

Port Huron Figure Skating Club Meeting Minutes

September 19, 2007

Board Members Present: Beth Ward, Amy Lawson, Laurette Visga, Linda Dewey, Ronda Bingham, Anissa Arneil, Andrea Cansfield, Belly Achatz.

Pros Present: Linda Murray, Amanda Stevens. Patrice Lottner, Kim Kirkendall, Randi Jakubiak.

Observers: Dave Watson, Mark Lashbrook, Luann Thompson, Jay Madden

Meeting called to order at 7:35 p.m. by Ronda Bingham.

Special Guests: Scott Magneson invited Jeff Hong to present to our club a fundraising idea to offer applications for Discover Cards. Once the card is approved, it must be used 3 times within 90 days for our club to receive an approximate revenue of \$71.00. The card can then be cancelled after a 3 uses. The money would be directly deposited to the club's account. We would not be responsible for credit checks. There would be a link that would go directly from the Club website to Discover. A decision will be made later.

Agenda Approval: Andrea motioned to approve the Agenda. Linda 2nd, motion approved.

Minutes Approval: Laurette motioned to approve minutes. Linda 2nd, motion approved.

Committee Reports:

- **President — Financial Decisions:** Ronda reported that she and Amy are the official signers at the Bank for PHFSC accounts. She stated that we have 2 CDs. One is a 12 month with \$7,000.00 in it. The other is a 30 day account with \$7,656.37 in it. Ronda explained that the club has opened an account with Citizens. \$39,000.00 was deposited along with \$856.00 in USFSA fees. The reason for the change of banks is because Citizens has supported our club in the past and will continue to do so.
- **Accounting Practices.** We now have Petty Cash available for small expenditures in the amount of \$100.00; this will be used for requisitions such as the new CD player we recently bought. There will be checks and balances with all checks written by our club. Both the President (Ronda and Vice-President, as well as the Treasurer, can sign requisition forms. Linda will check the forms as she is not a signer. Bank statements will go to a location other than the Treasurer, probably Linda Dewey.
- **Accountant:** Debbie Billing will be our temporary accountant. She charges \$35.00 per hour compared to the previous \$60.00.
- **Quick books:** The club must buy a Quick books Program to be used in conjunction with Synchro. We can then easily supply a monthly report.
- **Competitions:** Andrea reported that due to circumstances, Regional Jackets might not be ready in time for the send off. Everything is going smoothly in preparation for the Celebration. Each skater is being asked to bring 1 dozen cookies Monday night.
- **Drop in Schedule for Monday September 24th. \$12.00 fee. 1 session per skater only.**
 - INT/SR- 4:00-4:55
 - JUN/BEG- 4:55-5:50
- **Ice Monitor:** Betty collected: 8/23 - \$160.00, 8/27-30- \$310.00, 9/6-7- \$355.00
 - Sell Ice-Betty reported only 2 skaters on Sat. Beg. Possibly sell ice, move skaters
- **Ice Show-** Andrea is chairing again. She needs a Co-Chair.
 - **The theme is: "As time Goes By, A Journey Into the Past"**
- **Membership:** Anissa reported 18 basic skaters on (Tue), and 7 plus 1 Parent (Sat). \$29,143.58

registration deposits and \$2,293.00 collected summer balances.

- **Publicity:** All Fall advertising done. Amy spent \$1,500.00. Lawn signs out.
- **Test Chair:** All future test forms will be emailed out. There will be a few in Office. We had to buy ice for July test and did not make enough money to pay for Ice. We will not buy extra ice for test day again. Next test day is Oct. 25 and the another possibly in December.
- **Basic Skills:** Linda Murray reported that all Ice Captains must teach 75% of the basic Skills sessions to skate in show. Time for missed sessions, cannot not be made up. If you make 75%, the club will pay half of costume fee. If you skate 90%, the club will pay three quarters of the Costume fee!
- **Synchro:** Kim stated that the team's first competition will be in Plymouth in Dec.

Old Business: Bylaws- Membership will vote in November. Copies of the proposed bylaws are available by request through Ronda Bingham.

Vote: D&O Insurance-. Andrea motioned to immediately buy insurance from USESA to cover Board Members. Anissa 2nd, motion passed.

- **Mentoring/ Junior Coaches:** Kim, Randi and Amanda will form a committee to discuss and make recommendations. Anyone interested may help.

Vote: Amy motioned to purchase Quick Books pro 2007 for \$200.00. Linda 2nd, motion passed.

Vote: Andrea motioned to purchase Laptop Computer, spending no more than \$1,500.00. Laurette 2nd, motion passed.

New Business:

Recent Changes: Music players purchased, offices cleared.

Raffle Winner: Laurie Visga

Adjournment: Andrea motioned to adjourn. Anissa 2nd, Meeting ends at 9:00 pm

Next Meeting: Tuesday October 16th at 7:30 p.m.

Respectfully Submitted by: _____ Date: _____
Beth Ward