

Potsdam Figure Skating Board Meeting  
September 10, 2024

Attendance:

Lisa Cardinal, President  
Cara Adams, Secretary  
Emily Decker  
Sue Barrett  
Stephanie Barstow

Bamby Cooper-Frank- VP  
Cassie Hayes, Treasurer  
Rochelle Bullock  
Badra Rouhi

Agenda:

Meeting was called to order at 6:10pm at Lisa Cardinal's House.

**Secretary Report-**

Emily made a motion to approve the minutes from August 8, 2024.  
Cassie seconded the motion.  
All in favor.  
Motion carried.

**Treasurer Report-**

Cara made a motion to approve the January 2024 Treasurer Report  
Bamby seconded the motion.  
All in favor.  
Motion carried.

Rochelle made a motion to approve the February 2024 Treasurer Report  
Emily seconded the motion.  
All in favor.  
Motion carried.

Cara made a motion to approve the March 2024 Treasurer Report  
Bamby seconded the motion.

Hats were not received or refunded. Cassie will dispute the fraudulent charge.

All in favor.  
Motion carried.

Bamby made a motion to approve the April 2024 Treasurer Report  
Badra seconded the motion.  
All in favor.  
Motion carried.

Cara made a motion to approve the May 2024 Treasurer Report  
Badra seconded the motion.  
All in favor.  
Motion carried.

Emily made a motion to approve the June 2024 Treasurer Report  
Rochelle seconded the motion.  
All in favor.  
Motion carried.

Bamby made a motion to approve the July 2024 Treasurer Report  
Steph seconded the motion.  
All in favor.  
Motion carried.

### **House Keeping-**

Lisa reminded all Board Members to check to make sure they are compliant and do their background and SafeSport.

Coach Compliant- Cara will send out a reminder to the Coaches to send in their Coaching Complaints.

### **Fall Skating-**

LTS A Time- 31 Skaters  
LTS B Time- 26 Skaters

Coaches- Rylee, Christine & Mary

JR Time- 21 Skaters  
SR Time- 17 Skaters

Test Session- Sunday September 29<sup>th</sup>. In person testing- low level with one Judge. Virtual testing up to international tests.

### **Guest Skating Policy-**

The Board discussed skaters skating on a higher level during the Spring, Summer, Fall Skating. After discussion the Board agreed that the skater can get on for their lesson only and not have to pay a guest skating fee.

### **Winter Break-**

After further discussion the Board agreed to a break the week of Christmas based on the holiday being in the middle of the week and the anticipation of Cheel being closed. There will be skating on Monday that week.

Rochelle made a motion to approve taking the Christmas week off from skating.  
Sue seconded the motion.  
All in favor.  
Motion carried.

### **Donation-**

Last Winter Season on the Winter Application a family could donate to the Club.  
JR/SR- \$35.00  
LTS- \$140.00

Coach Kelly Bonnar donated her coaching pay back to the Club to be used to help a family. Badra and Cara will work with Kelly to come up with a form and criteria. The approximate amount that Kelly has donated is \$702.50

**Venmo-**

Cara made a motion to give Bamby approval to set up Venmo for the Club.  
Sue seconded the motion.  
All in favor.  
Motion carried.

**Winter Coaching-**

The Board discussed the LTS A & B Coaches that will be returning and the number of coaches that will be needed based on the number of skaters.  
Coaches in ranking based on longevity. Rylee, Mary, Christine, Kelly, Cat & Kate, Taylor

College Students have reached out to Lisa. They will be utilized for subbing.

**Aides-**

The Board agreed to pay the aides \$25.00 gift cards for helping for 5 Sessions.

**Coaching Give Back to the Club-**

Board agreed that any JR/SR Private Coaches that are not Staff Coaches (coach LTS A & B Groups)- donate 2 hours of time at the Ice Show. This is in lieu of the past practice that the Private Coaches had to take at least one LTS A or B Group or charging an ice commission.

**JR/SR Parent Volunteer Hours-**

Board agreed to the 10 hours per skater for parent volunteer hours.

The Board agreed that playing music will count towards the Volunteer hours but be capped at 3 hours.

Cara suggested put a Volunteer Sign in Sheet in the Office for parents to right down their name, time and volunteer details.

**Costume/Ice Show Fee-**

Board agreed to charge \$35.00 for a costume/ice show fee. This would include costumes, accessories and props for each group.

**Mandatory Meeting-**

JR/SR Mandatory Parent meeting will be held October 21<sup>st</sup> at 8:30pm.

**Skate Exchange-**

The Board agreed to hold a Skate Exchange the following dates:

October 16 & 21

December 2<sup>nd</sup>

December 14<sup>th</sup> at the Snowflake

January 13<sup>th</sup>

January 25<sup>th</sup> at the JR Snowflake

**Hit Head Policy-**

Lisa asked the Board if they should have a policy. The Board Members are going to review other organization policies.

Badra is going to look up the SafeSport Policy and send it.

**Snowflake-**

December 14 & 15<sup>th</sup> at Maxcy

Karrie is Chairing the Event. She would like to train someone on the event. Rochelle, Badra and Emily will be trained.

Application has been started but she needs pricing.

Currently have 9 Judges- Gold Panel Sunday and International Panel Saturday Morning.

Sanction will be applied for when Application is received.

Lisa will contact the Hampton Inn to reserve a block of room. The Block will be part of the application.

Sue will work on getting vendors for the Snowflake on December 14<sup>th</sup>. No Charge, just a donation for a raffle.

Bamby is working on getting a quote for new medals with the new PFSC Logo.

**JR Snowflake-**

January 25<sup>th</sup> at Pine Street.

Cara- Chair

Emily- Co-Chair

Judges- Lisa will check with the Watertown Coach

The Board discussed having Senior Skaters/Coaches for the Snowplow Sam to Basic judge and then have judges and a seasoned coach for Aspire 1 to Pre-Pre.

Medals- we will use up the old Snowflake Medals if there is enough.

**Graduating Senior-**

Abby, Paige and Kamryn

Cara will check with the coaches to see if there is anyone else graduating.

**Ice Show Committee-**

Board agreed to having a Committee and that the Coaches should attend the first meeting.

**Next Meeting-**

**October 6<sup>th</sup> via Zoom.**

Sue made a motion to adjourn the meeting at 8:30pm.

Cara seconded the motion.

All in favor.

Motion carried.