

Audit & Budget
May 18, 2025
11am-4:30pm

1. Call to Order: 1119
2. Roll Call: Jordan Grawien, Kimber Anderson, Erica Noe, Linnea Gustafson, Danielle Dickson, Emily Helgren, Shirra Sinnaeve, Rick Custard, Alli Hyde, Lorelei Johnson, Samantha Heikkala
3. Fiscal Report
 - a. Ameriprise. Discussion of credit card fees: standard rate for nonprofit and for profit businesses. In agreement for continuing to have the club take on the credit card fees and not have it be given to the members. Please ask if there is a reduced rate for nonprofit (Erica & Rick). Erica has been working with the group out of Chicago and has been able to assist with answering all of their questions.
4. Committee Chairs: Come up with criteria for committees.
 - a. Ice scheduler- each committee schedules their own ice. Lakeview is changing the way of doing things, for example, if we get on the ice late because of zam issues the club needs to email Justina and Mitch, this email has to be done the week of the issue, we can not get it resolved at the end of the year. Jordan and Erica will be the contact person for if there needs to be a change in ice scheduling. All MFSC ice will go into our monthly amount. Going forward Lakeview will be having ice in until the end of May, and they will be putting the ice back in August set for August 18, 2025.
 - b. Scheduler Criteria: Contact for ice (person that contacts Lakeview and/or Berry to see availability), Inperson to answer questions for parents and skaters (especially the first few weeks), pricing and planning of sessions. Still discussing options on how to take attendance.
 - c. Melody on Ice: Committee Chair: Linnea Gustafson. Erica Noe: added to committee.
 - d. Learn to Skate Coordinator: Open position. Shirra is unsure if she is able to continue as the interim director.
 - e. High School: Danielle Dickson. Working on more parental involvement (that is who would be the extension of the committee).
 - f. MIO Committee - Kimber & Jordan. Moving to IJS this year. Jordan will be the technical end and Kimber will be the back end. Danielle Dickson to continue as the coach committee member.
 - g. Treasurer- Erica Noe
 - h. Banquet Coordinator: Amanda Williams. This year is August 12th, 2025. 630-830pm. Set up
 - i. Test Chair- Jordan Grawien
 - j. Econo Receipts: Katie Duquette (Erica Noe as the go between person). Get all of the econo receipts from the club, add up and send in/drop off to econo. Pick up a check from Econo and give it to the treasurer for deposit.

- k. Fundraising/Sponsorship Committee: Parent Volunteer (?). Asking businesses to support our club, Letter to be made to give to businesses. Money goes to Erica Noe (board member who will be the contact person/treasurer).
- l. Exhibitions: Emily Helgren. Christmas and MIO. Christmas one usually has cookie exchange, (board provides coffee, hot cocoa). Board schedules the exhibition and does the sanction. Music availability, scheduling for skaters, organizing for cookies, announcer for the skaters.
- m. Social Media/Yearbook: Alli Hyde (board members still have access). Utilize Facebook more. Doing more posts. Posting our clinics more and surrounding clinics. Posting when ice is cancelled.
- n. SafeSport- Jordan Grawien (parents), Shirra Sinnaeve (coaches)
- o. Website & Go Motion: Alli / Rick Custard/ Danielle Putting on the board minutes, coach bios, newsletter to be put on, updated monthly. Board all is hoping the Calendar Function can be added soon.
- p. Go Motion Coordinator: Rick Custard. He will be the go to person for Go Motion.
- q. Newsletter: Alli Hyde. Will be just posted to Facebook. Whatever needs to be posted in the newsletter will be sent to Alli and then she will put it together for a newsletter.
- r. Music Coordinator: Emily Helgren. Uploading music to ipad, keeping ipad updated with current skaters music, test session music to be emailed to coordinator. Setting dates for when coaches need to have music sent in.
- s. Points and Awards; Lorelei Johnson. Keeps track of points, and adds up points for rewards for ice show, testing, and competition. To follow the USFS year 7/1-6/30. Needs to be emailed to Lorelei. All points need to be sent to the coordinator by 06/30.
- t. Clinic Committee: Danielle Dickson, Jenna Neaves, and Lorelei Johnson. Book ice, invite coaches, create a schedule and pricing, create flyers with coach bios, schedule lessons, answer questions via email, and send out emails.
- u. Employment Committee: Emily Helgren, Alli Hyde, _____. Revise contracts as needed (board approval), Send out contracts to existing coaches, follow up with coaches prior to starting on ice after 7/1 (compliance, contracts), update coaching tiers in July, review applicants, interview and bring to board a recommendation for hire, communicate to coaches, pertinent information, collect committee work, keep track of meetings attended, coordinate meetings and trainings as directed by the board.
- v. Historian: Collect articles and programs for the year. Every committee will submit their own paperwork. Jordan will look at adding obvious signage in the Club Room, the board as a whole will work to ensure nothing is missed.
- w. Sanctions: Jordan Grawien
- x. Medical Coordinator-Setting up first aid kits, brought to the events fully stocked, organizing the medical personnel for events. Brooke Loewen (?) Shirra Sinnaeve for the summer.
- y. Parade: Rick and Kim Custard. Run/coordinate the volunteers and float building.

- z. Mandatory Volunteer Coordinator: Samantha H - Parents will log said hours to show what they volunteered for, creating a google form, creating a QR Code. Person will be responsible for keeping track of each person's total hours and reporting. This has some upfront set up work as it hasn't been done in the past, helpful knowledge of google forms will be necessary.

5. Stipends

- a. Treasurer - \$400 monthly. No change 25/26
- b. Membership - Part of treasurer's duties No change 25/26
- c. MIO - \$1000: Keeping the same, but with the major changes coming with going to IJS we may need to reconsider the stipend.
- d. Ice Show Committee and costumes - \$800 changing to \$1,000.
- e. Choreography -
 - Tots - \$75
 - Basic Skills- \$100
 - Jr. Club/Club and HS - \$125
 - Combined Jr. Club/Club - \$150
 - Assistant coaches get paid \$25 per group (managing behavior, helping with crowd control)- Adjustments may be needed
 - Provide \$25 for music cutting per group line numbers, dance, club group numbers, coaches can elect to pay to have it done or do it themselves. Learn to skate groups will be provided \$15 for music cutting. This excludes features, as this fee is passed on to the parents.
- f. Learn to Skate
 - Director/Coordinator: In need of, TBD
 - Instructors -
 - 0-2 years experience \$15/class
 - 3-5 years experience \$18/class
 - 5+ years experience \$21/class
 - Floating sub/ice monitor \$20 per evening.

*No changes for 25/26 considered at this time.
- g. High School Coach - \$500, Parents cover cost of states and only go if they qualify- decrease overall coaching fee by \$290. Money from Skate Camp does not fund states. Coach to charge for individual events at states. Awaiting calendar, proposal in works potentially based on calendar. Re-Visit in 9/2025
- h. Summer Ice -\$100: Danielle & Rick
- i. Fall ice/Winter Ice- \$200: Danielle & Rick
- j. Spring ice-\$100: Danielle & Rick
- k. Awards & Points for Club - \$100, Lorelei Johnson

6. Budget

- a. Christmas Exhibition 3 hours, \$800
- b. MIO Exhibition: 2 hours, \$500
- c. MIO - \$9000: re-adjust next audit and budget once we have gone through IJS.
- d. Ice Show: \$1,000 expendables (programs, props, materials, etc).

- e. Banquet: \$300 for cake, decorations, and flowers
 - f. Awards: trophies/engravings, paper, badges/patches: Will fluctuate depending upon need of what to order.
 - g. Gold Test Skaters: MFSC will buy the skater the gold pin for passing their first gold test which they will receive at the club's end of the year party.
 - h. 4th of July Parade: \$200, plus \$150 from the Parade Committee!
7. Calendar
- a. Start of LTS: Fall: Sept. 30th & Oct. 2nd- Dec. 2nd & Dec. 4th. No LTS the week of Thanksgiving. 9 week session. Winter: Jan 13th & 15th- Feb 24th & 26th. 7 week session. No prorating.
 - b. Skate Camp: Sept. 16th & 18th
 - c. Club Ice: Start Fall Sept 7th- Dec 18th (No Club on Nov 16th, Dec. 7th) Winter: Jan 4th-Feb. 26th
 - d. Xmas exhibition Dec 14th
 - e. Winter break: Dec 20th (last day)-Returning on Jan 5th
 - f. MIO Exhibition: Jan 18th
 - g. MIO - Feb 6th-8th
 - h. Spring break: March 30th-April 6th
 - i. Ice Show: March 21st & 22nd
 - j. Banquet: Aug. 11th
8. Membership: **Membership Renewal Email (insert when it is sent) copy and paste it Collegiate \$225. Coach cost is \$85, current USFSA charge.**
9. For Fall: Unlimited will open at the beginning of the season, you will have two payment options one paid in full, one to be split in two, one to be charged at the beginning (time of purchase/sign up), and the second charge on Dec. 1st.- Tentative idea, will be discussed more.
10. Mandatory Volunteer Hours: 10 hours per child, done by the parent not the child. This needs to be completed by Ice Show. If this is not completed you will not be able to sign up for spring sessions. \$250 fee charged if volunteering is not met.
11. Goals for the Year
- a. Trophy Cases: ? Volunteer Committee, parent volunteers
 - b. New/Bigger storage room: We are working on getting more storage space at lakeview.
 - c. Parent communication-information to new/less informed families
 - d. Copier/printer: Jordan continues to work on it and is trying to use a local company.

All in favor of passing items on audit and budget. I's all around.

Adjourned at 415