

Southern Valley Figure Skating Club (SVFSC)

Special Board Meeting Minutes

Date: October 20, 2025**Time Called to Order:** 5:36 PM**Called to Order By:** Melissa Snyder, President

Members Present: Melissa Snyder, Brittany Myszka, Jessie Schuler, Erica Olson, Alyssa Waskosky, Will Berger. Andy Schillinger present for items 1(a), 2 & 3.

1. Contractor Resignations

a. LTS Coach

- i. Resigned through email to the president's email on Saturday, October 18th. Madison Yaggie resigned as a coach.

Motion made to accept Madison Yaggie's resignation as a LTS coach for SVFSC made by Alyssa, 2nd by Erica. Motion passed.

a. Registration Coordinator

i. Ginger Schillinger

- Considerations from Andy heard prior to excusal from meeting due to conflict of interest.

ii. Discussion-Resignation Terms

-90 days notice needed for resignation

Motion to accept Ginger Schillinger's resignation as Registration Coordinator made by Erica, 2nd by Brittany. Motion passed.

- a. Conflict of Interest: Conflict of interest occurs when following Robert's Rule. See below.
- b. Considerations Moving Forward
 - i. Eliminating this position

Motion made to eliminate the Registration coordinator position made by Alyssa, 2nd by Jessie. Motion passed.

i. Website/management system

● Discussion:

○ Uplifter

- new things being added with updates
- Need someone to run software after resignation

○ Outsourcing to a business not directly affiliated with the club

- Wahpeton Web: Jay Dickey.
- Board approval, will have an official vote electronically after board members can further review the contract.

i. Committee

1. Committee will be formed with current contractors and board members to discuss next steps

1. Vote Computers

- a. Requested for a budget of \$5,500 to purchase 3 coaches and 2 board member computers
 - i. 3 refurbished and 2 new computers with software and cases.
 - ii. Approved virtually - 5 board members voted to pass.

-Will get a hold of Katie

-Will need Microsoft Word for computers.

1. Dressing Room
 - a. Bid for \$12,000
 - i. Is this a consideration for the cost

-Look into other options

- i. Pop up dressing room options instead?
 - ii. 2 board members responded- further discussion during the November meeting.
- Andy will talk to Kelly about the dressing room as another option.
1. Additional Questions

Meeting Adjourned @ 6:55 by Melissa Snyder

Robert's Rule

In accordance with Robert's Rules of Order, 12th Edition (§45:2-§45:4) and standard nonprofit conflict-of-interest practices, any board member who has a direct personal or financial interest in a matter-such as a discussion or decision involving a family member-must abstain from participation in that portion of the meeting. Because the agenda includes items related to the reassignment of duties previously performed by a family member of a board member, that individual was excused from the discussion and any subsequent vote. This action ensures impartiality, protects the integrity of the board's decision-making process, and maintains transparency in accordance with Robert's Rules (§45:4), which requires that all actions and vote results be fully recorded in the official minutes.

1. Robert's Rules of Order Newly Revised 12th Edition, §45:2-§45:4 (National Association of Parliamentarians, 2020).
2. North Dakota Nonprofit Corporation Act, N.D.C.C § 10-33-27 (Duty of directors to disclose conflicts of interest).
3. North Dakota Attorney General's Nonprofit Governance Guidelines, "Conflict of Interest Policies for Boards of Directors" (ND AG Office, 2023).