

Williston Figure Skating Club

Board Meeting Minutes

Date: January 7, 2026

Time: 7:30 PM

Location: Google Meet

Facilitator: Maria Carrier

Recorder: Bonnie Reeves

Board Members Present:

- Maria Carrier, Bonnie Reeves, Sharon Grover
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I. Call to Order

The Board Meeting of the Williston Figure Skating Club was called to order at **7:35 PM** by Maria Carrier.

II. Statement of Purpose for Board Meeting

The purpose of the Board Meeting was stated as addressing time-sensitive governance and operational matters requiring board action, including:

- Approval of coach contracts and the coach handbook
- Approval of U.S. Figure Skating membership fees for WFSC officers
- Immediate banking authorization changes
- Confirmation of an Interim Treasurer
- Moving forward with bylaw amendments for adoption at the May Annual Meeting

These matters were previously identified in action items and unfinished governance matters from the **WFSC Board Meeting dated December 29, 2025**.

III. Approval of Coach Contracts

The board reviewed current coach contracts. It was noted that contracts must be approved prior to payment, with a target approval deadline of January 15.

Motion: Approve all presented coach contracts as written.

- Motion by: ___Sharon Grover___
 - Second by: Maria Carrier_____
 - **Motion carried. Yes**
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IV. Approval of Coach Handbook

The Coach Handbook was reviewed for alignment with club policies, expectations, and conduct standards.

Motion: Approve the WFSC Coach Handbook.

- Motion by: __Sharon Grover_____
 - Second by: _Maria Carrier_____
 - **Motion carried. Yes**
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V. Approval of U.S. Figure Skating Membership Fees for WFSC Officers

The board discussed U.S. Figure Skating membership requirements for WFSC officers and the necessity of maintaining active memberships to fulfill officer duties.

Motion: Approve payment of U.S. Figure Skating membership fees for current WFSC officers to be paid by the club.

- Motion by: __Bonnie Reeves_____
 - Second by: ___Maria_____
 - **Motion carried. Yes**
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VI. Banking Authorization Changes

(As identified in WFSC Minutes dated 12-29-25)

a. Removal of Bank Signers

The board discussed the removal of prior authorized signers.

Motion: Remove Karli Keck and Doylenn Chastain from all WFSC bank accounts.

- Motion by: ___Bonnie Reeves_____

- Second by: ____Maria Carrier____
- **Motion carried.**

b. Addition of Authorized Signer

The board discussed adding an authorized signer to ensure continuity of financial operations.

Motion: Add Sharon Grover as authorized signer and Interim Treasurer on all WFSC bank accounts.

- Motion by: ____Bonnie Reeves____
- Second by: ____Maria Carrier____
- **Motion carried. Yes**

VII. Appointment of Interim Treasurer

The board formally discussed the appointment of Sharon Grover as Interim Treasurer, including responsibilities related to bank access, QuickBooks, and financial oversight.

Motion: Confirm Sharon Grover as Interim Treasurer until further board action.

- Motion by: ____Bonnie Reeves____
- Second by: ____Marie Carrier____
- **Motion carried. Yes**

VIII. Bylaw Amendments – Next Steps

The board reviewed governance gaps identified during the December meeting, including:

- Board roles and vacancies
- Treasurer duties
- Clarification of Full (Home Club) vs. Associate Membership permissions
- Contracts and conflict of interest language

The board discussed the timeline and process for drafting amendments.

Motion: Move forward with drafting proposed bylaw amendments for adoption and vote prior to the May Annual Meeting. Work on bl-laws as we can

- Motion by: ____ Sharon Grover ____
- Second by: ____ Maria Carrier ____
- **Motion carried. Yes**

Get a PO Box for the club Annual cost of \$99.00

- Motion by: ____ Sharon Grover ____
- Second by: ____ Maria Carrier ____
- **Motion carried. Yes**

Add Sign Up Genius as it's a free software to replace Jot Form

- Motion by: ____ Sharon Grover ____
- Second by: ____ Maria Carrier ____
- **Motion carried. Yes**

IX. Action Items & Assignments

- Draft proposed bylaw amendments and updated governance language
- Prepare communication to club members regarding board vacancies and procedures moving forward
- Complete bank authorization changes
- Execute approved coach contracts
- Process payment of U.S. Figure Skating membership fees for WFSC officers
- Get the PO Box for club

(Assignments noted during discussion.)

X. Adjournment

Motion: Adjourn the meeting.

- Motion by: ____ Sharon Grover ____
- Second by: __ Maria Grover ____

The meeting was adjourned at **[8:47]**.

Submitted by:

Bonnie Reeves

Approved by:

Maria Carrier

Date: 1-7-2026