

SVFSC Board Meeting

November 14, 2024

6:45

Minutes

Officers Present: Erica Olson-President, Melissa Snyder-Vice President, Brittany Myszka-Treasurer, Paula Betz-Secretary

Board Members Present: Andy Schillinger, Amanda Crouse, Rachelle Klein, Thomas (TJ) Mobraten

Others Present: Shannon King, Katie Rauber, Heather Awender, Bethany Rausch, Kayla Hammond, Ginger Schillinger

Zoom: Cortney Mann

Approve Agenda: Motion to approve agenda as presented by Brittany, 2nd by Rachelle. Motion passed.

Treasurer's Report: Brittany

- Club Account- \$52,248.27
- Trust Account- \$48,284.78
- Gaming Account- \$223, 404.11
- Money Market Trust- \$130,786,81
- CD- \$106,390.74
- **Motion by Rachelle and 2nd by Melissa to add \$43,609.26 from the Money Market Savings Associated with the Trust Account, to make the CD an even \$150,000 and change to the 7-month special at 4.59%. Motion Passed**
- **Motion by Melissa to approve Treasurer's report, 2nd Andy. Motion Passed.**
- SVFSC Bookkeeper Amanda Crouse provided the board with guidance on spending eligibility for the trust account. That information is attached to the minutes.

Old Business

1. Business between meetings. Updated budget for club purchased skates due to finding new information that trust account funds can be used for this purchase. Amanda Crouse moved to increase the budget for club purchased skates to \$5,000 (\$1,200 from sponsorship funds and \$3,800 from the trust fund). This is based on new knowledge that the club has authority to use the trust fund for this purchase. Andy Schillinger seconded the motion. Board voted electronically and the motion passed unanimously.

2. Club owned computers were purchased for coaches. Board approved increasing the budget to \$5,000 based on estimates for computers.
3. Fall ice total registration is 91 skaters. 62 Bonus Punch Cards were handed out to 46 skaters.
4. The Holiday Exhibition is on December 15 at 5:00 p.m. A free will offering and/or food pantry donation will be accepted for the Richland/Wilkin Food Pantry and advanced skaters can help deliver.
5. Club purchased skates – Amanda and Ginger
 - a. Rack for storage. Amanda and Ginger presented a rack option for the club owned figure skates. **Motion made by Melissa and 2nd by Andy to purchase Portable-Dri Seat 6 Foot skate rack which holds 90 pairs of skates (\$3000) and the 6 Foot mesh doors(\$1,500) from Rink Systems for a total of \$4,500, but we will budget \$5,000 in case there are more costs involved. Motion approved.**
 - b. Ordering additional skates – do we want to order more in the sizes that we are out of? Example we ordered 2 size 11 Toddler both have been handed out, and there is another little one who would like a pair. The board discussed how to decide which sizes to order if we order additional skates. There are a lot of things to consider when deciding how to build the club skate library and the board will see how this session goes and reconsider at a later date. The board agrees the skates in the skate library are for skaters only, not coaches or parents.
 - c. Amanda and Ginger explained to the board the process of checking out skates.
 - d. With the creation of the Skate Library, do we need someone in the ‘skate room’ during group lessons? Determined we may need to continue to do this as there is occasional skate borrowing.
 - e. Do we need to create a “Skate Coordinator” role
 - f. Skate library policy was included in club email
 - i. The board had some discussion on the skate library policy, possibility of having a skate coordinator, and process of checking in and out skates. The board will review the policy and bring thoughts to the next meeting.
6. Discussed back up runner for gaming. More research needs to be done whether the person should be an employee, private contractor or to have it be a volunteer position. Amanda will research this.

New Business

1. Holiday Ice: **Motion made by Rachelle and 2nd by TJ to have the cost for Holiday Ice be \$8/hour for SVFSC skaters and \$10/hour for non club members. Non-club members can also purchase punch cards. Motion Approved.**
 - a. As a reminder, bonus punch cards given during the fall session can be used through Holiday Ice. Reminder, cash is no longer accepted for walk-on ice. It must be purchased via the website, or skaters can use punch cards.

2. Head of the Red update-Shannon
 - a. Shannon provided an update on building project priorities for Head of the Red. The wheelchair lift is on the list, it would likely be in back stairway by club room
 - b. Many SVFSC members have suggested building updates that the club could fund including updating the lobby trophy case, locker rooms, and additional heater in the bleachers. More research will be done on if this can be done and if SVFSC could appoint funds for specific projects or general building projects.
3. Committee List Updated and sent out. Reminder, the club approves budgets for each committee and any policies need to be sent to the board. The addition of functioning committees has helped take some of the workload off of the board. Please remember to respect committee decisions and provide feedback and input in a respectful manner.
4. Committee Updates
 - a. Kick-off Committee-final report emailed to Board-Heather
 - b. Camp-Bethany
 - i. Dates November 16-17
 - ii. Update was emailed to the board.
 - c. Costume Coordinator
 - i. **Motion made by Rachelle and 2nd by Melissa to increase the budget per costume to a maximum of \$150 for the Spring Show. Approved.**
 - ii. Ginger and Rachelle will go through the old costumes and weed out what is no longer wanted. The unwanted items will remain in the club room for a set amount of time for anyone who wants to go through them. Ginger and Rachelle will keep the board updated on timeline.
 - iii. Rearrangement of costume room /shelving. Board approves costume coordinator rearranging the costume room and adding additional shelving in there, as well as the club room. There was also discussion on constructing a dressing room near the costume room. This was apparently discussed and approved at a previous meeting. The board agreed we can go forward with this.
 - d. Leap and Compete-February 22
 - Motion by Rachelle and 2nd by Melissa to continue to offer free registration for first time SVFSC competitors. Approved.**
5. Code of Conduct for Parents, Coaches and Board Members-we need to each review and then we will discuss changes at the next Board Meeting.
 - a. Melissa will also look into coach's code of conduct for review
6. Advanced Jacket Policy-**Vote was taken and we will stay with the current size choices (adult XS-2XL) with no youth option because of Logo size issues and the materials used in youth sizes.**
7. Virtual Test Sessions- Kayla will keep board and coaches updated on the virtual sessions. These are done completely different from traditional test sessions and often at the last

minute. They will not be posted on the website as coaches will decide if and when skaters are ready to test and if a virtual session is available.

8. Potential Coach- Cortney Mann has expressed interest in coaching some advanced private lessons. She will be interviewed by Erica, Rachelle, and Shannon.

Meeting adjourned at 9:15

Future Meetings

December 8, 2024

January 12, 2025

February 9, 2025

March 9, 2025

April 13, 2024

Membership Meeting and Banquet April 27, 2025-General

Attachment 1.

Bookkeeping Update – November 12, 2024 – Amanda Crouse

CD Options:

Term	Rate
7 month Speical	4.59%
6 month	3.79%
12 month	3.50%

Current Balance of CD \$106,390.74

Suggestion to add \$43,609.26 from the Money Market Savings Associated with the Trust Account, to make the CD an even \$150,000 and change to the 7 month special.

Gaming Account – non trust, what the deposits go into form the machines / FPN takes money out of. Below are guidelines as what can come directly from this account.

Allowable Expenses for Gaming Account:

- Payroll
- Rent
- Supplies
- License / Record Check Fee
- Bank Fees
- Cash Shorts
- Late Penalty & Interest (any assessment fees)
- Any expense related to the conduct of gaming

General Account - Recommend that until we get the 'all clear' from Dan Julson, we keep \$31,500 earmarked for possible Tax Penalty. Dan is optimistic that we will get it abated, but there is no guarantee until we get the final approval from the IRS. The time frame given for this turn around was 3-6 months, with 6 months being more realistic.

Trust Account:

We can no longer reimburse ourselves from the Trust Account. All spending from the Trust Account has to be **first person spending** meaning we have to pay merchants / individuals directly from the Trust for their goods or services.

We are allowed to purchase *club owned* equipment; skates do fall into this category.

Trust Debit Cards were approved by the Exec Board between meetings for:

Kayla Hammond, Heather Awender, Erica Olson, Melissa Snyder and Amie Benedict.

Wording sent from Lynnette Ennen – Audit Technician on 10-17-24 regarding the usage of gaming funds from the Trust Account. This comes from the ND Century Code:

This one is specifically for the youth sports/activities:

N.D.A.C. §99-01.3-14-02(4)(f) states: Youth community and athletic activities open to all youth, less than eighteen years of age. An organization shall disburse, to the extent possible, equal amounts to activities for each gender. Net proceeds may be used for uniforms, equipment, tournament fees, private and public ground transportation, coaches' salaries and mileage, judges, field trips, speaker fees, father-son and mother-daughter banquets provided that the meals for these banquets are provided free, meals, and lodging. Meals and mileage may not exceed the state per diem rate and lodging expenses must be documented with a receipt.

N.D.C.C. §53-06.1-06(3) states: The governing board of an eligible organization is primarily responsible and may be held accountable for the proper determination and use of net proceeds.

Other information that is important to know:

Please see the following administrative law/rules on having receipts available in case of audit.

N.D.A.C. §99-01.3-03-01(1) states: An organization shall retain purchase invoices, receipts, accounting and bank records, including receipts documenting eligible uses and solicitations for net proceeds, for three years from the end of the quarter in which the activity was reported on a tax return, unless otherwise provided by rule.

To sum the rules up, recipients of net proceeds should be advised they need to keep receipts for three years, or they can provide those receipts immediately to your organization. It is the organization's responsibility to ensure the funds were used for an eligible use and the rules require documentation is retained for three years.

N.D.A.C. § 99-01.3-03-03(3) states: An organization may not transfer funds from a trust account to any other bank account, except for transferring funds to another trust account or to reimburse its general account for compensation that qualifies as an eligible use. A reimbursement must be documented by a supporting schedule. If a disbursement of net proceeds is for an expense item that includes both nongaming (an eligible use) and gaming functions, only the nongaming eligible use portion can be paid with trust account money. The organization shall maintain complete, accurate, and current documentation detailing the proration of the expense between nongaming and gaming. A disbursement must be payable

directly to the ultimate use or recipient. However, an organization may make a payment directly to a credit card company for charges on a credit card provided that an organization can identify purchases that qualify as an eligible use from other purchases. A payment may be made by electronic transfer.

As a note, I did clarify this sentence, *trust account or to reimburse its general account for compensation that qualifies as an eligible use*, the only 'eligible use' is for payroll, which we already pay directly from the Trust Account.

Attachment 2. Final Kick Off Committee report

2024 Fall Kick off Committee Notes:

Members: Coach Heather, Coach Katie, Sarah, Amanda, and Carly

Board approved \$3,000 budget ****we were under budget by \$700**

Date/Time: October 6, 2024; 4-5pm skating with parent meeting to follow at 5:15pm **be ready to go by 3:30 - we had a few families come early to register**

Waiver must be signed by all skaters who have not registered prior to stepping onto the rink. **Hang sign "NO SHOES ON THE ICE"**

Parent Meeting: goal it to keep it short and sweet... approximately 15 minutes

- Board members – present parent packet
- Coaches
- Volunteer coordinator
- Ginger
- Steve Ness (only need to announce he is available for skate questions)
- Consider asking Andy next year for skate sharpenings

Make sure to contact all persons involved to assure time of event works for schedule. Also make sure to have any outside vendors approved with the Head of the Red/Rink Manager.

Advanced skaters/coaches to help supervise younger kids during the meeting. Amanda printed off coloring pages for kids to color in the lobby. *****the lobby was really loud during the parent meeting - next year we need to have a clearer plan for the skaters*****

One hour skate pass was given to each skater whose parent(s) who attended the parent meeting (Amanda made) - Make sure to include expiration date on punch pass

Event Punch cards: (Amanda made)

- 3 punches (register for fall ice, pick up crash helmet, and attend parent meeting)
- Turn in punch card after parent meeting to be placed in a drawing for door prizes
- Drawing held immediately following meeting - must be present to win - Door prizes were ordered by Amanda

Consider more clear guidance as to how to move from one table to the next. Suggestion numbering tables? Possibly Scavenger hunt?

Snack

Katie ordered 125 skate cookies from Pacquin's Sweet Harmony and 100 cookies from Econo. Amanda ordered gluten free cookies from Amazon. Napkins and cups were from previous donation. Cookies, lemonade and hot chocolate were served upstairs. ***Make sure to ask blades concession manager for permission to use the concession stand prior to event. Unsure if amount of cookies was too much or too little... take note for next year for comparison.***

Advertising:

Heather created flier and gave to Katie to put in the chamber newsletter. Heather sent fliers to area schools one week prior to the event. Fliers were handed out at the NDSCS homecoming parade.

Decorations:

Decorated the lobby with new SVFSC canvas, banner, table clothes, balloons, etc.

Layout: ***Biggest area where we can improve for future event Spacing and Flow!!!***

Downstairs:

1. Check- in Table
2. Clothing Table/Hand warmer Table
3. Crashe Helmet Table
4. Steve Ness Table - ***seemed overwhelming for new skaters***
5. Locker room 1 - for retuning skaters only
6. Skate Room

Upstairs:

1. Registration
2. Concession Area
3. Parent Meeting

Suggestion include:

1. ***Serve cookies and drinks downstairs during the parent meeting***
2. ***Incentives for returning skaters who register prior to kick off event***
3. ***Hold parent meeting in the arena***
4. ***Set up outside weather pending***
5. ***Hold parent meeting at the highschool***
6. ***Separate parent meetings for new skaters and returning skaters***

Volunteers:

Registering to volunteer online - Having a print out of job tasks was very helpful. Encourage parents of returning skaters to help with the kick off event. Reminder for volunteers to smile and be approachable.

Heathers note: Hold coaches meeting on a different day than the kick of event