

# MINUTES

Ann Arbor FSC Board Meeting  
Tuesday \* January 15, 2019 \* 7:15 pm \* Banquet Room, The Cube

7:15 Call to Order –  
in attendance: Ann Nicklas, Ann Dougherty, Brooke Sacks,  
Helena Schotland, Karla Grossman, Ranjit Aiyagari, Bob Ryan, Bonnie Shay, Craig Forsyth  
absences: Brian Edelman, Marisa Hutchinson (with Hockettes in Austria), EJ Easlick (back pain)

7:25 Agenda approved as amended.  
Minutes approved from December 2018 meeting. Unanimous. No revisions.

## **Consent Agenda approval/isolation** (none submitted)

7:30 Committee Reports

- Finance Committee (Craig Forsyth) December statements to be distributed at meeting. Spent more money in December than year before. Has to do with synchro travel and incidents payments – timing. Against budget, income is 1% over and expenses down 6%. Synchro is off 1/10 of 1% against budget. Pat on the back for those who do the budgeting. Discussion about this year's synchro banquet. Need space for 275 people – using Sheraton at 275 and 8 mile in Novi. Pricey.
- Competitions—Porter report—still need hotel commissions, vendor fees. Final number should be available next month.
- EGLR Final financials—received last monies from USFS. Still need safesport reimbursement.
- Synchro—talk about glitter, beads etc that fall off during competition. Dangerous. Teams did really well at Mid America, particularly the younger teams.
- LTS—(Mary). 409 LTS skaters; 547 members. More skaters doing multiple sessions (LTS class, synchro class, competition club, or 2 LTS sessions).
- Adaptive skating program. #skateforinclusion. Need for some camera time. So Unified team skating at Scott Hamilton Sk8 to Eliminate Cancer show in Detroit coinciding with US Champs next Wednesday at Campus Martius. 5:30 pm
- HR. **Motion: Kieran Heung approved for LTS instructor; Daniel Eaton approved to return to Professional staff. Unanimous approval.**

8:10 Office Report (Craig Forsyth). Club members 403. Fall club ice finished in the black. Pass thru ice made \$10,000. Craig working on 1099s. Spring and summer scheduling being worked on. Synchro Banquet tickets being sold online this year. Makes for more office work, but brings in more timely and complete payments of everything – banquet, MOI. Kim doing a lot of work on email blasts, website, etc. Doesn't come cheap.

8:15 Old/New business

- Facebook page—need to get Kim on. Brooke will look into shifting admin rights.
- By law review (Ann N). committee needs to get back to work so we can roll out by May.
- Governing Council – Jim, Cindy, Ann, Ann, Brooke, Bonnie, Craig, Mary Johanson, Karla Grossman all interested. Choose which are delegates next month.
- Safe Sport proposal. Smaller clubs are waiting to see what larger clubs (AA, DSC) are doing. Craig to write something up and will email out this month for approval next month.

Adjourn 8:45 pm

Next meeting: Board of Directors meeting:

Tuesday February 19, 2019. Banquet Room, The Cube 7:15 pm.

# Approved Minutes

Ann Arbor FSC Board Meeting

Tuesday \* 19 February 2019 \* 7:15p \* Banquet Room, The Cube

7:15p Executive Session

7:33 **Call to Order**

In attendance: Ann Nicklas (President), E.J. Easlick (Vice President), Brian Edelman (Treasurer), Ranjit Aiyagari, Karla Grossman, Marisa Hutchinson, Bob Ryan, Brooke Sacks, Helena Schotland, Craig Forsyth

Absences: Ann Dougherty (Secretary), Bonnie Shay

7:25 Public comments – none.

**Agenda amended and approved unanimously.**

**January minutes tabled for next meeting.**

7:30 Committee Reports

- **Finance Committee** (Brian Edelman)
  - January statements distributed at meeting.
  - No surprises for Club and Synchro sides. Club is healthy and well run. Growth is leveling off.
  - Club side is slightly better than budget. Synchro is slightly worse than budget. No unusual reasons.
  - Cash flow is slightly off budget on Club side due to lower office support expense issues that have now been corrected. The amount of cash being spent is on budget.
  - The Junior Synchro Team received a USFS grant in the amount of \$2,000.
  - Eastern Great Lakes Qualifying competition produced a net profit of \$3,400, and the Non-Qualifying competition produced a net profit of \$30,850.
  - Porter competition produced a net profit of \$136,000.
- **Synchro Program** (Marisa Hutchinson)
  - The Novice and Junior teams compete at Synchro Nationals next week in Plymouth. Both teams are excited and ready.
  - All teams are getting ready for MOI.
  - Tryout schedules and sign-ups have been posted.
- **LTS Program** (Mary Johanson via Craig Forsyth)
  - Winter Games were amazing.
  - Unified Synchro Team performed at Scott Hamilton Sk8 to Eliminate Cancer show.
  - Alex Meints performed a solo at the US Nationals Skating Spectacular to a standing ovation. Alex is joining the staff as a skate rental attendant.
  - Unified Team was invited to perform in the Opening Ceremonies at Synchro Nationals, but they are unable to attend.

- **Office Report (Craig Forsyth)**
  - Written report distributed.
  - Winter Club Ice is expected to be in the black by the end of March.
  - LTS membership is now at 591.
  - Pass-Thru Ice has generated income of \$4,790.
  - Contracting for Spring Ice will open this weekend. Spring Ice begins 31<sup>st</sup> March.
  - Pittsfield Town Assessor's Office has determined that AAFSC shall be included in their assessments. Our accountants assisted in completing the necessary forms. It is expected that AAFSC total assets are well below the minimum for assessment.

8:15 Old/New Business

- **SafeSport proposal**
  - **Tabled indefinitely. BOD to monitor USFS information & position at Governing Council.**
  - Policy to be written for AAFSC Rule Book on volunteer positions that require SafeSport training and background checks, and set number of volunteer hours awarded for completing SafeSport training. To be included in forthcoming By-laws/Rule Book proposal for future review by BOD.
- **Governing Council Delegates**
  - Jim Achtenberg, Ann Dougherty, Craig Forsyth, Brooke Sacks, Bonnie Shay, Cindy York appointed as delegates.
  - Karla Grossman and Mary Johanson appointed as observers.
- **Porter Transfer**
  - **Motion to approve transfer of 80% (rounded to the nearest dollar) of Porter Profit/Loss on 01 May 2019 from the general club account to the synchro account. Approved Unanimously.**
- **HR Recommendation**
  - **Motion to approve Annie Wang as LTS instructor. Approved unanimously.**
- **MOI Update**
  - We are three weeks out. Programs are nearing completion. Practices will begin on Monday. Costumes are OK.
  - Programs to go to the printers next week.
  - Directors are doing an excellent job.
  - Kids are involved in a contest for selling tickets.
  - Volunteer Sign-Up needs to get underway ASAP.

8:28p **Adjourn**

Next Board of Directors meeting:

Tuesday, 19 March 2019. Banquet Room, The Cube 7:15 pm.

# Minutes

## Ann Arbor FSC Board Meeting

Tuesday \* 19 March 2019 \* 7:15 pm \* Banquet Room, The Cube

- 7:15 Call to Order –  
Expected attendance: Ann Nicklas, EJ Easlick, Brian Edelman, Ann Dougherty, Karla Grossman, Marisa Hutchinson, Bob Ryan, Brooke Sacks, Helena Schotland, Bonnie Shay,  
  
absences: Ranjit Aiyagari, Craig Forsyth
- 7:20 Public comments none.
- 7:25 Agenda approval  
Approval of Minutes from January and February 2019 meetings.  
**Consent Agenda approval/isolation**  
**Motion:** HR recommends **Hailey Nace** and **Graham Emberton** as LTS Instructors.  
**Approved.**
- 7:30 Committee Reports
- Finance Committee (Brian Edelman)
  - A few timing issues, but makes this month look good. Both synchro and club accounts better than budget. Cash flow is positive. MOI ticket sales up 30% from last few years. All looking 'almost too good' – will see what happens next month
  - LTS. Mary. Nationals week was great. Alex Meintz skated exhibition at LCA Gala. New session just started: 120 out there tonight. 60 brand new skaters. Adaptive skating program June 9. SkateFest for LTS with a grant from the Dept of Veterans affairs. Mary attended first one in Wash DC March 9-10.
  - Synchro Erin. Season has ended March 10, 2019 banquet. Achieved mission statement: to grow, achieve, become part of family, make friends etc. Placements were not what we wanted at Nationals, but add to goal for next year: improve placement at every competition next year. Tryouts April 10-14, very grateful for online registration Craig and Scott have set up.
  - Competitions – Springtime. Back on EntryEeze online registration. Entry numbers are still low as is typical.
  - Post-MOI report; successful
- 8:10 Office Report (Craig Forsyth) As written and sent out with agenda
- 8:15 Old/New business
- Nominating committee. Brooke will head committee. Marisa bowing out. EJ ?? Brian's two terms are up.
  - GC Brown Award. Discussed. No conclusions.

- Annual banquet. June 19<sup>th</sup> Wed. cancelled. Will be incorporated into annual membership meeting June 18<sup>th</sup>. Major Awards will be presented between old and new board meeting. 7 to 9 pm.
- Bylaws committee. April 2, 2019. 7-8 pm.
- Glitter policy. Cube has a NO GLITTER policy. The RULE will be communicated to the entire club. There was an issue with Junior Hockettes team at MOI. It was innocent mistake. Still working with Cube about communication and enforcement of policy. Can penalty be applied when it wasn't even decided until after the incident. Lets not make punitive punishment for ignorance of policy. Glittergate.

Adjourn 8:47 pm.

Next Board of Directors meeting:

Tuesday, 16 April 2019. Banquet Room, The Cube 7:15p.

# NOTES

Ann Arbor FSC Board Meeting  
Tuesday \* 16 April 2019 \* 7:15 pm \* Banquet Room, The Cube

7:15 Call to Order –  
attendance: Ann Nicklas, Brian Edelman, Ann Dougherty, Ranjit Aiyagari, Karla Grossman, Marisa Hutchinson, Bob Ryan, Brooke Sacks, Helena Schotland, Bonnie Shay, Craig Forsyth

absences: EJ Easlick,

7:20 Public comments: Jim Carlisle talking about the Olympic sound system. How to make it better. Or at least decent.

7:25 Agenda approved  
Minutes from March 2019 meeting as edited.

## **Consent Agenda approval/isolation**

**Motion:** HR recommends Cyndi Edelman and Bianca Karibian as Junior Coaches.  
**Approved**

7:30 Committee Reports

- Finance Committee (Brian Edelman) March statements to be distributed at meeting. Timing issues caught up with themselves. All is OK in the overall picture. Synchro income/expense were much lower in March due to early end of the season. Working like mad to get synchro budget done. Tryouts ended Sunday. Want to be done by Thursday (parents say that's too long)–offer skaters spots but can't do that until we can tell them what each team is going to cost which can't do until we know location of all competitions, how skaters will get there etc.
- LTS Bonnie. Mary had nothing new to report. Still doesn't have flyer from Vets SkateFest
- Synchro Erin. Putting together teams.
- Competitions. Ann and Craig. Springtime: entries down to 400. Lean and mean budget. Need to do analysis of where the 100 missing people are. Why not coming.

8:15 Office Report (Craig Forsyth) Information only: cracking down on timeliness of coaches contracts being turned in. Higher fee to pay that will be refunded IF/WHEN all paper work is done ON TIME.

8:15 Old/New business

- Nominating committee – Brooke. Working on it.
- GC Brown Award -- settled.
- Annual meeting. Settled on June 18.
- Bylaws committee. We have met several times, still working on making shorter, clearer, less legal-ese. Separating by-laws and grievance from policies and procedures.

Closed session (Brian called – financial).

Next Board of Directors meeting:  
Tuesday, 21 May 2019. Banquet Room, The Cube 7:15p.

# Notes

Ann Arbor FSC Board Meeting  
Tuesday \* 21 May 2019 \* 7:15 pm \* Banquet Room, The Cube

7:15 Call to Order –  
Expected attendance: Ann Nicklas, EJ Easlick, Brian Edelman, Ann Dougherty, Bonnie Shay, Brooke Sacks, Marisa Hutchinson (on ice)

absences: Ranjit Aiyagari, Helena Schotland, Karla Grossman, Bob Ryan, Craig Forsyth

7:20 Public comments: no comments

7:25 Agenda approval  
Approval of Minutes from April 2019 meeting.

## **Consent Agenda approval/isolation: unanimous approval**

Added Lindsay Maynard to a Pro Staff position,  
Added Claire Gruenberg as a LTS instructor

7:30 Committee Reports

- Finance Committee (Brian Edelman) April statements were distributed at meeting. Have already collected so much money in annual synchro fees – about twice as much as last year at this time. Cash looks wonderful. But a false indicator since it starts going out in June. Synchro season now starts in April. Lots of quirky timing issues that show we have more than we do (synchro monies not yet transferred, Yost ice bill late, bonuses paid in different month). Linh Nguyen will be the new Hockettes treasurer. Brian's job being divided into about 4 different parts.
- LTS Mary J: read by Ann N. Flyer out for Skate Fest. June 9<sup>th</sup>. Asked Board to post flyers, each bring in at least one \$10 gift certificate to some consumable product/restaurant. 658 LTS members. Down about 50 from last year but there was one less class.
- Competitions/ Peg Faulkner. Springtime was successfully run. No major issues, just lots of little improvements that could be made, as always. Good group of new volunteers. Officials were very happy and relaxed and working hard together. Pine did a good job of chiefing and received Peg's blessings to continue. We will figure out over the next year how to put the Margaret Faulkner name into the Ann Arbor Springtime Invitational title.
- Judges stands. Discussed Jim C report on condition of stands. Club can afford to replace now if we have someone to lead the way and get it done. Ann to follow up with Jim for a proposal.

8:10 Office Report (as written)

Old/New business

- Nominating committee –Brooke. Five candidates for three positions.



- NARCE Craig at that conference. We support his attendance.
- Annual meeting. Part of the Board meeting of June 18<sup>th</sup>.

8:50 PM adjourn

Next Board of Directors meeting/ combined with Annual meeting:  
Tuesday, 18 June 2019. Banquet Room, The Cube 7:15p.

# Minutes

Ann Arbor FSC Board Meeting  
Tuesday \* 18 June 2019 \* 7:15 pm \* Banquet Room, The Cube

7:15 Awards Presentations

Apprentice of the Year—Elliot Ziolek

Adult skater – Kim Davis

Sportsmanship – Annie Wang

Most Tests passed – Claire Moran (12 tests)

Gordon C Brown – Marina Babaev

Competitor of the Year – Connie Achtenberg

+ first axel awards.

Call to Order – 7:35

In attendance: Ann Nicklas, EJ Easlick, Brian Edelman, Ann Dougherty, Brooke Sacks, Bonnie Shay, Marisa Hutchinson, Karla Grossman, Helena Schotland, Craig Forsyth

Absences: Ranjit Aiyagari (on call), Bob Ryan (work),

Also attending: Kim Davis, Erin Donovan, Warwick Anderson, Mr Abee, Sara Abee.

Public comments: None

Agenda approval. So done.

Approval of Minutes from May 2019 meeting. Approved.

**Consent Agenda approval/isolation: approved**

Emily Scott, Emily Day, Jenna Blackburn contracted as LTS Instructors.

Committee Reports

- **Finance Committee** (Brian Edelman) May statements distributed at meeting.
- Club and synchro and cash all look fine. We are healthy. Year ended within 1.5% of projected budget for club. for Synchro, we were 0.05% better than budget for Income (so the total income received was almost exactly equal to what was forecasted). We were about 3.7% better than budget for Synchro Expenses -- we spent about 3.7% less than what the budget predicted -- so overall, synchro had a 3-4% surplus last season compared to the budget. We have 5-6 months of operating expenses/cash in the checking account.
- **Synchro Budget** approval for 2019-20. Brooke moved to approve. EJ second. Approved unanimously.
- **Club budget**....Craig working on and it will be emailed to board members tomorrow or Thursday. Needs to be approved by end of week.
- **Competitions** Craig (Basic Skills) down 10% from last year. Skaters and income. Still made about \$4,000. Didn't need to buy new medals, gifts, extra ice. Used potluck leftovers.

- Ann: AASI only made about a \$17,000 profit (usually over \$30K) but given the low number of entries, that's no surprise. We did well to cut expenses as much as we did. However, it was well run; officials, skaters, coaches all happy. Good for maintaining our reputation for quality competitions.
- **Ann Arbor Adult Open:** is a new competition being chaired by Kim Davis and Marie Sherry to be held Sept. 21, 2019 as part of the new Adult Competition Series. The board understands that there are many start up costs and success is always questionable with something new, but we support the AAAO and will all lend a hand. Kim and Marie are already well underway—secured dates, working on the announcement, sanction. Officials, hotels etc.
- **SkateFest:** for adaptive vets and families. About 20-25 participants. Very successful, goodwill event. Bonnie reported.
- Reports from **DMC and TriStates** annual meetings. Ann  
LTS workshop 9/7 at DSC  
TriStates FS competition will be April 4-5 in Dearborn, TS Syncho in Mentor, Ohio Feb 22

Office Report (Craig): 558 LTS members. 406 individual members. Summer LTS registration is 245 (200 last year). Hockey up 50%.

#### Old/New business

- HR recommends Michael Valdez as Junior Pro-Staff. Helena moved, EJ seconded. Approve unanimously.
- Jonathan Hayward contract is not renewed. It was 'not a good fit for us'.
- Election results  
Votes for new board members 55 ballots cast.  
46 Erin Donovan  
42 Karen Meints  
32 Warwick Anderson

Thank you to EJ Easlick and Marisa Hutchinson for their 3 years of service on the board.

Adjourn old board. 9pm.  
Reconvene new board. 9:01 pm

#### Meeting of NEW 2019—2020 Board of Directors.

Election of Officers.  
Ann Nicklas President  
Helena Schotland Vice President  
Treasurer Brooke Sacks  
Secretary Ann Dougherty

Set calendar of meetings. ANN will send out along with a spreadsheet of attendance record of board member for the past two years.

9:15 adjourn

#### Next Board of Directors meeting

Tuesday, 16 July 2019. Banquet Room, The Cube 7:15p.  
(Ann Dougherty will be absent—Karla Grossman will take notes)

## **Minutes**

### **Ann Arbor FSC Board Meeting**

Tuesday \* 16 July 2019 \* 7:15 pm \* Banquet Room, The Cube

#### **Call to Order – 7:15**

In attendance: Ann Nicklas, Helena Schotland, Brooke Sacks, Ranjit Aiyagari, Karen Meints, Bob Ryan, Bonnie Shay, Karla Grossman, Warwick Anderson, Erin Donovan, Craig Forsyth

absences: Ann Dougherty, (Karla Grossman, official note taker)

- Public comments – None
- Agenda approval. Approved with addition of addition of HR report and Budget Approval (1-Ranjit, 2-Brooke)
- Approval of Minutes from June 2019 meeting. Approved (1-Ranjit, 2-Bob), no objections

#### **Consent Agenda approval/isolation**

#### **Committee Reports**

- Finance Committee (Brooke Sacks) June statements distributed at meeting. Craig reports that he did not receive enough email feedback to approve the proposed budget. He reviewed his updated budget (minor changes from the first proposed budget); reviewed his process for coming to the current budget. Budget as presented approved (1-Bob, 2-Helena, no objections)
- LTS Mary J- shared updated enrollment numbers-- good; Boys Club/Competition Club doing well. See Office Report for specifics on numbers. Lots of requests to teach LTS.
- Synchro Erin- higher level teams participated in Nexxice Synchro Camp in Canada. This was optional for the younger teams. Junior Team had three additional days with the Nexxice coaches and 4 Senior Nexxice Team members. Definitely worth the time and cost. Prepping for Porter Camp—will be having a Charity activity creating lunches for “Lunches with Love” for Food Gatherers. Juvenile Team will deliver the lunches. Teams will have exhibition on Friday at 3:00. Erin questioned whether the exhibition would need to be sanctioned—decision was no sanction needed.
- Competitions Adult Open- Craig reported that the sanctions and financials have been finalized. Kim is in the process of entering the event into EntryEeze. The event will Saturday, 9/21/2019. This should be advertised as another event to gain volunteer time. Expenses will be medals and ice (not in the budget). Conversation on Track-it-Forward volunteer tracking system—moving toward having everyone enter their own hours (including Board Members).

- Office Report – report distributed. Discussion on increase in volunteer fees for not completing volunteer hours. The Office will send out a reminder of the increase and encouragement to volunteer at Club events. Membership is up this year.
- HR report- Erin asked that Cindy Edelman and Bianka Karibian be allowed to act as Junior Coaches for Porter Camp. They will only act as assistants and will be specifically contracted for Porter Camp. Approved.

**Old/New business-** new Board paperwork completed

**Next Board of Directors meeting:** Tuesday, 20 August 2019. Banquet Room, The Cube 7:15p.

Adjourned 8:06pm

# Minutes

Ann Arbor FSC Board Meeting  
Tuesday \* 20 August 2019 \* 7:15 pm \* Banquet Room, The Cube

Call to Order – 7:20

In attendance: Ann Nicklas, Ann Dougherty, Brooke Sacks, Ranjit Aiyagari, Karla Grossman, Warwick Anderson, Erin Donovan, Craig Forsyth  
absences: Helena Schotland, Karen Meints, Bob Ryan, Bonnie Shay

Agenda approved

Approved of Minutes from July 2019 meeting

**Consent Agenda: approved unanimously**

Emma Pomeranz as LTS instructor

Robynne Tweedale as Prospective Pro Staff

**Create a new “Prospective Pro Staff” category of staff**

This position is for the higher-level competitive athlete who is interested in a Pro Staff position with AAFSC. They have experience teaching LTS and private lessons.

The Prospective Pro Staff position is contracted for 90 days. During this time, they are able to teach LTS, group lessons, and private lessons. They will have the appropriate rate for LTS and will set their own private rate. They will have a mentor to work with.

**Rationale:** This gives all of us a chance to get to know each other. We can look at their coaching skills and interpersonal skills, and they get to learn about our club, it's programs and how we function. We are looking for a good fit between both of us and this gives us a chance for that.

The next step for them would be to apply for a Pro Staff position if they wish to do so. They would complete the requirements for Pro Staff including letters of recommendation with one from AAFSC Pro Staff, LTS evaluation and updated resume.

## Committee Reports

- **Finance Committee** (Brooke Sacks) July statements distributed at meeting.  
Overall doing well. But office copiers are jamming after one copy each time, so we will look into new copiers. Old ones bought in 2012. Craig will research.  
Hockettes financial question: Intermediate Hockette has to drop out due to medical reasons and has not joined AAFSC 2019-20. Has paid annual fee in full. **Motion to refund the “Travel and Incidental” payments of \$537.50 and waive rest of T&I expenses. Unanimously approved.**
- **LTS: Mary J:** LTS numbers higher for fall than last year. Offering Unified team event for Porter.
- **Synchro: Erin:** Because the Cube does not have enough ice time available for all the synchro teams, Erin has secured ice at Vets 4.5 hours week and Yost 1 hr week to support hours needed.  
Mary Reilly is in the process of entering all names into the team registrations for both EntryEeze and EMS software program.

- **Competitions:**

Adult Open – entries coming along slowly but deadline is end of August and adults are notoriously last-minute; medals are in, look good; Kim is learning a lot.

Springtime – Excel Series deadline for next year is extended to May 17 so we will apply to be part of the series.

Porter: registration almost ready to open on EMS. Larry Ward suffering through the 'getting it ready' stage.

- **Background checks:** Must be done annually, by USFS membership year, not a 12-month deadline from date last done (i.e., those of us who did it for EGLR last fall are already not compliant as of July 1). Almost all Board members need to do it again...and all synchro parents and managers who will be chaperones etc. A reminder will be sent out.
- **Board agreed to cover background check expenses to out-of-club medical workers who cover all our competitions.**

**Office Report: Craig:**

Basic Skills 178 skaters already registered for Fall 1.

Membership: already at 399.

Locker room: we have now recouped our cost of the redo...three years later.

Kim Davis: office assistant, moved here from Flint. Now on 4 days a week, 36 hours/week. Doing well.

Adjourned: 8:25 pm

Next Board of Directors meeting

Tuesday, 17 September 2019. Banquet Room, The Cube 7:15p.

(Ann absent, Helena Schotland will take notes)

**Email proposal and vote on new Copiers 9-9-2019**

Motion to approve purchase of

\$6,000 – purchase price for 1 - Sharp MX-M365N and 1 – Sharp MX-M565N

Maintenance: \$0.0095/copy, includes service and toner (*not staples*) – same deal we currently have.

Special Negotiated Deal: NO CHARGE for extended service contracts for Porter and Springtime competitions. This will be a SAVINGS of \$900 to \$1,000 per year

Special Negotiated Deal: \$395 setup fee has been waived – instead we will provide them a 1/2 page ad in the programs for 2019 Porter and 2020 MOI, Springtime and Basic Skills at no charge. A \$400 value!

Yes votes received by email from ALL Board members: Ranjit, Karen, Ann D., Helena, Bob, Karla, Erin, Warwick, Ann N, Bonnie, Brooke

# Minutes

Ann Arbor FSC Board Meeting

Tuesday \* 17 September 2019 \* 7:15 pm \* Banquet Room, The Cube

Call to Order – 7:15

In attendance: Ann Nicklas, Helena Schotland, Brooke Sacks, Ranjit Aiyagari, Warwick Anderson, Erin Donovan, Craig Forsyth, Karen Meints, Bob Ryan, Bonnie Shay

Absences: Ann Dougherty, Karla Grossman

## **Approval of Minutes from August 2019 meeting**

**Consent Agenda: approved unanimously**

**HR- One resume presented- Imani Rickerby for LTS instructor - Approved**

## **Committee Reports**

- **Finance: Brooke:** August statements distributed at meeting. Overall in good financial health. Better than budget for the club. Worse than budget for Synchro, but much of this is timing. No surprising changes overall. Nothing concerning.

Craig plans to make monthly changes in what has been budgeted for Synchro. There will be a large increase in Club cash flow in September. \$100K for Porter coming in.

Brooke proposed sending financial report out to board members for review prior to upcoming board meetings.

- **Synchro: Erin:** Teams all finishing their programs this week. Juvenile and Intermediate will be doing a monitoring session at Adrian. A judge is coming to watch the IJS teams. Erin is talking to Synchro parents about volunteering for Porter. Everything is up and running for Porter. There will be a Unified team event. Special Olympics International may be coming to observe. Unified teams may compete at no charge. A video of our unified team was sent to Special Olympics International.

A skater on the Junior synchro team resigned (difficult to manage school and skating). The synchro fees cannot be refunded. Travel and incidentals will be reduced to the Junior team. **Motion to refund travel and incidentals that have not been spent to the skater and his family as determined by the Junior team manager and treasurer in conjunction with the Synchro treasurer and the Board of Directors. Unanimously approved.**

- **Office Report: Craig:** This summer lost ca. \$2000 compared with ca.\$1500 the previous year. Concerned since we have already made some adjustments. Fewer people are using club ice. Erin proposed a group (including Erin, Craig, Ranjit, and Kim) to start researching ideas for next summer-



"Making skating fun." Idea for an off-ice jump class raised. Competition club has grown via word of mouth. Craig has started scheduling for winter and spring- this will be sent to the Scheduling committee in October.

- **Old/New Business:**

**Delegates to Detroit Metro Council-** Ann D. and Craig to continue as delegates.

**Delegates to Tri-States Council-** Ann D. and Craig to continue as delegates. Erin will be coaching member.

**Background checks-** To date, six board members have completed background checks for this season.

**Copier purchase-** Two new copiers purchased. Craig is pretty please with them. A representative from the copier company coming on Sept 26, 2019 to review new features, including wireless connectivity.

**Medical Liability:** The issue of medical liability coverage for volunteers was brought forth again. Our Club insurance policy does not cover our medical personnel as volunteers. The MI Good Samaritan law covers medical personnel who provide services for competitive sports. Ann N. is looking at case law and will get back to the Board with her findings. Idea brought forth to considering asking Med Sport to provide liability coverage for all providers employed by U-M.

**Potential purchases-** Craig considering monitor for outside of Club office door to display videos, photos, information (with content updated regularly to keep it interesting). To consider advertising on this platform. In October, Craig may request funds from Board for the purchase of a high quality video camera.

Adjourned: 8:10 pm

Next Board of Directors meeting

Tuesday, 15 October 2019. Banquet Room, The Cube 7:15p.

# Minutes

Ann Arbor FSC Board Meeting

Tuesday \* 15 October 2019 \* 7:15 pm \* Banquet Room, The Cube

Call to Order – 7:19 pm

In attendance: Ann Nicklas, Helena Schotland, Brooke Sacks, Ranjit Aiyagari, Warwick Anderson, Erin Donovan, Craig Forsyth, Karen Meints, Karla Grossman, Bonnie Shay

Absences: Ann Dougherty, Bob Ryan

**Approval of Minutes from August 2019 meeting-** The initial of Ann Dougherty's last name to be added to August minutes x 2- Corrected minutes **approved**

## **Consent Agenda:**

**Approved HR-** Kathy Sliwinsky, Lillie Ammons, and Joseph Breeden for LTS instructors

## **Kim Davis Report from Club Ed Seminar:**

Kim attended a club education seminar in Wisconsin. She thanked the board for sponsoring her participation. Her participation in this seminar made her excited to do more for the club. Kim learned a number of things through her participation in this seminar.

Things we are good at:

The club office is open throughout the week. Our media contacts with radio and TV are robust. We have an informative website. We have a number of bridge programs including Shooting Stars, Competition Club, and the Adaptive program.

Things we can improve on:

We may want to post AAFSC board meeting minutes on the website more regularly. We can encourage club members to attend board meetings (make schedule of board meetings available on our website). Consider revising our club mission statement and sending it out to club members. We may wish to take advantage of more of the National Skating Month activities. We could consider promoting our club at birthday parties held during public skates (handing out LTS info, etc.). We may want to let LTS skaters and parents know what options are available for skating after they complete LTS (perhaps in a grid format- further meetings will be required to move this forward). We may want to consider enhancing our annual award ceremony (this year will happen in between MOI performances Saturday). We may want to consider completing a club self-assessment checklist (this will be discussed more in future).

## **Safe Sport Specialty Training-**

The Ann Arbor Sports Commission has invited up to three people from AAFSC to attend a SafeSport Training at Legacy Center in Brighton on November 4<sup>th</sup> from 8am-11:30. They are providing this training complimentary with our membership with Pure Michigan Sports.

Karla Grossman, Warwick Anderson, and Kim Davis will attend.

## **Committee Reports**

- **Finance: Brooke:** September statements distributed prior to meeting (via e-mail) and also at meeting. Doing OK financially. Financially a quiet month. Main differences this year compared with last year: This year we had Adult Open (made a small profit) vs. EGL Regionals last year. Plan to hold Adult Open competition again next year- most likely first Saturday in October.
- **Synchro: Erin:** Teams are on track for the start of the Synchro season. The first competition is November 1, 2019.
- **Office Report: Craig:**  
AAFSC membership is 412 to date. There are, however, many fewer skaters on the ice resulting in a decrease in ice income. We also had fewer Regionals competitors this year.

MOI registrations are down- sign up dates have been extended. MOI tryouts with good turnout- 20 at tryouts and several other "private" tryouts due to scheduling issues. Lots of other sign-ups going on now- Ryan Bradley clinics/lessons and Halloween exhibition which may have impacted MOI registrations.

- **HR: Bonnie**  
Steven Pottenger will be full time at AAFSC. He will bring 6-9 skaters with him. Kendra Pottenger will also come to AAFSC as a coach.
- **Old/New Business:**

### **Purchases-**

42-43 inch monitor to be put up outside of Club office door to display videos, photos, information, and possible live streams of skating competitions. Costs will include monitor (under \$400), hanging bracket (approx. \$150), and fees for electrician and cable representative. Craig working with Best Buy on this project.

Two office computers need to be replaced (approximately <\$600 per computer). New keyboards and mice also need to be purchased. Craig proposes purchasing a 2-3 year maintenance protection program for the items.

**Motion made to approve up to \$3000 to be spent on the above purchases.  
Motion approved unanimously.**

### **Wifi-**

Erin raised the issue that the building Wifi is very poor. Coaches have difficulty pulling up music, rules, and patterns for lessons and practices. We have the equipment for Wifi, but it has not been functioning for the past 6 months. There was discussion about how best to deal with this issue: 1. asking for a club volunteer with relevant experience to help with

the Wifi; 2. ask cable representative to assess Wifi; 3. ask computer expert ("Computer Bob") to assess the Wifi.

Adjourned: 8:20 pm

Next Board of Directors meeting

Tuesday, 19 November 2019. Banquet Room, The Cube 7:15p.

**Addendum:**

**LTS: Mary** (sent to Ann N. via e-mail):

It has been a challenging fall 1 session with a lack of staff and substitutes. We continue to interview potential staff in hopes we won't have to limit class size. We are also discussing the possibility of adding a clause back into pro staff contracts stating some type of learn to skate teaching is required, but we are still working on what exactly the requirement will be. Fall 2 classes begin next week.

Michigan Basic Skills series (and our Competition Club) has their final event and awards ceremony on November 9th in Midland.

We will be bringing back tots classes on Thursday mornings this winter.

Two of our Special Olympics skaters, Grace Cregar and Teodora Spremo, have been chosen from the state of Michigan to be placed in the draw for athletes who will attend the World Games in Sweden 2021. We will know by the end of the month if either of the girls are selected for the world team.

# Minutes

Ann Arbor FSC Board Meeting  
Tuesday \* 19 November 2019 \* 7:15 pm \* Banquet Room, The Cube

7:15 Call to Order –  
attendance: Ann Nicklas, Helena Schotland, Ann Dougherty, Karla Grossman, Karen Meints, Bob Ryan, Brooke Sacks, Ranjit Aiyagari, Warwick Anderson, Erin Donovan, Craig Forsyth

also in attendance: coach Steve Pottenger, James Edwards from Yeo/Yeo

Absences: Bonnie Shay, Bob Ryan

**HR requests** that we voted on via Email earlier in November.

**Motion:** to add Karolyn Flahery to our Professional Staff (approved 11-1-19)

**Motion:** to add Danielle Brogley to our Professional Staff (approved 11-7-19)

Public comments: none

Agenda approval. approved

Approval of Minutes from October 2019 meeting. Approved as submitted

Old/New business:

- **Financial audit review** by James Edwards who has been working with us for 7 years: Yeo and Yeo annual financial review report from fiscal year ending 5/31/2019. We are in strong position with 6 months of operating expenses in reserve. Income has increased because the club now collects 'travel and incidentals' for synchro (used to be handled through team managers). We spend over 90% of income on Program Services – on the skaters and programs. Gold star. Most good nonprofits are at 75-80%. Cash flow in the black.
- Steve Pottenger **proposal for new equipment.**  
Bronson Spinner: simulates skating blade on ice to practice spins, turns, jumps, and good basic skating positions.  
Champion Skating Harness: triple pulley system. Easy to install.  
Discussion: need coach staff buy-in, insurance, who to install, talk with Diane and Jordan, Where to put: far corner of Olympic rink. Floor padding, storage, lockbox needs, security.  
**Approved in concept**, awaiting more details, buy-in for final motion for funding etc.  
Erin to send out proposal to coaching staff to give them a say and a chance to buy-in on the idea. Steve to approach Diane and Jordan.

## Committee Reports

- **Finance Committee** (Brooke Sacks) October statements were sent to board members via email to be reviewed before meeting. No one had any questions. Porter

monies in account so cash flow is up. Synchro is so 'on budget' something must be wrong. :>) Congrats to the budgeters.

- **LTS** Mary J: Unified Hockettes team will do exhibition April 3 at opening ceremonies of Synchro Worlds in Lake Placid. Need massive fundraising effort.
- Membership Learn to Skate USA sanction needed for Porter for Unified team. Craig to file for tomorrow.
- Competitions: Porter prepped for Dec 6-7-8. .  
Adult Nationals: Ann D reported that she had been approached to submit a bid for the 2021 or 2022 US Adult Champs. Board agreed wholehearted that we should bid. 2022 preferred as we hope to host TriState synchro in 2021. Don't want to overtax volunteers.

**Office Report:** Craig will be sending out 990T (tax filing) for board members to review and ask any questions before he signs and sends next Wednesday.

8:40 adjourn.

Next Board of Directors meeting

Tuesday, 17 December 2019. Ann's house 7:00p.

# Minutes

Ann Arbor FSC Board Meeting

Tuesday \* 17 December 2019 \* 7:00 pm \* Ann Dougherty's house  
6 Northwick Ct. Ann Arbor, MI 48105

6:30 Doors Open social gathering gets organized

7:00 Call to Order –

in attendance: Ann Nicklas, Ann Dougherty, Karen Meints, Brooke Sacks, Warwick Anderson, Erin Donovan, Bonnie Shay,

absences: Ranjit Aiyagari, Helena Schotland, Craig Forsyth, Bob Ryan,

Public comments

Agenda approval . approved.

Approval of Minutes from November 2019 meeting. Approved

## **Consent Agenda approved**

- Quinn Herbison approved for a Prospective Pro-Staff position.
- Aubyn Herbison approved for a Prospective Pro-Staff position

## Committee Reports

- Finance Committee (Brooke Sacks) November statements sent via email. Craig concerned that ice income is down. We have more members, but not buying ice. Sessions are crowded starting at 3pm.

Unified team has found an Air B&B for Worlds that will house at least 15. Others will need to book individual rooms. Discussion about the club footing the upfront costs to book rooms that will be paid back from fundraising on Facebook page.

**Motion: move to front the in-advance B&B costs for Synchro worlds for unified team. Passed. Up to \$130 per individual. \$3348 AirBB.**

- Competitions: Porter wrap up: long discussion about medical issues, mostly to spectators, lots of nosebleeds to skaters, a mom who snuck into other teams locker room to yell at them about igloo program; ushers need to be bouncers; crowd control issues. Need to buy out whole rink the length of time of competition and not rent out to club or hockey. Cannot be sharing locker rooms, or have hockey players walking through lockerroom areas. Violation of Safe Sport rules.
- Problem with volunteers who signed up and didn't show or came late, want to create an 'extra hours' need-to-work penalty. Each area needs a printed volunteer list to post downstairs. Lots of new people as leads who need better training.
- 
- Springtime prep: Officials are all invited and have responded. Ann working on the announcement with the referee.
- Adult competitions. Bid for Adult nationals 2022 is not due until June 2020. Will get done before then. Ann has been approached by ISU rep if AAFSC is interested in

hosting the Adult ISU competition in Fall 2021. Board agrees it might be possible and we will continue discussions about it.

Old/New business:

- Ann Nicklas update on Steve Pottenger proposal for new equipment. Met with Diane, approved area in the far corner of Olympic. Erin had done a survey of coaches to assure buy in. Steve looking into floor padding, lock box for equipment. Details still to come. Mary's dad took a look at harness. Something not right with it; it is safe but not ideal, but we might consider changing it at some time. As soon as we get costs from Steve, we will move forward.
- Erin: Unified Hockettes fundraising; Mary J, Craig, Kim D, Erin have put together a flyer with photo, explanation of team. Need to keep to one page. Sheila L working on writing. Board supports moving forward.

Office Report: none

Adjourned: 9pm ish

Next Board of Directors meeting

Tuesday, 21 January 2020. Banquet Room, 7:15 PM