

## Skating Club at Dartmouth Board Meeting

August 29, 2005

### Attendees :

Board Members: Anna Tosteson, Barbara Gerling, Colleen Ross, Cortney Thiel, Kimberly Chase-Adler, Jane Kitchel McLaughlin, Julie Strawitz, Michael Liu, Richard Ploss, Sharry Baker, Thera Callahan

Professional Staff: Jacki Mehner Smith , Maureen Brooks, Rose Grenier

**Absent:** Zenghong Chen

### Meeting called to order :

Julie called meeting to order at 7:30 PM

### Introduction/ General Discussion:

Summer Program: Jane thanked all those involved for helping make the summer program a great success. Jane announced that the Champion Rink music system has been purchased and the Skating Club at Dartmouth was a major contributor to the system.

Julie introduced the new board members:

Anna Tosteson, Colleen Ross- voted in absentia at June Board meeting – see June minutes  
Cortney Theil and Barbara Gerling- Julie moved to approve Cortney and Barbara as new Board members and Anna seconded the motion, all present approved.

Minutes of the June 6, 2005 Board meeting were reviewed: Kim made a motion to approve, Richard seconded the motion and all present approved the minutes.

Congratulations were made to Rose on her marriage. Rose Neily is now Rose Grenier

Board Resignations – Keith Paulsen has resigned

### Treasure Report:

Jane reported that the finances are all in order and we are flush with our incoming and outgoing expenses.

### Governance/Officers / Executive Director / Friends of the Skating Club /Committee Assignments

General overview: Jane and Julie no longer can continue the role of co-presidents to the club. No current board members indicated an interest in being president. Barbara Gerling agreed to assume the role of president, but re-structuring of SCAD operations was required. Jane, Julie and Barbara formulated a plan to restructure SCAD operations as follows:

1. Creation of Executive Director position: This will be a paid position. The duties of the Executive Director and salary compensation are outlined in **Attachment A**
2. Change in Committee Structure: The operational duties of the Skating Club will be split between the Executive Director and the Board committees as outlined in **Attachment B**.
3. Executive Committee members are Barbara (Chair also President of the Board ), Jane ( Treasurer) , Julie (Vice President ). The Executive Committee will report to the Board of Directors.
4. Executive Director position – role/duties of this position will be evaluated at the end of the skating season to determine if any adjustments are required.
5. The Executive Committee has recommended Jacki to be the Executive Director. Recognizing that the club finances will not yet support the additional expense of the Executive Director position and that the daily operations of the club could not be managed by the Board, outside contributions were obtained. These additional contributions to the Club will underwrite the Executive Director expense. The Executive Director will be a one-year position to be re-evaluated at the end of the skating season.

### **Skating Show**

Due to the lack of volunteers, a Holiday skating show will not take place this year. There may be a recital in spring.

### **Fundraising**

Thera will once again will coordinate the sale of cookie dough ( same vendor) as the major fundraiser for the year. Cookie dough forms will be handed out at the Oct 22 registration session. Thera would like to place the order before Thanksgiving with delivery date to yet to be determined.

### **Test Session**

We will only do one test session this year.

### **List of Motions**

A list of motions was passed out to all Board members , motion was made by Kim and seconded by Sharry to pass all of the motions listed. All present passed all motions. **See Attachment C** for the list of approved motions.

### **Upcoming Skating season**

The skating season is expected to go through April

It was decided that the Rink Master is not responsible for collecting unpaid walk on fees if a skater does not pay at time of skating session. The Rink Master will inform the Treasurer of who was on the ice without having paid the skating fee.

Jacki will determine who can be allowed on open free style ice.

**See Attachment D** for the upcoming registration, schedules and skating fees.

Hartford will not open until after October 22

Registration will be organized by Richard and will take place:

- 9/9 from 4:30 -6 PM
- 9/10 from 3-5 with 3-4 learn be a learn to skate session
- 9/11 Sunday night 7-9 adult session

October 22 activities:

- Second session registration begins
- Annual Skate Sale: Ann Marton and Kim Adler will organize.
- The Skating Club Handbook will be available to registered skaters

Julie moved to approve the schedule and pricing, Barbara seconded the motion and this was approved by all present

### **Junior Coach Program**

The guidelines for the junior coaching program are: volunteers can be 13 yrs old having passed their Intermediate moves; paid junior coaches are to be 15 yrs or older, having passed Novice Moves. These guidelines can be modified at the discretion of the Executive Director in order to best meet the Club's needs. Jacki did not think she will hire the junior coaches until the second session starts in mid - October. Jacki would like start to prepare the Junior Coaches prior to second session Learn to skate program.

### **PSA seminar**

This regional seminar will take place on Sept 25 in Boston. The PSA will award 21 hrs of credit to attendees. Julie made a motion that the club should pay for our professional coaches registration fee, Barbara seconded the motion and all present approved. Jacki encouraged all our profession skating staff to attend.

### **Other Business**

Jacki will take over the Skating Club e-mail address and the phone number.

Jacki was given permission to use the Skating Club logo on her business card.

Zenghong will be the Chair of the Rink Master committee. Parents who do not volunteer to Rink Master will pay a \$50.00 fee if their child skates less then three times a week and \$75.00 if child skates 3 or more

times /week . Zenghong will provide a sign -up sheet and arrange the schedule for parents who volunteer to Rink Master.

Summer program recap: Jane reported that this was a financial success as the club receipts were greater than expenses. Jane mentioned that Dan French from the Woodstock Club informed her that he is hopeful the Woodstock Rink will be open next summer. This may prove to be an opportunity to run a longer summer program with potential for late afternoon sessions.

**Next Meeting:**

December 5, 2005 at 7:30 PM

**Closing Statement**

Barbara requested that each Committee chair send all of their pertinent information to Sharry so a list can be compiled with updated information for each Committee Chair.

**Meeting adjourned at 9:30 pm**

Respectfully submitted,  
Sharry Baker  
Skating Club at Dartmouth, Secretary

## Attachment A

### Executive Director of the Skating Club at Dartmouth

The Skating Club at Dartmouth Board was originally contemplating hiring Jacki Smith as Director of Skating for the Club. This role would have entailed overseeing all on-ice activities of the Club. However, because the operational management of the Club in its existing form requires considerable leadership effort beyond that reasonably expected of a volunteer, we propose that Jacki is considered for a newly created 'Executive Director' position. This job will combine the on-ice duties along with other administrative and communications functions. The Executive Director will be paid position.

A. The Executive Director (ED) will report to the Executive Committee. This Committee will meet regularly as needed with the Executive Director. The Executive Committee (EC) will report to the Board.

B. While the duties and responsibilities of this job will be reviewed yearly, the following is a list of responsibilities that will go with the position:

1. The ED will oversee the hiring of new coaches. Such job will entail placing advertisements, interviewing, and checking references. The ED will bring hiring recommendations to the EC for approval.
2. The ED will recommend policies regarding qualifications of coaches, junior coaches and other on-ice volunteers.
3. The ED will prepare all contracts for Club Professional Coaches. This will include procuring signatures and checking on insurance, PSA and US Figure Skating memberships as specified by the contract.
4. The ED will prepare all contracts for Club Junior Coaches. This will include procuring signatures and checking on insurance, PSA and US Figure Skating memberships as specified by the contract.
5. The ED will call any necessary meetings or on-ice teaching clinics for Professional Coaches and Junior Coaches. The ED will prepare and distribute all materials for such clinics. Any administrative costs will be borne by the Club.
6. The ED will communicate all on-ice policies to other skating professionals.
7. The ED will monitor coach's performance in group lessons and will provide specific feedback, as necessary.
8. The ED will establish a system of evaluating coaches, junior coaches and volunteer coach apprentices. Such system will be approved by the EC.
9. Private lesson arrangements will continue to be made directly between a skater and a Skating Club Professional. However, any requests that come directly to the Club will be given to the ED. The ED will help match coaches with requests in a fair and thoughtful manner. The ED will assist the webmaster in maintaining an up-to-date professional coach listing on the website. Coaches will continue to post their resumes and availability on the Champion bulletin board.
10. The ED will make all class assignments for Basic Skills, Adult and Pre-School groups and will split and/or create groups as dictated by the registration numbers.
11. The ED will assign coaches to Basic Skills, Adult, and Pre-School groups.
12. The ED will work with the Membership chair on updating skater progression and evaluation results.
13. The ED will be the point person for communicating with club members and their parents. A welcome e-mail will be sent out during the first week or two of each session and the ED will make time available at the rink to personally meet with parents and or skaters.
14. The ED will organize information sessions with parents/skaters as necessary. The ED will call on Board members, coaches, junior coaches, or other volunteers to help set such meetings up.
15. The ED will proofread and sign off on all registration and other-related forms.
16. The ED will work with the ice scheduler on the purchase and distribution of ice as well as the overall design of the Club's skating programs.

17. The ED will maintain a list of all High and Low Freestyle skaters and will take attendance on Freestyle Ice. The ED will make sure that all necessary walk-on fees are paid either to the rink master or directly to the Treasurer.
18. The ED will communicate with rink masters regarding use of ice and any policy violations that might occur on Freestyle sessions.
19. The ED will be responsible for communicating any changes in the ice schedule to the membership.
20. The ED (along with the Ice Scheduler and Club President) will be a point-person in the Club's relations with rinks.
21. The ED will promote club figure skating programs for existing members and professionals as well as prospective members.
22. The ED will be responsible for checking all e-mail and phone messages that come in to the club. The ED will return all calls and respond to e-mails within 48 hours. In the event that the ED is out of town, she will delegate this task to a Board Member or other Coach.
23. In the event that there is an Ice Show or Skating Recital, the ED will have specific duties regarding the production of the event. These duties will be written and agreed to by the EC and ED before the skating event is announced.
24. In the event that the ED is out-of-town or otherwise not available, there will be a second-in-command present. When such delegation occurs, the ED will notify the EC ahead of time.
25. The ED will provide guidance to the Board regarding the creation or change of on-ice policies.
26. The ED will participate in continuing education and will be current in all aspects of the skating industry.
27. The ED will prepare a monthly written report of all job activities and will also track time spent on club activities. This report will be used by the EC to review the ED's performance and also to make recommendations for the position in the future.

C. The Executive Director will NOT be responsible for: organizing the banquet, overseeing club registration, updating insurance, assigning rink masters, organizing test sessions, preparing financial reports, recruiting volunteers, handling cash or checks coming in to the Club, or overseeing fund raising.

D. This list may be expanded and/or edited, as necessary and with the agreement of the Executive Director and the Executive Committee.

E. The following committee chairs will report to the ED: Membership/Registration, Ice Scheduling, and Public Relations.

F. SCAD and representatives and Executive Director negotiate compensation for these activities in advance.

## Attachment B

### Committee Structure – August 29, 2005

Operational work of the Skating Club needs to be shifted to the Executive Director and to well-defined committees. Some of these committees will report to the Executive Director and some to the Executive Committee. Committee chairs take on greater importance and need to outline their responsibilities along with a plan to accomplish them. Specifically, each committee chair must:

- Define the duties of the Committee (in writing) and submit to the Executive Committee.
- Prepare a list of goals along with a timeline.
- Recruit committee members and communicate committee responsibilities to them.
- Set up meetings as necessary.
- Work with the Treasurer on establishing a budget.
- Prepare regular reports, as needed, and send to the EC (and to the ED, if appropriate.)

**Executive Committee** – chaired by **Barbara Gerling**. This committee will act on behalf of the Board. Primarily, it will provide guidance and oversight and help the role of Executive Director evolve. It is assumed that the ED will initially want a good deal of input but over time, it is expected that the ED will have more autonomy. The ED will keep the Executive Committee apprised of Club activities. The ED will not change policies or guidelines without approval of the EC. Any policy change will then be brought to the next Board meeting. Other Committee members: Jane Kitchel McLaughlin and Julie Strawitz.

**Rink Mastering** – chaired by **Zenghong Chen**. This is essentially a committee of one. Zenghong will report to the Executive Committee.

**Ice Scheduling** – chaired by **Jane Kitchel McLaughlin**. This is also a committee of one. Jane will be responsible for buying ice and initially preparing schedules. Jane will report to the Executive Director.

**Membership/Registration** – chaired by **Richard Ploss**. This committee oversees Club registration and is responsible for the preparation of registration materials, organization of emergency forms and club waivers, publicizing the Club's skating programs, obtaining the space to hold registration, and updating membership data. This committee will report to the Executive Director. Other committee members: Kim Adler, Julie Strawitz, Michael Liu, Zenghong Chen, Colleen Ross, and Anna Tosteson.

**Cookie Dough Fundraiser** – chaired by **Thera Callahan**. This committee oversees the cookie dough sale and will report to the Executive Committee. Other committee members are: Colleen Ross, and Courtney Thiel.

**Skate Sale & Skating Club Jacket Fundraisers** – chaired by **Kim Adler**. This committee oversees the used skating equipment and jacket sale, which will be held in October. This committee reports to the Executive Committee. Other committee members are: Ann Marton-Martel (co-chair), Zenghong Chen and Sharry Baker.

**Testing** – chaired by **Annie Mackintosh**. This committee will report to the Executive Committee. Other committee members: Jane Kitchel McLaughlin and Anna Tosteson.

**Communications** – chaired by **Julie Strawitz**. This committee will oversee the handbook, website, poster distribution, and keep the bulletin boards and trophy display case current. This

committee will report to the Executive Director. Other committee members: Kim Adler, Michael Liu, and Richard Ploss.

**Finance** – chaired by **Jane Kitchel McLaughlin**. This committee will work in tandem with the Executive Committee and Friends of the Skating Club. It will prepare a working budget once the hire of the ED and pricing is approved and will inform other Committee Chairs of their budgets. This committee will report to the Executive Committee. Other committee members: Julie Strawitz and Barbara Gerling.

**Banquet** – chaired by **Thera Callahan**. This committee will report to the Executive Committee. Other committee members are: Anna Tosteson, Barbara Gerling Sharry Baker, and Courtney Thiel.

**Coaching Committee** – the Executive Director will oversee the Club’s Professional coaching staff and will effectively be the Pro-Liaison. Ad hoc working groups will be created as necessary.

E-mail addresses of the Skating Club at Dartmouth Board:

Kimberly Chase-Adler – \_\_\_\_\_  
Sharry Baker – \_\_\_\_\_  
Thera Callahan – \_\_\_\_\_  
Zenghong Chen – \_\_\_\_\_  
Barbara Gerling – \_\_\_\_\_  
Michael Liu – \_\_\_\_\_  
Jane Kitchel McLaughlin – \_\_\_\_\_  
Richard Ploss – \_\_\_\_\_  
Colleen Ross - \_\_\_\_\_  
Julie Strawitz – \_\_\_\_\_  
Courtney Thiel - \_\_\_\_\_  
Anna Tosteson – \_\_\_\_\_

E-mail addresses of the Skating Club at Dartmouth professionals:

Jacki Mehner Smith – \_\_\_\_\_  
Maureen Brooks – \_\_\_\_\_  
Rose Neily Grenier – \_\_\_\_\_  
Vitaliy Opekan – \_\_\_\_\_

## Attachment C

### List of Motions

1. Motion to hire Jacki Mehner Smith as Executive of the Skating Club at Dartmouth according to the terms presented at the 8/29 meeting.
2. Motion to accept the following slate for the Board of Directors:
  - President – Barbara Gerling
  - Vice President – Julie Strawitz
  - Treasurer – Jane Kitchel McLaughlin
  - Secretary – Sharry Baker
3. Motion to accept the revised roles of Committee Chairs and to create the Executive Committee, which will have the following members: Barbara Gerling, Chair; Jane Kitchel McLaughlin; and Julie Strawitz.
4. Motion to accept the underwriting provided by the “Friends of the Skating Club.”
5. Motion to defer the Ice Show (Recital) until Spring, 2006 or December, 2006.

**Attachment D Schedule**

**PROPOSED PRICING  
FALL 2006**

- 2 Sessions 9/9/2005 – 12/31/2005
  - 1<sup>st</sup> session 9/9 – 10/22 (6 weeks for Basics, Pre-School & Adults)
  - 2<sup>nd</sup> session 10/23 – ?? (7 OR 8 weeks for Basics & Pre-School)

**First session Registration:**

Friday, 9/9 4:30-6:30 (Learn-to-Skate 5-6pm)

Saturday, 9/10 3-5pm (Learn-to-Skate 3-4pm)

Sunday, 9/11 7-9pm (Learn-to-Skate 7:50-8:50 – ADULTS)

**SKATE SALE** – Existing stock of skates only during Saturday's registration  
– Julie Strawitz will set up.

(2<sup>nd</sup> Registration – Large skate/equipment sale headed up by Ann Marton –  
Club will secure donations and consignments)

**BASIC SKILLS –**

- 1, 2 or 3 SKATES A WEEK – (Mon, Thur & Sat)
- 1 Skate – \$120 (\$20 per skate)
- 2 Skates - \$180 (\$15 per skate)
- 3 Skates - \$215 (\$12 per skate)

**PRE-SCHOOL – 10% increase**

6 weeks – 1:30-2:10 on Thursdays - \$90 or \$15 per skate

**LOW FREESTYLE & HIGH FREESTYLE PACKAGES**

3OR 4 SKATES A WEEK - \$9 PER HOUR

ADDITIONAL FREESTYLE - \$12 PER HOUR

**ADULT –**

6 WEEKS – Sunday evenings (times vary) - \$75 (\$12.5 per skate)