### 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 pmMotion 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)
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| **3.0** | **CUSTOMER SURVEY RESULTS** | * Minimal response
* Need to do better job of gathering responses
* Generally positive; introduction of Warmup for CanSkate well received
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| **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** 44.12Working 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
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| **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
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| **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 summerwww.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.
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| **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
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| **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**