WILLISTON FIGURE SKATING CLUB (WFSC)

Meeting Minutes

Date: Sunday, August 30, 2026

Time: 3:00 PM
Location: Virtual
Facilitator: Maria Carrier
Note Taker: Alexandria Von Wald
Board Members Present: Maria Carrier, Leah Nelson, Amber Holsapple, Alexandria Von Wald, Cherylee Aldrete, Chelsey Crozier, Thomas Hurley

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1. CALL TO ORDER

- Roll call and confirmation of quorum
- Meeting called to order at: _____3:07 pm_____

NOTES / DISCUSSION:

Attendance and Roll Call: A quorum was established with Maria Carrier, Leah Nelson, Amber Holsapple, Alexandria Von Wald, Chelsea Aldrete, and Thomas Hurley in attendance

2. APPROVAL OF PRIOR MINUTES ☐ DECISION

- Approve or amend the minutes of the prior regular or special Board meeting.

MOTION:

To approve the prior meeting minutes as presented or amended.

Motion by: _____Leah Nelson_____ Second by: ___Amber Holsapple_____

Vote: X Approved ☐ Denied ☐ Tabled Yes: __X__ No: ____ Abstain: ____

ACTIONS TAKEN / OWNER / DUE DATE:

Approval of Previous Meeting Minutes: The board formally approved the minutes from the previous meeting

3. PRESIDENT'S REPORT ☐ REPORT

- Board, club, facility, and community updates since the prior meeting
- September 13 season-readiness overview, including registrations, ice, staffing, and member communications
- Items requiring Board follow-up, direction, or future action

NOTES / DISCUSSION:

Membership and Registration Update: Maria Carrier reported that there are 94 total members and 82 active skaters. She noted that the Learn to Skate Daytime 1 through 3 and both After School sessions are currently at capacity and closed to new registrations.
Coaching Assignments: The board discussed the roles of junior coaches, including Jackson, Kinsley, and Nora, and reviewed potential additions to the coaching staff, specifically mentioning Whitney Flug, who has six years of high school varsity hockey experience.

Ice Facility Negotiations: Maria Carrier announced an upcoming meeting with the hockey group on September 2nd to negotiate a counter-offer regarding ice time, which may involve giving up a Tuesday slot to reduce club costs.

Radio Advertising Strategy: Alexandria Von Wald will pivot the radio advertising strategy, focusing on promoting the spring show rather than current registrations, as the club's programs are already at capacity.

Communication Regarding Hockey Ice Time: Leah Nelson will contact hockey parents regarding changes to ice time, and Amber Holsapple will handle the necessary refund processes once final details are confirmed.

ACTIONS TAKEN / OWNER / DUE DATE:

Leah Nelson- Notify Hockey Parents: Reach out to hockey parents via phone to inform them about the Tuesday ice schedule changes.

Amber Holsapple -Process Hockey Refunds: Process necessary refunds for hockey parents once confirmation of the ice schedule change is provided.

Leah Nelson- Contact All of Motherhood: Contact All of Motherhood to discuss their schedule and potential future slots.

Alexandria Von Wald- Inquire Radio Advertising: Communicate with Michael Rutder to clarify advertising requirements for upcoming radio airtime.

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4. TREASURER'S REPORT ☐ REPORT / DECISION

- Current cash position and account balances
- Income and expenses since the prior report; outstanding receivables and payables
- Registration payments, payment plans, and past-due balances
- Upcoming obligations and any material budget or cash-flow concerns

NOTES / DISCUSSION:

July Treasurer Report: Amber Holsapple presented the July financial report, showing a beginning balance of $1,430.92, total income of $5,576.03, and expenses of $3,939.82, resulting in an ending balance of $2,998.73. The current balance as of the meeting date is $7,583.28.

Future Financial Obligations: The board noted upcoming obligations including a $5,000 payment to the Williston Basin Skating Club and approximately $2,164 for coach payroll. Additionally, $11,250 is expected from outstanding payment plans by the end of the session.

Approval of Treasurer Report: The board formally moved to accept and file the July treasurer report as presented

ACTIONS TAKEN / OWNER / DUE DATE:

Amber Holsapple- Distribute Treasurer Report: Distribute the treasurer report to the board members via email.

MOTION:

To accept the Treasurer's Report as presented and file it with the meeting records.

Motion by: ___Leah Nelson_____ Second by: _Thomas Hurley_____

Vote: X Approved ☐ Denied ☐ Tabled Yes: _X__ No: ____ Abstain: ____

5. PARENT MEETING REVIEW ☐ DISCUSSION

- What went well and what parents responded to positively
- Questions, concerns, or policy points requiring clarification
- Follow-up communication, handbook changes, or individual outreach needed
- Assignments and deadlines for unresolved parent items

NOTES / DISCUSSION:

Parent Meeting Feedback: Discussion focused on improving audio quality at future parent meetings. The board addressed concerns regarding the tone used to discuss the Williston Basin Skating Club, with members agreeing to maintain a neutral perspective in future interactions with parents.

Volunteer Hour Policies: The board clarified that while total volunteer hour requirements remain consistent, the focus for service is shifting to include ice maintenance training and facility cleaning.

Handbook Updates: Leah Nelson will update the club handbook regarding the gun raffle to clarify that any unreturned raffle tickets will be charged to the responsible member as lost sales.

Competition Planning: The board discussed the need for a dedicated meeting to plan for upcoming competitions, including the potential for a dress swap and the standardization of competition apparel.

Sponsorship Policy Clarification: The board confirmed a policy that for every $100 in sponsorships brought into the club, members will receive three volunteer hours.

ACTIONS TAKEN / OWNER / DUE DATE:

Maria Carrier- Revise Sponsorship Packet: Update the sponsorship packet to include a mandatory field for recording the name of the individual who secured the sponsorship.

6. FUNDRAISING UPDATE / REPORT ☐ REPORT / DISCUSSION

- Review fundraising results to date, current activities, goals, and upcoming opportunities.

- Pheasants Forever banquet needs volunteers: confirm the banquet date, time, location, duties, number of volunteers needed, signup deadline, and club point person.
- Determine whether Pheasants Forever banquet shifts will count toward WFSC volunteer obligations and how many hours each shift will receive.
- Identify additional fundraising follow-up, supplies, publicity, approvals, and assignments.

NOTES / DISCUSSION:

Fundraising Financial Update: Leah Nelson reported a total of $2,616 raised year-to-date from sources including a burger night and Water World shifts. An additional burger night is scheduled for November 13th.

Pheasants Forever Banquet Volunteering: The club has been offered the first opportunity to provide volunteers for the Pheasants Forever banquet on October 2nd, 3rd, and 4th. The board discussed strategies to recruit volunteers for setup and cleanup crews to ensure all spots are filled.

Halloween Goodie Basket Fundraiser: A committee fundraiser involving "boo" baskets is planned for late October, with deliveries scheduled between October 25th and 30th.

Future Winter Events: The board discussed several upcoming events, including a Textathon in November, a potential Spooky Skate on October 30th, and a Winter Carnival in conjunction with the holiday lights parade. Plans for the carnival involve seeking business sponsors to cover the costs of games and activities.

ACTIONS TAKEN / OWNER / DUE DATE:

Leah Nelson & Cherylee Aldrete -Select Raffle Prizes: Decide on incentives for top ticket sellers.

Leah Nelson - Halloween Fundraiser: Present holiday goodie sales plan to the board by September 1.

Leah Nelson - Order Halloween Supplies: Place orders for holiday goods by September 20.

Leah Nelson - Coordinate Spooky Skate: Contact Williston Parks and Recreation Department about event logistics.

Alexandria Von Wald - Collect Decorations: Gather items for the winter carnival display.

7. GUN RAFFLE PLANNING ☐ DISCUSSION / POSSIBLE DECISION

The gun raffle has not yet been fully finalized. The Board should resolve the following questions before tickets are printed or sold:

Questions to Resolve:

- Has the required raffle permit or license been obtained? If not, who will confirm requirements and complete the application, and by what date?
- What firearm or prize will be offered, and has the vendor, cost, transfer process, and responsible party been finalized?
- What will the ticket price, ticket quantity, sales period, drawing date, and drawing location be?
- Who will oversee ticket printing, ticket distribution, sales tracking, cash/check deposits, and unsold-ticket return?
- What legal, age, recordkeeping, winner-notification, and promotional requirements must be met?
- When will the final raffle plan return to the Board for approval?

NOTES / DISCUSSION:

Fundraising Proposal (Gun Raffle) Details: Leah Nelson presented a proposal for a gun raffle featuring a Weatherbe model 30722 Creedmore and a Beretta A300 Ultima 12 gauge combo, valued at approximately $1,600 and $900 respectively. The proposal includes a $2,500 cash alternative for those unable to own firearms, and the goal is to sell 1,000 tickets at $25 each or five for $100. Financial projections indicate potential net income between $17,250 and $22,250 if all 1,000 tickets are sold, depending on the pricing tier used.

Gun Raffle Legal and Logistics: Leah Nelson confirmed that the raffle permit is approved, and all firearms will be handled through Napa as the dealer, ensuring the club is not responsible for background checks or transfers. The raffle is restricted to individuals 18 years of age or older to comply with North Dakota law.

Raffle Drawing Schedule: The raffle drawing is set for November 1st and will be broadcast live via the organization's Facebook page. Nelson Family stated they will oversee the ticket printing and distribution process, which involves setting up a sales table at the rink.

Sales Incentive Discussion: The committee discussed potential prizes to motivate participants to sell the most tickets, with suggestions including Zuka bags, "rink rabbits," or gift cards to local businesses like Duffy's. No final decision was made on the specific prize, and Leah Nelson agreed to discuss it further with the committee to balance needs across hockey and skating programs.

Workload and Scheduling Concerns: Maria Carrier expressed concerns regarding the heavy workload in November, citing overlapping events such as the Textathon, the Winter Carnival, and the Parade of Lights on November 27th. Leah Nelson clarified that the Textathon will not begin until the raffle ends in November, helping to stagger the efforts.

Gun Raffle Authorization: The board voted to authorize the fundraising chair, Leah Nelson, and an assigned board member, Cherylee Aldrete, to finalize the raffle plan, including ticket printing and permit compliance. They set a spending limit of $750 for initial preparation costs, to be funded by the raffle proceeds rather than the club's general bank account.

Leah Nelson & Cherylee Aldrete -Select Raffle Prizes: Decide on incentives for top ticket sellers.

POSSIBLE MOTION:

If the Board is ready to act: To authorize the Fundraising Chair and assigned Board member(s) to confirm all required permits and legal requirements and return a complete gun raffle plan for Board approval before tickets are printed or sold.

Motion by: _____Alexandria Von Wald ____ Second by: __Amber Holsapple_____

Vote: XApproved ☐ Denied ☐ Tabled Yes: __X__ No: ____ Abstain: ____

8. CROSSBAR VOLUNTEER SIGNUPS ☐ IMPLEMENTATION DECISION

- Adopt Crossbar as the primary location for all WFSC volunteer opportunities and shift signups.
- Assign the Crossbar volunteer administrator(s): _____
- In Dashboard > Volunteer, create a Volunteer Session for each event, upload the shifts, add role instructions, and publish the session for members.
- Publish the first sessions: Pheasants Forever banquet, cleaning shifts, ice-monitor shifts, and other opening-season needs.

- For each shift, include the date, start/end time, location, role, number of openings, instructions, contact person, signup/cancellation deadline, and volunteer-hour value.
- Tell families to sign up through Account > Volunteer; use Crossbar's reminder emails and family-calendar entries to reinforce commitments.
- Set a process for confirming attendance, correcting hours, reviewing required/completed/committed/remaining-hour reports, and following up on open shifts.
- Set launch date: _____ Family announcement date: _____

NOTES / DISCUSSION:

Crossbar Volunteer System Implementation: Maria Carrier proposed utilizing Crossbar for volunteer signups to improve transparency and tracking of membership hours. While there was initial confusion regarding how to upload spreadsheets into the system, Cherylee Aldrete noted that the process is similar to past systems used and that they could manage the technical implementation.

Volunteer Accountability and Communication: The committee identified difficulties in getting members to sign up for required volunteer hours, particularly in concessions. Maria Carrier and Leah Nelson agreed that personal outreach and maintaining a clear roster of member contacts is necessary to ensure compliance with the minimum hour requirements.

Membership Roster Management: Leah Nelson and Alexandria Von Wald agreed to collaborate on creating an updated member roster, including names, contact information, and program details, to assist with volunteer coordination and tracking.

Approval of Crossbar Volunteer System: Alexandria Von Wald moved to approve the use of Crossbar as the primary volunteer signup and tracking system, which was seconded by Amber Holsapple and carried by the board.

ACTIONS TAKEN / OWNER / DUE DATE:

Maria Carrier Schedule Training: Contact Melissa to learn the Crossbar volunteer management system.

Leah Nelson, Chels WarrenLearn - Crossbar Management: Meet with Melissa to understand volunteer setup.

Maria Carrier -Communicate Volunteer Needs: Discuss coordination with Calianne.

Chels Warren - Contact Tiffany Davidson: Ask about uploading cleaning and volunteer shifts to Crossbar.

Cherylee Aldrete -Configure Crossbar volunteers: Set up the signup sessions for cleaning and ice monitoring on Crossbar.

Alexandria Von Wald, Leah Nelson- Finalize member roster: Create and update the roster with contact information and program details by September 12.

MOTION:

To use Crossbar as WFSC's primary volunteer signup and hour-tracking system; appoint the administrator recorded above; and publish the initial Pheasants Forever banquet, cleaning, and ice-monitor sessions by _____.

Motion by: ____Alexandria Von Wald_____ Second by: ___Amber Holsapple_____

Vote: X Approved ☐ Denied ☐ Tabled Yes: __X__ No: ____ Abstain: ____

9. SPONSORSHIP STATUS AND IN-PERSON ASKS ☐ DECISION

- Review sponsors secured, pending requests, follow-up needed, and recognition commitments.
- Assign the Red Rock Ford in-person sponsorship ask: __Leah Nelson_____
- Assign the Coca-Cola in-person sponsorship ask: _____Thomas Hurley_____
- Confirm the sponsorship packet, talking points, requested amount/level, and completion deadline for each visit.

NOTES / DISCUSSION:

Sponsorship Outreach Strategy: The board discussed the status of sponsorship requests, including pending efforts with Coca-Cola and Red Rock Ford. Thomas Hurley agreed to contact local businesses and oil companies during their time off to secure new sponsorships.

Sponsorship Tiers and Advertising: Maria Carrier presented a sponsorship plan offering rink banners for gold-level sponsors ($2,500) and board placement for platinum-level sponsors ($1,500 above the board fee) . The committee also discussed potential advertising for sponsors on the parade trailer during upcoming events.

Sponsorship Packet and Administrative Updates: The committee decided to update the sponsorship packet to include the club's EIN, clarify the member responsible for specific requests, and refine the logo placement policies. Thomas Hurley suggested focusing logo requirements on warm-up gear rather than formal competition apparel to ensure sponsor visibility without being intrusive.

Approval of Sponsorship and Season Launch Plans: The board formally motioned and approved the sponsorship outreach plan for Red Rock Ford and Coca-Cola, as well as the plan for the September 13th season launch.

ACTIONS TAKEN / OWNER / DUE DATE:

Maria Carrier- Provide sponsorship contact: Send Red Rock Ford contact information to the person responsible for follow-up.

Thomas Hurley Solicit sponsorships: Visit businesses and talk to oil companies about sponsorship opportunities.

MOTION:

To assign the Red Rock Ford and Coca-Cola in-person sponsorship requests as recorded above and authorize the assigned representatives to make the asks using the approved WFSC sponsorship materials.

Motion by: __Leah Nelson_____ Second by: __Thomas Hurley_____

Vote: X Approved ☐ Denied ☐ Tabled Yes: ___X_ No: ____ Abstain: ____

10. SEPTEMBER 13 SEASON LAUNCH ☐ DECISION

- Confirm the September 13 season start date and opening-week readiness.

- Review registration numbers, program rosters, coach assignments, ice schedule, and member communications.
- Create and publish cleaning volunteer signups.
- Create and publish ice-monitor signups, including duties, shift times, coverage expectations, and instructions.
- Assign responsibility for monitoring open shifts, completed hours, substitutions, and reminders.
- Identify any supplies, signage, keys/access, training, or safety information needed before opening day.

NOTES / DISCUSSION:

The board formally motioned and approved the plan for the September 13th season launch.

ACTIONS TAKEN / OWNER / DUE DATE:

MOTION:

To approve the September 13 season-launch plan and authorize publication of the cleaning and ice-monitor signups with responsibilities and deadlines established by the Board.

Motion by: ____Leah Nelson_____ Second by: ___Thomas Hurley_____

Vote: X Approved ☐ Denied ☐ Tabled Yes: ___X_ No: ____ Abstain: ____

11. APPAREL STORE AND PROMOTIONAL INVENTORY ☐ DISCUSSION / DECISION

Apparel Store Setup:

- Select or confirm the store platform/vendor, products, approved artwork, pricing, ordering process, and launch date.
- Determine who will manage the store, member questions, order issues, and promotion.

Items to Purchase and Keep on Hand:

- Select promotional items and club apparel, sizes, colors, quantities, vendor, total budget, and expected resale price.
- Assign responsibility for purchasing, receiving, storing, tracking, selling, and reconciling inventory.

NOTES / DISCUSSION:

Apparel Store and Logo Embroidery: The board discussed the costs and logistics of digitizing logos for apparel. They debated the merits of allowing parents to provide their own jackets for embroidery versus requiring club-approved gear. No final decision was reached regarding the specific branding requirements for competition jackets, and the committee planned to further discuss embroidery retailers.

Competition Jacket Merchandising: The board discussed the need for a standardized approach to competition merchandise, specifically jackets, as the club currently lacks a defined plan. Thomas Hurley suggested contacting Professional Sports Group for embroidery services, noting that they might already possess the necessary company logos on file from other local companies. Maria Carrier identified Mondor and Chloe Noel as potential brands, estimating a cost of approximately $89 per jacket and suggesting that price points should remain under $100. To address concerns about the resale value of jackets, the group discussed avoiding permanent name embroidery. Instead, Chels Warren proposed utilizing removable identifiers, such as tags on zippers or keychain-style charms, which would allow the jackets to be passed on to other skaters.

ACTIONS TAKEN / OWNER / DUE DATE:

Chels Warren, Maria Carrier, Thomas Hurley- Define apparel standards: Meet to discuss competition jacket requirements, embroidery providers, and sponsorship logo placement.

Chels Warren- Research apparel options: Look for competition jacket brands and send options to the committee for review.

Thomas Hurley- Check embroidery services: Inquire with PSG about their pricing and ability to handle company logo embroidery.

MOTION:

To approve setup of the WFSC apparel store and authorize promotional-item and apparel purchases within a Board-approved budget of $_____.

Motion by: _____ Second by: _____

Vote: ☐ Approved ☐ Denied X Tabled Yes: ____ No: ____ Abstain: ____

12. TWICE-MONTHLY IN-SEASON BOARD MEETINGS ☐ DECISION

Establish two regular Board meetings per month during the skating season.
Select recurring days and times: First and Last Monday of the Month
Select location and/or virtual option: ___Virtual_____

- Set the next two meeting dates: ___September 14th_____ and _____September 28th_____

NOTES / DISCUSSION:

Board Meeting Schedule and Frequency: Maria Carrier recommended holding virtual, twice-monthly board meetings during the season, noting that this structure proved helpful in the previous year. After discussing various schedule conflicts, the group agreed that Mondays would be the most suitable time, with a start time of 7:00 p.m. Alexandria Von Wald expressed concern regarding the feasibility of committing to two two-hour sessions each month, prompting a suggestion from Leah Nelson that increased communication in the group chat could reduce the length of necessary meetings . Ultimately, the board passed a motion to establish two regular meetings per month, specifically on the second and last Monday, with the agreement that board members are required to attend at least one of these two sessions .

ACTIONS TAKEN / OWNER / DUE DATE:

MOTION:

To establish two regular Board meetings per month during the 2026-2027 season on the schedule recorded above.

Motion by: _____Leah Nelson_____ Second by: _Amber Holsapple _____

Vote: X Approved ☐ Denied ☐ Tabled Yes: _X___ No: ____ Abstain: ____

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13. CLOSED SESSION - SHARON TERMINATION LETTER AND HEARING PROCESS ☐ CONFIDENTIAL

CONFIDENTIAL: Limit attendance and distribution of this section to authorized Board members and legal counsel. State the basis for entering closed session and record entry and exit times in the minutes.

MOTION TO ENTER CLOSED SESSION:

To enter closed session for confidential discussion of Sharon's termination letter, response, hearing process, and related legal or personnel matters.

Motion by: ____Maria Carrier_____ Second by: _____Alexandria Von Wald_____

Vote: X Approved ☐ Denied ☐ Tabled Yes: ___X_ No: ____ Abstain: ____

Closed Session Entered At: _____5:09 PM_____

Authorized Attendees: _____Board Members Only_____

Discussion Items:

- Review the termination letter, proof and date of delivery, any response received, and applicable deadlines.
- Review governing documents and legal counsel's guidance regarding the hearing and decision process.
- Consider September 11, 2026 as the hearing date.
- Consider September 15, 2026 as the proposed termination/effective date, subject to the hearing and required process.
- Determine who will prepare, review, and deliver all notices and supporting materials.

NOTES / DISCUSSION:

The board established September 11th at 7:00 p.m. as the official hearing date, which will be held at the Agra. Maria Carrier and Alexandria Von Wald were tasked with managing the necessary communication, including sending a termination letter via email and certified mail, with the expectation that they would collaborate on these documents.

ACTIONS TAKEN / OWNER / DUE DATE:

Maria Carrier, Alexandria Von Wald- Email termination notice: Draft and send the termination notice including the hearing date to the member by the end of the day tomorrow.

Maria Carrier, Alexandria Von Wald- Prepare hearing agenda: Organize the agenda, evidence, and witness plan for the September 11th hearing.

Alexandria Von Wald- Send certified letter: Dispatch the termination notice via certified mail on September 15th.

Closed Session Ended At: ____5:23_____

14. RECONVENE IN OPEN SESSION AND BOARD ACTION ☐ DECISION

Open Session Reconvened At: ____5:23_____

Any formal Board action arising from the closed session should be stated, voted upon, and recorded in the meeting minutes as required by the bylaws and applicable law.

PROPOSED MOTION:

To set Sharon's hearing for September 11, 2026; approve September 15, 2026 as the proposed termination/effective date subject to the hearing and required process; and authorize the President and/or legal counsel to prepare and deliver all required notices and follow-up.

Motion by: ____Alexandria Von Wald_____ Second by: _____Cherylee Aldrete_____

Vote: XApproved ☐ Denied ☐ Tabled Yes: ___X_ No: ____ Abstain: ____

NOTES / DISCUSSION:

ACTIONS TAKEN / OWNER / DUE DATE:

15. NEW BUSINESS

- Time-sensitive governance or operational matters not otherwise included on the agenda
- Additional season-launch needs or upcoming events
- Any motion arising from New Business must be stated and voted upon separately.

NOTES / DISCUSSION:

No new business.

MOTION, IF NEEDED:

Motion by: _____ Second by: _____

Vote: ☐ Approved ☐ Denied ☐ Tabled Yes: ____ No: ____ Abstain: ____

16. ADJOURNMENT

Motion to Adjourn

Motion by: _____Leah Nelson_____ Second by: ___Amber Holsapple_____

Vote: _____All_____ Meeting Adjourned at: _____5:28_____

Prepared By:

Maria Carrier

Maria Carrier
President
Williston Figure Skating Club