

Brookings Figure Skating Club

Board of Directors Meeting

August 3rd, 2025 @ 4:00 pm
Larson Ice Center Conference Room

MINUTES

I. Call to Order

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

II. Additions to Agenda

- A. Janice motioned, Dustin seconded. Motion carried

III. Secretary's Report (Aleycia)

- A. Janice motioned to approve July meeting minutes. Dustin seconded. Motion carried. Minutes will be posted to website.
- B. Season points updated. Final emails will be sent out after all volunteer options are done for the season. Members will be given options to pay unearned points as stated in Handbook OR an option to create an invoice through Uplifter. Jodie and Aleycia will work out the logistics prior to collecting the balances.
- C. Membership Handbook updates on Board Member and Volunteer Job Descriptions discussed. Right now, there are two different versions that are floating around, Chris will get the latest version to Board members so that updates can be made to the latest version. Other versions need to be deleted.

IV. Treasurer's Report (Jodie)

- A. Camp refunds have been issued.
- B. Budget discussion was next. Based on proposed budgets, the club shows a net income of approximately -\$10,000. Ice show expenses are the biggest. Other larger expenses include: storage unit rental, preseason, coach reimbursement, and ISI membership fees. Chris mentioned that our budgeting is subject to change and that proposed budgets take into account the "worst case scenario". Last year budgets looked similarly, but the club concluded the year with a positive balance. Scholarship budget was discussed. Jodie talked about increasing the scholarship budget from \$1000 to \$5000 to account for an increase of seniors that will be coming up in the future. Questions arose where scholarship funds come from. Chris stated that it has varied where the funds come from yearly. Janice mentioned that the funds came from Krispy Kreme profits in the past. Aleycia mentioned that not everyone should be guaranteed a scholarship just because they are a senior, but that it should be based on merit. Jodie mentioned that the handbook states that the scholarship award can be divided among two members, but does not have to be. Jodie also mentioned that the scholarship funds are behind one season from award to payout (i.e. the 2024-2025 recipients will be paid directly to their school in spring 2026 semester). Based on discussion, the scholarship budget was set. Laura proposed her budget for

membership. It was noted that ISI professional memberships increased. Janice submitted her budget without need for discussion. Vicki submitted a budget electronically for the competition. She proposed a decrease in fees. Member Lilly Estling stated that Amy Flater set the price last year, and that was the reason for the increased fees. Jodie and Chris will discuss prices with Vicki. Aleycia proposed the possibility of offering an early bird discount for competition that would offer a better price point. Stacey submitted a proposed budget electronically, and no discussions were required. Lilly had assisted Stacey with the budget and accounted for a slight decrease in skaters. Dustin shared his proposed budget. Moving forward camp will possibly be moved to being hosted during the regular season in order to save on costs and have more member participation. Additionally, the club could host Coach Max every few years for a summer camp. Line items were added for Skating Academy and software. Jodie will go through all the line items and get specific numbers. Jodie motioned to approve the proposed budget as discussed. Janice seconded. Motion carried.

- C. Jodie sent proposed updates to the Treasurer job description and additional items to Aleycia for handbook updates.

V. Membership Chair (Laura)

- A. Laura would like volunteers and/or board members to be at the sign in table for club ice time. A big part of that is helping people to feel welcome and answering their questions. Jodie made a suggestion for Laura to come up with Ice Chips coordinator, coach coordinator, and junior coach coordinator to help share the load of membership.
- B. Member event will be held on August 17 from 3-5pm as a “come and go” info session where members can ask questions and visit info tables including: Registration, Skates & Equipment, Ice Show, Competition, Volunteering, Fundraising, and coaching.
- C. Registrations are currently at 10 for returning members. Laura will make a post to encourage members to register.
- D. Glide and Slide Event is set for September 14th. Trish offered to help with flyers for the event. This will be geared towards youth. Adult membership recruitment will filter through Skating Academy.
- E. Beat the Heat event had 17 new skaters and plenty of members there who volunteered and helped new skaters.

*Board meeting was interrupted due to fire alarms in the building going off. Building was evacuated and meeting resumed at Whisky Creek.

VI. Fundraising (Janice)

- A. Krispy Kreme is set for October 11th Hobo Day. Janice will reach out to Paul Kruse and Dakotah Bank for use of their parking lots. Janice is awaiting confirmation from Barbers regarding donut pick up.
- B. Season sponsorship form was presented. Feedback given. Janice will email final sponsorship form out for approval soon.

- C. Wooden Legs Fan Cakes is a possibility again, but Chris urged that the biggest effort should be with sponsorships.
- D. Spring Raffle requirements is that each family purchase 10 tickets for \$100 (which will be paid upfront via Uplifter invoice). Families can then sell the raffle tickets and keep funds collected instead of turning in money.

X. President (Chris)

- A. Club should have 7:15-8:00am ice on Tuesdays and Thursdays when the season officially starts. This will be after August preseason ice. Discussion was had on how to utilize the ice time. Chris met with coaches and discussed. It is recommended to divide Sunday ice time as such:
 - 1. 3-3:30pm Ice Chips/lessons
 - 2. 3:30-4pm Delta and below/lessons
 - 3. 4-6pm open (all levels welcome)
 - 4. 6-7pm FS1 and above/lessons
- B. Wednesday ice will be open for all ages.
- C. Coaches will be working on continuing ed options. Specific requirements for BFSC coaches will be communicated to them.
- D. Reminder that board members need to make attendance to meetings a priority as it is part of the obligation of their roles.

XI. Adjourn

- A. Jodie Motioned to adjourn. Laura Seconded. Motion carried.

XII. Next Meeting September 7th @ 4:00 PM