### Huntsville Skating Club Board of Directors Meeting

DATE: Tuesday July 9 2019

TIME: 5:30 pm

PLACE: Al Thorpe Room, Summit Centre

PRESENT: Kerri Vallentin, Muriel Blaker, Michelle Breakenridge, Sunju Park, Louise Azzara, Kellie Heap, Chrissy Mantle-Marnoch,

David Brushey

REGRETS:

ABSENT: Ryan Vallentin, Juliah Kelsey

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES** | Meeting called to order at 5:34 pm  Motion to approve the minutes  M/ Kellie S/ Louise |  |
| **2.0** | **REVIEW ACTION ITEMS** | * Skate Canada test sheets available on Google for easier tracking – David has not had opportunity to share with coaches yet * Independent BBQ fundraiser – Juliah not present to report on availability of date * Subscription to FundScrip and Mabel’s Labels canceled * Harness Inspection – missed out on opportunity to coordinate with Orillia SC. Chrissy to reach out to Bracebridge club to see if we can coordinate with them with regards to inspection by gentleman from Buffalo. Chrissy will ask Bracebridge President to contact Kerri * Ad submitted for Leisure Guide; payment made * David reported that he met with all professional coaches to gather feedback for upcoming season and review 2018-2019 season. Louise was unable to attend, as present Coach Liaison. Results of his meetings was tabled to next Board meeting. | **David**  **Juliah**  **Chrissy**  **David** |
| **3.0** | **FINANCIAL REPORT** | Kellie provided balances as follows:  **GIC** – 66 902.76  **CIBC** **(Operating Account)** – 14 977.22  **Lottery Trust** – 44.11  Board members with signing authority need to complete Entrust Fund for Dara Howell Foundation  Kellie provided financial statements to be included with minutes for May and June 2019. | **Kerri, Kellie, Michelle** |
| **4.0** | **COACH REP REPORT** | Coaches, along with David, Kerri met on June 17 2019.  Minutes of the meeting are attached to these minutes.  Topics of discussion included: Competition Pre-Registration, STARSkate groupings for 2019-2020, STAR 6 – Gold Evaluation, Club time, private lessons, Program Assistants, Ice Scheduling, Performance days, CANSkate graduates, Professional Coach Development.  Key recommendations:   * Change current STARSkate grouping labels to BRONZE, SILVER, GOLD and that test requirements are mandatory for movement * Skaters who have had a interruption in their skating be placed in appropriate grouping based on current ability regardless of tests completed. Suggested that 3 of 4 club coaches assess skater’s ability and make recommendation to Board.   \*After discussion by Board members, it was decided that skaters who have an interruption in their skating due to absence or injury require a “ return plan” developed in collaboration with coach, skater, parents and Board. Decision to develop an “Interruption of Skating” policy. A draft of a policy to be created and provided to all board members and coaches for review prior to the next Board meeting. Kerri suggested that a review of Hockey Canada’s “Rowan’s Law” be part of the development of this new policy.   * All STAR 6-Gold testing be evaluated by an evaluator * All testing be done wearing “competition attire” for skaters STAR 1-GOLD * Offer “All Level STARSkate” group club time * No CANSKate private lessons to take place when GOLD skaters are present on the ice, including combined STARSkate sessions * Coaches recommend offering CANSKate lessons on Sunday ice * If club planning Performance Event, more involvement in organization of event by professional coaches * Coaches would like a reminder email sent to all families of CANSKate graduates   Muriel suggested that club offer an Introductory Off-Ice Training session for all BRONZE level skaters during first weeks of skating to set skaters on positive path to inclusion of Off-Ice training as key part of their skater development. Chrissy to reach out to coaches with interest in offering this program.  New STAR 6-GOLD programming becomes effective September 1 2019. Other testing will become null and void. At this time coaches who have completed on-line training session, can assess Skills tests only. As noted above, our club coaches are recommending that club continue to use qualified evaluator.  It was noted that Skills and FREESkate Elements can be done during a regular ice session.  Michelle noted that there is potential for 17 skaters on the BRONZE level session.  David suggested that in future more stringent criteria may need to be introduced for the GOLD session. | **Muriel**  **Chrissy** |
| **5.0** | **STRENGTH IN UNITY CONFERENCE** | Muriel briefly highlighted information received at Skate Ontario conference held June 15 and 16 2019.  Highlights:   * *Skate Ontario strategic plan* includes increased events at the SuperSeries and STAR 1-4 levels, Pre-registration for Coaches for competitions, pilot project “ Bring On The Fun” events, SKATE BETTER workshops for STARSkaters * *Skate Canada Program Updates* – new CANSKate and CANPowerskate guides on InfoCentre , Skating Development Video Library now available on YouTube, no hard copies of Report cards available for purchase * With regards to updated CANSkate Delivery standards, there should be 3 stations on ice and Fun Zone should be incorporated into one of 3 stations (Ability, Control or Balance). Muriel noted that in order to continue our Gold Star of CANSkate Excellence accreditation, we will need to review new standards and ensure they are addressed. * Use of lanes dedicated to different aspects of skating for STAR 1-5 * STAR 6-GOLD – addition of GOLD Rhythm Dance; all dances are mandatory and can be tested solo or shadow * *Maximizing Training for STARSkaters* – teach skaters language of sport; focus of ice schedules can change throughout the season; participants in seminar created a “Wish List” of focuses that coaches wish they had more time to focus on. Suggestion that some focuses could be supported by the Club. Muriel suggested a further look at wish list at a later Board meeting. * *Event Registration Process* –new Pre-Registration process; 4 Step Timeline; increased capacity to reduce waitlists (4000 extra spots for SuperSeries, 2000 for STAR 1-4) * *Just for Clubs (Sunday Session)* – seminar focused on Safe Sport, Skate Ontario Club Support Services and Bylaws and Policies. Muriel to share details of this seminar at a later Board meeting. | **Coaches, Muriel**  **Muriel** |
| **6.0** | **SUMMER ICE PROGRAM** | Michelle reported that registration is strong for Summer program. (See attached) Most registrants have paid. Registration remains open for last minute registrants. At this point no sessions are full.  Summer Program begins August 6 and ends August 30. On-ice sessions are divided into 2 sessions: Group A (completed CANSkate STAGE 6) Group B (completed 2 out of 3 STAR 5 tests) Program runs for 4 weeks. Skaters can register for full session or register for specific weeks.  Summer ice runs from 4:00-8:00 pm Monday-Friday, except Monday August 5 (Civic Holiday)  Late fee of $50.00 for all registrations received after July 5.  Sunju brought up inquiry on behalf of local family for a learn- to-skate opportunity for 3 older age (10-15) children.  After discussion of options, it was suggested that Sunju encourage family to reach out to club by email with their request. Possibility of registering for 2 weeks in August or registering for Teen/Adult program that runs during Fall and Winter sessions. Sunju to share information with family. | **Sunju** |
| **7.0** | **2019-2020 PROPOSED BUDGET** | * Kerri developed a proposed budget for the 2019-2020 skating season.   Notes of importance: $5.00 increase due to increase in Skate Canada fees for the 2019 season  :Due to increase in ice time for BRONZE level skaters for 2019-2020 of 15 minutes per session, BRONZE (former Pre-Junior) membership is increased by $30.00 from 2018-2019 season  : An additional week of ice will be scheduled for STARSkate program – program will finish on either April 16 or 19 2020   * An additional 1 hour of coach planning will be paid to all coaches to encourage long and short range planning for club time. The cost to club will be $50.00 X 4 coaches. * To make more effective use of Sunday ice time, club is developing a Future Stars program. Schedule is as follows: 9:00-9:30 am Club Programming   9:35-10:20 am Off Ice Training  Cost is $135.00 for a 10 week program. Skaters can register for a Fall/Winter session at a cost of $190.00.   * At this time the Future Stars program will be open to CANSkaters who have completed STAGE 1 and 2. This is based on registration (minimum of 10 skaters). May need to open to STAGE 1 or 2 skaters if minimum not reached. * Sunday ice usage will include seminar groupings for STARSkaters and one third of ice will be dedicated to modified CANSkate program. Coaches have indicated their interest in working this session. * As of this meeting, no ice contract has been received by Kerri. She will follow up with Amanda Hill.   Motion: To accept as presented and amended, the budget for the Huntsville Skating Club’s 2019-2020 skating season.  Motion made by: Chrissy Mantle-Marnoch; Seconded by: Louise Azzara CARRIED   * David suggested that a simplified summary of budget be created to give board an at-a-glance view of season’s budget. Kerri will provide a summary of club budget. Detailed spreadsheet and budget summary are included with these minutes (See attached) | **Kerri**  **Kerri** |
| **8.0** | **PROGRAMMING FOR 2019-2020** | * Kerri reviewed the proposed Ice schedule for 2019-2020 with board members present. She stated that the schedule was a collaboration of ideas from all coaches present at recent Coaches meeting. It was mentioned that the club is in a unique opportunity to make changes in criteria levels and on-ice programming at this time. * David suggested a recommendation for a season long plan of use of ice session on Mondays at 6:15 from coaches to ensure a balanced program that covers all aspects of skater development. Chrissy showed board the STAR 6 – GOLD Resource guide as a great guideline for the different skill levels. It was noted that a similar guide is available for STAR 1-4 and CANSkate. * New labels suggested by coaches for STARSkate program: BRONZE (former Pre-Junior), SILVER (former Junior) and GOLD (former Senior)   No changes in criteria at this time, but David and Chrissy made note of a need to have further discussions regarding FREESkate requirements for the future. It was noted that this discussion should involve all coaches and should take place in January 2020 to ensure changes in criteria are communicated to coaches, skaters and parents well in advance of 2020-2021 season.   * Michelle provided a listing of potential skaters for each level (Bronze, Silver, Gold) This listing is based on present criteria. It also indicates present FreeSkate tests passed for skaters who meet present criteria but do not have equivalent FreeSkate tests. * Kerri provided a Year at a Glance calendar for the 2019-2020 season. * Key notes: CANPower program will run from September 5-27. Women’s Power program will run from September 9 – October 28 * Due to the scheduling of Thanksgiving, first night of Monday CANSkate session will be prior to Thanksgiving (October 7) * PA Training will take place on September 30 and October 3 * Teen/Adult Program starts November 4 * Club will host a Club event including a CANSkate Challenge event and a fun event for STARSkaters on final session before Christmas break (December 19)   More details to follow as coaches meet to plan this event. CANSkate Liaison (Muriel) will assist with planning of CANSkate Challenge Event.   * Carnival Chair (Muriel) will reach out to Amanda Hill about Sunday April 12 as date for 2020 Carnival. * Skokie Skate event will take place from October 25-27   Ice sessions on Wednesday and Sunday – Open to skaters in SILVER, GOLD levels and BRONZE with recommendation. Coaches to consider skating ability and on-ice safety and make recommendation to Board, prior to skater stepping on the ice.  Michelle suggested that the present policy for Sunday/Wednesday ice be revised to reflect new STAR programming and levels.  Motion: To modify Sunday/Wednesday Ice Policy to state “first year Bronze” instead of “first” year. Motion made by Michelle, seconded by Chrissy. CARRIED   * Club is returning to ice schedule starting at 3:30 on Thursday.   Motion: To accept as presented and amended the 2019-2020 Ice Schedule. Motion made by: Sunju, seconded by Michelle. CARRIED | **David, Coaches**  **Coaches, Muriel**  **Muriel**  **Michelle** |
| **9.0** | **BOARD JOB ROLES AND RESPONSIBILITIES** | Tabled until next meeting. All board members encouraged to review document and come to next meeting with comments and questions. | **All Board Members** |
| **10.0** | **NEW BUSINESS** | * Coach Liaison, Louise, is to contact Coach Linda regarding Margot Fleming moving to Silver Level for upcoming season. She needs to pass her STAR 2 Skills test in order to move from Bronze level by start of 2019-2020 season. * Chrissy to approach other club coaches about inclusion of Freeskate criteria for future levels in STARSkate program. * Muriel confirmed that she is responsible for scheduling Board meeting dates with Amanda Hill. The present contract with the Town of Huntsville ends with board meeting on December 19 2019. | **Louise**  **Chrissy**  **Muriel** |

**ADJOURNMENT:** Motion to Adjourn at 8:40 pm

M/ Muriel S/ Kellie CARRIED

**NEXT MEETING: THURSDAY AUGUST 15 5:30 PM AL THORPE ROOM**