### Huntsville Skating Club Board of Directors Meeting

DATE: Wednesday February 19 2020

TIME: 7:00 pm

PLACE: Al Thorpe Room, Summit Centre

PRESENT: Muriel, Michelle, Kellie, Chrissy, Kayla, Louise, David, Kerri

REGRETS: Sunju, Kristen

ABSENT: Juliah

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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 7:06 pm  Motion to approve the minutes  M/Kellie S/Kayla CARRIED   * Review of mission statement, values (Continuing to be tabled) * Roles and Responsibilities (To be discussed in Vice President Report) * Skokie Bid 2020 * Recommendation re: Skater Movement – Distributed to coaches for input- no additional input * STAR 1-5 Test Procedure – Coach Input- no additional input from coaches * April Ice Contract and Schedule-awaiting revised contract from Amanda Hill; Kerri to reach out to her again * Research regarding cost of new copier/scanner   New copier has been purchased. | Kerri  Michelle  Muriel  David  David  Kerri  Muriel |
| **2.0** | **PRESIDENT’S REPORT** | * Awards-nominations received (maximum of 2 can be nominated)   CANSkate Spirit award – nominations received from  Coaching staff (nominations included in attached notes)  Motion made by Michelle: To accept recipients for  CANSkate Spirit Award from nomination lists provided  by coaches. Seconded by: Kellie CARRIED  Kayla recused herself from the discussion and vote.  April Keyes – nominations- Decision to send description  of award criteria to all Board members to allow time for  consideration of recipient. Decision has been tabled to  March Board meeting.  -Recognition of Excellence – Kaitlyn Brushey   * Contracts - updated contracts for Megan MacNeil (add Monday) and Kaitlyn Brushey (add Sunday CanSkate) * Coop Student - -purchased a card and thank you gift, given to Kaitlyn * April Ice Contract – requested from Amanda as well as –requested from Amanda that last ice be Sunday April 12 (Easter) – not confirmed yet * Injury Updates -1 coach sustained a fall on CANSkate session, coach is okay. Injury report completed with SC   -1 skater on modified due to persistent injury   * Motions by Email - purchase of printer motioned and approved * Sunday CANSkate Coaching Coverage - Lindsay will cover Sunday CANSkate and off-ice   -suggesting board purchases a gift for Lindsay  Motion made by Kerri: To purchase a gift valued at 50.00 for Lindsay Seconded by David CARRIED Michelle recused herself from the decision.  Kerri to purchase gift and present to Lindsay.   * Meeting Evaluation: completed and included with minutes | Details  Decision  Action  Decision  Details  Details  Details  Details  Decision  Decision  Decision  Action |
| **3.0** | **TREASURER REPORT** | Kellie provided balances as follows: as of January 31 2020  **GIC** – $ 47,709.00  **CIBC** **(Operating Account)** – $67 605.24  **Lottery Trust** – $44.46   * Suggestion to switch our very old accounting   System (Microsoft Money) to a newer cloud based system   * David Brushey suggested a on-line accounting system called Wave * Kerri said Ryan can set it up. * Motion by Kellie: To adopt new accounting system that is on-line and cloud-based. Seconded by David CARRIED * Suggestion by Kayla to see if any parent with the club would like to assist with setup of new system; opportunity to earn Volunteer Commitment Refund * Michelle to send out email to club members | Detail  Discussion  Decision  Decision  Action |
| **4.0** | **TEST CHAIR REPORT** | * As of February 11 all test results are inputted into Skate Canada. Still have to input test received in February in Huntsville Skate Club spread sheet. * Michelle has provided some discrepancies from past test dates and results. I would like to get all of 2019 tests to make sure all have been inputted correctly. * Main issue that hopefully has been addressed is coaches need to make sure they are using the right SC # for the right skater. * Test Day is March 2 2020 * Tests: 1 Out of club test; 10 tests in all * Will use similar format to December Test day with tests taking place on regular Gold ice session * Club will subsidize 50% of hospitality costs for Test Day as we are using on-ice session as per policy. * Test Assessor is Kathy Robinson. * Due to work commitment, Louise will not be at the rink in time so need someone to get the gifts and be ready for Kathy when she arrives. * Schedule to be made by Monday February 24 and out Thursday February 27.  Not expecting testing to go into Canskate time. * Need volunteer to do music playing. * I will get the envelopes ready this Thursday to be handed out to coaches Monday February 24. * I have already received test candidates from Linda. | Details  Details  Details  Details  Details  Action  Action  Details |
| **5.0** | **COACH LIAISON REPORT** | * No written report submitted. * Motion made by David : To approve STAR 1-5 Test Procedure as presented. Seconded by Michelle CARRIED * Motion made by David : To approve STAR 1-5 Test Procedure as presented. Seconded by Michelle CARRIED | Details |
| **6.0** | **COACH REP REPORT** | No written report submitted.  Question from a coach regarding next season and decision to alter current criteria for skater placement in GOLD session.  Discussion to be tabled until first Board meeting of new season (2020-2021) | Action |
| **7.0** | **FUNDRAISING**  **REPORT** | Budget for Fundraiser Dinner  Expenses Projected Cost Actual Cost  Hall Rental 250.00 250.00  Food 350.00 332.97  Advertising 50.00 0.00  Tickets 50.00 16.55  Miscellaneous 100.00  -Decorations 27.12  -Tablecloths 24.01  -Chafing Dish 22.53  Fuel  Total 800.00 673.18  Revenue Projected Revenue Actual Revenue  Ticket Sales/ 1300.00 1712.00  Donations  Miscellaneous 29.00  Total 1300.00 1741.00  Profits $ 1067.82   * Additional $50.00 in revenue given as a donation from Marg Payne (community member) * Suggestion to present 2 Ice Show tickets to Marg Payne in recognition of her support of our club   **Independent BBQ**  An application for BBQ and Car Wash lottery has been filled out and submitted to Independent on behalf of the club – Michelle submitted application | Details  Details  Action |
| **8.0** | **VICE PRESIDENT REPORT** | **Carnival Policy**   * Final revisions were made to the policy – sent to Muriel to put in club file & I posted on our webpage   **Return to Skate Plan**   * Sent the coaches the template for the Return to Skate Plan asking for feedback by Friday Jan 24th to the club or to Chrissy – Chrissy & Megan have said it’s a great idea. Final steps have been added to the plan, thanks to Chrissy’s input and sent to coaches for final approval by Friday Feb 7th. No responses * Motion: To accept and implement the Return To Skate Plan as written and amended. * Motion made by: Michelle Seconded by Kellie CARRIED   **Board or Directors Job Descriptions**   * As requested at a previous meeting I compared the board job descriptions with the Constitutions and By-Laws. I have added the wording from the Constitutions and By-Laws on each applicable job in red. Consultation with Skate Ontario had been previously done.   **The wording in red is a summary of some descriptions I had previously. The board needs to decide on the wording and finalize policy.**  **Motion made by David: To accept as written and amended the Board of Directors Job Description document. Seconded by Kellie.**  **CARRIED**  **Calendar Updates**   * The April ice contract has been received - Ice is out on Monday April 13th which is a week earlier than anticipated. The last Sunday session for CanSkate has been moved back to Mar 8th because of all the NO CanSkate weekends, we are missing one from doing our 10 weeks planned. StarSkate’s last Sunday is Sunday March 15th which is also one short. * Kerri has requested Easter Sunday April 12th 8-9:30 am * The ice times for the month of April are as follows   Thursday April 2 will be Silver 4:00-5:00, Bronze 4:30-5:30 & Gold 5:30-7:00  Monday April 6th will be Gold 4:00-5:00, Silver 5:30-7:00 & Bronze 6:30-7:00  Last Wednesday for StarSkate will be Wednesday April 8th  Thursday April 9th, we have the ice from 4:00-7:00 to do our Showcase – we need to decide who is planning this event.   * No decision was made as to who is planning Showcase event * Michelle to send email regarding interest in performing in Showcase * AGM will be on Thursday April 9th with our first board meeting of the next season being after AGM. * Muriel to email Amanda and send Michelle an email to send to membership and to post on Social Media according to Constitution timeline.   **End of the Year Awards**   * A decision needs to be made if we are getting new plaques made or continuing the ones, we have. I will take them and have them engraved when a decision is made.   **Test Database**   * After receiving a parent enquiry regarding a test submission, I talked to Louise about having another set of eyes review our spreadsheet to SC records. Some errors/conflicts were noted - On Jan 31st, I sent Louise an email with the corrections that needed attention. * Work on Test Database is still in progress. | Details  Details  Decision  Details  Decision  Details  Discussion  Decision  Discussion  Action  Action |
| **9.0** | **COMMUNICATIONS/**  **PUBLICITY REPORT** | **Sunday CanSkate Coach**   * Sent Linda email with regards to the idea of the board hiring Kaitlyn as a CanSkate Coach on Sunday – Linda sent approval via email – Kaitlyn was emailed offering her the Sunday CanSkate coaching and she responded accepting the position – her acceptance was sent to Kerri – Kaitlyn let the club know that she is unavailable on Feb 9th & 23rd due to competitions. Megan & Kaitlyn Belfry was asked, and both are unavailable. Lindsay Breakenridge has been asked and agreed to do both the on-ice and off-ice (Linda was asked but was not able to) * requested bio and picture from Kaitlyn to put on our webpage – DONE * Kaitlyn has let the club know that she is now a Trained CanSkate Coach – website has been updated   **Parent Request**   * Emailed parent back with board’s decision with regards to parents request for her CanSkate skater to have a private lesson on Sunday ice – received no response   **Spaghetti Supper**   * Created an event on our Facebook page, sent information to Moose FM, Doppler, Cogeco TV Community Events, Mukoka411, Hunters Bay Radio & Country 102, and advertised on many Facebook Community pages * A request from Muskoka 411 came in for an interview, I forwarded to the Spaghetti Dinner committee to decide who was doing the article – Muriel met with reporter and a very nice article was shared on Muskoka 411   **Minutes**   * Minutes are up to date on webpage   **Coaching Resume**   * An email has been received by the club from individuals who are interested in coaching with our club in the new year * Michelle responded to email indicating that club may be in hiring position once plans underway for new season   **Skate Canada Update**   * Some changes have been made to the testing requirements for Star 6- Gold tests, Coach Assessor Pathway etc. – These updates can be received from SC or SO by signing up to receive their emails   **Stars on Ice**   * May 2nd @ 7:30 Do we want to do this again? I would like to get a head start on it this year if we have enough interested.   Michelle to send out message to see if there is interest | Action  Details  Details  Details  Action  Details  Details  Details  Details  Discussion  Details  Details  Action |  |
| **10.0** | **BUY AND SELL** | **Buy & Sell**   * The profit as of Feb 17th is $1925.00 with the total sales being $3545.00 | Details |
| **11.0** | **SECRETARY REPORT** | * Minutes recorded for Award Nominations meeting held on February 3 at 5:00 pm * 7 members in attendance (Quorum attained) * members provided with list of nominations and coach rationales * Award Recipients – Bronze Award – Nylah Tovee   Silver Award – Lia MacDonald  Gold Award – Ainslie Vallentin  Program Assistant – Margot Fleming  CanSkater of the Year – Marie Clare Alexander   * Michelle has notified coaches of the selections-DONE * Muriel will reach out to CANSkater’s coach and parents for letters to submit with nomination to Skate Canada - DONE * AGM 2020 – to be held within 30 days of the end of Skating Season- Thursday April 9 * Time: 7:15 pm * Plans   - Booking of facility- Muriel to book Upper Don Viewing Area  book tables, chairs  club to provide pizza, beverages  request parents donate snacks to supplement pizza  - Written notification to be provided to members 15 days in advance –  March 25  - Any amendments to constitution or by-laws need to be submitted 21 days in advance of AGM  - Terms of Board Members – President (completing 1st year of 2 year term)  Vice President (completing 2nd year of 2 year term) OPEN  Treasurer (completing 1st year of 2 year term)  Secretary (completing 2nd year of 2 year term) OPEN  Directors – David Brushey (completing 1st year of 2 year term)  Louise Azzara (completing 2nd year of 2 year term) OPEN  Sunju Park (completing 2nd year of 2 year term) OPEN  Juliah Kelsey (completing 2nd year of 2 year term) OPEN  Kayla Dalrymple (interim position)  Kristen Tovee (interim position)   * Nominations for Vacant Board Positions – need to be received by President 15 days prior to AGM * Kerri to email all current Board members confirming their continuation for second year of their term and/or interest in re-nomination to the Board * Suggestion to include statement regarding the fact that we do not accept nominations from the floor at AGM as per Roberts Rules * Muriel will include this information for Michelle to send out | Details  Discussion  Action  Discussion  Decision  Details  Action  Action |
| **12.0** | **ICE SHOW CHAIR REPORT** | * Third meeting to be held: Mon. January 20 * Updated budget attached to report. * Proposed deadlines: STARSkate commitments have been completed; * Canskate ice show commitments – one final email sent out Monday February 17. * Skate Canada Awards: nomination for CANSkater of the Year submitted * Guest skater: Due to Provincial Championships occurring same weekend searching out alternative skaters * Including Diamond Dance demonstration * Adult routine this year * Dress Rehearsal will take place on Thursday March 26th (schedule to follow) * Chrissy to reach out to Port Carling Pre-Novice Synchro Team with invitation to guest skate at our show | Details  Action |
| **13.0** | **CANSKATE LIAISON** | * Due to numbers of skaters on both Monday and Thursday session, Coach Coordinator (Chrissy) has made some adjustments to groupings and added an additional group, that will focus on skill development dealing with perimeter skating * Winter session report cards will be available for parents – Mondays (March 23), Thursdays (March 12) These are the last nights of program. | Details  Details |
| **14.0** | **REGISTRAR REPORT** | * Final registration numbers for 2019-2020 season: * Youth Powerskating: 14 * Teen/Adult Powerskating: 23 * LTSAB: 18 * STAR Bronze: 19 * STAR Silver: 9 * STAR Gold: 10 * CANSKate Both Nights: 13 * CANSkate Monday: 43 * CANSkate Thursday: 43 * CANSkate Sundays: 7 * CANSkate PreSeason: 2 | Details |
| **15.0** | **SKOKIE 2020 REPORT** | * Qualifier for Provincial Championships * Bidding for Super Series #1 – November 13-15 2020 * 50/50 revenue split * Guaranteed pre-registration spots for host club skaters – numbers to be determined at short-listed club phone call with Skate Ontario- Coaches indicate approximately 30 spaces * Host club to choose supplementary categories – will be finalized at short-listed club phone call with Skate Ontario- Muriel will send list of categories to coaches for input * Bid submission completed by Muriel * 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 * Motion made by Kerri: To subsidize skater registrations of our club members who register for Skokie 2020 with a $40.00 credit. Seconded by Michelle CARRIED | Details  Action  Action  Details |
| **16.0** | **NEW BUSINESS** | * Performance Day – change in date – coach absence –Date : April 9 2020 * Letters of Intent for Coaching 2020-2021 – date for submission- by April 9 |  |

**ADJOURNMENT:** Motion to Adjourn at 8:50 pm M/Muriel S/Kellie CARRIED

**NEXT MEETING: WEDNESDAY MARCH 11, 2020 7:00 PM AL THORPE ROOM**