### Huntsville Skating Club Board of Directors Meeting

DATE:September 20 2018

TIME: 5:00 pm

PLACE: Summit Centre, Al Thorpe Room

PRESENT: Kerri Vallentin, Ryan Vallentin, Michelle Breakenridge, Sunju Park, Juliah Kelsey, Muriel Blaker, Kelli Heap, Chrissy Mantle-Marnoch, Robin Brushey (Skokie Skate Chair), Louise Azzara

REGRETS:

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES** | Meeting called to order at 5:00 pm  Motion to approve the minutes  M/ Kelli H. S/ Sunju P. CARRIED |  |
| **2.0** | **REVIEW ACTION ITEMS** | * Summer Ice was profitable with successful programming. Pizza and dessert was well received by skaters. * STARSkate handbooks have been provided to all STARSkate families, along with STARSkate September Newsletter. * Louise has emailed coaches regarding providing bios for club webpage. * Muriel has researched sample core values and has handout for board members to review and bring ideas to next meeting. * Muriel has gathered information regarding Thirty One fundraiser to share at September meeting. * Muriel has sent PA list to Coach Chrissy. * September newsletter has been distributed to all STARSkaters and coaches. |  |
| **3.0** | **APPROVAL OF AGENDA** | Motion to approve agenda  M/ S/  \*As a result of information shared at Club Enhancement Workshop, board no longer is required to approve the agenda for each meeting. |  |
| **4.0** | **FINANCIAL REPORT** | Kellie provided balances as follows:  **GIC** – $66 902.76  **CIBC** **(Operating Account)** – $23 701.91  **Lottery Trust** – 43.93  Kelli reported that there is a discrepancy for the September ice bill. She will review with Town staff. Coaching bills for Summer ice have been submitted and paid. | **KELLI** |
| **5.0** | **SKOKIE SKATE UPDATE** | Robin, chair of Skokie Skate, reported that this year’s event will not be as profitable as last year, as we predicted. This is due to profit sharing agreement with Skate Ontario (50/50) and lower number of skaters due to exclusion of STAR 1-4 categories.  She anticipates that our profits will be between $8 000 and $10 000. There are 371 entries.  The event will run on one pad (Don) Friday from 8-9 pm, both pads Saturday from (8-10pm) and Sunday on one pad (Don) from 8-4pm)  Volunteers are being recruited. Deadline for STARSkate families to determine their availability is September 27.  Muriel has reached out to volunteers from last year, as well as local community organizatons.  Club will be providing a program. Requests for business ads will be included in the October club newsletter. Deadline to submit ads will be October 14.  Expense float of $3 000.00 from Skate Ontario has been received by Kelli. | **ROBIN** |
| **6.0** | **COACHES** | Request from coaches regarding additional club time on Monday and Thursday sessions. Two coaches are requesting that Edges and Turns class at 6:45 on Monday and 5:15 on Thursday have an additional 15 minutes added to allow both coaches to coach this class for Pre-Junior and Junior skaters.  Discussion: Coach Rep Chrissy stated that with the number of skaters in this group, one coach could use circuits as a teaching method, so they can focus on individual instruction. It was determined that the board does not feel there is room in this season’s budget to add additional club time. Originally this class was to be shared by the two coaches on a rotational basis. The board determined that there were three options: two coaches share the fee for the sessions (50/50), coaches rotate their time as stipulated originally and provide a schedule to the board or board provides a rotational schedule to the coaches.  Kerri to speak to coaches regarding this issue. | **KERRI**  **KERRI** |
| **7.0** | **SKATE ONTARIO CLUB ENHANCEMENT WORKSHOP** | Michelle provided a summary of the information shared at the Club Enhancement Workshop attended by 3 board members on September 9 in Orillia.  The workshop focused on Upcoming Information sessions to be provided by Skate Ontario, Performance days and a Board Bootcamp. The Board bootcamp was very informative with information about the make up of a club board and its roles and responsibilities, conflict resolution strategies, benefits and disadvantages of incorporation, types of boards and governance information.  Information was provided regarding important documents boards should have and use. Robert’s Rules of Order should be the reference used for running board meetings. Presenters also provided details about Respect in Sport, Risk Management policies, development of Financial policies and conflict of interest.  Michelle to research board’s status with regards to Incorporation.  A very productive day as our team was able to work on developing a draft of a “Out of Club Coach” policy, to present at September board meeting.  Afternoon session dealt with Performance Days. Viewed video by Skate Ontario about what a Performance Day can be and its value to skaters and clubs. Team had opportunity to begin planning of a Performance day event for our club. More details to follow. | **MICHELLE**  **KERRI, MURIEL, MICHELLE** |
| **8.0** | **CLUB MISSION STATEMENT, CORE VALUES** | Muriel provided examples of core values that sporting organizations may adopt. Board members were asked to review the handout and come to October meeting with ideas for values that are important to our club. | **ALL BOARD MEMBERS** |
| **9.0** | **OUT OF CLUB POLICY** | Present policy states that no out of club coaches may coach on Huntsville skating sessions.  Rationale provided for change to this policy: request from coach of skater who is sharing her time between Huntsville and Bracebridge; opportunity to expand reputation of club; opportunity to encourage skaters of smaller clubs in region to take advantage of our sessions; support growth of our sport within our region  Muriel provided a draft of an Out of Club Coach policy, after researching similar policies from other skating clubs.  Discussion regarding requirements of coaches: Out of club coaching will only be available Sundays and Wednesdays during Fall and Winter sessions and for all sessions during Summer ice. Coaches will contact club through email to make a request and provide proof of coach membership, name of skater(s) and the date and session they wish to attend. Request must be made at least 48 hours in advance, where applicable. The board will respond to the request with approval and direction to review the HSC Skater Code of Conduct available on our website. Copy of new policy to be placed on club website and in minutes of board meeting. Coaches and skaters will be informed of policy change.  M/ Juliah K. S/Sunju P Carried. | **KERRI**  **MURIEL**  **MICHELLE, KERRI** |
| **10.0** | **FUNDRAISING** | * Muriel provided details of Thirty One fundraiser to take place November 1-19. Representative will provide each family with 1 catalog, special flyer, ordering instructions, flyer providing details for fundraiser and 1 Holiday Gift Guide flyer. Club will earn 20% of sales earned. * Club will be offering club hoodie sales this year. Hoodies will be available in youth (XS-XL)and adult (XS–5XXL)sizes. Colour: royal blue Will include club logo on front and “HUNTSVILLE SKATING CLUB” on the back. Sales to start mid-late October. * Michelle brought forth information regarding skating jackets available from LULULemon. After discussion of costs between these jackets and those purchased from Portage Promos in the past, it was decided that we would consider jackets from Portage Promos, in an effort to keep prices as affordable as possible.   Discounted price for Aviva and LuLulemon jackets: 108.48 for LuLu jacket, 66.10 for Aviva jacket plus cost of embroidery. Not sure if there is a minimum order.  Portage Promo pricing for embroidery would be 31.00 per jacket.  Discussion about offering club toques from Novelty Man. Cost would be 13.00 plus tax. Michelle to check if minimum order required.   * Juliah is attempting to update Buy and Sell item listings. Email to be sent out requesting people to touch base with Juliah if they have items on consignment. * Juliah also has some ideas for other fundraisers that she will share at a future board meeting. | **MURIEL**  **MURIEL**  **MICHELLE**  **MURIEL**  **JULIAH**  **MICHELLE**  **JULIAH** |
| **11.0** | **EMERGENCY ACTION PLAN** | Tabled to next meeting. |  |
| **12.0** | **CANSKATE LIAISON** | Program Assistant hoodies have been ordered (5) and two coach hoodies. In preparation for start of CanSkate, Muriel has purchased name tag holders and clips. Ryan will be creating name tags for all participants. To date we have 53 registrants for CanSkate program. Sunju will create some balloons to decorate club table and warm up stations for lobby.  Kerri and Muriel will meet prior to start of CanSkate and organize warm up stations. Program Assistant training will take place October 1 and 4. Coach Chrissy will provide details to participants. Muriel will create name tags for all PAs.  Date and time for CANSkate Parent Information session to be determined. | **MURIEL**  **CHRISSY**  **MURIEL**  **CHRISSY**  **MURIEL** |
| **13.0** | **PUBLICITY** | Letter from parent of guest skaters for summer ice thanking the club for hospitality. Very positive! | **MICHELLE** |
| **14.0** | **NEW BUSINESS** | * Performance Day plans to be forwarded to board members to consider. Further discussion at upcoming board meeting. * Skater Membership payment request: Parent who volunteered to sew bodysuits from bolts of fabric provided by club is requesting that the time she has committed to project be taken off her skater’s membership for this season. To date she has provided club with 10 youth size body suits. Project began 2 years ago. Question about whether she received refund from last year’s volunteer commitment. Ryan to verify. Kerri and Michelle to speak with Mrs. Wendell regarding their understanding of her commitment and to reach an agreement moving forward. It was suggested that due to the length of time required to create initial bodysuits that board look for alternative to complete this project. * Kerri and Michelle chaired information meeting for all STARSkate parents on Monday September 17. Provided parents who attended a handout with information about many aspects of STARSkate program and LTAD focus for new on ice programming and importance of Off ice participation. Handouts will be available at club table for those unable to attend. | **KERRI, MICHELLE, MURIEL**  **MICHELLE**  **RYAN**  **KERRI, MICHELLE** |
| **15.0** | **ADJOURNMENT** | Motion to Adjourn at 7:15 pm  M/ Kelli S/ Muriel Carried  NEXT MEETING –Thursday October 18 5:00 pm Al Thorpe Room |  |