

AAFSC Board Meeting Minutes

July 18, 2023. 6:00pm. Zoom & In-person

6:22 pm: Call to order by President Carmen Fox.

In attendance:

In-person: Warwick Anderson, Anjali Bhandari, Ann Dougherty, Carmen Fox, Craig Forsyth, Lindsay Grajek, Wei Han, Jenny Land, Claire Mifsud, Jennnifer Nguyen, Stacey Noel, Kate Patil, Tiffany Roost, Bonnie Shay

Zoom - Ann Nicklas, Kim Davis, Brooke Sacks

Motion: Move to approve minutes from June 20, 2023:

Warwick proposed and Jennnifer Nguyen seconded with unanimous approval.

Motion: Move to approve agenda after reorder for July 18, 2023,

Warwick proposed, Jennnifer Nguyen seconded with unanimous approval after the changes - move LTS update first followed by website discussion.

Committee Reports:

Finance committee: Craig Forsyth and Warwick Anderson

- Warwick's report was shared. All look good.

Hockettes: Lindsay Grajek

- All teams are back from summer break
- Junior/Intermediate are back from Nexxice in Burlington, Canada
- Porter Camp, Team Exhibition and Picnic are planned for next week
- Hockettes has hired 2 coaches
 - Lilly Baumhardt - Lilly is a recent graduate of Adrian College and is from Fond du Lac, Wisconsin.

- Christine Grajek - Christine is also an alumni of Adrian Senior and a Lawyer in Toledo, Ohio. She is from Howell, MI and grew up skating on Hockettes.

Learn to Skate (LTS): Claire Mifsud

- Learn To Skate summer classes
 - 1/2 way through the season
 - Plan to hand out Fall schedule at week 7
 - Plan to have pre-test at week 9
 - Plan to hand out badges at week 10
- Getting LTS Instructors in summer had no issues, need to plan ahead for Fall semester
- Samantha Lang is joining LTS
- Claire has absorbed the apprentice program
 - Reaching out to apprentice coaches
 - Has been making edits to Handbook
 - Board suggested :
 - Apprentice program still needs 40 hrs of volunteering
 - Claire to look into suggestions the Board had made to reduce the number of hours.
 - Claire to look into minimum age requirement to be a coach (currently it's 16 years)
 - Need to update covid policy
- Shooting Stars Update:
 - 23 skaters registered. 50 minute on-ice class going very well
 - Utilization of attendance sheets and evaluation sheets is working great for tracking and communication.
 - 30 minute off-ice class is a huge success.
 - Use of resistance bands has been incorporated.
- Competition Club Update:
 - Has 10 kids
 - Multiple kids have done atleast 1 competition
 - Looking into how to structure the fees and communication so all Michigan Compete USA competitions are built-in and offered

through the Competition Club class to keep participation as high and inclusive as possible

Competitions: Ann Dougherty

- Springtime competition is set for May 16 - 19, 2024.
- Document the work, communications, approval, contacts, safesport, planning tasks for Springtime Competition for mentoring volunteers.
- Would like help for posting competition and pictures on Social media (Facebook) and Advertising
- Suggestion was made to
 - offer/arrange 1 day summer camp for ice dudes to get more boys interested
 - Ice dance classes for younger kids
- **Adult Competition - Kim Davis**
 - **Problem** trying to schedule Adult tournament because of the clash with Michigan Football game
 - Hotel rooms will be expensive as it's mostly an IJS event and hence 5-6 judges are needed.
 - Sanction has already been issued

Office Report: Craig Forsyth

- Report was presented.
 - **SUMMER BASIC SKILLS:** We opened registration for Summer 2023 LTS classes at 3pm on Sunday May 21st. As of Monday June 19th we have 206 skaters registered for Summer 2023 .
 - **MEMBERSHIP:** AAFSC membership with USFS as of Monday July 18th reached 452 members. Total USFS membership for 2022/23 (*end of May 2023*) was 590.
 - **SUMMER ICE:** The number of skaters using ice for the first five weeks of Summer 2023 ice is up by 11% over Summer 2022.
 - **2022/23 VOLUNTEER FEES:** \$6,598 in 2022/23 volunteer fees have been collected as of Friday July 14th. During same period last year \$11,130 had been collected.
 - **2023/24 LOCKER CONTRACT:** 32 lockers have been contracted for the 2023/24 season. At this time last year 23 lockers had been contracted.
 - **MICHIGAN BASIC SKILLS SERIES:** Currently, after 9 competitions with 5 more to go, AAFSC is in first place with 865 points. Second place is Bowling Green SC with 422 points (*Please Note: Bowling Green SC earned 241 points in their own competition on March 25th !!*). AAFSC's Brad Newman leads the coaches with 701 points. Second place coach has 264. Many of our skaters

rank in the top three in the series in their events. AAFSC has a number of LTS skaters competing at Kalamazoo, MI on July 29th, Novi, MI on August 5th as well as Holland, MI on August 19th .

- **EBLASTS:** Our goal is to provide as much information as possible. In the last month we have sent 16 eblasts. Topics included, Competition Results, Exhibitions, Skate Sharpening, Summer Ice, BOD results and more.

- Tripling of the volunteer fees is causing some consternation.
- Volunteering changes suggested:
 - Need a new rule - Anybody who leaves the club, can't transfer if they owe money. They will owe x/12 of the volunteer fees, based on the number of months the skater was part of the club.
 - Need to send out email reminding people of their volunteer commitment
 - Volunteers need to submit and get approvals within 30 -45 days conclusion of event
 - Need to send out email reminding people to enter time after completion of event or competition

HR Update - Bonnie Shay

- Not all LTS coaches have submitted the contract.
- HR suggests Mary Riley to be part of the HR committee.
- HR recommended hiring Connie Achtenberg for Pro Staff. ` Carmen proposed , Warwick seconded with unanimous approval.

Other Business/Club Programs/Initiatives

Website

1. Changes/Updates were suggested (the changes has been documented and provided to Brooke and Kim)
2. Testing date of August 8th was suggested with go live August 15th

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. It was noted that it needs to match 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 (for 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

- **Systems**

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 -**

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

- **Meet Black Bear Sports Group proactively**

Ann Nicklas to do Budget Impact Analysis, to provide Black bear an idea of the income AAFSC brings them.

Meeting was adjourned at 9:24 pm

