### Huntsville Skating Club Board of Directors Meeting

DATE: Thursday January 17, 2019

TIME: 5:00 pm

PLACE: Peter Jacobs Room, Summit Centre

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

REGRETS: Ryan (CanSkate), Sunju

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES** | Meeting called to order at 5: 03 pm  Motion to approve the minutes  M/ Kellie S/ Michelle CARRIED | **Kerri** |
| **2.0** | **REVIEW ACTION ITEMS** | * Shelf building for Buy and Sell skates – unsure when David Brushey will begin construction * Skokie Skate update: awaiting information from Skate Ontario regarding profits from Skokie Skate – should by January 21 * Kerri reviewed StarSkate programming with coaches; Coaches indicated they are pleased with club time changes; discussion regarding skill sets being introduced to Pre-Junior skaters * Emergency Action Plan- Kerri reached out to Facility Manager Peter and Facility Administration Amanda for information; nothing posted yet * Core values presented for approval by HSC Board * Performance Day planning- successful club event; full schedule for evening * Fundraising – Hoodies delivered * Policy Revisions – Michelle has made revisions to website, documents * Trish Wendell to complete bodysuit work with remaining material * Club Excellence Recognition – posted on website * Updated Skate Canada Tests summary provided to board members and coaches | **Michelle**  **Kellie**  **Kerri**  **Kerri**  **Muriel**  **Michelle, Kerri, Chrissy**  **Muriel, Michelle**  **Michelle**  **Michelle, Kerri**  **Michelle**  **Muriel** |
| **3.0** | **FINANCIAL REPORT** | Kellie provided balances as follows:  **GIC** – 66 902.76  **CIBC** **(Operating Account)** – 37 608.04  **Lottery Trust** 43.99 | **Kellie** |
| **4.0** | **SKATE ONTARIO BID APPLICATION** | * January 27 is deadline to submit bids for 2019-2020 * Skate Ontario has asked that we submit bid for STAR 5 –GOLD/Synchro Level 1-3 event to be hosted in February 2020 * This is in addition to Skokie event that will be held one week later than previous years, due to Octoberfest taking place the weekend that we usually hold Skokie * Robin Brushey will be submitting bids on behalf of HSC * Suggested that we have information regarding profits from 2018-19 Skokie Skate before submitting bids * Also a discussion about link between HSC Board and Robin as competition chair; board identified need to maintain timely communication with Skokie chair, as chair is not an acting board member * Kerri will liaison chair-board communication. * Robin is awaiting profit information from Skate Ontario | **Kerri** |
| **5.0** | **COACHES** | * Kaitlyn Belfry is returning as a Program Assistant on Thursdays, when she is available * Discussion regarding pricing for her to skate STARSkate session on Thursdays * Chrissy has informed board that she will be available on Sunday February 17, even though skater competing at Brampton event | **Kerri, Michelle, Kellie** |
| **6.0** | **EMERGENCY ACTION PLAN** | * Still awaiting further information from Summit Centre staff, with regards to evacuation procedures, emergency preparedness * Suggested by Louise that we reach out to Town of Huntsville to inquire about their Emergency Preparedness manual * Will be tabled to next meeting | **Kerri**  **Kerri** |
| **7.0** | **CLUB MISSION STATEMENT/ CORE VALUES** | * Draft of core value statements reviewed by Board members, Motion by Kerri, seconded by Kellie to adopt core value statements as part of our club mission statement Motion CARRIED * Michelle to add to club website | **Michelle** |
| **8.0** | **CANSKATE LIAISON** | * Registration update – Monday session has 59 skaters   Thursday session has 48 skaters   * Outstanding payments – small number of CanSkate families with outstanding payments; most are families who have not shown up for session yet * Muriel to discuss spirit nights for February with Canskate Coordinator * Some PAs will be absent due to commitment with Orillia FSC on February 21, 28 | **Ryan**  **Muriel** |
| **9.0** | **CARNIVAL** | * First meeting with coaches held on January * Theme will be a focus on first 60 years of club’s existence (incorporated in 1959) * Date: Sunday April 7 * We have ice from 9-4 pm * Discussion about addition of club history to program, guest skaters, invitation to former skaters to attend * Budget to be created by Muriel * Program pricing * Next meeting scheduled for Monday January 28 | **Muriel**  **Muriel**  **Muriel** |
| **10.0** | **PUBLICITY** | * Michelle received notice from Town of Huntsville regarding submission for Spring/Summer recreation guide; discussion regarding submission of ad to advertise summer program * Deadline for ad is February 1 * Michelle reported that she had reached out to Doppler, Cogeco and Huntsville Forester regarding our Holiday Showcase; she also submitted an article to the Doppler | **Michelle** |
| **11.0** | **FUNDRAISING** | * Juliah to update lists for Buy and Sell items * Discussion regarding fundraising package received; suggestion from representative to try Jack Links fundraiser * Juliah to research and determine if time permits us to try during winter season | **Juliah**  **Juliah** |
| **12.0** | **NEW BUSINESS** | * Skate Canada Awards- Muriel provided information on Skate Canada Section awards * Decision to submit nominations for Section Program Assistant award and Section Canskate Athlete award – Deadline February 14 * Muriel to provide information about these awards and Year End club awards to coaches; deadline for nominations is January 31 * Hoodie Orders- Michelle sent out email blast; Muriel to confirm if there will be a minimum for this second order of hoodies * +55 Winter Games hosted in Huntsville – request for club to perform skating routine at Opening Ceremonies on Tuesday March 5 (contact – Kelly Hayward) * will provide payment for extra ice, coaching for this routine | **Muriel**  **Muriel** |

**ADJOURNMENT:** Motion to Adjourn at 6:50 pm

M/ Louise S/ Muriel CARRIED

NEXT MEETING – Thursday February 21 2019 5:00 pm Peter Jacobs Room