### Huntsville Skating Club Board of Directors Meeting

DATE: Thursday August 15 2019

TIME: 5:30 pm

PLACE: Peter Jacob Room, Summit Centre

PRESENT: Kerri, Kellie, Michelle, Louise, David, Muriel (Quorum achieved)

REGRETS: Sunju, Juliah, Chrissy

ABSENT:

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES** | Meeting called to order at 5:32 pm  David brought up question regarding comment in minutes regarding invitations to Bronze level skaters to be Program Assistants. Kerri shared that Chrissy was intending to invite second year Bronze level skaters. Question raised about whether we needed more PAs for the upcoming season. Muriel stated that she was planning to meet with Chrissy to go over new delivery standards and equipment replacement. She will ask her about her thoughts with regards to this matter.  Motion to approve the minutes  M/Kellie S/ Muriel CARRIED | **Muriel** |
| **2.0** | **REVIEW ACTION ITEMS** | Kerri reviewed all action items from July meeting.   * Louise reached out to Coach Linda regarding test requirement completion for skater, so she can move into Silver group. * Requirement for lesson plans from coaches included as expectation in their 2019-2020 contracts * Ice contract from Town of Huntsville had a number of omissions and errors. Michelle and Kerri made corrections and are awaiting response from Town. * Sunju indicated that family requesting learn to skate programming for their children was going to reach out to club for information and opportunities available. No response as of this meeting.   In addition, Muriel brought forward items where resolutions had been recorded in minutes from previous meetings.   * Change of name on award –Ravyn H. (Michelle reported that she has been in communication with Parent. Parent will inform club once legal name change has taken place.) * Emergency Action Plan (Muriel had reached out to Chrissy for information she said she had, as a starting point to this matter that was carried over from 2018-2019 season. Still waiting for information to be shared.) * Issue regarding Brynn T. and invitation to STARSkate (Coaches agreed that skater would not be granted STAGE 6 badge without further instruction. Michelle reached out to parent regarding opportunities to work toward completion during summer ice. No further response from parent) * Test sheets on Google Docs (David has shared information with all Coaches) * Harness Inspection (Marc Lebel is considering retiring from business. Indicated harness is 10 years old. Options: (1) purchase new harness at cost of approx. $6000.00 (2) have someone lubricate cable, check for wear, check swivel mechanism.   Kerri approached arena staff with regards to having them check condition of harness and lubricate as they have access to lift. Some discussion with regards to insurance coverage if we do not have certified inspection. This continues to be a work in progress. Kerri to follow up with arena staff. Kerri did note that the harness inspection is good for 3 years from time of most recent inspection.   * Coach Feedback from 2018-19 season (David commented that the purpose of his initial conversations was to develop a rapport with all coaches and share message of his intentions in the role. Some of the feedback from coaches was shared during the Coaches meeting held in June. David suggested that self-evaluation and goal setting would be positive focuses for coaches. All in attendance agreed that we want this process to be a positive experience for all)   \* It was suggested that with the introduction of our new meeting format and use of summary reports, that board members start each summary report by providing further details (if necessary) regarding an action item and indicate if the action has been completed/not completed/requires further discussion. | **Kerri**  **All Board Members** |
| **3.0** | **PRESIDENT REPORT** | Summary report attached.   * Costume Room – Kerri indicated that a professional exterminator would be addressing issue of mice in room   Motion to approve purchase of a desk at a maximum cost of $200.00 to be placed in costume room for use by Coop student, board members. Motion made by Muriel, 2nd by David CARRIED  Kerri to take responsibility for purchase of desk. | **Kerri** |
| **4.0** | **BOARD JOB ROLES AND RESPONSIBILITIES** | After review of two versions of document and discussion regarding relation to club’s Bylaws, it was decided that this will continue to be a working document with the goal of having roles and responsibilities for each Board role determined to avoid overlapping of jobs and to provide clear expectations for future board members. David has offered to share his thoughts with Michelle as a next step to reach our goal. It was felt that this is a good time to reflect, review and update this document and in turn, the club bylaws, due to the minimal transition in board members this season. | **Michelle, David** |
| **5.0** | **CANSKATE LIAISON REPORT** | Summary report attached.   * Due to previous established budget, it was determined that no need for motion, unless further funds required. * Kerri shared that the budget amount for CANSKate program is $1000.00, BRONZE program $300.00, SILVER program $300.00, GOLD program $300.00. This includes badges, ribbons, crests, program equipment and awards for end of year. * Muriel will discuss equipment purchases/replacements with CANSKate Coordinator. | **Muriel** |
| **6.0** | **COACH REP REPORT** | No items to report. |  |
| **7.0** | **TREASURER REPORT** | Kellie provided balances as follows:  **GIC** – 67 605.24  **CIBC** **(Operating Account)** – 16 458.97  **Lottery Trust** – 44.15  Motion to close Lottery Trust as it is has been dormant for 4 years. Motion by Kellie, 2nd by Michelle CARRIED  Motion to roll GIC funds and accrued interest back into GIC account. Motion by David, 2nd by Michelle CARRIED  Muriel requested a copy of final Financial Report for 2018-2019 season to be placed with AGM minutes. | **Kellie** |
| **8.0** | **FUNDRAISING REPORT** | No report attached.  Juliah did indicate by email that she will be providing Michelle with paperwork for Buy and Sell. Michelle has offered to take on Buy and Sell for a period of time, as Juliah will be expecting new baby in September. |  |
| **9.0** | **TEST CHAIR REPORT** | Summary report attached. |  |
| **10.0** | **COMMUNICATIONS/**  **PUBLICITY/VICE PRESIDENT** | Summary report attached.   * In addition to summary report, an issue with regards to Out of club coach coaching 2 of our STARSkaters on 2 different sessions, without informing club of intentions, thus not following our current Out of Club Coaching policy. Kerri explained that the coach in question had reached out to her personally about using our ice time to work on her conditioning, after illness. Kerri asked her to reach out to club email. During the first session, Kerri asked this coach to work with one of her children, because their base coach was not in attendance for the session. She did text the base coach regarding this request. With regards to the 2nd session in question, the same coach gave a lesson to another HSC STARSkater, at the request of their parent. In both cases, the Club was not notified of the intent to work with skaters in advance. Board discussed the importance of trying to adhere to policies whenever possible. * Discussion regarding Dress policy for skaters after it was noticed by a Board member that some skaters on Summer ice sessions are choosing to wear hoodies with hood over head. The policy was recently updated after a request from coaches with regards to this being a safety issue due to limiting of peripheral vision when a hood is worn. Board discussed that coaches are the first line of supervision on the ice but that if a Board member recognizes a safety issue that has been addressed in a club policy, that they should address the issue by speaking to the coach or directly informing/reminding the skater of our policy. |  |
| **11.0** | **REGISTAR REPORT** | Summary report attached.   * Michelle and Muriel informed Board that they will be sharing this role. Michelle is responsible for the on-line registration process and setup. Muriel will specifically deal with steps to preparing for CANSKate sessions to begin in October. She will create a spreadsheet with pertinent information for CANSkaters to share with the Board and CANSkate Coordinator. Together they will deal with in person registrations and payments during the first weeks of CANSKate and throughout the season. Michelle will deal with other club program registrations with regards to payments, etc. |  |
| **12.0** | **SECRETARY REPORT** | Summary report attached.   * Decision was made to continue to hold Board meetings on the 3rd Thursday of each month, with a start time of 5:30 pm. To enable Muriel to attend meetings, during the CANSkate session, she will recruit some parents and train them about running of CANSkate Club table. This will be an opportunity to earn volunteer commitment hours. * Motion to approve the “RETURN TO SKATE” policy effective August 15th, 2019. Motion made by David, 2nd by Kellie CARRIED * With regards to information shared in “Just for Clubs” notes from SIU conference, Muriel suggested that Board members review items listed and we consider working on some items throughout the season to bring our club closer to expectations by Skate Ontario and Skate Canada. * After review of STARSkate handbook to be distributed at start of Fall session, the following recommendations were made: (1) revise and shorten info regarding TEST DAYS – David will provide summary of key points (2) provide copies of handbook only to parents of Bronze and Silver level skaters (3) fix spelling and grammatical errors in draft copy, and make changes as discussed at meeting. Some board members felt it was not necessary to provide handbook to Gold skaters. Introduction of new “RETURN TO SKATE” policy will be dealt with by providing copy of policy to be signed along with Skater Code of Ethics for Gold level skaters. | **Muriel**  **Muriel** |
| **13.0** | **CARNIVAL CHAIR REPORT** | Summary report attached.  Muriel has been informed that date of carnival will be Sunday March 29, due to hockey tournament taking place on Sunday April 5 and Sunday April 12 being Easter Sunday. |  |
| **14.0** | **NEW BUSINESS** | * Discussion regarding COOP opportunity for skater Kaitlyn Brushey. This will take place during the first semester. Kaitlyn will be splitting her placement between our club and Motivations. First few weeks of school Kaitlyn will be in-class. She is responsible for tracking her weekly hours dedicated to her placement, while keeping a log of activities she performs. She can choose to use her Program Assistant hours has part of her placement or continue to use them towards her Community Volunteer hours. Kaitlyn will taking the CANSkate Coach in-training course this summer and under the mentoring of Coach Chrissy working towards her CANSkate Coach Certified. More details regarding the make up of her placement will be provided as the school year begins, in collaboration with the Board and the CANSkate Coordinator, as a large component of her placement will focus on the CANSkate program. * Prior to the meeting, Kerri provided two handouts with regards to the vision and values of HSC and a template to be used when a Board member or Coach wishes to put forth a recommendation to the Board. More information will be provided as the season progresses. * David completed the Meeting Evaluation tool provided by Kerri. Each Board meeting, one Board member present at the meeting will complete the tool and share with Board members prior to adjournment of the meeting. | **Kerri, Muriel, Chrissy** |

**ADJOURNMENT:** Motion to Adjourn at 7:45 pm

M/Muriel S/David CARRIED

**NEXT MEETING: THURSDAY SEPTEMBER 19**

**5:30 PM AL THORPE ROOM**