

AFSC Board Meeting Minutes
Wednesday, December 20 2023. 6:30pm. Via TEAMS
6:35pm: Call to order by President Carmen Fox

Via TEAMS: Craig Forsyth, Carmen Fox, Lindsay Grajek, Wei Han, Jenny Land, Jennifer Nguyen, Ann Nicklas, Stacey Noel, Tiffany Roost, Bonnie Shay,

Unable to attend: Anjali Bhandari, Kate Patil, Ann Dougherty

Motion: Move to approve minutes from November 15, 2023:

Jennifer Nguyen proposed and seconded by Stacey Noel with unanimous approval.

Motion: Move to approve agenda from November 15, 2023, Jennifer Nguyen proposed, Stacey Noel seconded with unanimous approval after the changes.

- James Edwards of Yeo & Yeo presentation of 2022/23 EOY Financial Statements
 - James Edwards has worked with AAFSC for about 11 years, preparing the annual financials during that period of time and sharing with the Finance Committee and Board of Directors.
 - James shared the detailed 2022/2023 fiscal year which closed on May 31 including:
 - Statement of financial position (balance sheet) and detail on line items of assets and liabilities, statements of activities, notes on financial statements as well as changes from the previous fiscal year.
 - Addressed Board questions regarding definition of line items.
 - Reviewed Club's 990 form.
 - James addressed Board questions regarding thresh holds for taxable gifts and income.

Program Reports:

- **Learn to Skate: Claire Mifsud**
 - **Learn to Skate**
 - Finished our Fall semester last week.
 - Board Member assisted in addressing specific parent questions on the last day of class and helped shine light on the other programs we offer under our LTS umbrella.
 - Enrollment opened for our Winter Session (January- March) on Monday (12/18) and some classes are already full.
 - Added additional Snowplow 1 and Basic 1 classes on Saturdays to better utilize our ice space and coaches.
 - Hired 3 additional instructors,
 - **Competition Club**
 - Last 3 classes we focused on finishing up choreography for the Holiday Exhibition.
 - The Competition Club skaters did a great job performing their solos in the AAFSC Holiday Exhibition.

- Next year we will create one group number for this class for the Holiday Exhibition.

Aspire/Shooting Stars

- Skaters in all classes were tested at the end of the session. Evaluation sheets and badges were given out.
 - Claire updated the testing levels in the portal before registration opened, so all skaters are ready to go for Winter registration.
 - Board complimented Claire on her continued leadership of the LTS program and Brad on Shooting Stars/Competition Club.
- Hockettes: Lia Forsyth and Lindsay Grajek
 - **Overview:** Hockettes continue to have strong showings as they move through the competitive season. The 27th Annual Dr. Porter Classic was once again a huge success thanks in great part to the amazing volunteers for making it happen!
 - At Porter, our Aspire 1 team placed 2nd, Aspire 2 placed 5th, Aspire 4 won Gold, Pre Juv won Gold, and Intermediate placed 6th in a competitive field.
 - The Junior and Elite 12 teams did not have competition, however both teams skated well and improved their scores. The Elite 12 team improved their score by 25 points between the Boston Classic and Dr. Porter competition. The Junior Team improved their score by 29 points in one week between California and Boston meeting the ISP (International Selection Pool) standard.
 - USFS has awarded them an international competition as TEAM USA! We are excited to represent the Ann Arbor Figure Skating Club and the USA at the French Cup in Rouen, France in February.
 - **Off the ice:** Planning is underway for our next round of travel, competitions and parent meetings! Up next, Synchro Illinois competition for Aspire 4, Pre Juvenile, Intermediate, and Junior. Aspire 1 and Aspire 2 will compete at the Onyx-Suburban Basic Skills Challenge competition.
 - **Upcoming:** Our teams will be on break between December 22 and January 3rd. Pre Juvenile, Intermediate and Junior will begin the new year with mini camp as we head into our biggest competitions of the season.
 - The Board complimented the Hockettes team on their Porter performances.
- Finance committee (Warwick Anderson, Craig Forsyth)
 - Craig and Warwick shared the November Financial statements.
 - Craig noted the increase in expenses comparing November 2022 to November 2023 but Club remains in good shape.
 - Board discussed the need to monitor ongoing increases in costs.
- Office Report: Craig Forsyth

The AAFSC Office has been working on the following since the last BOD meeting.

 - 1) **LTS MEMBERSHIP:** As of Sunday December 17th we have 440 LTS members. This is down 45 skaters from the same time in 2022.

- 2) **WINTER 2024 LTS:** Registration started at noon on Monday December 18th. In the first three hours AAFSC took in over \$21,000 in LTS memberships and Winter registrations! At this point there are Snow Plow Sam 1 registrants.
- 3) **MEMBERSHIP:** AAFSC membership with USFS as of Sunday December 11th has reached 537 members (*an increase of "5" since last month*). This number is down "26" from the same time last year. Total USFS membership for 2022/23 was 591.
- 4) **FALL CLUB ICE:** We are averaging 109.5 skaters/day for first fifteen weeks of Fall ice. During the same period last year we averaged 108.3 skaters/day.
- 5) **CLUB JACKETS:** There were NO jacket orders placed. Another order will be placed after the first of the year
- 6) **EBLASTS:** Ji Yi is now designing and sending most of the AAFSC eblasts. In the last month we have sent 27 eblasts. Topics included competition results, fundraising, member accolades and skate sharpening. The average opening is 72.11 with the highest being Tamara Moores' USFS judges appointments (79) and the lowest Skate Sharpening (63).

- HR Update: Bonnie Shay
 - HR interviewed Elizabeth Casey for a Pro Staff position and submitted her letter of intent, resume and letters of recommendation.
 - She is currently a Jr Coach with AAFSC. Her letters of recommendation from Meredith (her mentor), Mary and Brad, were very glowing and positive.
 - She also has a number of students that she is working with.
 - Motion: To Hire Elizabeth Casey as Pro Staff.
 - Proposed by Jennifer Nguyen and seconded by Stacy Noel with unanimous approval.
 - Bonnie will inform Elizabeth Casey of the Board's approval and work with Craig and Kim to get her paperwork updated.

- **Other Committee Reports**

- **Website**

- **Volunteer Committee (Wei Han, Stacey Noel)**

Past events:

1) Porter: Had great volunteer levels. Thank-you to the Board members who showed up to help! A few of the longtime leadership roles are turning over but we have some volunteers coming in to fill those. There are still a lot of volunteer hours needed to be approved by committee chairs (ice monitor, registration, admission).

2) Holiday Exhibition: Over all the club had a great fun show. Ji was working to get members to volunteer and had some last-minute changes. But it all worked out. The recognition portion of the show went well.

Upcoming events:

1) MOI Picture Night: Stacey has begun putting the volunteer needs into Track it Forward.

Member Questions

- Can members donate their volunteer time to other members? Volunteer hours are not transferable but members can have their family members volunteer to

submit their commitment. If members are struggling to volunteer at events, please talk to Craig and the Board to look at Club needs.

- o Board also discussed that the Club does rely heavily on members who consistently volunteer above and beyond their 40 hour family commitment.
- o Hours Approval:
 - o Chairs are responsible for approval and are dependent on volunteers submitting their hours in a timely manner.
 - o Jennifer will reach out the Porter Chairs to check on submitted volunteer hours.
- **Recognition Committee (Jenny Land, Tiffany Roost)**
 - o Holiday Exhibition: We celebrated skater achievements in:
 - Michigan Basic Skills Series.
 - National Solo Dance Series
 - National Showcase
 - Excel Series Final and Festival
 - National Qualifying Series
 - ISU Junior Grand Prix
 - o AAFSC had more than double the amount of people to recognize than we did last year. Thank you to the Committee for all of the work done prior to the exhibition as well as the day of. Craig and his staff were so helpful and it was very appreciated! Thank you to Carmen and Warwick for the extra help as well!
 - o Jumptastic Board: This will be the next project on our list to get done. We will work with the coaches' committee on what jumps will be on this board.
 - o Updated/Communication of Criteria for Recognizing Skaters: Something we will work on with the office, board, coaches to be sure we are all on the same page. We will also use this to assist with Spring Awards. This will be started in January.
 - o Awards Banquet: No update here. We will bring a proposal for amount in the January board meeting. Once that amount is approved, we will reach out to others to join in this project and start the planning.
 - o Board shared positive feedback on the work of the committee.
 - o Board discussed timing of awards and family skate during the Holiday Exhibition so people will stay. Perhaps look at intermission next year and address concerns about interrupting the flow of the performance.
 - Also discussed that many skaters did not stay until the end so the photo did not reflect the actual participation. Can we change the time of the photo? Add a group number at the end?
 - o **SkateSafe (Tiffany Roost)**
 - No updates
 - o **DEI (Tiffany Roost)**
 - Will resume activity in January
 - Noted member Elizabeth Mitchell's interest in participating in the committee.

- Carmen will share outreach from Diversity on Ice (forwarded by Jordan Sames) for follow-up in January.
 - **MOI (Carmen Fox and Stacey Noel)**
 - Had first volunteer meeting last week.
 - Picture Nights will be Monday, January 29 and Tuesday, January 30
 - **Website**
 - Carmen needs to sign approval of the contract.
 - **Coaches Committee**
 - Ideas Discussed:
 - 3 sessions without LTS skaters per day.
 When would these sessions be and who would be affected?
 Follow up:
 - Lindsay met with the coaches who would be most affected by the reduction in sessions with LTS skaters.
 - After these discussions and careful consideration, the committee realized that sessions without LTS skaters would not work for two reasons.
 1. High level skaters would flock to these sessions, leading to more congestion.
 2. Our coaches with mainly LTS skaters would need to sit out up to 3 sessions per day.
 - Conclusion: The coaches are hopeful that making all sessions the same price will minimize congestion on all sessions. At this time we do not believe there need to be any other restrictions.
 - Coaches Committee is working with Recognition Committee for input on the Jumptastic Board.
 - Board discussed ice etiquette education to preemptively address issues that arise on crowded sessions and skaters practicing without coaches.
- **Photo Waivers**
 - Wei asked to clarify policy on posting photos of volunteers on AAFSC's website and social media platforms.
 - Discussed best practice to seek permission from individuals before posting.
 - Follow-up with Ann Nicklas to create a simple waiver form for volunteers.
- **Adjournment:** Carmen Fox adjourned the meeting at 8:28pm