### Huntsville Skating Club Board of Directors Meeting

 DATE: Thursday December 13 2018

 TIME: 5:00 pm

 PLACE: Peter Jacobs Room, Summit Centre

 PRESENT: Kerri, Michelle, Juliah, Sunju, Kellie, Muriel

 REGRETS: Louise, Ryan (CanSkate)

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES**  | Meeting called to order at 5:05 pmMotion to approve the minutesM/ Kellie S/ Sunju  | **Kerri** |
| **2.0** | **REVIEW ACTION ITEMS** | All actions reviewed and completed. | **Kerri** |
| **3.0** | **FINANCIAL REPORT** | Kellie provided balances as follows: **GIC** – 66 902.76**CIBC** **(Operating Account)** – 45 709.50**Lottery Trust** 43.97 | **Kellie** |
| **4.0** | **TEST CHAIR** | Test Day – December 312 skaters tested18 combined tests- 17 passed, one retry (gold dance)1 out of club test was pulled after pull date – David to follow up to ensure payment is received | **David** |
| **5.0** | **SKOKIE SKATE UPDATE** | All financials have been submitted to Skate OntarioAt this time, no response from Skate Ontario regarding final payment2019 application bids will be public in January | **Kellie, Robin** |
| **6.0** | **COACHES** | Kerri to meet with coaches to review STARSkate programming for Fall session. In particular, she is looking to discuss changes we instituted to club time to ensure we are meeting goals we had set for this seasonNo report from Coach Liaison. Coaches not in attendance. | **Kerri** |
| **7.0** | **EMERGENCY ACTION PLAN** | Kerri presented Skate Canada’s EAP, examples of other skating clubs’ plans, Hockey Canada’s planMost plans include 3 key roles: Charge Person, Call Person, Control PersonPlan to post Skate Canada’s one page plan on club board.Discussed evacuation plan in case of power outage, facility emergency. Kerri to approach Amanda (Facilities) with regard to Summit Centre plan. | **Kerri****Kerri** |
| **8.0** | **CLUB MISSION STATEMENT, CORE VALUES** | Discussed core values: Development, Respect, Inclusion.Muriel to draft a policy to review and vote on at next meeting.Everyone felt that it is important that fun and enjoyment be a part of our value statements. | **Muriel** |
| **9.0** | **CANSKATE LIASION** | * Report cards – ready to be viewed by parents last week of skating
* CANSkate numbers as of December 6 – 70 skaters
* Extensions to winter session – 16
* Parent sessions were well attended. Kerri, Michelle, Muriel provided information on various aspects of CanSkate program; suggested that sessions take place early in sessions so parents have information earlier
 | **Muriel, Chrissy** |
| **10.0** | **PERFORMANCE DAY PLANNING** | * Seniors, Juniors, Pre-Juniors to participate in 3 stations (20 minutes each)
* Jeff to lead creative movement session for all
* Plenty of communication with skating families about sessions (Thanks Michelle)
* Chrissy creating 3 groupings for CANSKate
* Juliah and her daughters have created 82 reindeer candy canes for skaters; Kerri to bring foam block to display candy canes
* Chrissy developed STARSkate report card to guide evaluation of skaters; focus on feedback to skaters; coaches will present each group of skaters with medal and feedback sheets
* Muriel to announce; Michelle creating showcase program; David acting as music player
* Michelle to invite local papers
* Art to take photos
* Board members to act as Ice Captain, Runner for showcase
* Advertise opportunity for food bank donations
* Chrissy to organize music order on Ipod
 | **Jeff, Chrissy, Linda****Juliah****Kerri****Chrissy****Muriel, Michelle** **David****Art B.****Chrissy** |
| **11.0** | **PUBLICITY** | Website links updated to current links | **Michelle** |
| **12.0** | **FUNDRAISING** | * Buy and Sell – discussion regarding to improvements to increase sales; David Brushey to build shelves on wall behind door of club room to store skates; replacing wheels on skate cart; cost of $150.00 for materials
* Thirty One fundraiser - $143.00 profits
* Hoodies – will be ready for delivery on time
 | **Juliah, Sunju****David****Muriel****Muriel** |
| **13.0** | **POLICY REVISIONS** | * Constitution – continuing to work on updating document with past amendments
* Club policies - #3 change wording to state “during non-club related activities”; Motion by Kellie, seconded by Sunju CARRIED
* #8 change wording to “approved by a board member” Motion made by Juliah, seconded by Sunju CARRIED
* Hopping policy #1 – ask coach or board member for Hopping envelope ;Motion made by Juliah, seconded by Kellie CARRIED
* Hopping policy – delete item #8
* Carnival/Year End policy – add Performance Event to Junior and Senior Skater of the Year
* Carnival/Year End policy – create PreJunior criteria; use Junior criteria; Motion made by Juliah, seconded by Kellie CARRIED
 | **Michelle** |
| **14.0** | **NEW BUSINESS** | * Bodysuits sewn by Trish Wendell – decision to have her work on suits until she has no material left; do not purchase more
* 2019 Carnival will be 60th anniversary of club – initial meeting to be held in early January with coaches to discuss themes, plans
* Club Excellence Recognition by Skate Ontario – official announcement of Advanced recognition to made on December 17
* Muriel to update Skate Canada test summary and provide to board at next meeting
 | **Kerri, Michelle****Muriel****Muriel** |

**ADJOURNMENT:** Motion to Adjourn at pm

 M/ Muriel S/ Michelle Carried

NEXT MEETING – Thursday January 17 2019 5:00 pm Peter Jacob Room