

**LSA Board of Directors, August Meeting Minutes**  
**Sunday, August 25, 2019**

**Called to order** by LSA President, Hilary Pohn at 6:10pm. The meeting was held at Sojourn Community Church on Rudy Lane. Meeting minutes were taken by LSA board member and Secretary, Terry Giltner.

**Attendance:** Janet Goodman, Terry Giltner, Hilary Pohn, Stephanie Peters, John Hofmann, Bethanie Opell, Jennifer Battat, Kristin Kephart, Lauren Irving, Joanna Mackens, and Sheri Carey (Governance Chair, advisor to the board)

**Absent:** Kirsten Grassman, Petra Uchida (proxy held by Kristin Kephart), Becca Hatch-Purnell (Skating Director, advisory position).

**Consent Agenda** reports including the July Meeting Minutes, Governance Report, Secretary's Report, President's Report, V.P. Report, and Skating Director's Report were sent to board members by Terry Giltner prior to the meeting for their review. Motion to accept consent agenda made by Stephanie Peters and seconded by Jennifer Battat. Vote to accept Consent Agenda Reports was unanimously approved.

**Treasurer's Report:** Treasurer, Lauren Irving, reviewed the month's financial report. Lauren reported that the tax forms were signed and will be filed within the week. Lauren also reported that she is looking at interest rates to determine if and when it might be a good idea to do some short term investing with funds in our checking account. She will update as necessary.

**Other reports:** Membership Chair, Kristin Kephart, reported that as of today, the Club has 227 members.

**New Business**

- **Test Session Review**

Test Chair, Jennifer Battat reported that there were 71 tests take at yesterday's test session. 54 of those tests were LSA skaters. There were skaters from five other clubs who participated in the test session.

- **New Coach**

In the Skating Director's absence, Terry presented information about a new coach, Katherine Thacker. Katherine has passed her senior moves in the field and senior dance level. She competed as both a collegiate individual and was captain of the synchro team at Liberty. She is currently helping with the synchro teams. Motion to approve Katherine Thacker as a coach and independent contractor with LSA was made by Jennifer Battat and seconded by Bethanie Opell. Vote to approve Katherine Thacker was unanimous.

- **Skating Director**

Governance Chair, Sheri Carey, along with the Executive Committee announced Skating Director, Becca Hatch-Purnell's intention to retire as Skating Director at the end of this fiscal year (March 31, 2020). The EC has been reviewing all that Becca does for the club and figuring out how those duties should be assigned. Many of them will stay with the Skating Director position, some will return to the Board, and other responsibilities can be taken care of by a volunteer. By mid-September a job description will be complete. A motion to purchase an ad through PSA magazine announcing the Skating Director position was made by Terry Giltner and seconded by Joanna Mackens. The vote to approve the purchase of an ad was unanimous.

- **P.O. Box**

The Club's business address is Becca's home address. As a result of Becca's impending retirement, the LSA President, Hilary Pohn, offered to look into the cost of renting a P.O. box. Motion to allow Hilary to investigate the cost of renting a P.O. box was made by John Hofmann and seconded by Stephanie Peters. The vote was unanimously in favor if Hilary finding out the cost to rent a P.O. box.

- **Junior Instructor Category**  
On behalf of the Skating Director, Becca, the Executive Committee asked for the Junior Instructor Category to be adjusted to line up with US Figure Skating's aligns with ages for other compliance requirements and membership categories in general. Motion to change LSA's category of a Junior Instructure to a skater who meets the Club's requirements and is under the age of 18 was made by Kristin Kephart and seconded by Jennifer Battat. The vote to change the age of Junior Instructors to skaters under the age of 18 was unanimously accepted.
- **Nominating Committee Volunteers**  
procedure and election process in anticipation of beginning the nominating process next month. Joanna Mackens is the first board member to agree to serve on the Nominating Committee.
- **Late Fall Contract**  
Contract Chair, John Hofmann, has completed the late fall contract and submitted it for review and edit. Once it is finalized it will be posted on the website in anticipation of the late fall contract registration date of September 12. Petra is working on the grid and Stephanie is working on the on-line registration updates.
- **Volunteers**  
The board discussed at length how to recruit volunteers for many of the volunteer positions the club needs filled. Sheri presented the "job description" for a new volunteer committee that focuses on equipment and property issues. This new committee takes over responsibilities that fell to the Skating Director as there was no one else to do them. Terry, Joanna, Stephanie, and Sheri will review all the volunteer needs of the club and create "job descriptions" so people can better understand what the club needs and their responsibility in a particular volunteer position.
- **Sponsorship**  
Hilary reviewed that the sponsorship brochure is being updated and encouraged board members to start asking for sponsorships from businesses and organizations they may be familiar with.
- **Communications app**  
Stephanie invited the EC to her "class" on the Remind App so they could begin testing its usefulness as a communication tool to the board. Once some of the bugs are worked out then the full board will be invited to use the app and then we will test the app's usefulness as a communication tool to the membership of the club.

**Adjourn:** Motion to adjourn at 7:55 pm made by Kristin Kephart and seconded by Bethanie Opell.

**EC Meeting:** Friday, September 13th, 8am

**Next meeting:** Sunday, September 15th, 6-8pm

Respectfully submitted by, Terry Giltner, LSA Board Secretary