

## **Windy City Board Meeting**

August 4th, 2019, 11:30 AM - 1:30 PM.

In attendance:

- Karen Goedert
- Bev Thurber
- Becky Walker
- Zoi Doehrer
- Laurie Towne
- Carol Lombardi
- Valerie McKinney

### **Safesport update - Bev Thurber**

- don't be alone with minors
- save all emails from minors for 3 years, and CC another adult
- don't be friends with minors on your personal Facebook

The safe sport chair and the test chair must be compliant; other board members don't need to be unless they are a judge or coach. However, we need a total of three board members who have completed this training.

Test sessions: volunteers who are checking people in do not need to be compliant as this all occurs in a public place. You only need to be compliant if you are supervising the locker room.

We must publish and post locker room policy. We can use the sample policy from USFS. Zoi will add this to the SafeSport page on our website. Must also be posted at test sessions and on locker room door if applicable.

If we take pictures of people at a test session or dance session, they must sign name and likeness consent and agreement form before we post pictures to Facebook or the website.

When coaches teach on dance session or submit a test form, make sure they are compliant! If they are not on the list, double-check with them to make sure they are compliant. If not, they will not be allowed to coach. If they show up anyway, we must report them to USFS. Likewise, if a coach's name appears on a skater's test form, the coach must be compliant.

Who will do this checking? Bev will send out coach mailing, then check them off the list and they are done for the year. (We only have to do this once a year.)

Karen: we'll need a way where we can all see this. If there's a new coach that comes to the Sunday dance session, I need to see if they're compliant.

Bev: can you get onto the USFS website?

Karen: that won't work at the dance session.

Bev: they'll have to apply in advance or bring their compliance card.

Becky: most of the coaches with the kids here at mcfetridge have to have this on file already.

Bev: maybe not, because we are an ISI rink. Jenny might not have this.

Becky: I'd be surprised if they didn't have something to cover themselves.

Carol: ISI requires background checking at least.

Becky: mcfetridge must have some policy in place because they do so much with kids and it's a park district!

Bev: is is the USFS's policy? or something else? You cannot use a different background check, it MUST be through Safesport.

Valerie: mcfetridge has their own liability form for synchro.

Bev: just thinking of a way to check the coaches. When they send in their coaches form, check in the USFS website and check them off if they're compliant.

Carol: just ask for them to submit their safe sport compliance along with the coaches' letter.

Bev: okay, let's do that. I'll just add that to the letter.

We determined that the membership chair also needs to be compliant, but since Laurie is leaving in two months, she is not planning to do the background check. Even though she does not meet with people face to face, the membership chair is still required to be compliant.

Valerie: on our membership form, there isn't a LTS option.

Laurie: only jenny gives out LTS form. No one in the public needs this, just the synchro team.

Valerie: I have kids who want to register for a test but only have LTS membership, but they need full membership.

We determined that any skater with a grievance regarding a SafeSport issue like sexual harassment or other inappropriate conduct should contact Bev. Her contact info is listed on the website so skaters will know who to contact. Bev will inform them how to file a complaint.

### **Coach's letter status - Bev Thurber**

Coaches must submit their SafeSport compliance before getting on the ice in September.

We clarified for Valerie that the coach's letter is just for Windy City sessions - ice dance and testing - not for general McFetridge package ice.

We discussed attaching the page from the fall mailing that lists ice dance sessions and test dates / payment info for the coaches' convenience. This is the first time we're doing a coach letter.

Coaches will send back their signed form and proof of SafeSport compliance to Bev. She will make a list of the compliant coaches and give this to Karen and anyone else working the Sunday night dance sessions for easy reference.

### **Bylaws revision status - Karen Goedert**

Max Moses is currently working on updating the bylaws and should be done any day now.

Karen would like to upload the revised bylaws to the USFS website - they want us to upload it, and if there's a dispute, that's what they'll use to settle it.

### **Fall mailing status**

On the table: deciding the updated fees for Sunday night dance sessions - contract price, punch card price, and walk-on price. We eliminated the 45-min session for juniors and made it a 60-min session. Skaters can get on the ice at 7:15 (to 8:15) or at 7:45 (to 8:45). This makes it easier to keep track of who needs to get off the ice. Students may be required to skate a whole hour for their synchro teams, and may have been trying to stay on the ice for 60 mins instead of 45 mins in the past, so this change will benefit everyone. We passed a motion for fees to be raised accordingly, with an emphasis on encouraging skaters to buy the punch card or sign up for the contract ice instead of doing a walk-on with cash.

### **Contract:**

Seniors: \$629.00 for 37 1 ½ hour sessions

Juniors: \$481.00 for 37 1 hour sessions

### **Punch card:**

Seniors: \$180.00 for 10 1 ½ hour sessions

Juniors: \$140.00 for 10 1 hour sessions

### **Walk-on:**

Seniors: \$20.00 for 1 ½ hour session, no limit

Juniors: \$16.00 for 1 hour session, no limit

Becky pointed out that we lost \$6200 on the ice contract last year. This was largely made up through test fees and membership fees. However, we agreed that the prices can't go up too high or else the cost becomes prohibitive for skaters - we are already more expensive than McFetridge package ice. We determined that only two skaters signed up for the contract ice last year; both of them were kids.

### **Finding new membership chair**

Karen told us Max Moses would consider taking on this role, but nothing is confirmed. Laurie has been in contact with Meg Ainley and Marianne Grisdale.

Valerie voiced an interest in switching to EntryEeze, noting that membership could be controlled through this. Laurie expressed concerns regarding adding a middle man that charges for every member that joins.

Laurie revealed that Meg Ainley has offered to help up and that we should take her up on this. Laurie will be in contact with her regarding taking over the role of membership chair.

### **Website**

We still need an About Us page - Chuck had advised against this in the past, but perhaps we can figure out what his concerns were and see how we can safely move forward with a history / about us page. Anyone with old pictures or historical information can send this to Zoi. On a historical note, our 50th anniversary is coming up - let's celebrate that!

SafeSport page will be further updated with the locker room policy and clear contact information.

Carol continues to manage Facebook page while Zoi continues to do the website. The website is now fully up-to-date with test dates, Sunday night ice dance, board member list, contact, etc.

## **Test sessions**

### **1. Hospitality**

Valerie suggested that instead of providing meals for judges, we give them a gift card - judges often don't have time to eat while testing and would rather order something later. Other clubs give out gift cards, too. Valerie will still supply hot water, tea, coffee, and maybe pastries. Bev suggested following the USFS rulebook's guidelines for how much money to put on the judges' gift cards. Becky will request an additional club locker where a teapot, cups, sugar, etc. can be stored.

### **2. Special tests**

Valerie: Coaches have been asking for special sessions for pre-prelim or prelim tests. I've emailed some coaches to let them know that they can do special test sessions but they need to pre-register with me. If they do the test without registering with me, then all the kids end up being ineligible because they only have a LTS membership, they MUST be full members. I have to PRE-APPROVE all skaters before special test sessions. An issue came up - we need formal rules for test sessions during normal package ice. ice dance is not allowed on FS sessions. Eve teaches ice dance - it's only preliminary now. On the last class, she'll test her skaters. Eve can open this time up to other coaches as long as they've all been pre-approved with me to test. Some coaches tried to test during club ice time, and it turns out we don't really have a policy about that. McFetridge package ice allows moves and FS tests, but not ice dance. Can we allow the first 10-15 mins once a month for special tests on our ice dance session? It would only be one judge, not three judges. It's for kids who primarily are in the pre-bronze/bronze level and can't take that class (with Eve) anymore. those tests are kind of simple. If we did it once a month, it could be a feeder to get the kids to skate on our club ice time. It's a way to generate money during club ice time.

Laurie: if it would interfere with coaches teaching their students, that wouldn't fly.

Carol: We need a policy. Eve can't do whatever she wants, nor can Jeremy. There must be a policy. Talk to Valerie. Set the date. etc. No exceptions for anybody.

Valerie: what if the coach wants to test their student during their lesson time?

Laurie: would they shut down the ice for each test? that would be very disruptive.

Valerie: maybe the other people can skate around them?

Carol: if we have 45 kids out there, not looking out, and 8 coaches, I don't know how we could do a test at the same time. as a judge, I'd be watching and i get it that 15 people got in your way, but how do I judge this through an obstacle course?

Karen: it only works on a quiet session.

Valerie: what about doing it after a test session? Sundays following a test session?

Carol: we need a number. how many tests? how many kids?

Valerie: maybe we don't do it all, I don't know.

Karen: has anyone asked to do this on the sunday nights?

Carol: they've done it before but haven't requested it in advance.

Valerie: last sunday someone did it. there's package ice after club ice. I just assumed they were doing it on our club ice, not package ice. Now Eve thought she could do it too, then. It's rare. on an as-need basis maybe? our next test session isn't until November. special permission? maybe only for our own coaches?

Karen: that makes sense. would have to be on a need-be basis. someone like me would have to approve it.

Bev: if you're planning a special test session, talk to Valerie in advance to get approval.

Valerie: tell them there's a new test session policy posted on website. I just have to update the policy for the website.

Bev: let's add some of this to the coach letter.

Karen: can you send the updated policy to the group?

Valerie: yes.

### 3. EntryEeze

Valerie: EntryEeze... to Laurie's point, you can't just do EntryEeze for test session. You must use it as member management tool, which includes testing. It's \$1 per member, per year. 50 cents per test. \$50 setup fee. they send us a template. I want to switch to it because when you set up a test session, you click the registered people and there's a module. I set parameter for test session and it automatically closes when the session is full. It pre-searches that member and won't let you register if you haven't paid your account or aren't in good standing. no one personally needs to check their account. Everything is done online, no paperwork for us at all. Access can be given to any board member if needed. Waivers can be linked right in there, plus out of club forms. Email verification goes to the coach, membership chair, and test chair. This checklist is very appealing to me. All information is on one site for all board members. It's all there. EntryEeze woman always called me back immediately, very responsive. They give us an online tutorial too. The only exception would be special test sessions. The headache of registering for a test session would be all gone with this. Very pleased with the options and support that they offer us. Plenty of time before October 1st to open it up to testers and decide if we want to use it.

Carol: would we roll these charges into the test fees?

Valerie: yep, convenience fee can be added to the total so we're not paying for this, the skater pays.

Carol: have you talked to other clubs that use it?

Valerie: yes, someone said they liked it except they couldn't issue the refund. This is incorrect, you CAN do refunds or credit it to future tests, I confirmed this.

Laurie: what about an estimate for a one-year cost?

Valerie: we're gonna add convenience fees to cover this.

Bev: we can't recoup the money of people who've already signed up for membership this year, we'd have to pay \$1 for each one of them.

Valerie: we'd split it out, test fee PLUS convenience fee so the skaters know that the test fee hasn't gone up, it's just a convenience fee. We just have to make sure that the convenience fee covers the credit card charges.

Karen: I think people would like it.

Valerie: yes, it is. You don't have to predetermine the slots, I'd just manage it every day to check when it's full.

Carol: and when you go to sign up for a test, you'd know for sure if it was full or not. You wouldn't know that if you did a paper form.

Valerie: I can turn on and off the out-of-club too.

Paul: if a test session is cancelled, what happens?

Valerie: they get their money back manually, but not the convenience fee, I think. We don't get charged a fee. People are used to this. It's already been processed. From the treasurer's side, they can access all of this, too. How much did we generate on test fees? Which tests were they? etc.

Valerie: now I just I want to find out if I can try it out before we spend \$50. Like a demo/trial. Before we commit, I want to know that it works for us. I'm jumping on it now because we have until October.

Karen: I'd propose we have a meeting just about this to discuss the costs.

Valerie: we'd eat the cost on current members, but going forward we just add the convenience fee. Maybe I can handle membership too, if it's all in one place. I don't have to answer questions as much because members have access to their own portal.

Carol: if I go to sign up for a test and I'm not in good standing or only have LTS, I can't sign up.

Valerie: correct. There will be a note that explains why you can't sign up. Can we upgrade membership from LTS maybe?

Carol: this will reduce drama.

Laurie: it's prorated if you upgrade from LTS to full membership. We take \$30 from every member roughly (before sending the rest of the money to USFS).

Karen: can you outline the costs for us for the next meeting?

Valerie: I'll email you guys when I have a handle on it and schedule a meeting.