

## **AAFSC Board Meeting Minutes**

**August 16, 2023. 6:00pm. Zoom & In-person**

**6:33 pm:** Call to order by President Carmen Fox.

### **In attendance:**

**In-person:** Warwick Anderson, Anjali Bhandari, Ann Dougherty, Carmen Fox, Craig Forsyth, Wei Han, Jenny Land, Claire Mifsud, Jennifer Nguyen, Tiffany Roost

**Zoom** - Bonnie Shay, Stacy Noel, Lindsay Grajek, Kate Patil

**Regrets:** Ann Nicklas

**Motion:** Move to approve minutes from July 18, 2023:  
Warwick proposed and Jennifer Nguyen seconded with unanimous approval.

**Motion:** Move to approve agenda for August 16, 2023, Jennifer Nguyen proposed, Warwick seconded with unanimous approval after the changes - after the addition of MOI and moving Hockettes as the second item.

### **Committee Reports:**

#### **Finance committee: Craig Forsyth and Warwick Anderson**

- Warwick's report was shared. All look good.
- For folks wanting to participate in Finance meetings, they are held 2nd Tuesday of the month
- Craig noted
  - AAFSC is the Top 10 clubs and 7th as published in Skating Magazine
  - Sept 5th the prices of the ice will be going up. Office will be sending letters to coaches
  - Cleaning service:

- Current Cleaning service was hired in 2021, not regular and wanted to increase rates by 20% . An alternate company has been identified - Pro Facility Services for 655.20 who will be coming twice a week - Tuesday & Friday and will be cleaning the office, coaches room, club locker room, floors
- Porter Classic is getting ready - 4th Stripe account has been opened.

### **Hockettes: Lindsay Grajek**

- Summer training was wrapped up.
- Annual Porter camp was successful and skaters were very busy; most teams were done with program
- Annual Hockettes Picnic was held at Portage club
- Exhibition at the end of the camp; teams showcased their program
- Fall training will start after Labor day weekend.
- Manager and volunteer meetings were held last week. The Fall schedule, exhibition, competition details/schedules, parent volunteer roles have been discussed.
- Upcoming travels: Junior team traveling to California and Boston. Intermediate team traveling to California.
- Hockettes will be participating in the Making Strides Against Breast Cancer on Oct 28
- Calendar has been updated till MOI
- Lindsay and Coaches decided will be Pre-Juv( parents and coaches know)
- Dance coach - Lindsay/Lia are trying to find right person

### **Learn to Skate (LTS): Claire Mifsud**

- Learn To Skate summer classes
  - 2nd to last week of the season.
  - Flyers with new times and dates have been created and will be handed out
  - Fall 1 and Fall 2 dates have been established
  - Nov/Dec weekend session will run together
  - Registration next week

- Apprentice program
  - 3 Options were presented
    - Option 1: Keep everything same, 40 hrs observations
    - Option 2: Shorten the time of observation - 14 years old - 2 years observation period, 15 years old - 20 hrs observation period, 16 years old - 10 hrs observation period
    - Option 3: Seniorship Program 10 hrs observation period, Fall1 session can be used for observation period and Fall2 session the kids can be ready
  
- Shooting stars
  - Testing next week
  - Aspire swag will be handed out to encourage the kids
- Competition Club
  - Final competition on Aug 19

### **Competitions: Ann Dougherty**

- Springtime competition is set for May 16 - 19, 2024, currently in slow mode. The contracts for hotels have been signed.
- 2024 is the 40th Springtime Competition
- **Adult Competition**
  - Registration is open
- **InterClub Council**
  - DMC membership/Tri-State Membership meetings, needs alternate. Ann Dougherty is in both. DMC is on zoom.
  - Tiffany Roost will be an alternate/backup for Tri-State.

### **Office Report: Craig Forsyth**

- Report was presented.

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

- 1) **SUMMER BASIC SKILLS:** As of Monday August 14<sup>th</sup> we have 209 skaters registered for 2023/24. This is 47 less than at the same time last year.
- 2) **MEMBERSHIP:** AAFSC membership with USFS as of Monday August 14<sup>th</sup> has reached 478 members. This is 26 more than last month but 22 less than this time last year. Total USFS membership for 2022/23 (*end of May 2023*) was 590.

- 3) **SUMMER ICE:** The number of skaters for the first eight weeks of Summer 2023 ice is up by 11% over Summer 2022 (*same as reported last month*)
- 4) **2022/23 VOLUNTEER FEES:** \$10,323 in 2022/23 volunteer fees have been collected as of Monday August 14<sup>th</sup> . During same period last year \$12,000 had been collected.
- 5) **2023/24 LOCKER CONTRACT:** 36 lockers have been contracted for the 2023/24 season. At this time last year 25 lockers had been contracted.
- 6) **MICHIGAN BASIC SKILLS SERIES:** Currently, after 11 competitions with 3 more to go, AAFSC is in first place with 993 points (*at this point last year AAFSC had 865 pts*). Second place is now Greater Kalamazoo SA with 622 points (*Please Note: Kalamazoo earned 423 points in their own competition on July 29<sup>th</sup> !!*). AAFSC's Brad Newman leads the coaches with 829 points. Second place coach has 306. Many of our skaters rank in the top three in the series in their events. AAFSC will have a number of LTS skaters competing at Holland, MI on August 19<sup>th</sup>, Southgate, MI on October 8<sup>th</sup> and the finale in Midland, MI on November 4<sup>th</sup>.
- 7) **FALL LTS** – Registration for Fall 2023 will begin this coming weekend.
- 8) **FALL CLUB ICE** – begins Monday August 21<sup>st</sup>. New ice prices are:  
\$19 Club Ice Monday and Friday 3:15pm to 7:05pm; Tuesday thru Thursday 3:15pm to 6:05pm; Sunday 9:45am to 12:35pm  
\$13 Club Ice (half sessions) Monday thru Friday 3:15pm to 6:05pm  
\$14 Pass Thru Monday thru Friday 8:15am to 3:05pm  
\$ 7 Pass Thru Monday thru Friday 6:15am to 8:15am
- 9) **PROPOSED FALL ICE DISCOUNT CREDITS** – approved by Finance Committee  
 Single Purchase of ice, can include Club Ice (Sign On) and Pass Thru. Credit for discount will be applied to skater's account within one week. If two or more skaters from same family are included in purchase, credit will go to skater with higher purchase amount. Single purchase only – multiple purchases excluded.  
 \$500 to \$749 – 5% discount credit  
 \$750 to \$999 – 7.5% discount credit  
 \$1,000 and over – 10% discount credit
- 10) **EBLASTS:** Our goal is to provide as much information as possible.  
 In the last month we have sent 24 eblasts. Topics included, Competition Results, Exhibitions, Skate Sharpening, Summer Ice, and Excel Series Qualifiers. The average opening is 76.6.  
 The highest opening was for news regarding the story about Mary Johanson on the USFS home page with a 82% opening.

## HR Update - Bonnie Shay

- The Board hired Samantha Lang for Pro Staff by electronic vote.
- HR will be interviewing Elizabeth Casey for a Pro Staff position. She is just recently back in town from a family funeral.
- HR is in the process of working on a "hiring" procedures document/manual.

## Other Business/Club Programs/Initiatives

### Website

1. Changes were made by Brooke and Kim.
2. Brooke thinks Sept 15,2023 is doable

## **SkateSafe**

1. Need more parent/skater education
2. Awareness/policy
3. Coach communication

## **Mission Statement**

1. Current Mission statement was discussed
2. It was suggested to make Mission, Vision, Purpose very clear and concise. Examples from other skating organizations were shared and discussed.

## **Election process**

1. Jennifer provided a write-up for changes suggested for the Election process.
2. Jennifer will take the lead on updating the bylaws.
3. 501c status needs to be in the bylaws

## **Committees**

- **Recognition Committee -**

Chair: Jenny Land (Board Member)

Coach: Douglas Haw

- **Volunteering Committee -**

Chair : Wei (Board Member)

Member: Stacey Noel (Board Member)

- **Hockettes Transition**

Chair: Michelle Speiss

Member: Kate Patil (Board Member)

Coach: Lindsay Grajek and Lia Forsyth

- **Communications & Social media**

Chair: Kate Patil (Board Member)

Member: Kim Davis (Events)

- **Website**

Chair: Anjali Bhandari (Board Member)

Member: Jennifer Nyugen (Board Member), Brooke Sacks, Kim Davis, Craig Forsyth

- **Program/Professional**

Chair: Lindsay Grajek (Board Member)

Coach: Lia Forsyth and Douglas Haw

- **Surveys** - nothing assigned
- **System and Infrastructure Development**

Chair: Anjali Bhandari (Board Member)

Coach: Lia Forsyth, Claire Mifsud, Brad Newman

- **FundRaising**

Chair: Carmen Fox (Board Member)

Need a Lawyer for Grant and scholarships

- **DEI**
- **HR**

Chair: Bonnie Shay (Board Member)

Member: Mary Reilly

Succession Planning

Process & Subprocesses

Job description /posting procedure

Interview team

Employment/onboarding

Support open channels

Performance appraisal

Streamline contract renewals

Quarterly staff meeting

Develop employee handbook

Individual accounting

**Meeting was adjourned at 9:24 pm**