WILLISTON FIGURE SKATING CLUB (WFSC)
Regular Meeting Minutes of the Board of Directors

Date: June 25, 2026
Time: 7:00 PM
Location: Virtual
Facilitator: Maria Carrier
Note Taker: Alex Von Wald
Board Members Present: Maria Carrier, Leah Nelson, Amber Holsapple, Alex Von Wald, Cherylee Aldrete, Chelsey Crozier, Thomas Hurley

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1. CALL TO ORDER

- Roll Call
- Confirmation of Quorum
- **Roll Call and Meeting Opening**: Maria initiated the meeting and requested that Alexandria conduct a roll call, which was completed with all present members accounted for (00:17:44).

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2. RATIFICATION OF ACTION WITHOUT A MEETING (JUNE 18, 2026) ☐ DECISION

Pursuant to the WFSC Bylaws and applicable North Dakota nonprofit corporation law, the Board shall review and ratify the actions approved by unanimous written consent on June 18, 2026.

Actions Approved:

- WFSC MEM-001 Member Policy Handbook
- WFSC COACH-002 Coach Contract
- WFSC COACH-003 Coach Handbook

Motion:

To ratify and confirm the actions approved by the Board of Directors without a meeting on June 18, 2026, including adoption of the WFSC Member Policy Handbook, Coach Contract, and Coach Handbook, and to enter such actions into the permanent records of the Club.

Motion: _________Amber Holsapple_____________________

Second: ____________Leah Nelson__________________

x Approved ☐ Denied ☐ Tabled

- **Ratification of Policies**: Maria clarified that several policies were approved by unanimous written consent on June 18th without a meeting. The board formally ratified these policies to establish them as permanent records (00:18:56).

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3. COMMITTEE CHAIR APPOINTMENTS ☐ DECISION

Potential Chairs: USFS Chairs Individual person

- Membership Chair: ________Leah Nelson______________
- Test / Competition Chair: ______________Cherylee + Alex with help from Kaycee __
- Apparel Coordinator: ________Thomas Hurley + Chelsey Crozier + Kaycee____________
- Website Coordinator: ________Amber Holsapple_____________
- Scheduler: Maria Carrier

Motion:
To appoint the Committee Chairs listed above for the 2026–2027 season.

Motion: _________Leah Nelson__________________________

Second: ___________________________Amber Holsapple_______

• Vote: x Approved ☐ Denied ☐ Tabled

- **Committee Chair Appointments Strategy**: Maria discussed the necessity of separating USFS chair roles to avoid conflicts, noting that individuals should not hold multiple positions. The board evaluated the Test and Competition chair position, discussing the need for knowledgeable leadership and potential mentorship (00:20:14).
- **Test and Competition Chair**: The group discussed the responsibilities of the Test and Competition chair, which include managing skater tests, registering for competitions, and seeking new events. To distribute the workload, Cherylee, Alexandria, Casey, and Emerald agreed to share duties, with Kaycee providing oversight (00:23:04) (00:26:44).
- **Membership Chair**: Maria explained the complications of managing "Members Only" and Aspire memberships, noting the technical process of updating email addresses and passwords. Leah volunteered for the Membership Chair position, with Maria offering to provide necessary training (00:27:28).
- **Apparel Coordinator**: KayCee announced plans to visit Shirt Works to discuss logo embroidery and sponsorship opportunities. The board appointed Thomas, KayCee, and Chelsea to the apparel coordinator role, granting them full authority to select brands, styles, and colors without needing additional board approval (00:29:26) (00:31:46).
- **Website Coordinator**: Amber agreed to serve as the Website Coordinator. The position involves monitoring registrations, resolving payment issues, and managing website content, including member birthdays and announcements (00:32:37).

- **Communications and Social Media**: Cherylee was confirmed as Communications Chair. The board agreed that Cherylee and Amber would coordinate on communications. Alexandria offered to manage the marketing aspect of social media, including Facebook post designs, while Cherylee will handle inbox inquiries and messages (00:35:12).
- **Volunteer Coordinator**: Chelsea accepted the role of Volunteer Coordinator. The responsibilities include recruiting volunteers, creating signups, and tracking hours. Maria recommended that Chelsea coordinate with Melissa to learn the Crossbar system for efficient volunteer management (00:37:54).
- **Ratification of Committee Chairs**: Alexandria summarized the appointed committee chairs: Leah (Membership), Cherylee (Safe Sport/Communications), Test/Competition (Cherylee/Alexandria/Kaycee/Emerald), Apparel (Thomas/Casey/Chelsea), Website (Amber), Scheduler (Maria), and Volunteer Coordinator (Chelsea). The board voted and unanimously ratified these appointments for the 2026-2027 season (00:42:27).

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4. 2026–2027 SEASON SCHEDULE CHANGES ☐ DECISION

Review proposed schedule adjustments for the 2026–2027 season.

Proposed Change:

• Homeschool Physical Education sessions to begin at 2:15 PM on Monday, Tuesday, and Thursday.

Motion:

To approve the proposed 2026–2027 season schedule changes, including adjustment of Homeschool Physical Education sessions to begin at 2:15 PM on Monday, Tuesday, and Thursday, effective immediately.

Motion: ________________________________

Second: ________________________________

• Vote: ☐ Approved ☐ Denied XTabled

- **Season Schedule Changes**: Maria and KayCee addressed potential schedule adjustments due to new requirements from school programs and conflicting ice times. The board decided to table the schedule discussion until Maria receives further information regarding ice allotment from Greg (00:44:49).

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5. COACHING PROGRAM / HIRING A NEW COACH ☐ DECISION

Review coaching program needs and staffing opportunities.

Candidate:

• Angelyn Sondergregger

Additional Discussion:

• Junior Coach Program Development

Motion:

To approve the engagement of Angelyn Sondergregger as a WFSC Coach under terms and conditions approved by the Board and consistent with WFSC coaching policies, agreements, and SafeSport requirements.

Motion: __________Leah Nelson_______________________

Second: __________Alexandria Von Wald _______________________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Coaching Engagement**: The board unanimously approved the hiring of Angeline Sandreger as a coach. The club will cover $550 for training costs, with the stipulation that Sandreger must coach for the whole season. Repayment of the training cost will be managed through a reduced coaching rate until paid in full. (00:50:40).
- **Junior Coach Program**: Maria initiated a discussion regarding the junior coach program, suggesting Kinsley as a potential candidate based on an 11-year-old minimum age requirement. Alexandria was tasked with handling the junior coach contracts (00:53:51).

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6. REGIONAL COLLABORATION WITH WATFORD CITY FSC ☐ DECISION

Motion:

To authorize Maria Carrier to attend the next Watford City Figure Skating Club Board Meeting as a representative of WFSC and to explore opportunities for collaboration, shared programming, competitions, educational opportunities, and other mutually beneficial initiatives between the clubs.

Motion: _______Alexandria Von Wald__________________________

Second: _______Leah Nelson ___________________________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Watford City Collaboration**: Maria updated the board on potential collaboration with Watford City, expressing concerns regarding resources and potential impacts on the club's sanctioned status. The board approved Maria to attend a Watford City board meeting to investigate the situation further before making any commitments (00:56:01).

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7. MEMBER APPRECIATION NIGHT – JULY 17, 2026 ☐ DECISION

Motion:

To approve the Member Appreciation Night event scheduled for July 17, 2026 at 7:00 PM and authorize event promotion, member communications, volunteer recruitment, Signup Genius development, and related planning activities.

Motion: ___________Alexandria Von Wald___________________

Second: ______Cherylee Aldrete________________________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Member Appreciation Night**: The board approved a Member Appreciation Night for July 17th, with a budget of $300. Leah and Chelsea will manage signups, and Alexandria will handle event promotion (00:59:35).

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8. HARNESS PROJECT UPDATE ☐ DECISION

Motion:

To authorize payment of the first installment for the WFSC skating harness project in accordance with previously approved project plans, available club funds, and any executed agreements related to the project.

Motion: ______________________________

Second: ______________________________

• Vote: ☐ Approved ☐ Denied XTabled

- **Harness Installation**: Maria reported on the equipment needs for the harness installation, identifying a requirement for 28 feet of cable and 200 feet of rope. KayCee agreed to review the site measurements and installation plan once local events are concluded (01:02:50).

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9. SUMMER CAMP PROMOTION ☐ DECISION

Review marketing and outreach efforts for the 2026 WFSC Summer Camp.

Discussion Items:

- Summer Camp registration status
- Member outreach and communication plan
- Social media promotion strategy
- Community advertising opportunities
- Distribution of promotional materials
- Partnerships with local schools and organizations

Action Items:

- Increase promotion through WFSC social media channels
- Share registration information with current and prospective members
- Identify additional community advertising opportunities
- Monitor registration numbers and participation goals

Motion:
To approve the Summer Camp promotional plan and authorize associated marketing and advertising activities for the 2026 WFSC Summer Camp.

Motion: ______________Leah Nelson________________

Second: _____________________Cherylee Aldrete_________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Summer Camp Promotion**: To address low enrollment numbers, the board agreed to increase promotion of the summer camp through flyers, emails, and social media. Alexandria will explore creating an Instagram account and utilizing Facebook tools to expand reach and target regional clubs (01:07:21).

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10. FUNDRAISING INITIATIVES ☐ DECISION

As WFSC enters its first full operating season, the Board shall consider the establishment of a Fundraising Committee to develop and coordinate fundraising activities that support Club programs and financial sustainability.

Discussion Items:

- Fundraising Committee structure and responsibilities
- Potential fundraising opportunities for 2026–2027
- Volunteer recruitment
- Event planning and coordination
- Fundraising goals and priorities

Motion:
To establish a Fundraising Committee for the 2026–2027 season and authorize the Committee to develop fundraising recommendations and activities for Board review and approval.

Motion: _____________Amber Holsapple_________________

Second: ______________Alexandria Von Wald________________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Fundraising Committees**: Maria Carrier proposed creating formal committees for fundraising, sponsorship, and marketing to increase efficiency, as current efforts were lacking for the summer season. Leah Nelson confirmed they are ready to serve as the fundraising chair, and they discussed the need for defining decision-making authority and spending limits without needing board approval (01:14:33).

- **Individual Fundraisers**: Cherylee Aldrete and Alexandria Von Wald presented the "Color My Skate" fundraiser, which involves individual families raising money for specific costs like costumes or skates. The board agreed to send these proposals to all members for approval (01:17:00).
- **Summer Fundraising and Giving Hearts Day**: Maria Carrier emphasized the need for new summer fundraising activities, noting the requirement to attend a mandatory orientation on June 30th to qualify for the Giving Hearts Day matching program (01:17:54). The board also discussed implementing a calendar raffle in August, which would require securing prizes from community sponsors (01:19:05).

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11. SPONSORSHIP DEVELOPMENT ☐ DECISION

The Board shall consider the establishment of a Sponsorship Committee to develop relationships with local businesses and organizations and secure sponsorship support for WFSC programs and activities.

Discussion Items:

- Sponsorship Committee structure and responsibilities
- Sponsorship package development
- Business outreach strategy
- Community partnership opportunities
- Sponsor recognition and benefits

Motion:
To establish a Sponsorship Committee for the 2026–2027 season and authorize the Committee to develop sponsorship opportunities, sponsorship materials, and community partnerships for Board review and approval.
Motion: ______________Leah Nelson__________________

Second: ____________Thomas Hurley____________________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Sponsorships and Promotions**: The board discussed soliciting donations from local businesses, specifically noting a basket donation offer from April Elmquist Hair Studio (01:19:05). Maria Carrier noted the importance of promoting sponsors to maintain these partnerships (01:19:48).
- **Pizza Ranch Fundraiser**: KayCee Hurley and Leah Nelson discussed the potential for a Pizza Ranch fundraiser to help families cover competition costs, noting that Watertown had successfully used this model to support travel and coaching expenses (01:20:45). Leah Nelson agreed to visit the local branch to inquire about an application (01:22:43).
- **Competition Fees**: Maria Carrier and KayCee Hurley discussed the necessity of charging competition fees to parents to cover coaching and travel, noting that in the previous year

these were treated as freebies to attract members, but the club needs to raise more revenue for the upcoming season (01:22:43).

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12. BOARD ORIENTATION AND LEADERSHIP TRAINING ☐ DECISION

As a newly established organization, WFSC shall provide orientation and role-specific training to Directors, Officers, Committee Chairs, Coordinators, and key volunteers to ensure effective governance, operational continuity, and compliance with Club policies and procedures.

Positions Requiring Orientation and Training:

- Secretary
- SafeSport Chair
- Test and Competition Chair
- Volunteer Coordinator
- Apparel Coordinator
- Website Administrator
- Communications Coordinator
- Marketing Chair- establish committee

Sponsorship Chair- establish committee

Discussion Items:

- Board governance responsibilities
- WFSC policies and procedures
- Position-specific duties and expectations
- Knowledge transfer and documentation
- Training timelines and onboarding process
- Succession planning and operational continuity

Board Action Requested:

Current position holders and individuals responsible for each operational area shall provide training, resources, and transition support to newly appointed Directors, Committee Chairs, Coordinators, and volunteers.

Motion:

To adopt a Board Orientation and Leadership Training Program for the 2026–2027 season and direct current position holders to provide training, guidance, documentation, and operational support to newly appointed leaders and volunteers.

Motion: ______________________________

Second: ______________________________

• Vote: ☐ Approved ☐ Denied X Tabled

- **Establishment of Fundraising Committee**: The board voted unanimously to formally establish a fundraising committee for the 2026-27 season and authorized this committee to develop and approve future fundraising recommendations (01:26:21).
- **Sponsorship Development**: Maria Carrier shared their progress on a sponsorship packet and suggested offering platinum sponsors banner placement at the rink as an incentive, acknowledging that the hockey club would charge a $1,000 fee for the banner placement which would need to be accounted for (01:27:43).
- **Sponsorship and Apparel Partnership**: KayCee Hurley suggested pursuing a sponsorship with Shirt Works to cover the costs of competition jackets, which would then be included in the advanced membership package. The board agreed that they would not be opposed to placing sponsor logos on clothing in exchange for these benefits (01:30:19).
- **Sponsorship Committee Formation**: The board voted to establish a sponsorship committee to oversee community partnerships and materials, with Thomas assigned as chair and KayCee Hurley providing assistance (01:32:30).
- **Board Roles and Training**: Maria Carrier outlined the responsibilities for various board positions, including the secretary's role in handling agendas and contracts, and requested that Bonnie, the previous secretary, pass on the documentation binder to the new secretary, Alexandria Von Wald (01:33:51).
- **Apparel Coordination and Logos**: The board discussed updating the club's logo and apparel, deciding to keep the figure skater icon but allowing for varied t-shirt colors, while maintaining the aqua color for competition jackets. Chels Warren, Thomas, and KayCee Hurley were tasked with coordinating apparel (01:35:05).
- **Website and Membership Administration**: Maria Carrier noted that Amber Holsapple would need training on the Crossbar website system, while Leah Nelson was identified as the membership chair responsible for tracking member payments and volunteer hours (01:37:13).
- **Marketing and Communications**: Alexandria Von Wald, the marketing chair, reported a $700 budget for advertising and proposed networking with Jessica Devito regarding business promotion. They also discussed using radio and Facebook ads to promote back-to-school skating programs (01:39:23).
- **Addressing Competitive Programs**: KayCee Hurley noted concerns that a competing entity, Oka, was potentially taking over the learn-to-skate program at the Williston Area Recreation Center (01:41:15). The board discussed strategies to highlight their club's superior coaching credentials and encourage better relationships with the Raymond Center to secure ice time (01:42:04).

- **Marketing Strategy and Testimonials**: The board decided to make their learn-to-skate program advertising more "flashy" to emphasize benefits like the ice show (01:43:14). Cherylee Aldrete proposed using member testimonials on the website to highlight the program's success and gain credibility (01:44:47).
- **Google Reviews and U.S. Figure Skating Communication**: Maria Carrier requested that the team pursue Google reviews from parents, and Chels Warren reported progress on contacting U.S. Figure Skating regarding club business (01:45:36).
- **Documentation and Financial Transfers**: Maria Carrier acknowledged a delay in transferring bank documentation to Amber Holsapple and planned to visit the bank the following day to facilitate this (01:46:25).
- **Training Compliance**: The board checked the status of mandatory training, with Amber Holsapple confirming completion of Safe Sport training and background checks, while others noted they were in the process or needed to schedule time to complete them (01:48:02).
- **Content and Social Media**: The board discussed implementing coach and skater spotlights on social media to increase engagement, with Cherylee Aldrete offering to manage these tasks using free tracking tools (01:49:17).
- **Fundraiser Proposal**: Leah Nelson proposed a "Pie Your Coach" fundraiser, which was met with interest as a way to generate community involvement (01:50:26).

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13. NEW BUSINESS

Discussion Items:

- USFS Member Training Update
- Upcoming events and activities
- Governance and operational matters not otherwise included on the agenda
- Member orientation night and skate/costume swap

Board Action:

Any motions arising from New Business shall be recorded in the meeting minutes and voted upon separately.

Motion: ___________Alexandria Von Wald ______________________

Second: _______Cherylee Aldrete__________________________

• Vote: X Approved ☐ Denied ☐ Tabled

- **Contract Deadline Policy**: Maria Carrier proposed that if coaches did not return the signed contract by the deadline of June 29th, the board would proceed without them (02:02:04). Alexandria Von Wald noted that in contract negotiations, the standard procedure is to return the document with red-lined changes in a timely manner, which had not occurred (02:04:04).

- **Backup Coaching Plans**: KayCee Hurley and Alexandria Von Wald discussed a backup plan for coaching, identifying potential staff including Mark, who could assist with beginner-level hockey programs (02:06:44) (02:08:35). They emphasized that the club had enough skaters and resources to continue effectively regardless. (02:07:34).
- **Junior Coaching Contracts**: The board concluded by noting the need to prepare and finalize contracts for junior coaches and discussed the possibility of helping a new coach, Angeline, pay for training in exchange for a commitment to finish the season with the club and to pay back with a reduced rate for coaching until paid back in full. (02:09:54) (02:11:18).
- **Zamboni Operation and Training**: The participants discuss the need for more Zamboni operators to alleviate the workload, which currently falls primarily on KayCee Hurley (02:12:52) (02:15:03). Chels Warren expresses interest in learning to operate the Zamboni to fulfill volunteer hours for hockey, and Alexandria Von Wald notes that Mark is also interested in training (02:13:41) (02:15:48). KayCee Hurley explains that while the machine's handling requires some adjustment, the operation process is relatively simple, and they express willingness to teach others (02:14:18).
- **Membership Handbook Compliance**: Maria Carrier addresses the upcoming member orientation night and the requirement for parents to read and sign the member handbook (02:15:48).

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14. ADJOURNMENT

Motion to Adjourn

Motion by: ______Alexandria Von Wald _______

Second by: _____Leah Nelson________

Vote: _______All______

Meeting Adjourned at: ___9:32pm__________

Prepared By:

Maria Carrier

President

Williston Figure Skating Club

Board Meeting Agenda – June 25, 2026