### Huntsville Skating Club Board of Directors Meeting

DATE: Wednesday January 15 2020

TIME: 7:00 pm

PLACE: Al Thorpe Room, Summit Centre

PRESENT: Muriel, David, Kerri, Michelle, Kellie, Sunju, Kristen, Kayla, Chrissy,

REGRETS: Juliah

ABSENT: Louise

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION, DISCUSSION, DETAILS, DECISION |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES**  **REVIEW OF ACTIONS FROM PREVIOUS MEETINGS** | Meeting called to order at 7:00 pm  Motion to approve the minutes  M/Kellie S/Michelle CARRIED   * Review of mission statement, values (Tabled) * Roles and Responsibilities (Tabled to meeting in 2020) * Contract for Megan MacNeil- revised to meet additional coaching responsibilities effective January 2020; awaiting return of contract signed by Coach * Performance Day – Coach Input with regards to date of event – Linda responded that she would suggest that event take place after Carnival to allow skaters to master solos * Recommendation re: Skater Movement – Present Skater Movement Policy: Skater movement between Club-determined skater groups, during the year is not permitted unless unanimously approved by all coaches. If the coaches can’t agree, then a meeting between coaches, Coach Liaison and President will be held to work it out.   -Proposed that policy be amended to state “in case that skater movement is approved, skaters will only move at the end of a session (Fall, Winter or Summer).  -Recommendation: That the HSC Board of Directors approve the Skater Movement Process and approve the amendment to the Skater Movement Policy as recommended.  -Recommendation: Kerri suggested the proposed policy be distributed to coaches for input.  -Recommendation: Suggested that policy include a need for approval of Board.   * Voxxlife – profit confirmation – Kayla confirmed that profits totalled $495.00 | Kerri  Michelle  Kerri  David  David  David |
| **2.0** | **PRESIDENT’S REPORT** | * Skokie Skate: Have we officially selected a Skokie chair? * Motion: To approve Muriel as Skokie Skate Chair for 2020-2021 season. M: Kerri S: Kellie CARRIED   Sent bid application info to Muriel   * Coach Resignation: Jeff Trott has resigned   -resignation communicated to board  -Megan MacNeil contacted with offer for Mondays programming   * Contracts: Megan MacNeil was given a contract for Mondays and Thursdays – Megan has accepted position * Co-op Student: Kaitlyn Brushey completes her co-op placement next week. (David recused himself from this discussion) * Motion: To allocate $75.00 towards a Thank you lunch and gift card from LuluLemon. M: Kerri S: Michelle CARRIED * Kerri to purchase Gift Card and send thanks from club * Chrissy will arrange date and time for lunch with Kaitlyn * Kerri provided a letter of recommendation to Huntsville High Guidance Department on behalf of the HSC. * Review of mission values: Tabled * Sunday Ice: Jeff has resigned. What would we like to see happen with the group time? * Motion: To offer the Sunday CANSkate session (9:00-9:30am) to Kaitlyn Brushey at the Coach-In-Training rate of $15.00 for a 30 minute lesson. M: Kerri S: Kristen   CARRIED   * Concussion and Return to Skate Protocol: -1 member out with suspected concussion   -1 member returned from leave of absence  -both coaches contacted to provide return to skate plans, plans were completed and distributed   * Budget Update:   -Volunteer Commitment and Skate Canada fees not included in Registration amount  -Supplies, ribbons, equipment, etc. includes Awards, desk purchased for club room  HSC Budget Update Jan 2020  Supplies, ribbons, equipment, etc 2100  Admin $200/monthX8 +200 1800  Carnival Fee 750  PA training and gifts, coaches appreciation 750  Total other 5400  TOTAL EXPENSES  Discounts 610  Other 5400  Ice 48061.155  Coaching 16525  ‐310 total 70596.155  **total** 70286.155  REVENUE Skokie 12000  Registration 56941.3  Fundraising 1000  hop/summer 3000  **total** 72941.3  BALANCE total revenue 72941.300  Total expense 70286.155  2655.145  \*\*\*\*registration based on current number  \*\*\*\*expenses are anticipated for carnival at $750  \*\*\*\*summer revenue based on 2019 summer profits  \*\*\*\*additional coaching fees from performance day not included   * Letter from member for request of fee reduction: President provided a detailed email indicating the request, rationale for fee options and a request for all Board members to vote in favour of option they felt was fair and consistent. * Result of the vote: 5 in favour of Option #2 and 5 in favour of Option #3. President voted for Option #2 to break the tie. * Communications member sent letter to member’s family expressing the Board’s decision. | Kerri  Chrissy  Details  Michelle |
| **3.0** | **SKOKIE CHAIR REPORT** | * Qualifier for Provincial Championships * Bidding for Super Series #1 – November 13-15 2020 * 50/50 revenue split * NEW – guaranteed pre-registration spots for host club skaters – numbers to be determined at short-listed club phone call with Skate Ontario * NEW – Host club to choose supplementary categories – will be finalized at short-listed club phone call with Skate Ontario * Deadline for Bid submission: February 2 2020 * Short-listed phone calls will take place from March 4-April 9 – will review bids, pre-registration numbers and supplementary categories * Calendar of Events will be available on April 20 * Email has been sent to Amanda Hill confirming dates for event * Participated in Skate Ontario Event Bid webinar on Wednesday January 8 | Details  Action  Action |
| **4.0** | **TREASURER REPORT** | Kellie provided balances as follows:  **GIC** – $67,605.24  **CIBC** **(Operating Account)** – $53, 546.20  **Lottery Trust** – $44.45 | Details |
| **5.0** | **TEST CHAIR REPORT** | Submitted by David Brushey.   * Test Day Process: Prior to the December Board meeting there was a request for clarification on the process for submission of test day envelopes.   As discussed at the last Board meeting I have drafted a process. However, as I was late getting to this I have only just shared it with Louise as Assessment Chair. Pending her review, we may present it to the Board on Wednesday.   * STAR 1-5 Test Procedure reviewed. Next step: to send Test Procedure to Coaches for input. David to provide timeline to coaches with regards to provision of input/changes so Procedure can be approved. * Procedure attached to these minutes. | David |
| **6.0** | **COACH REP REPORT** | * The only item I had is a coach has asked for clarification on the April ice.  A schedule?  Is there any club time? * No April contract yet. NO confirmed date for “ice out” yet * Club does not typically offer Club time for sessions after Carnival; will await response regarding contract before determining ice schedule * Kerri has reached out 3 times to Amanda Hill regarding contract * Coaching staff suggesting Performance Day take place on April 2. | Action  Kerri |
| **6.0** | **COACH LIAISON REPORT** | * Meetings with Coaches: Continue to communicate in person and via email/phone with Coaches regarding issues, opportunities and Board policies/decisions.   There are no specific issues to report at this time.  Followed up with coaches, as appropriate for documentation on completion of Rowan’s Law – Coaches and Officials training. | Details |
| **7.0** | **FUNDRAISING REPORT** | For Each Skating Family :  - Family of 4 tickets, Named and Numbered were placed in an Envelope  - Envelopes Have Been  Distributed for Monday Skaters,  - Rest will be Distributed this Thursday.  We are hoping to see as many envelopes with payment Returned, by January 30th.  Smith's Ultramar - will Donate $100 to Cover the Cost of Food Ingredients  Menu - Meat Sauce Spaghetti           - (Or Meatball Spaghetti is in consideration)            -  Vegetarian Option            - Gluten Free Pasta will be Available            - Garlic Bread            - Caesar Salad            - Desert            - Drinks  Volunteer Sign Up Sheet will be Put together for Next Monday  Muriel, Juliah & I are working diligently in preparing for this big fundraiser, as we are hoping to raise as much money as possible for our Club!!!  Below is Additional Information.  HUNTSVILLE SKATING CLUB  SPAGHETTI DINNER FUNDRAISER  FRIDAY FEBRUARY 7 2020  6:00 pm  Canadian Legion Hall, Huntsville    -Our club wants to raise $ 500.00 to pay for costume rentals, materials and props for 61st Annual Ice show on Sunday March 29, 2020.    - Over 100 skaters from PreCanskate to Gold will have the opportunity to participate in the “Jukebox Favourites” show.   By purchasing tickets for this Spaghetti Dinner fundraiser, you will be Assisting with our Goal of Raising Funds, while enjoying a home-cooked meal in a family atmosphere.   Tickets will be on sale at our club table or from HSC Board members starting Monday January 13.    Adults : $18.00         Children : $9.00  Family (2 Adults, 2 Children) : $45.00   * Voxxlife profits: 495.00 * Scentsy profits: 187.59 * Norwex profits: 210.00 | Details  Details |
| **8.0** | **VICE PRESIDENT REPORT** | * **Board Job Roles & Responsibilities**   Working on verifying roles and responsibilities with the Constitution – will share for feedback once completed   * **Carnival Policy** * Session names up dated to reflect current session names * Wording added to the bottom of each applicable award regarding process if the board is unable to pick nominee from the coach nominee recommendations – “If Board members are unable to choose a nominee based on the coach nominations, Board members must present written rationale to the President. The President will then notify the coaches by email, with the rationale and ask each coach to nominate another skater.” * Items highlighted in yellow are suggestions to add due to Skate Canada’s change in their framework - Out of Club Development Day or Seminar during the season * Item highlighted in red requires discussion as to whether this should be added to more than just Gold session – determined that “The skater participates as a Program Assistant and volunteers time to support club activities (e.g. Skokie Skate, Test Days, Santa Skate, etc.) would be included as part of Selection Criteria for Gold Skater of the Year.” * Item highlighted in blue needs to be changed to reflect current standard levels * Senior Silver changed to STAR 10 FREESkate * Junior Silver changed to STAR 8 FREESkate * **Return to Skate Plan**   I’ve created a template to be used for RTSPs. I think it’s important to get all of the coaches’ feedback as to the steps on the bottom of the form. I feel it would be a great tool to have so that all coaches are following the same process.   * Coach Rep stated template was a good idea. * Michelle to share plan template with Coaches, asking for input regarding STEPS. | Action  Action  Details  Decision  Details  Michelle |  |
| **9.0** | **COMMUNICATIONS/**  **PUBLICITY REPORT** | * Received a resume from Kaitlyn Brushey for the open coach position we have on Thursdays. (David recused himself from this discussion) * Motion: To offer Kaitlyn Brushey Sunday CANSkate session (9:00-9:30am) effective immediately. Offer included payment at Coach-In-Training rate of $15.00 per 30 minute lesson. M: Michelle S: Muriel CARRIED * Michelle to contact Kaitlyn to confirm her acceptance of offer * Received an email from parent asking the board to consider allowing a CanSkate private lesson on our Sunday ice. This issue has been presented to HSC Board several times this season. The Board has determined that the earlier decisions will remain. Michelle will respond to email. * Skate Ontario has given, the clubs that have earned the CanSkate Excellence evaluation, 14 complimentary tickets for 5 events (70 tickets) over the whole weekend, for the National Championships in Mississauga. I have reserved the tickets and am working on a plan to distribute to our Coaches, PA’s & Board Members. Board members were consulted via email * We have been nominated for a Readers Choice Award under the Professional Services/ Skating Club/Lessons category – I’ve shared with our skating families with voting information via email & social media | Details  Action  Action  Details  Michelle  Details  Details |  |
| **10.0** | **SECRETARY REPORT** | * Established a file for Skater Medical Notes and Return to Skate Plans. Suggested to place all notes and Return to Skate plans in a labeled binder for easy access for all Coaching staff in the Don Lough Club Room | Details  Details |
| **11.0** | **ICE SHOW 2020 CHAIR REPORT** | * Third meeting to be held: Mon. January 20 * Proposed budget attached to report. * Proposed deadlines: Starskate ice show commitments – email (January 14) to be sent out requesting commitment by January 20; Canskate ice show commitments – response by February 3; email and list posted at rink (January 20) * Commitments will determine practice schedule and groupings * Carnival policy and Year End Awards policies need to be approved   (proposed updates to be included with Vice President’s report)   * Skate Canada Awards: nominations due by February 14 (Award criteria attached to this report) – PLEASE REVIEW * Guest skater: skater from South River SC (Charlie) – skater of Coach Tim, he is going to confirm his attendance at this year’s show. * Including Diamond Dance demonstration * Suggestion to include Adult routine this year | Details  Decision |
| **12.0** | **REGISTRAR REPORT** | * As of January 13, Winter registrations are as follows:   CANSkate – Mondays – 19  Thursdays – 11  These numbers may be adjusted as some skaters did not attend the first night of their program.  STARSkate – Gold 2 day ($570.00) Thomas Flynn  Bronze 1 day ($256.00) Beckett Greib  LTSAB – Addyson Wing – prorated with 13 weeks remaining ($236.75)  As requested by President, I have provided a detailed breakdown of registrations for all programs as of January 13th. Breakdown includes family discounts provided and Volunteer commitments refunded. | Details  Action |
| **13.0** | **CANSKATE LIAISON** | * CANSkate Challenge Event (Dec.19) – Well received by participating skaters; many donations of baked goods, treats from families; cost of hot chocolate $94.58 * Handbooks handed out to all new CANSkaters   Due to number of new skaters – scheduling Information sessions for January 20 (5:30pm) and January 23 (6:00pm); will ask Michelle to send out email | Details  Action  Action |
| **14.0** | **NEW BUSINESS** | * Muriel inquired about contact from Melissa Fraser with regards to Skate Ontario Portal, mentioned in previous minutes. Michelle to confirm. * Photocopier is going to require major repair due to replacement of drum. Yearly operating costs of copier are high due to purchase of toner cartridges. * Recommendation to research cost of new copier/scanner with wireless capacity and better ink replacement. | Michelle  Muriel |

**ADJOURNMENT:** Motion to Adjourn at 8:42 pm M/Kayla S/Kristen CARRIED

**NEXT MEETING: WEDNESDAY FEBRUARY 19, 2020 7:00 PM AL THORPE ROOM**