

## OFSC Board Meeting – July 20th, 2023

### OFSC Board Meeting Minutes

July 20th, 2023

In-person 6:30pm

Attendance: Erin Appeldorn, Natalya Ward, Candace Mettenburg, Rachel Eikenberry, Chelsea Thomas, Chelsea Mendenhall, Christey Foster, Kathleen Villar, Lauren Peck

1. Approve June Minutes – Erin Appeldorn made a motion to approve the meeting minutes, and it was seconded by Kathleen Villar. The minutes were approved unanimously.
2. Treasurer's Report
  - Beginning Balance: \$35,727.55
  - Income \$3,498.09 – Membership, Merchandise, Interest
  - Expenses \$4,364.59 – Membership, Scholarship, PO Box annual fee, Google drive storage
  - Ending Balance: \$34,861.05

There are still 2 scholarships to be paid as of today

3. Membership Update
  - Total 120 Members; 77 Skaters / 43 Non-skaters
4. 2024 Excel Competition
  - May 3<sup>rd</sup> - 5<sup>th</sup> 2024
  - IGS equipment rental for US Figure skating \$1,800.00. Free for qualifying event
  - 10 judges, 1 technical specialist, 1 accountant and 1 referee are required
  - Need to rent Gym
  - Will require 3 full days for competition
5. Board Member Agreements
  - New board agreements were signed
  - No one's term is up, no voting required
6. New Board Meeting Time for Upcoming Year
  - Second week of the month, Monday, 6:00pm
7. Testing Rule Changes
  - Names changed at all levels
  - Changes will not impact competition eligibility
  - OFSC skaters to e-mail Rachel Eikenberry to request a patch
8. Budget for Christmas Parade/Float
  - Courtney Bogle to do the float this year
  - Budget \$150.00

Kathleen Villar made a motion to approve the Christmas Parade/Float budget, and it was seconded by Erin Appeldorn. The budget of \$150.00 was approved unanimously

## 9. OFSC Banquet

- August 18<sup>th</sup>, 5:30 pm at Jones Center
- Will vote on new By-laws
- 21 kids 35 adults are signed up as of today
- Marketplace Grill quote is \$1,919.25 for 125 people. The deposit of \$479.21 is required
- Budget for decorations \$100.00
- We will announce Christmas Show these at the banquet
- Luggage tags for skaters as gifts
- We need to communicate the OFSC banquet RSVP deadline is August 4<sup>th</sup>

Candace Mettenburg a motion to approve the budget for decorations and deposit for OFSC Banquet, and it was seconded by Christey Foster. The decorations budget of \$100.00 and deposit of \$479.21 were approved unanimously

## 10. New Business

- a) Need to change passwords for OFSC effective every year  
Kathleen Villar and Christey Foster to follow up on it
- b) OFSC new logo  
Lauren Peck to follow up with design suggestions
- c) Club T-shirts for skaters and parents to represent the club at competitions Lauren Peck to follow up with design suggestions and board members to identify the need for gear

## Upcoming Events:

- **Advanced Camp**
  - Monday, July 24<sup>th</sup> – Wednesday, July 26<sup>th</sup>, 2023
- **Virtual Test Session**
  - Sunday, August 13<sup>th</sup>, 2023
- **OFSC Annual Banquet**
  - Friday, August 18<sup>th</sup>, 2023
- **2023 Oklahoma Open**
  - August 25<sup>th</sup> – August 27<sup>th</sup>, 2023

## OFSC Board Meeting – August 14th, 2023

### OFSC Board Meeting Minutes

August 14th, 2023

In-person 6:00pm

Attendance: Erin Appeldorn, Natalya Ward, Candace Mettenburg, Rachel Eikenberry, Chelsea Thomas, Chelsea Mendenhall, Christey Foster, Kathleen Villar, Lauren Peck

1. Approve July Minutes – Erin Appeldorn made a motion to approve the meeting minutes, and it was seconded by Christey Foster. The minutes were approved unanimously.
2. Treasurer's Report
  - Beginning Balance: \$34,861.05
  - Income \$3,156.54 – Membership, Banquet tickets, Virtual test fees, Interest
  - Expenses \$4,549.66 – Membership, Scholarships, Annual website fee, Google drive storage
  - Ending Balance: \$33,467.93
3. Membership Update
  - Total 142 Members; 97 Skaters / 45 Non-skaters
4. Last minute OFSC Banquet details
  - Marketplace Grill is paid
  - Rooms start at 4:00 pm
  - Board introduction
  - Volunteers needed
  - Bylaws vote
  - Christmas Show theme will be announced at the banquet

Christey Foster made a motion to approve new OFSC Logo, and it was seconded by Kathleen Villar. The OFSC Logo was approved unanimously

5. Big Spiral/Little Swizzle Christmas Edition
  - The link will go out no later than Friday, August 18<sup>th</sup>
  - Skaters will be paired by September 13<sup>th</sup>
6. Glow Skate Event (Fun Event)
  - September 15<sup>th</sup> 7:00-9:00 pm
  - Christmas Show cast reveal
  - Forth Smith room rental \$160.00
7. Christmas Show update
  - Christmas Show planning is ongoing

Christey Foster made a motion to approve \$310.00 for Forth Smith room rental and catering for September 6<sup>th</sup> Christmas Show committee meeting, and it was seconded by Erin Appeldorn. The budget of \$310.00 was approved unanimously

8. Virtual Testing Update
  - New regulations require videos to be recorded within 14 days which would require more ice time or reduction of tests offered (up to 8 skaters)

- We can consider in-person tests which are significantly more expensive
- Suggestion to increase ice time and increase test price for skaters
- Next test sessions are November 12<sup>th</sup> and January 15<sup>th</sup>
- Suggested Club Ice November 6<sup>th</sup> 12:45-2:45pm pending approval
- Test records need to be moved to the OFSC storage

#### 9. New Business

- The board was made aware of an email that several dissatisfied skating parents wrote and sent to the CEO and members of the Jones Center Board of Directors. This email was discussed at length between the OFSC Board and Board members Natalya Ward and Rachel Eikenberry. The Board's main concerns were their use of the club's name in said email. Board also questioned whether parents and Board members Natalya Ward and Rachel Eikenberry who signed the parental letter should have brought the issues addressed in parental letter to the Board to facilitate the resolution of the issues by the OFSC Board. The issues addressed in the letter of parental concern to the Jones Center will be addressed at a future date as they were specifically directed to the Jones Center employee who happens to be a member of the club. No resolution has been reached at this time.

#### **Upcoming Events:**

- **OFSC Annual Banquet**
  - Friday, August 18<sup>th</sup>, 2023
- **2023 Oklahoma Open**
  - August 25<sup>th</sup> – August 27<sup>th</sup>, 2023

## OFSC Board Meeting Minutes

Date: 9/12/2023 6:30pm

Attendance: Erin Appeldorn, Lauren Peck, Chelsea Thomas, Candace Mettenburg, Rachel Eikenberry, Chelsea Mendenhall, Jennifer Cuchia

- I. Approval of Meeting Minutes – Erin Appeldorn made a motion to approve minutes with additional amendment to be added. Chelsea Mendenhall 2<sup>nd</sup> and the minutes were approved unanimously.
- II. **Treasurer’s Report**
  - a. **August**
    - i. Beginning Balance: \$33,467.93
    - ii. Total Income: \$1,499.55 which includes banquet tickets, August virtual test, membership, spiritwear sales
    - iii. Total Expenses: \$3,089.97 which includes memberships, banquet (catering fee, tablecloths, room rental, tip, décor, coaches gifts) Christmas show (parade banner, muslin for flats)
    - iv. Ending Balance: \$31,877.51
- III. **Membership Report**
  - a. 151 total; 103 skating; 48 non skating (3 pending memberships)
  - b. 85 voting
- IV. **Test Session Update**
  - a. Registration deadline: Sunday, October 29
  - b. Monday, November 6 12:45-2:45
  - c. Video submission deadline: Monday, November 13
  - d. Registration is limited to the first 16 tests.
  - e. Not open to other clubs.
  - f. Rachel to do a sign up genius.
  - g. \$300 ice time for 2 hours
  - h. \$50 per skater
  - i. 6 judges secured; Rachel doesn’t want to use all of them.
- V. **Strategic Method Clinic Update**
  - a. Cannot move to MLK.
  - b. Wait until end of October and contact NWAHA to see if there are any dates they are not using.
  - c. Will cancel if can’t agree on a date.
- VI. **Pumpkin Carving / Painting Event Proposal**
  - a. Laruen to create a sign up genius to see about participation.

- b. Caramel Apple Bar, watch a movie “Hocus Pocus”, paint pumpkins
- c. Friday, October 20, 5:30-7:30
- d. Look at options on where to have it.

**VII. Merchandise Proposal**

- a. Lauren will do anything, but embroidery (embroidery will still be done by the current business).
- b. Can buy at wholesale cost.
- c. Keeps overhead low, cost down
- d. \$4.00 per item.
- e. Can print on demand and will also do bulk orders.
- f. Base cost depends on the product that we use.
- g. Contract ends every fiscal year (end of January).
- h. Can make stickers and car magnets.
- i. Candace made a motion to do a contract with Lauren until January 30; Jennifer 2<sup>nd</sup> and we agreed unanimously.

**VIII. Website Update Proposal**

- a. Overhaul the website.
- b. Out of date and not reflective of what our club is.
- c. Lauren and Christy to work on design and present to the board. Publish after board approval
- d. TBD on when Lauren and Christy will come back to the board.

**IX. New Business**

- a. Aspire – Wording and level names changed and the way they got grouped.
- b. Trunk or Treat – OFSC will be participating in the trunk or treat. Orchards Park; Sunday, Oct. 29 at 4pm – On behalf of Girls Scouts; Promote Skate Club, but not skate classes since it is the last session of the year.

**Important Dates:**

- Virtual Test Session
  - Sunday, November 12
- Christmas Show “Winter on the Silver Screen”
  - Saturday, December 9
    - 11am; 1pm; 5pm

Meeting adjourned at 7:37pm by Erin Appeldorn.

## OFSC Board Meeting Minutes

Date: 10/16/2023 6:00pm

Attendance: Erin Appeldorn, Lauren Peck, Chelsea Thomas, Rachel Eikenberry, Candace Mettenburg, Jennifer Cuchia, Christey Foster, Kathleen Villar

- I. Approval of Meeting Minutes – Jennifer Cuchia made a motion to approve minutes. Kathleen Villar 2<sup>nd</sup> and the minutes were approved unanimously.
- II. **Treasurer’s Report**
  - a. **September**
    - i. Beginning Balance: \$31,877.51
    - ii. Total Income: \$805.87 which includes membership, November virtual test session, locker rental, interest payment
    - iii. Total Expenses: \$520.12 which includes membership, Christmas show (committee working lunch, cast reveal party, set supplies) monthly and annual storage fee
    - iv. Ending Balance: \$32,163.26
- III. **Membership Report**
  - a. 158 total; 108 skating; 50 non skating
  - b. 88 voting
- IV. **Feedback Review**
  - a. Kathleen discussed with Julia on her feedback and let her know that it is not our decision. Kathleen will share the feedback with Chelsea.
  - b. Patrick Forseth complaint has been escalated to all parties (Jones Center, etc). He is not expecting a response.
- V. **Club Email**
  - a. Looks like old logo – Kathleen to replace with new logo if not already done.
  - b. Items to go in club email - trunk or treat/candy donations, test session, candy cane donations.
- VI. **Christmas Parade Float**
  - a. Candy cane donations needed; will print cards with QR codes direct to the ticket link.
  - b. 2 parades – Fayetteville is 11/17 and Springdale is 11/25.
  - c. Kathleen meeting with Courtney on 10/17 to discuss the parade.
- VII. **Trunk or Treat**
  - a. In Bentonville at Orchard Park
  - b. Donations needed on regular candy; 2 bags max per donator.
  - c. No volunteers needed
  - d. There are popcorn boxes in trailer to put candy in and can use the marquee sign.

- e. If money is needed, we will use expenses from the Christmas show set.

#### **VIII. Excel Series Application**

- a. Jennifer and Rachel met to talk about the application.
- b. Started filling out application and judges are entered.
- c. Jennifer to apply for sanction.
- d. Deadline November 25

#### **IX. Upcoming Testing**

- a. 4 more slots available
- b. 6 judges
- c. Ice time not booked yet
- d. Moving forward, can we get ice time on Sunday?; Normally hockey has it
- e. January/February testing – table to next meeting

#### **X. New Business**

- a. Google Workspace
  - i. Table to next meeting
  - ii. Chelsea Thomas to research
- b. Cookies and Cocoa
  - i. December 17
  - ii. Suggesting to Chelsea 1-3
- c. Animal Shelter Service Project
  - i. Donate items to the rink
  - ii. Lauren to provide information on what to donate.
  - iii. Kathleen to share out in club email.
  - iv. November 1 – December 5
- d. Little Swizzle/Big Spiral
  - i. Lauren to resend sheet to team.
- e. Eric Harris CPA in Springdale to look at our 501C in November.

#### **Important Dates:**

- Trunk or Treat:
  - Sunday, October 29
  - 4:00pm at Orchard Park
- Virtual Test Session:



- Registration deadline: Sunday, October 29
- Virtual test session: Sunday, November 12
- Christmas Show “Winter on the Silver Screen”:
  - Saturday, December 9
    - 11am; 1pm; 5pm

Meeting adjourned at 7:04 pm by Erin Appeldorn

## OFSC Board Meeting Minutes

Date: 11/14/2023 6:00pm

Attendance: Erin Appeldorn, Lauren Peck, Chelsea Thomas, Rachel Eikenberry, Candace Mettenburg, Chelsea Mendenhall, Jennifer Cuchia, Christey Foster, Kathleen Villar, Natalya Ward

- I. **Approval of Meeting Minutes** – Jennifer Cuchia made a motion to approve minutes. Kathleen Villar seconded, and the minutes were approved unanimously.
- II. **Treasurer's Report**
  - a. **October**
    - i. Beginning Balance: \$32,163.26
    - ii. Total Income: \$14,992.39 which includes membership, November virtual test session, Christmas show group forms, spiritware and tickets, locker rental, interest payment
    - iii. Total Expenses: \$2,595.35 which includes membership, Christmas show (tights/pants, set supplies, refund group form) monthly storage fee and website fee
    - iv. Ending Balance: \$44,560.30
- III. **Membership Report**
  - a. 159 total; 109 skating; 50 non skating
  - b. 89 voting
- IV. **Club training equipment**
  - a. Coach Ashley is insured and can borrow Jones Center equipment
  - b. Explore if Jones center can come up with off ice class for skaters
  - c. Kathleen Villar with check with coaches if we need to have any equipment as club
- V. **Thanksgiving Clinic**
  - a. We can have ice 12:45-2:45 November 20<sup>th</sup>, Monday \$300.00
  - b. Skaters can bring items for Springdale Animal Shelter
  - c. Erin Appeldorn made a motion to approve \$300.00 for ice time, Candace Mettenburg seconded. The ice time fee was approved unanimously.
- VI. **Upcoming Events Ice Time**
  - a. Rachel requested January 15<sup>th</sup> ice time for testing. Chelsea M. to confirm ice time 11:45-2:45.
  - b. Pigtail – tentatively May 3-5, 2024. We are waiting on Excel series bid as well.
  - c. Chelsea M. to check on Conference Center availability for May 3-5.
  - d. Strategic method – no ice time available during hockey season. We will revisit potential dates in December Board meeting.

**VII. Communications Update**

- a. Kathleen to send e-mail after Thanksgiving
- b. Christmas show communications going out every Friday
- c. Kathleen to resign from the board after Christmas show with Lauren Peck taking the communications

**VIII. Patrick O'Neil Visit**

- a. Jennifer and Chelsea M. waiting on Patrick to confirm the dates of potential visit.

**IX. National Skate Event**

- a. January 13<sup>th</sup>, 2024 is the planned date.
- b. 12:30-2:30 public session.
- c. Chelsea M. to check if we can do a free class during 10:30-12:30 available ice time.
- d. Proposed Junior committee (after Christmas show)

**X. Upcoming Quarterly Meetings**

- a. Proposed Sunday, February 11<sup>th</sup> Buddy Wray room 1:00-3:00pm

**XI. Google Workspace**

- i. Google Workspace - to evaluate before next meeting. Chelsea Thomas to research.

**XII. New Business**

- a. Explore monthly/quarterly clinics for skaters. Club ice option can be utilized by club members with club's commitment.
- b. Thank you note and medal from Girl Scouts.

**Important Dates:**

- Christmas Show "Winter on the Silver Screen":
  - Saturday, December 9
    - 11am; 1pm; 5pm

Meeting adjourned at 7:30 pm

by Erin Appeldorn

## OFSC Board Meeting Minutes

Date: 12/13/2023 6:00pm

Attendance: Erin Appeldorn, Lauren Peck, Chelsea Thomas, Rachel Eickenberry, Candace Mettenburg, Chelsea Mendenhall, Jennifer Cuchia, Christey Foster, Natalya Ward

- I. Executive session**
  - a. Board held a brief executive session with Jeff Poole, recreation & Sports Director at Jones Center regarding confidential matter
- II. Approval of Meeting Minutes** – Erin Appeldorn made a motion to approve minutes. Lauren Peck seconded, and the minutes were approved unanimously.
- III. Treasurer's Report**
  - a. November**
    - i. Beginning Balance: \$44,560.30
    - ii. Total Income: \$4,148.27 which includes Christmas show ticket sales, November Virtual Test Session, interest payment
    - iii. Total Expenses: \$5,977.16 which includes Christmas show costumes and supplies, November Virtual test payments and gifts to judges, monthly storage fee
    - iv. Ending Balance: \$42,731.16
- IV. Membership Report**
  - a. 159 total; 109 skating; 50 non skating
  - b. 89 voting
- V. Equipment and class discussion needs**
  - a. Meeting with coaches is set up for next Tuesday, November 19th at 11:00am. Lauren Peck will provide updates after the meeting
- VI. Upcoming Quarterly Meetings**
  - a. Proposed Sunday, February 11<sup>th</sup> Buddy Wray room 1:00-3:00pm to confirm with Chelsea Mendenhall
- VII. Winter test**
  - a. January 29<sup>th</sup>, 2024
  - b. Rachel has requested ice time on 1/15 for virtual filming
  - c. Per Chelsea Mendenhall it is currently reserved from 11:45-2:45
- VIII. National Skate Event**
  - a. January 13<sup>th</sup>, 2024, is the planned date
  - b. 12:30-2:30 public session
  - c. No classes. We will have helpers to assist skaters on individual basis
  - d. The Junior committee for this event is currently being formed
  - e. Lauren Peck motioned to approve the proposed \$100.00 budget for National skate event for Junior committee to spend. Erin seconded. The budget was approved unanimously
- IX. Square account**
  - a. Candace Mettenburg motioned to close Square account, Lauren Peck seconded the motion. The Square account was approved unanimously
- X. Resigning and replacing board members**

- a. Chelsea Thomas summarized the proper procedure for these actions
- b. Officer Positions (4) – voting. Coach is ineligible for President and Treasurer positions. All officer positions require 1 year on the board
- c. Director positions (3) – voting. No 1 year board experience is required for Director positions
- d. Chair – non-voting. The number of chairs is determined by the board
- e. Resignations – written note to the board and requirement to participate in transition process
- f. Terminations – majority vote. Conducted by the board
- g. Rachel Eickenberry suggested to communicate open positions to the general membership and consider all interested members

**XI. Cohesive club – coach relationship**

- a. Make the board meetings public and allow general members’ suggestions. Need more transparency for general membership
- b. Proposed blog on the website
- c. Website is currently underutilized – should use it more effectively
- d. Lauren Peck is communicating every other week with coaches to continue the open communication. Next meeting is next Tuesday, November 19th at 11:00am

**XII. New Business**

- a. Explore monthly/quarterly clinics for skaters. Club ice option can be utilized by club members with club’s commitment. Proposed January 15<sup>th</sup>.
  - 11:45-12:45 clinic
  - 12:45-2:45 test
- b. Set a fee to pay for seminar. Lauren Peck motioned to approve \$10.00 seminar fee per skater, Christey Foster seconded. \$10.00 fee was approved unanimously
- c. Patrick O’Neil visit and/or Strategic Method clinic to be determined. Rachel Eickenberry requested to review for potential ice-time especially during off Hockey season
- d. Pigtail competition will be held this year and anything that feasibility study concludes will happen Monday after the Pigtail competition.
- e. Rooms needed for Pigtail – add to January meeting agenda. Chelsea Mendenhall will ask vendors to be in hallway instead of a room.

**Important Dates:**

- Cookies and Cocoa
  - Sunday, December 17
    - 1pm-3pm
- Winter Test Session
  - Monday January 15 (11:45 – 2:45) reserved for virtual filming
  - Monday January 29

Meeting adjourned at 6:55pm  
by Erin Appeldorn

## OFSC Board Meeting Minutes

Date: 01.08.2024 7:00pm

Attendance: Erin Appeldorn, Lauren Peck, Chelsea Thomas, Rachel Eickenberry, Candace Mettenburg, Jennifer Cuchia, Christey Foster, Natalya Ward

### **I. Winter Virtual Test**

- a. Rachel opened Virtual test. 8 skaters signed up to date
- b. The total is 12 Spaces

### **II. Winter Clinic Schedule**

- a. 11:00-12:45 is skating seminar on- and off-ice – 14 signed up
- b. Lauren Peck made a motion to pay all the coaches \$30.00 an hour for a seminar. Rachel Eickenberry seconded. The rate was approved unanimously
- c. 1:00-2:00 Test recording time

### **III. Strategic Method Clinic**

- a. We need to confirm ice time before further negotiation
- b. Rachel Eickenberry to reach NWAHA to ask for time availability
- c. Patrick O'Neil can be scheduled as well if Strategic Method is unavailable
- d. Max Aaron has availability in March through June and be able to come. Lauren Peck will reach out to Max and send out the interest form to the club

### **IV. Approval of Meeting Minutes** – Erin Appeldorn made a motion to approve December minutes. Lauren Peck seconded, and the minutes were approved unanimously

### **V. Treasurer's Report**

#### **a. December**

- i. Beginning Balance: \$43,110.78
- ii. Total Income: \$7,154.70 which includes Christmas show ticket sales, Winter Virtual Test Session, membership, interest payment
- iii. Total Expenses: \$5,981.04 which includes Christmas Show ice time & rentals, coaching & stipend, membership, monthly storage fee
- iv. Ending Balance: \$44,284.44

### **VI. Membership Report**

- a. 160 total; 110 skating; 50 non-skating
- b. 90 voting
- c. Membership fees were prorated for Q3 and Q4 joiners
- d. Christey Foster to clarify discounts for Aspire club (if any)

### **VII. Coaches Meeting Questions**

- a. Monthly off-ice seminars proposed early Saturday mornings – 6:00am. Lauren Peck will follow up with coaches. The money for off-ice seminars will flow through the club. Lauren Peck will provide updates after the meeting with coaches

**VIII. Upcoming Quarterly Meetings**

- a. Proposed Sunday, February 11<sup>th</sup> Buddy Wray room 1:00-3:00pm confirmed
- b. Valentine's day cookies exchange idea
- c. Send a communication to membership that we will have Q&A session, and the questions are welcome to be submitted through club's feedback option

**IX. Review and vote on junior committee applicants**

- a. Cora Villar, Lily Sharp, Lila Johnston and Marley Paris are junior committee
- b. Anna Kate Mettenburg as a junior coach required to participate
- c. New Hospitality chair will lead Junior committee

**X. Committees**

- a. Policies & Procedures – we should review USFS templates for new policies and have a plan to revisit our bylaws, policies & procedures. Benchmarking – evaluate our club against other clubs
- b. Pigtail Classic – open and communicate to membership

**XI. Christmas show participation breakdown**

- a. Please see amendment to the minutes with Membership & Christmas Show Data Analytics

**XII. Proposal to change board meeting structure**

- a. Chelsea T. proposed a new Board Meeting Schedule
- b. Lauren Peck motioned to approve the new Meeting Structure with corrections. Candace Mettenburg seconded. The new Meeting Structure was approved unanimously

**XIII. Review complaints received**

- a. Concern: Ice Etiquette and safety. The board will make sure that Ice Etiquette information is sent out to membership and will be posted at the rink
- b. Concern: Coaches credentials unavailable. The board will be posting coaches information on the OFSC website

**XIV. New Business**

- a. Jennifer Cuchia requested to update the competition registration through Senior at 6.0. the board agreed

**XV. Erin Appeldorn resigned from President's position effective 1.08.2024.**

**Important Dates:**

- Cookies and Cocoa – Sunday, December 17<sup>th</sup> 1pm-3pm
- Winter Test Session - Monday January 15<sup>th</sup> (11:45 – 2:45) reserved for virtual filming

## OFSC Special Board Meeting Minutes

Date: 1/24/2024 6:45pm

Attendance: Lauren Peck, Chelsea Thomas, Rachel Eickenberry, Candace Mettenburg, Chelsea Mendenhall, Jennifer Cuchia, Christey Foster, Natalya Ward

I. Jennifer Cuchia called a special meeting to order to select a club president at 6:45 pm.

- a. The nominees (Rachel Eickenberry and Lauren Peck) gave their introduction and presented why should they be considered for the club President position.
- b. Lauren Peck received majority 3 votes
- c. Rachel Eickenberry received 2 votes
- d. Lauren Peck was elected a new president.

Meeting adjourned at 6:51pm

by Jennifer Cuchia

### **ADDENDUM to:**

Meeting minutes of the OFSC Special Board Meeting held on 1/24/2024 at 6:45pm.

On 1/25/2024 OFSC President Lauren Peck made a motion to nominate Chelsea Thomas to be a new OFSC Club's Communications Director electronically via Group me.

Christey Foster seconded the motion.

The votes were casted electronically all in favor. Chelsea Thomas was elected new Communication Director of OFSC unanimously.

Recorded by Natalya S. Ward (Secretary) 1/25/2024



## May 2024 OFSC Board Meeting - 5/14/24

- Call meeting to order - Lauren Peck 6:03PM
- Roll Call
  - Lauren Peck
  - Jennifer Cuchia
  - Christey Foster
  - Lauren Lumpkin
  - Chelsea Thomas
  - Kelly Trotter
  - Chelsea Mendenhall
  - Dez Paris
- Review Confidential Feedback & Conflicts (closed to members)
  - none

### 2. Voting topics for this meeting

- Officer Voting (President, Vice President, Secretary, and Treasurer)
  - Motion to keep officer voting to end of meeting so all officers can vote - Lauren Peck
  - Second - Chelsea Thomas
  - Aye - unanimous

### OPEN MEETING UP TO MEMBERS

1. Approve prior meeting minutes
  - Motion to approve Prior Meeting Minutes - Lauren Peck
  - Second - Chelsea Thomas
  - Aye - unanimous
4. Reports (updates/recaps of what has transpired since the last meeting)
  - President Report
    - Jones Center Meeting with Robin - Jones Center recreation department now divided: Robin is leading Operations and Chelsea Mendenhall is leading Programs
      - Discussed ice time, room reservations, parents not being in hockey boxes, skaters sign in for freestyle time
      - Invited Robin to board meetings and she requested to sit in on Christmas Committee
    - June Board Meeting Agenda - USFS recommends Boards takes time to do yearly planning
      - Board voted for Eureka Springs via GroupMe, Lauren will send some notes out this week on how much Club will cover vs. out of pocket. More covered in New Business
    - Aspire Numbers - 50% of club members are Aspire-level, JC will support ice time
      - Consider an Aspire Summer Club to buy ice time for? Lauren to discuss with JC if anything available this summer

- Treasurer Report
  - Beginning balance: \$47,679.72
  - Income: \$15,449.37
  - Expenses: \$5,563.41
  - Ending balance: \$57,565.68 (includes refunds \$3,223.20 for pigtail)
    - Pending full pigtail breakdown pending Deborah for her reimbursements
- Membership Report
  - 120 skating
  - 73 non-skating
  - 193 total
  - 106 voting members
  - Renewal 6/1/24
- Communications Report
  - Click-thru rate same as usual (~30%)
  - Open rate 70%
  - Remind and Facebook stimulating to visibility
  - Deleted scheduled posts
- Events Report - no Events Director
  - Banquet this Sunday, decorations bought \$149 spent
  - 6/29-6/30 is retreat
  - Service Project - in New Business
- SkateSafe Report
  - All guests (judges, coaches) were checked before Pigtail Competition
  - Sandy Bowen and Chelsea Mendenhall checks everyone as well
  - Action: be sure to check all Christmas Show volunteers in November
- Active Committee Reports
  - Christmas Committee
    - Need answers on USFS music
    - Budget still being researched
    - Room 260 is \$350 for full day, no option for hourly or half-day
    - Buddy Wray room \$50/hour
    - Consider FSM room (\$0 cost) or tables upstairs in the lobby for committee meetings

5. Open Discussion - none submitted

6. New Business

- Pigtail Classic Feedback
  - Need to plan for a public skate session next year - Saturday 12:30-2:30PM(?), ask Chief Referee to schedule around it
- June 29th & 30th- Board Meeting
  - Offsite annual planning to map out the year
  - Board voted Eureka Springs via GroupMe
  - Discussed checking in Friday evening (6/28) and checking out Sunday AM (6/30)
  - Motion for the Club to spend \$1,000 on the offsite
  - Second - Chelsea Thomas

- Aye - unanimous
- Lockers - Christey Foster
  - CM: Backroom of rink under redesign - need architects to finalize the space first (some hallway space going away) before we purchase lockers
- Storage Unit - we have until 5/24 to move stuff from behind curtain in Coaches' Room
  - Recommend renting storage unit for a few months - opportunity to clean out old decorations and revamp our pup trailer storage, under the stairs storage, etc.
  - 10x25 from Superior Storage in Springdale \$116/month
    - Motioned to rent a 10x25 unit from Superior Storage in Springdale - Lauren Peck
    - Second - Lauren Lumpkin
    - Aye - unanimous
    - Christey working on the reserve; TBD on move dates
- Christmas Committee Budget approval - deferred to June meeting
- Service Project
  - Kelly working with the Samaritan Community Center in Rogers
  - Expecting 15-30 volunteers
  - Will be either sorting/counting school supplies or a school supplies drive in June or July
- Officer Voting (President, Vice President, Secretary, and Treasurer) - unanimous votes for:
  - President - Lauren Peck
  - Vice President - Jennifer Cuchia
  - Secretary - Kelly Trotter
  - Treasurer - Christey Foster

#### 7. Final Comments & Adjournment of Meeting

- Lauren adjourned meeting at 7:15PM

#### Electronic voting:

- 5/1/24: \$1400 on renting a room for accountants on 5/4 and 5/5 (landed at \$700)
  - Motioned to spend up to \$1400 - Chelsea Thomas
  - Second - Christey Foster
  - Aye - unanimous
- 5/2/24: Gym for Pigtail off-ice seminar: \$75
  - Motion to spend \$75 for the gym - Lauren Peck
  - Second - Chelsea Thomas
  - Aye - unanimous
- 5/10/24: Banquet decorations: \$200
  - Motion to spend up to \$200 - Lauren Peck
  - Second - Lauren Lumpkin
  - Aye - unanimous
- 5/19/24: Banquet Coaches' Gifts: \$300
  - Motion to spend \$300 - Christey Foster

- Second - Lauren Lumpkin
- Aye - unanimous
- 5/27/24: Updates to Membership Agreement
  - Motion to proceed - Christey Foster
  - Second - Lauren Lumpkin
  - Aye - unanimous

Important Dates:

May 19th Banquet at Mermaids in Fayetteville

June 29th&30th offsite Board Meeting per USFS

# June Board Meeting Agenda OFSC

1. Call meeting to order - Lauren Peck 6:02PM
  - Roll Call
    - Lauren Peck
    - Jennifer Cuchia on the call
    - Christey Foster
    - Lauren Lumpkin
    - Chelsea Thomas
    - Kelly Trotter
  - Review Confidential Feedback & Conflicts (closed to members)
    - none
1. Voting topics for this meeting
  - none

## OPEN MEETING UP TO MEMBERS

1. Approve prior meeting minutes
  - Motion to approve Prior Meeting Minutes - Lauren motioned to approve
    - Second - Jennifer
    - Aye - unanimous
4. Reports (updates/recaps of what has transpired since the last meeting)
  - President Report
    - June Board Offsite Meeting Agenda nearly finalized
    - Reminder to Board members to pay Christey \$45 for annual meeting
  - Treasurer Report
    - Beginning balance: \$57,565.68
    - Income: \$4,195.77
    - Expenses: \$27,452.05 (pigtail expense \$12,604)
    - Ending balance: \$34,309.40
  - Membership Report
    - Renewal 6/15/24
    - 34 skating
    - 13 non-skating
    - 47 total
    - 29 voting members
    - Renewal 6/15/24
  - Communications Report
    - Consider a Monthly Focus in 2024 - choosing a theme every month and building a block of content related to that specific topic and giving skaters tasks/missions/goals. July is Welcome Month (could share out membership details/benefits), August is back to school (tips on balancing school and sports).

We could have a club-led goal or objective for the month for skaters to participate in

- Background checks run on the membership year, need to do it every June.
  - Action for Board members: check your USFS profile to ensure your compliance is good. Keep the date your SkateSafe has to renew (based on date of completion)
- Events Report - no Events Director
  - 6/29-6/30 is Board offsite
- SkateSafe Report
  - None, check your USFS profile to ensure compliance is current
- Active Committee Reports
  - Christmas Committee Meeting 6/17/24
    - Budget approval (deferred to June offsite)

5. Open Discussion - Members submit proposals/questions/topics at least two days in advance to discuss during this portion of the meeting.

- none

6. New Business

- Service Project
  - Samaritan Community Center has 3 large groups coming June-July so no longer need us to pack backs
    - Ask: Back to School collection late July
    - Partner with hockey teams? Lauren to talk to Summer
- Year Beginning Meeting - Sunday 7/7/24 at Jones Center
  - Motion to reserve Room 260 - Lauren Peck
    - Second - Christey
    - Aye - unanimous
  - Topics for YBM: discuss Annual Calendar created at offsite, back to school drive / service project
  - Offer a light lunch and treats
- Testing Update - Jennifer working on a summer test date
  - Can Coaches judge tests or apply to be a judge? Jennifer can discuss with Rachel
  - Could be a great opportunity for our rink in the near future
  - Lauren to discuss a test session with Robin late summer - Friday 8/9/24?
- Reminder to digitally sign Board Member agreements
- Patrick O'Neil seminar 8/5/24 - 8/7/24 (seminar Sunday afternoon 8/4/24? Jennifer to check)
  - Discuss details in our Annual meeting
- Trailer Moving Day - Candace Mettenburg's spouse Doug working on the trailer, clean out Christmas decorations
  - Friday 6/21 and Sat 6/22 - get on facebook, IG, Remind for volunteers
  - Worth double volunteer hours, age 16+
  - Needed: trucks, trailers, hand trucks, tie-downs
  - Change gate code for storage unit (currently 001997)

- Donations: 2 coolers (JC and storage unit), electrolyte drink mixes
- Motion to spend \$200 on moving supplies - Lauren Peck
  - Second - Chelsea T.
  - Aye - unanimous
- Storage unit
  - Motion to approve expenses for Storage unit - Lauren Peck
  - Second - Lauren Lumpkin
  - Aye - unanimous
- Applying for the Aspire Program
  - Lauren to ask Robin if Jones Center would be interested in applying for the Aspire Program (weekend camp, one day camp, etc.)
- Coach Ashley membership should be collegiate -
  - Motion to update Coach Ashley's membership to collegiate - Lauren Peck
  - Second - Lauren Lumpkin
  - Aye - unanimous

#### 7. Final Comments & Adjournment of Meeting

- Lauren Peck adjourned meeting at 6:59PM

#### Electronic voting:

- 6/19/24: Year Beginning Meeting event
  - Motion to have event on 7/7/24 with a budget of \$450 for food, ice time, and room 260 - Lauren Peck
  - Second - Kelly Trotter
  - Aye - unanimous
- 6/20/24: U-Haul for Trailer Moving Day
  - Motion to spend \$200 to rent a U-Haul + mileage (\$55.95 + \$1.19/mile)
  - Second - Christey
  - Aye - unanimous

#### Important Dates:

June 29th&30th offsite Board Meeting per USFS

## OFSC Board Meeting Minutes

Date: 03.11.2024 6:00pm

Attendance: Lauren Peck, Chelsea Thomas, Rachel Eickenberry, Lauren Ryan, Deborah Keazer, Courtney Bogle, Natalya Ward, Chelsea Mendenhall, Jennifer Cuchia, Kelly Trotter. Absent were Christey Foster and Deziree Paris.

### **I. Meeting was called to order at 6:05 pm by Lauren Peck**

### **II. Approve Prior Meeting Minutes**

Lauren Peck motioned to approve February meeting Minutes. Jennifer Cuchia seconded. The Minutes were approved unanimously.

### **III. Voting**

#### **a) Membership Director**

We have 2 candidates – Deborah Keazer and Lauren Ryan

Deborah Keazer and Lauren Ryan addressed to the board why they would make a great membership director and their experience that qualifies them for this role.

- Lauren Lumpkin is new elected membership chair elected by majority vote 3x2

#### **b) Policies and procedures**

- The board agreed that no voting will be conducted at this meeting. We will revisit Policies and Procedures voting in April meeting when everyone had a chance to review the document. Board members to review the proposed policies and make comments prior to our April meeting and provide comment, concerns and suggestions.

#### **c) Equipment Plans**

Lauren Peck motioned to approve both equipment purchases for the club except the off-ice Harness and Bronson Spinner. Rachel Eickenberry seconded the motion. The equipment purchases were approved unanimously.

#### **d) New Board Member agreement**

Lauren Peck motioned to approve new Board Member agreement. Chelsea Thomas seconded the motion. The new Board Member agreement was approved unanimously.

### **IV. Reports**

#### **1. President Report**

##### **a. Quarterly Meeting**

- i. Was a success
- ii. Ice Etiquette refresher discussed
- iii. iPad was purchased after members feedback during quarterly meeting
- iv. No current interest from parents for town hall meeting



- b. Coaches Business Plans review
  - i. We need to review business plan for equipment and decide on the annual budget and equipment usage

## **2. Treasurer's Report**

### **a. February**

- i. Beginning Balance: \$44,284.44
- ii. Total Income: \$2,195.30 which includes Pigtail Classic competition Entry fees, Membership dues, Interest payment
- iii. Total Expenses: \$2,772.04 which includes remaining Christmas Show expenses, Pigtail competition, virtual test, membership and monthly storage fee
- iv. Ending Balance: \$43,707.70

**GOOD NEWS!** Application for non-profit is submitted. Thank you, Christey Foster and Lauren Peck!

## **3. Membership Report**

- a. 176 total; 111 skating; 65 non-skating
- b. 97 voting

## **4. Communications Report**

- a. Pigtail Page is updated
- b. Facebook page is kept current
- c. Implemented acknowledgements for competitions

## **5. Events Report**

- a. April Test Session – Preliminary dates for the test deadline are April 15<sup>th</sup>  
The deadline to apply is Friday, March 29<sup>th</sup>. The virtual ice filming time is April 1<sup>st</sup> 12:45-2:45
- b. Pigtail Competition  
Registration deadline is Friday, April 12<sup>th</sup>  
Rachel works on sponsorship flyer to be sent out on social media.  
Early registration deadline is March 30<sup>th</sup> at 11:59 pm.  
We will use IJS scoring system.

Jennifer Cuchia suggested to offer parents seminar prior to competition to address the questions and concerns. The proposed date is March 26<sup>th</sup> 6:30-7:00pm. Will be communicated in Pigtail-specific e-mail.

## **6. Skate Safe Report**

N/A

**7. Active Committee Report**

- a. Pigtail committee – no new business
- b. By Laws/Policies and Procedures
  - i. Christey Foster sent proposed policies for review

**V. Open Discussion**

No proposals/questions/topics were submitted my members

**VI. New Business**

- a. Sunday 4:00pm April 28<sup>th</sup> is a proposed time for virtual Town Hall - to confirm at the April meeting
- b. Budget records are available for Treasurer to use (prep to set annual budget for 2024-2025)
- c. Need to discuss which officers are up for elections during the next board meeting in April
- d. Explore the parents' availability to volunteer playing music – suggested by Courtney Bogle

**VII. Meeting adjourned at 7:19 pm by Lauren Peck**

**Important Dates:**

- Wichita Mid-Continent Classic – March 15<sup>th</sup>-17<sup>th</sup> 2024
- Pigtail Classic - May 4<sup>th</sup> – 5<sup>th</sup> 2024

**ADDENDUM #2 to:**

Meeting minutes of the OFSC Board Meeting held on 2/5/2024 at 6:00pm.

On 2/27/2024 OFSC President Lauren Peck made a motion to approve the entire pigtail budget at \$17,800 electronically via Group me. Rachel Eikenberry seconded it.

The votes were casted electronically all in favor. The Pigtail budget was approved unanimously.

Recorded by Natalya S. Ward (Secretary) 2/27/2024

# April Board Meeting Agenda OFSC

1. Call meeting to order
  - a. Roll Call
  - b. Review Confidential Feedback & Conflicts (closed to members)
2. Voting topics for this meeting
  - Policies and Procedures Document
  - Secretary Position

## OPEN MEETING UP TO MEMBERS

2. Approve Prior Meeting Minutes
3. Voting to take place
4. Reports (updates/recaps of what has transpired since the last meeting)
  - a. President Report
  - b. Treasurer Report
  - c. Membership Report
  - d. Communications Report
  - e. Events Report
    1. April Test Session
  - f. SkateSafe Report
  - g. Active Committee Reports
    1. Pigtail Committee
    2. Christmas Committee
5. Open Discussion—Members submit proposals/questions/topics at least two days in advance to discuss during this portion of the meeting.
6. New Business
  1. Voting Procedures for May (Submit interest forms for Officer positions)
  2. Proposal for Banquet in May (25th?)
  3. Board Retreat
  4. Pigtail
7. Final Comments & Adjournment of Meeting

## Important Dates:

May 4th & 5th- Pigtail Classic Competition

## OFSC Special Board Meeting Minutes

Date: 1/24/2024 6:45pm

Attendance: Lauren Peck, Chelsea Thomas, Rachel Eickenberry, Candace Mettenburg, Chelsea Mendenhall, Jennifer Cuchia, Christey Foster, Natalya Ward

- I. **Jennifer Cuchia called a special meeting to order to select a club president at 6:45 pm.**
  - a. The nominees (Rachel Eickenberry and Lauren Peck) gave their introduction and presented why should they be considered for the club President position.
  - b. Lauren Peck received majority 3 votes
  - c. Rachel Eickenberry received 2 votes
  - d. Lauren Peck was elected a new president.

Meeting adjourned at 6:51pm

by Jennifer Cuchia

### **ADDENDUM to:**

Meeting minutes of the OFSC Special Board Meeting held on 1/24/2024 at 6:45pm.

On 1/25/2024 OFSC President Lauren Peck made a motion to nominate Chelsea Thomas to be a new OFSC Club's Communications Director electronically via Group me.

Christey Foster seconded the motion.

The votes were casted electronically all in favor. Chelsea Thomas was elected new Communication Director of OFSC unanimously.

Recorded by Natalya S. Ward (Secretary) 1/25/2024