

# **Brookings Figure Skating Club**

## **Board of Directors Meeting**

October 5, 2025 @ 4:18 pm  
Larson Ice Center Conference Room

### **MINUTES**

#### **I. Call to Order**

- A. Board Members present: Chris Buus, Laura Aspinall, Aleycia Gerlach, Stacey Moyer, Jodie Louwagie, Dustin Louwagie, Janice Nielsen
- B. Absent: Vicki Dubbelde
- C. Club members Lilly Estling and Trish Matson Buus present

#### **II. Secretary's Report (Aleycia)**

- A. Janice motioned to approve September minutes. Jodie seconded. Motion carried. Minutes will be posted to the website.

#### **III. Treasurer's Report (Jodie)**

- A. There are two outstanding coach payments because they have not turned in their W4s. The two CDs were opened. Deposit income was accounted for from volunteer unearned points and membership registrations.
- B. Volunteer invoices will be established for all current club member families.
- C. 1099s have been requested multiple times. Julie will make sure they get submitted. Our 990 tax form has been submitted.
- D. Venmo is registered under a member's phone number. It was suggested to use a google number that it would be free. However, it is a monthly subscription to have a google number. One solution is to register as a business account, which would incur fees.

#### **IV. Vice President Report (Dustin)**

- A. The financial audit is complete apart from the outstanding 1099s. Some transactions could not be found, but they were possibly lumped into credit card statements on different months. Dustin suggested a possible external audit be done and/or create a standardized process to produce results that are acceptable for the audit. Jodie said that's a good idea, but an internal audit on ourselves is still valuable.
- B. A date needs to be set for the holiday expo. The plan is to avoid November 22nd weekend due to the New Ulm Ice Competition. Chris will look for 2 hours of ice for the first week of December. A Signup Genius will be created for skaters who want to do a number in the expo.

#### **V. Membership Chair (Laura)**

- A. Member registrations: 69 (18 of those are new) + 14 coaches.

- B. Laura will have a conversation with a family requesting a scholarship. Jodie motioned to approve the scholarship request for a family in need of one, pending the family's acknowledgment of volunteer requirements. Laura seconded. Motion carried.
- C. Trish gave an update on coach credentialing progress.

#### **VI. Fundraising (Janice)**

- A. Krispy Kreme orders are due today (October 5) and donuts will be delivered on Saturday. There will be a shared google spreadsheet that will provide live updates. Janice needs volunteers for the day of sales. Member Lilly Estling added that many people were surprised and have not had their Band App notifications enabled. Aleycia suggested next year moving KK to the holiday expo weekend since we will have had a parent meeting and the holiday expo is a well-attended event. Jodie commented that the reminder slips should be colored and less wordy. Dustin suggested a mass text message for the day of sales day so that people do not forget and are reminded to come get donuts. Look into Project Broadcast.
- B. Janice suggested a focused campaign for fundraising (lockers for the warming room, etc.) so that members know what they are fundraising for.
- C. Janice also asked about the Junior Coach Program. Trish is working on preparing documents and will bring them to the board for approval.
- D. Concerns about new member ice etiquette. Chris will discuss at the coaches meeting and make a plan.

#### **VII. Competition (Vicki- not present)**

- A. Vicki's submitted report: Entry forms have been updated. Amy Flater will act as competition referee. Vicki needs access to social media platforms in order to publicize. The competition packet is finished and will be submitted to ISI this month.
- B. Vicki would like an assistant who would be willing to learn this year and take over the board position next year due to her conflicting schedules. Chris will discuss Vicki's plans with her and come up with a plan. Chris will also follow up with Vicki on her plans for hospitality.

#### **VII. Ice Show Chair (Stacey)**

- A. Director applications were received and Stacey will set up an interview with the applicants and have Chris and Lilly participate in the selection process. The apparel has been decided. We still need to decide on a photographer. We also have a member willing to sew new curtains for the ice show this year.

#### **IX. President (Chris)**

- A. BFSC decided not to host a table at Runnings Ladies Night this year. This has been for recruiting and exposure historically, and we are not in need for that at this time.

- B. Anyone who needs their key fob reprogrammed, please tell Chris.
- C. Shonteera is unable to serve as the competition ensemble team coach. Aleycia will create an application for Chris to send to coaches.
- D. Skating Academy is not taking off right now. We will be having a thorough evaluation after the October session.

**X. Adjourn**

- A. Jodie motioned to adjourn. Stacey seconded. Motion carried. The next meeting will be on November 2nd at 3pm.