Fortunately she has 6 team moms that have been helping.
 - More help is needed with individuals who have sewing experience.

- Additional materials costs for crystals will continue to be an issue.
- For 2023-24 season, the cost of crystals or shiny material for costumes need to be included in the budget

Learn to Skate (LTS): Mary Johanson

- Mary's report was shared. No comment
- Continue getting new members.
- Michael Parsons is working out great.

Competitions: Ann Dougherty

- Springtime officials invitations have been sent out. Half of the replies have come in.
- Adult Competition: 122 skaters have entered. Ice time will be tight. May have to cancel a few starts due to lack of limited ice time or use club ice on Friday evening to extend competition.

Office Report: Craig Forsyth

- Report presented.
- Possibility of canceling 5:15 and 6:15 ice sessions to accommodate extra adult competition skaters and with help of availability of judges.

HR Update - Bonnie Shay

- HR Update: Bonnie Shay:
- Motion; approve Jessica Kroetsch as LTS instructor. First: Carmen
Second : Wei
- Motion; approve Chloe Mitchell as LTS instructor. First: Warwick
Second: Mary
- Motion: approve Rebecka Hakkenson as Junior coach. First: Matt.
Second: Warwick
- Bonnie and Craig to meet with Kim D about work on contracts. Mary to become involved as LTS contracts are discussed.

Other Business/Club Programs/Initiatives

- **Heat in the Rink**
 - Thermostat was replaced. New ceramic heating is being looked into for the rink.

- **Awards Criteria**

- The awards spreadsheet which was put together by Finance committee was shared. This was created with input from Mary, Ann D., Carmen and Jenny.

Motion: Approval of motions for Awards : Mary proposed, Warwick seconded with unanimous approval.

- **Recognition committee**

- Would like to support the continuous update to the banners
- Recognize the skaters as an ongoing basis
- Suggested using Holiday Exhibition to recognize skater accomplishments.
- Upload Flyers about the skaters to the TV next to the office.

- **Communication committee**

- In the **Membership Newsletter** the Ice Etiquette needs to be updated with attention to educating parents and skaters about standing away from the entrance and exit door for safety. Skaters must also be mindful that the entrance/exit door is also the Lutz corner.
- For complaints and concerns provide a special email in Google group like questions@annarborfsc.org
- Also create automatic response for this email. Carmen, Craig, Anjali to be members of this google group. They will moderate and forward the questions to appropriate committee or directors.
- The website needs to be updated to reflect the correct email address.

- **Volunteering -**

- Adult competition is in desperate need for volunteers for setup and take down for judges stands.
- Porter- Track-it-forward is set up for the chairs to update all volunteer spots by 20th November. Then they will be sent out to members.

The meeting adjourned at 8:54pm

Date of next meeting: Tuesday Nov 15, 2022 by Zoom or potential in-person meeting

AAFSC Board Meeting Minutes
Minutes
November 15, 2022. 7:15pm. Zoom

7:20 pm: Call to order by President Carmen Fox.

In attendance: Warwick Anderson, Anjali Bhandari, Craig Forsyth, Carmen Fox, Wei Han, Julianne Jensen, Mary Johanson, Jenny Land, Ann Nicklas, Jennnifer Nguyen, Matt Oonk, Camille Ziolek

Regrets: Ann Dougherty, Bonnie Shay

Motion: Approval of minutes from October 18, 2022: Camille proposed, Warwick seconded with unanimous approval.

Motion: Approval of agenda from November 15, 2022: updated agenda: Camille proposed, Warwick seconded with unanimous approval.

Committee Reports:

Finance committee: Craig Forsyth and Warwick Anderson

- Warwick's report was shared. All in good order.
- Money which the accounting firm was negligent about putting in our bank account has been accounted for.
- The Finance committee discussed quotes for Workers comp from 3 companies. - Craig and Ann Nicklas have been given authority to go through the details and choose the appropriate one.
- Motion: Warwick moved to contract with American Trust for Worker Compensation with payment upfront. Unanimous approval. Craig and Ann Nicklas feel good about the company which has a high premium, but with schedule modifiers there will be rebates.

Hockettes: Erin Donovan

. Warwick updated the Board.

- Novice and Junior competed at Synchro Fall Classic, Anaheim past weekend

- Junior is competing at The Boston Synchronized Skating Classic and then will compete at Porter Classic.
- Other teams except Novice will compete at Kick Off Classic, Kalamazoo and followed by Porter Classic.
- Novice went to Diamond Classic, Mentor and Synchro Fall Classic, Anaheim. Next they will compete at Porter Classic.
- Jennifer Nguyen will send Kim the draft of wording for the newsletter/email for volunteer schedule to be forwarded to all AAFSC members for Porter Classic. The volunteer schedule is already live Track-it-forward.

Learn to Skate (LTS): Mary Johanson

- Mary's report was shared.
- Special Olympics - LTS coaching hours are volunteer hours.
- Competition Club came in second place for Basic Skills Competition
- Coaches' response is still low in supporting LTS in spite of updating the contract in response to the Coaches Engagement survey.

Competitions: Kim Davis

- Kim updated about the Adult Competition
 - The Adult Competition was being hosted for the 3rd time. The number of skaters in 2019 was 45. It went up to 85 skaters in 2021. This time there were 125 skaters registered. 118 skated due to injury/limitations
 - Survey was sent out to get an idea when to host the competition. November is preferred.
 - Jenny Land and Jennifer Nguyen appreciated Kim for all the hard work, passion and success.
 - The Volunteer turnout was great.
 - Kim proposed submitting a bid for Adult National April 8-11, 2026.
 - Craig offered to help her with the credential to submit the bid with tentative proposal from the rink, hotel information, 3 people who will help (e.g. committee chair-official, practice ice)
 - Volunteer help could be requested from other clubs in Detroit Metro Council and Tri-State Council.
 - Between Dec-Feb, it will be confirmed.

- We hosted it 10 years back(in 2016) and it will be 5 years since Adult National was hosted last in Michigan.
- Ice and travel for judges is the main expense.
- Carmen Fox, Jen Nguyen, Jenny Land and Julienne Jensen offered to help.

Office Report: Craig Forsyth

- Report presented.
- Craig proposed hiring personnels as needed without going through the monthly Board approval by AAFSC Directors for Hockettes, LTS and Club office with the exception of junior and pro coaches. Interviews should be conducted in proper fashion. All hires will be reported to the AAFSC Board. The motion was moved by Camille and seconded by Jenny Land with unanimous approval
- Holiday Party - Dec 18 - Winter Exhibition - Camille suggested asking for cookies for donation and Club could provide pizza or hot/cold drinks.

HR Update - Bonnie Shay

- HR Update: Bonnie Shay:
- Motion; approve Chloe Mitchell as Junior Coach. Warwick proposed, seconded by Camille with unanimous approval
- Motion: approve Michael Parsons as Professional Staff as a coach. Warwick proposed, seconded by Camille with unanimous approval

Other Business/Club Programs/Initiatives

- **Heat in the Rink**
 - Ceramic heating is being installed Stadium and Olympic
- **Awards Criteria**
 - Recognize the skaters who competed in Midwestern sectionals and National Development team during Winter Exhibition. 2 Board members on ice to take pictures. Running order will be done by Craig Forsyth and Kim Davis.

- **MOI -**

- MOI - 81st production - Friday, March 17 & Saturday March 18 2023
- Coach Jen Schneider is the director. Craig Forsyth and Carmen Fox are producers. Picture day Jan 30 and 31st. LTS sign up will be available after Porter
- Theme is Fairy Tale Frenzy. The secondary theme is Heroes vs Villains
- LTS will be sent after the Learn To Skate Winter Registration. Jennifer Nguyen and Jenny Land are doing SkateSafe. Camille will work with Craig to contact Best ever Media for videos for MOI. Contacted 828 studios for filming Saturday afternoon show. Looking at Fantasy Lighting for doing lighting. Registration has been increased from 75\$ to 90\$.

The meeting adjourned at 8:54pm

Date of next meeting: Tuesday Dec 20, 2022 by Zoom or potential in-person meeting

AAFSC Board Meeting Minutes
Minutes
December 20, 2022. 7:15pm. Zoom

7:20 pm: Call to order by President Carmen Fox.

In attendance: Warwick Anderson, Anjali Bhandari, Ann Dougherty, Craig Forsyth, Carmen Fox, Wei Han, Julianne Jensen, Mary Johanson, Jenny Land, Ann Nicklas, Jennnifer Nguyen, Bonnie Shay, Camille Ziolek

Regrets: Matt Oonk

Motion: Move to approve minutes from November 15, 2022: Not approved. Corrections to be made and reapproval needed

Motion: Move by Warwick Anderson to approve agenda for December 20, 2022, with updates. Unanimous approval.

Committee Reports:

Finance committee: Craig Forsyth and Warwick Anderson

- Warwick's report was shared. All in order.

Hockettes: Erin Donovan

- Erin's report was shared.
- Training has resumed
- 190 teams competed in the Dr. Porter competition
- Rest of the Synchronized Competitions - Synchro Illinois, Midwestern Sectionals, Tri-State Championship are local.
- Delay during Porter Competition was identified as
 - technical issues (accounting software,, IJS mini systems, Cube wifi issues)
 - some categories switched over IJS and thus more time was needed to be allocated by the referee for reviews.

Learn to Skate (LTS): Mary Johanson

- Mary's report was shared.
- Mary has a meeting with Claire Mifsud to discuss the LTS Director Job. (<https://www.annarborfsc.org/About/ClubPros.aspx>)

Competitions: Ann Dougherty

- Springtime Invitational is approved for Excel Series and National Solo Dance Series.
- Working with the Referee on the announcement which will be sent for final sanction in January.

Office Report: Craig Forsyth

- Report presented.
- Last Monday 2 new staff - Ji Yi and Laura Arnold, started working in the office reporting to Craig.
- Gone live with Entryeeze for Learn To Skate Winter Session registration
- January Contract ice will also be opened up.
- Membership is up to 565.

HR Update - Bonnie Shay

- Working on simplifying contracts
- Moving forward with LTS contracts
- The Board should be prepared for some email votes.

Other Business/Club Programs/Initiatives

- **Hit and Run in the parking lot -**
 - The new General Manager of the Cube responded by saying: park at your own will and at your own risk. Spectators/Victims can report it to the Pittsfield Township Police for follow-up.
- **Junior Board**
- A presentation was made by parent Christina Chang. For the formation of a junior board. Her research included talking with other clubs who have such boards. The proposal is that it would include AAFSC members 12-17 years old, elect officers, and meet periodically. A Junior Board would develop leadership skills and also mentor the younger skaters.
- The Junior Board could:
 - Sponsor fundraising projects
 - Arrange parties
 - Help with volunteering at competitions

- Decorate bulletin boards
- Help to market and publicize the Club by wearing club merchandise during public skating and Learn To Skate

Carmen suggested having 3 parents be part of this who would have to be Skatesafe compliant; bylaws need to be written; a board member should be a liaison. Start with a couple of ideas and there should be representation from different disciplines of skating. Christina should contact Susi Wehrli at USFSA for more information.

- **Communication/Volunteer/Recognition** - Jenny Land
 - Carmen recognized Jenny Land and Julianne Jensen for arranging the skater awards at the Holiday Exhibition.
 - Plan on monthly meeting and get organized
 - Plan on Hockettes recognition in January
 - Plan on recognizing club member [Evan Bates] who medalled at Grand Prix final
- **SkateSafe** - Jen Nguyen
 - 2 members of USFSA Skate Safe were at Porter for 'Listen and Learn' session. This was the first synchro competition and 12th skating competition they were attending.
 - Decisions need to be made for the volunteer structure for MOI and Springtime.
 - Changes to SkateSafe
 - no adults can be present in the changing room for minors
 - One team per locker room

The meeting adjourned at 8:41pm

Date of next meeting: Tuesday January 17, 2023 by Zoom or potential in-person meeting.