**GENERAL BOARD OF DIRECTORS MEETING: Atlanta Figure Skating Club**

**Post able October Meeting Minutes: dates 13, 17 and 20, 2020**

(Budget Meeting on October 17 with final discussion on October 20th)

1. President Amy called the 10-13-20 meeting to order at 6:30 pm via zoom conference.

Attendees – Amy Kilhefer, John Herbert, Kim Detwiler, Judith Flari, Todd Pettigrew, Atlee Breland, Kate Gorczyca, Lindsay McDaniel

Absent – Catherine Hackney, Brittany Marshall (Note: This meeting had been originally scheduled for 10-20-20 to accommodate the regional competition schedule, then was called on 10-13-20 by mistake, which is the regular day to meet the 2nd Tuesday of the month.)

2. Secretary’s Report/approve minutes from last meeting: Minutes approved as sent.

3. Treasurer’s report of budget standing: Report was sent out; no questions. Budget meeting scheduled for 10/17/20 to discuss 2020-2021 Budget

4. **Officer and Committee Reports:**

**President’s- Amy Kilheffer**

* Business as usual locally; no issues after one of our coaches tested positive.
* Atlanta Ice House had a “super spreader” junior hockey event which made the news, unfortunately.

**1st Vice President (Communications)- Kim Detwiler**

* Big focus has been on the Championship Series and getting the word out we need volunteers
* Testing dates has been another big focus, notification and posting dates
* Volunteer request is about to go out as well

**2nd Vice President (Social & Events)- Kate**

* Trying to get together pictures of all the competitors. Setting a deadline of this Friday. Kate will start putting pictures into a template for a congratulations message for -who is skating and what level they are skating, to do as a single post. (Reference Nashville FSC as an example of the kind of thing that they did, as an example)
* Tori is doing edge classes for all of October, which is going nicely.
* This week is normal Club Ice; the 23rd is a “Halloween” Club Ice. Kate will organize goody bags for the skaters to take when they leave. Need to organize a sign up for the exhibitions; Kate will email the 12 or 13 skaters on the list to bring music, etc.
* Tea had mentioned needing a competitors’ gift for Championship Series competitors; will discuss this with budget items.

**Membership- Lindsey McDaniel**

* 259 active members currently vs 325 this time a year ago
* Expecting this to rise as testing increases and as people see how the competition goes

**Test Chair-Atlee Breland**

* Atlee sent a report. Sept 25 session was small; 4 skaters. Sr MIF from the club.
* Ended up at -$56; kept ice time short, so only a small loss.
* Have compared our prices with other clubs and we are aligned with other clubs.
* Timing of testing on Fridays is not optimal. Spoke to Herbert and there are some potential early slots on some Saturdays coming up, which might be worth trying. Saturday 11/14 at 6am is a potential slot. There is 11/7 also available, and not as close to the competition; however, Duluth has testing on 11/8 so there’s some conflict there.

**Competition- Tea Junnila**

* Tea emailed a detailed report on the competition status and reported to the Board verbally the current status of the upcoming Qualifier Series.

**Dance - Todd**

* Contacting Lori for updates and details.

**Volunteers - Atlee**

* Volunteer sign up set up in EMS. Just posted on Instagram!
* Volunteer page is up on the AFSC website with all information from Atlee’s email. Planning to update that with more info as a resource for the volunteers so they understand the roles.
* If we can’t get enough airport drive volunteers, we will issue Uber credits as a backup plan.
* Trying to organize into longer shifts to minimize comings/goings and swapping people around all the time. It’s key that people volunteer for the *whole* session, not just half the volunteer time or similar (noted in the email invitation).
* Need to remind members that they still “owe” their 8 hours of service; and this is a good opportunity to get it, especially with fewer opportunities than usual to do so. Georgia FSC club members will be able to volunteer as well, so with limited “ice view” volunteer opportunities (e.g. Ice Ushers), volunteering early will be important.
* Tea asked to purchase temperature checkers for the volunteers; will be getting those.
* We are not requiring background checks for the volunteers since nobody will be in direct contact with the athletes excepting that they will be in open spaces and in public.
* May need to remind volunteers that they must come to the rink on their own; they cannot bring others with them.

**Diversity**

* No report

**Coaches**

* No report

**Athletes**

* No report

5**. New Business**

* Kim was contacted by WM Events. They are not having the Atlantic Station holiday tree lighting and parade this year. Instead they are planning to go ahead and film it and have certain aspects of it filmed, and broadcast it. Wanted to know if we had skaters who would casually skate around and make it look good. Have requested a meeting to get more information for a potential filming date of November 7th.
* Meeting on Saturday to run through next year’s budget.
* Congratulations, Brittany and Alex! 🥂🎉

6. Conclude with wrap up and Adjourn meeting

Our next meeting date is: **Saturday October 17th for special Budget discussion, and then** **Tuesday** **October 20th** (as originally scheduled).

**Special Budget Meeting 10-17-20**

1. President Amy Kilhefer called the meeting to order at 3:00 pm.

Attendees – Amy Kilhefer, John Herbert, Kim Detwiler, Judith Flari, Todd Pettigrew, Atlee Breland, Catherine Hackney, Lindsay McDaniel, Tea Junnila

Absent- Brittany Marshall, Emily, Kate Gorczyca

1. Treasurer Judith Flari conducted the business meeting to create the 2020-2021 budget. *The board was sent a copy of the 2019-2020 financials and budget. Each chair or committee needed to evaluate the figures and be ready to discuss any changes needed for this year.*

* Administration budget needs: to budget insurance needs we have to have an itemized list of our equipment and inventory everything. John will take care of this itemization, Judith and Tea will check the storage unit as well. Once this is done then an accurate figure for insurance can be budgeted. All other administration line items were adjusted or remained the same for this year’s budget.
* Membership (Lindsay) budget needs: it was difficult to estimate the income for this year’s budget. Due to COVID-19 and skating restrictions, we estimate that membership will be reduced by about 65%. All other line items were adjusted or remained the same for this year’s budget.
* Testing (Atlee) budget needs: All line items were adjusted or remained the same for this year’s budget.
* Competitions (Tea) budget needs: due to COVID-19 and in order to make the Magnolia Open manageable the events might need to be changed, i.e. remove basic skills level events. All other line items were adjusted or remained the same for this year’s budget.
* To conclude, Judith will make all remaining updates and send this out for the boards review to be approved at the next meeting.

1. The meeting was suspended until we convene on Tuesday, October 20th, 2020.

**Meeting Minutes continued October 20, 2020**

1. President Amy called the meeting to order at 6:33 pm via zoom conference.

Attendees – Amy Kilhefer, John Herbert, Kim Detwiler, Judith Flari, Todd Pettigrew, Atlee Breland, Catherine Hackney, Brittany Marshall, Lindsay McDaniel, Emily

Absent – Kate Gorczyca

1. Secretary’s Report/approve minutes from September meeting: approved at the 10-13 meeting

Kim Detwiler, communications chair will be posting minutes to the club webpage going forward.

3. Treasurer’s report continues below from the 10-17 meeting on the 2020/2021 budget

**Officer’s and Committee Reports:**

President’s- Amy Kilheffer *continued discussions* from 10-17 budget meeting as well as the other October 13th business meeting.

**Treasure’s Report:** (Treasurer Judith reported)

* Budget Adjustments were made by Judith to complete all the categories and sent to board members via email for analysis and approval.
* We added Ice Show and kept it the same as last year’s budget. We discussed options if COVID-19 is still a problem and agreed to revisit this in December.
* This year’s budget reflects an overall loss of $42,806 which is due in part to two major issues. The COVID-19 cancellation of the Atlanta Open and the purchase of new equipment in the fall. This new investment in accounting equipment is vital to our club skater’s needs going forward in order to host elite skating competitions.

**Competition Update**:

* Everyone on the board is needed to help set up for the competition on Sunday Nov. 15th around 4:00 pm.
* We will send one more email to ask for volunteers and this will be sent asap.
* All board members are currently Safe Sport Certified.
* All medical personnel will need to be certified for the competition.
* Contracts are all signed and payments are all current.
* Changed the club skater’s exhibition date from November 13 to November 6th, Lindsay will play music and the gifts for skaters need to be ready.

**Club Awards (2019-2020) update:** (President Amy reported)

* Our skater awards are still not delivered for 2019-2020 season. In the September meeting we agree to mail these awards and officially *cancelled* the spring banquet. We can no longer host this safely and too much time has passed since postponing.
* The decision was made to create short video clips to post on our social media accounts explaining the award, who won and why. These will be created by Amy Kilhefer, and will be posted daily until the competition on 11-17-20. We have 15 awards that need to be presented via video clip and then these will be mailed.

**Requests for Skaters:**

* Annual holiday presentations at the Avalon and Atlantic Station have requested skaters. Atlantic Station has officially cancelled their ‘in person’ parade and Tree Lighting. However, they would like to post a 30 second video presentation which will be aired on 11Alive. They requested we provide 3-6 skaters to perform tricks that could be edited into this show. They have agreed to make a donation to our skating club as compensation. Filming date for their show is November 7th. It was agreed to email members by 10-21, requesting volunteers and randomly draw names for this shoot.
* Avalon is dividing their show into “12 Days” and requested skaters for November 22nd and November 29th. Kim still needs more details on what is requested but a similar random draw was recommended by the board. Avalon needs solo skaters with short programs. No rehearsal will be provided and no group programs.

**Masks on the Ice:**

* Amy moved and Catherine seconded, all approved that every skater during club ice must wear a mask to skate.
* Atlee suggested a possible fundraiser to create our own club masks and she will look into the feasibility of this idea.

**Test Committee:**

* Next test date is November 7th.
* Atlee will survey coaches with questions concerning testers.

**Amy moved to adjourn the meeting, John second, meeting concluded at 7:55 pm.**

**Next Board meeting is November 10th 6:30pm via zoom.**