### Huntsville Skating Club Board of Directors Meeting

DATE: Tuesday May 21, 2019

TIME: 5:30 pm

PLACE: Al Thorpe Room, Summit Centre

PRESENT: Muriel Blaker, Michelle B., David Brushey, Louise Azzara, Kellie Heap, Kerri Vallentin, Sunju Park

REGRETS: Ryan Vallentin, Juliah Kelsey,

ABSENT:

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF MINUTES FROM PREVIOUS MEETING** | Meeting called to order at 5:26 pm  Motion made by Kerri, seconded by Louise CARRIED |  |
| **2.0** | **REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING** | * Fundraising-see below * Request to change name on award- Not discussed * Skater movement – CanSkate to PreJunior- Not discussed * Emergency Action Plan – Chrissy is working on plan but will reach out to Facility staff (Pete, Amanda) to make sure their plans are similar to ensure safety of our skaters * She provided list of important topics: * Important phone numbers, * where AED and first aid kits are located, * evacuating ice in a power outage for both CanSkate and StarSkate, * evacuating ice for a fire alarm for both Canskate and StarSkate, * on ice actions for injuries for Board members, Skaters and Coaches, * club policies on skaters returning to ice as they are recovering from an injury (Board, Coach and Skater/Parent responsibilities) |  |
| **3.0** | **CUSTOMER SURVEY RESULTS** | * Minimal response * Need to do better job of gathering responses * Generally positive; introduction of Warmup for CanSkate well received |  |
| **4.0** | **TEST CHAIR REPORT** | * Summary of Skate Canada Tests- addition of Bronze Interpretive for Sofia Asturi * Lindsay Breakenridge - triple Gold as of Orillia Test Day * All test sheets in Google sheets now * Easier tracking * Will share with coaches | **David** |
| **5.0** | **FINANCIAL REPORT** | Kellie provided balances as follows:  **GIC** – 66 902.76  **CIBC** **(Operating Account)** – 15 067.056  **Lottery Trust** 44.12  Working with Town staff to correct overpayment. | **Kellie** |
| **6.0** | **COACH REP REPORT** | Chrissy sent an email with report to Kerri   * Jeff is inquiring about implementation of longer off-ice sessions * Linda is inquiring about ice schedule for 2019-20 season * Chrissy stated that she thinks groups should be set by Skate Canada Tests * Suggesting – Junior criteria – completed STAGE 6 of Canskate   - Intermediate criteria – must have passed 2 of 3 STAR 2 tests; skills mandatory  - Senior criteria – 2 of 3 STAR 5 tests; skills mandatory   * Chrissy is requesting a group come together and discuss ideas and solutions * Kerri to organize and set up meeting * Star 6-Gold Update – Coaches are still waiting for training to be available on Skate Canada site * Full program implementation in September; at this time only Skills will be able to be assessed by Coach and coaches must take the same training as the High Test Evaluators to be eligible * Coaches may only test their own skaters * Chrissy suggested that all our coaches should be taking the training, especially if they are teaching club time * She indicated that there is STAR 6-Gold skills are a huge step up from STAR 5 * She also suggested that this be taken into account when discussing our groups and levels this season * Also suggested there be more effective use of complete ice surface during group lessons; more planning of lessons to ensure coaches are touching all of the skills necessary for skater success and progress * Discussion regarding Pre-Junior skaters not reaching goal of completing STAR 1 Skills and FreeSkate * Kerri reported that coaches indicated that Backwards Upright spin is element that skaters are unable to successfully demonstrate | **Kerri** |
| **7.0** | **SUMMER ICE** | * Slow, mainly out of club skaters have registered * Deadline July 5 * Michelle to post information on Facebook | **Michelle** |
| **8.0** | **FUNDRAISING** | * Juliah reached out to Independent regarding space for BBQ fundraiser; only space available will be if another organization decides to not follow through * Will not have any choice as to the dates * Fundscrip, Mabels’ Labels – Michelle to cancel unless Juliah is willing to take on these fundraisers * Michelle presented information about Ontario Skaters Lottery- deadline November 1st * $22.00 of $40.00 comes back to club * Kerri indicated that she would like to see a fundraiser where club receives 100% of the profits; try to avoid increasing fees * other ideas- ads in Skokie Skate program based on success of ads in Carnival program | **Juliah**  **Michelle** |
| **9.0** | **COMPETITIONS** | * Skokie – Oct. 25-27; Robin Brushey to chair organizing committee * Events: Star 5-Gold, Pre-Juvenile, Juvenile, Pre-Intro to Gold Artistic * Registration begins in August * Second competition – not successful, ice returned * Discussion about feasibility of submitting applications for two events next season |  |
| **10.0** | **CARNIVAL 2019** | * Financial Report : attached to minutes * Reflections- select theme by end of October   - to minimize surprise expenses, ask that everyone request approval from Chair before making expenditures  -better use of club time for practices – fairly distribute assignments among coaches   * Evan Reeder – missing costume |  |
| **11.0** | **CLUB ROOM CLEANOUT** | * Michelle and Muriel completed a cleanout of Club Room * Addition of shelving by David permits all skates to be shelved; no longer bins and boxes on floor * Organized food items, cutlery, plates, etc. * Discard Canada 150 items * Keep medals for club activities * Wooden triangles, sheets of plywood for backdrop to be discarded | **Muriel** |
| **11.0** | **MUSIC LICENSING** | * Entandem – joint (SOCAN, Re:Sound)   -starting in July  -online portal  -transfer of SOCAN account to Entandem this summer  www.entandemlicensing.com |  |
| **12.0** | **REGISTRANT FEE INCREASE 2019-2020** | * Increase effective September 1 2019 * Registrant fee increase to $40.00 * In addition, Safe Sport Fee - $3.00 per registrant and Participant Accident Insurance Fee $0.65 per registrant + tax * Insurance fee will be confirmed closer to September 1. |  |
| **13.0** | **HARNESS INSPECTION** | * Orillia club is willing to coordinate harness inspections for clubs in the area * Kerri will contact Tracy Zwiers to express our interest * Harness to be inspected every 2 years | **Kerri** |
| **14.0** | **CANSKATE LIAISON** | * Remaining report cards – will make available during beginning of next season * Improvements to Warmups- suggestion to have Senior Program Assistants lead skaters through warmup to encourage participation, enthusiasm * Parent Info sessions – schedule first night, hand out handbook, sample report card * Badges – owe Kaelyn Doughty Stage 6   Tessa Thomson Stage 6   * Discussion regarding emailing newsletters to families, some board members felt that the newsletters were not being read * Also suggested to print some copies and make them available at table, post on bulletin board |  |
| **15.0** | **COMMUNICATIONS/PUBLICITY** | * Leisure guide wanting us to advertise – same fee as last season * 450.00 for quarter page ad in Leisure guide * Michelle to submit ad and make payment * Volunteer and Coach 25 and 50 year – request from Skate Ontario for information about potential candidates * Michelle to inquire with Skate Canada about coaches, Muriel | **Michelle**  **Michelle** |
| **16.0** | **NEW BUSINESS** | * Updating descriptions of Board roles and responsibilities – Michelle suggesting that roles and responsibilities of board members be updated * Suggested that a committee be set up to create updated roles and then report to board for approval, suggestions * Discussion regarding starting of CanSkate sessions – traditionally we start after Thanksgiving – in order to provide 10 sessions for Monday skaters, the Fall session would not wrap up until Monday December 23 * Discussion about timing – Kerri stated that she would consider offering a 9 week session when creating ice schedule for the season * Discussion regarding establishing Coach Feedback/Performance Review Sessions * Opportunity to allow Coaches to share thoughts, ideas about past season and suggestions for improvements for upcoming season * Louise, as current Coach Liaison and David, as future Coach Liaison, will coordinate meetings with coaches * Muriel to provide sample guidelines/questions * Kerri indicated that she would organize meeting with coaches, in conjunction with Coach Liaisons * Instead of Board meeting in June, it was decided to hold subcommittee meetings regarding Coach Feedback and Ice Scheduling * Muriel to contact Amanda Hill regarding changes to meeting dates | **Michelle**  **Kerri**  **David, Louise**  **Muriel**  **Kerri**  **Muriel** |

**Motion to adjourn at 7:10 pm Motion:**

**Adjournment/Next Meeting: Tuesday July 09 2019 5:30 pm**