

Potsdam Figure Skating Board Meeting

November 5, 2023

Attendance:

Lisa Cardinal, President
Cara Adams, Secretary
Badra Rouhi
Stephanie Barstow
Christy Scheening

Bamby Frank-Cooper, Vice President
Cassie Hayes, Treasurer
Rochelle Bullock
Sue Barrett

Agenda:

Meeting was called to order at 6:04pm located in the Conference Room at Pine Street Arena.

Secretary Report –

Motion to approve the October 1, 2023 Minutes: Cassie

Seconded by: Badra

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

Old Business from October Minutes-

- Lisa is working on the Walmart charge of \$72.34.
- Last of the iPad rental fee of \$60.00 has been taken care of.
- Outstanding Fall Balances have been taken care of.
- DOL Insurance has been renewed.
- Ice Show- Colored lights can be used at Cheel. Karen is finding out if the Hockey Bumpers can be used.
- Clinics- Lisa is waiting to hear back.

Treasurer Report-

Motion to approve the September Treasurer's report: Badra

Seconded by: Bamby

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

Christy is going to reach out to Michael with the outstanding Ice Show Program Ad.

Housekeeping-

Board Members that need to complete SkateSafe and Background:

Cassie, Rochelle and Christy (SkateSafe only)

Board approved to throw the old copier away. There are still two in the office to be used.

Halloween Party for all levels went well.

LTS Update-

LTS A- 80 skaters

LTS B- 19 skaters

Adult- 14 skaters

9 aides total to receive a \$25 gift card after 5 sessions.

Handbook is done for LTS and will be given to new skaters.

Coaches Rates:

Current Rates: Years are based on how long they have been with PFSC.

1-2 years- \$22.00 an hour

3 years- \$26.00 an hour

4 years- \$30.00 an hour

5 years- \$35.00 an hour

6 years- \$40.00 an hour

Sub rates- \$22.00 an hour

The Board Approved the following New Pay Rate Schedule:

Junior Coach (under 18)- \$22.00

New Coach 1-2 years- \$26.00 an hour

3 years- \$30.00 an hour

4 years- \$35.00 an hour

5 years- \$30.00 an hour

6 years- \$45.00 an hour

7 + years- \$50.00 an hour

** Years are based on years with PFSC

1st year coaches with the club but have 10+ years experience would start at a 5 year rate and then follow the new scale.

The Board approved the follow rate for the following coaches:

Kate- \$22.00 an hour

Catherine- \$26.00 an hour

Mary- \$50.00 an hour

Kelly- \$40.00 an hour

Riley- \$30.00 an hour

Cara will send an email to the coaches letting them know their rate and to send a bill monthly or bimonthly to Cassie to pay the coaches. Final bills must be sent by March.

The Board set the Subrates at:

Junior Sub (under 18)- \$22.00

Sub- \$26.00

All Club Coaches are grandfathered in and will receive \$50.00 an hour.

Motion to approve the new Coach Rate and Sub Rate: Cassie

Seconded by: Badra

All in Favor (Aye): All

Abstained: Bamby & Stephanie

Any opposed (nay): None

Motion carries

JR Update-

Deposits have been received from all skaters.

1 JR has signed up for weekend ice.

Board discussed that a graduating senior to receive a solo has to buy a package and attend 50% of the time.

JR/SR Parent Meeting- will be scheduled at a later date but to keep on our Radar.

Ice etiquette will need to be discussed.

The Board discussed the use of props. The board agree that no props will be allowed on the ice on Wednesday's due to dance lessons being given and if a prop is put down on the ice to have the skater ask someone to stand by it or pick it up.

Skater of the Week-

Christy is updating the form and will be handling this.

Senior Banners-

Personal Creations has 40% off. Lisa will work on this.

Test Papers-

The Board agreed that the Board Officers can sign the test paperworks. If they are not available then the JR/SR Chairs can sign. Anyone signing must make sure they are in good standing with the club.

Approving Lessons on Different Sessions-

Coaches should let the Chair know when a lesson is going to be held during a different session.

Wednesday Ice-

It is approved that skaters can skate on JR or SR time due to school dismissal time, parents working or when they can get a ride. Approval will be given if it is for school related (extra help etc) but not for school sports or extracurricular activities.

Offering Sessions on Wednesday's for next season will be discussed at a later date.

Cara is going to send an email out to the JR skaters to see if they would like to skate on the Senior time on Wednesday to balance it out.

Weekend Ice-

The Board agreed that they will not be offering partial weekend ice due to the amount of ice time and the cost of the ice. Both days would need to be purchased.

Zero Tolerance-

Badra discussed the policy she put together from SafeSport.

The Board discussed the following consequences:

- 1.) Verbal Warning
- 2.) Week suspended from rink.
- 3.) 30 Days suspended from rink or any events with PFSC
- 4.) Suspended for the rest of the season

Consequences will come from the SafeSport Liaison, President and another Board Member.

Cassie made a motion to enter into Executive Session at 7:49pm.

Seconded by: Cara

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

Steph made a motion to close the Executive Session at 7:51pm.

Seconded by: Cara

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

Rochelle made a motion to approve the Zero Tolerance Policy with the consequences added.

Seconded by: Christy

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

Badra will update the Zero Tolerance Policy. Policy will be sent out to the membership with a google form of acknowledgement the members will need to sign and will be added to the JR/SR Handbook.

Junior Snowflake-

Will be held at Pine Street on January 27, 2024 from 9:00am-3:00pm.

Cara will work on the Announcement and Sanction.

Logo-

Cassie made a motion to go with Logomyway.com with the prize amount of \$350.00 for the winning logo.

Seconded by: Badra

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

Ice Show-

Tabled

Skate/Dress Exchange-

Board agreed to hold one as soon as possible.

Website-

Badra and Cassie will work on the website.

Snowflake-

Currently have 10 judges and can test up to International tests.

Hotels have been booked for the judges.

Medals- Buying locally is very expensive. Bamby is going to look into other options.

Snowflake Vendors-

Cassie will invite Jody White and the Mitten lady. Sue is unable to help since she is helping with another Vendor Show that day.

Cassie will put together the judges baskets. Board agreed to \$50.00 baskets.

Stephanie will put together the Welcome Package for the Judges to be given at the Hotel. Board agreed to \$15.00 per welcome package.

Stephanie will work on the Snowflake SHirts.

Karrie is putting together the skater goodie bags.

Cara will try to get a donation from Stewarts.

Next Board meeting will be December 3 at 6:00pm.

Motion to adjourn at 8:27pm: Sue

Seconded by: Steph

All in Favor (Aye): All

Any opposed (nay): None

Motion carries

