### 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

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES**  | Meeting called to order at 5: 03 pmMotion to approve the minutesM/ 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