### Huntsville Skating Club Board of Directors Meeting

DATE: Wednesday March 11 2020

TIME: 7:00 pm

PLACE: Al Thorpe Room, Summit Centre

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

REGRETS: Sunju

ABSENT: David, Louise, 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  Quorum established.  Motion to approve the minutes  M/Kellie S/ Michelle CARRIED   * Review mission statement and values – tabled Kerri * April Keyes – nominations – tabled Kerri (see below) * Carnival Show Tickets to Marg Payne – Muriel   -Tickets printed; Muriel to give 2 tickets for Marg to Robin Brushey for delivery   * Stars On Ice Tickets – Michelle (see below) * AGM – written notification to Members – Muriel   -sent to Michelle for distribution   * April Ice Contract and Schedule Kerri (see below) * Current Board Member status for 2020-2021 – Kerri   -request from Kerri for current board members to send an email indicating their intentions for 2020-2021 season, if their term will be completed this season. Email need to be received by March 19th. | Action-completed  Action-completed  Action- All current Board members |
| **2.0** | **PRESIDENT’S REPORT** | * **Ice contract -** -April ice contract received from Town; adjustments requested * **Review of mission values -** Postponing * **Summer ice –** Town has informed that summer ice date will be postponed to August 17; Kerri has requested meeting with Town to discuss possibility of extending   -meeting set with Greg Pelling for Friday March 13 to discuss possibility of moving summer ice start date to earlier in August; Chrissy also attending to provide coaching perspective   * **Injury updates -** 1 injury reported due to a fall on Sunday morning ice   -no ongoing issues, skater returned to ice that morning as there were no apparent symptoms   * **Sunday Feb 9 and Feb 23 -** -gift purchased and given to Lindsay * **Coaches meeting -** -sat in on coaches’ meeting to discuss Canskate graduates; coaches agreed to promote 5 skaters   -requested coaches provide email input for possible Freeskate requirement for gold session (2020-2021 season)   * -requested coaches to email any program suggestions for next season; Kerri to create and provide form with specifics of programming for coaches to fill out * **April Keyes –** any nominations?   -Kerri sending out list of nominations to all Board members for consideration. Response deadline is March 20. Muriel and Michelle recused themselves from discussion of this agenda item.   * **Meeting Evaluation**: Kristen completed and included with minutes | Details  Details  Action-Kerri, Chrissy  Details  Details  Details  Details  Action-Coaches  Action-Coaches  Discussion  Action-Kerri  Details |
| **3.0** | **TREASURER REPORT** | Kellie provided balances as follows: as of February 29 2020  **CIBC (Operating Account) - $44254.49**  **GIC – $ 67,605.24**  **Bingo – $44.46** | Details |
| **4.0** | **TEST CHAIR REPORT** | No report from Test Chair.  -Michelle provided details of tests – 9 skaters, 11 tests, 1 out of club skater  -10 successful tests (passes) and 1 retry  -suggestion to move 2nd test day of the season to last Monday of the Spring session  -those in attendance agreed that later date would be more beneficial for skaters | Details  Discussion |
| **5.0** | **COACH LIAISON REPORT** | No report submitted. |  |
| **6.0** | **COACH REP REPORT** | * Coaches met for a meeting with Kerri as David was away.  We discussed and agreed on 5 graduates from Canskate:   1. Selena Dalrymple  2. Marie Clare Alexander  3. Lochlann Menard  4. Kennedy Jones  5. Lauren McAughey  Chrissy will reconnect with Brynn Tofflemire’s parents about also entering Bronze next season as they chose to stay in Canskate for the season even though she was invited to go up at Christmas.   * Tracey Zwiers would like to bring some girls to perhaps skate on our Thursday session of the March Break.  Tracey and the Orillia club have been very welcoming and accommodating to our skaters over many seasons and since there is not any club time or regular session skating, I would ask the board to consider allowing her to come with her skaters on this session. * Additional request from North Bay SC skater * Reminder that Guest Coaching Policy is available on the club website * Coaches requesting attendance should provide evidence of Skate Canada registration * $25.00 Hopping Fee per skater (out of club) * Due to holiday ice schedule, out of club skaters and coaches are able to skate * Agreement among those in attendance that these skaters and coaches are welcome | Details  Action-Chrissy  Details  Discussion  Details  Discussion  Decision |
| **7.0** | **FUNDRAISING**  **REPORT** | **No report submitted.**  **Buy & Sell**  - Michelle has taken pictures of all the clothing on the Buy & Sell and posted on social media. | Details |
| **8.0** | **VICE PRESIDENT REPORT** | **Showcase/Pizza/Awards & AGM**   * Email was sent out to all StarSkaters to email the club if interested in participating Deadline Thursday March 5th - not a lot of responses so coaches were emailed to send their lists – 31 numbers * **Job list**   Booking space with town/table & chairs etc – Muriel – booking of facility done; layout of tables and chairs provided to Amanda  Schedule for showcase – Michelle to complete draw for schedule  Cake (Costco)-Kerri  Tablecloths – Clubroom  Decorations –  Plates, cups, utensils, napkins – Kerri  Pizza (Pizza Nova GC from Costco) – Kerri to purchase gift cards from Costco. Kellie to check how much was spent on pizza for last season’s banquet  Drinks – Michelle  Tickets for draw for $100.00 voucher for next year’s registration - Michelle   * Showcase/Pizza Attendance forms sent out March 2nd & March 5th * Michelle will send out another email next week – 10 families responded=40 people * Bursary Cheque for Ainslie for going to Provincials – entry fee * A skater on the Sunday session fell and hit head on ice - Accident form put into SC – skater was fine and back out on for the rest of that session | Details  Details  Decision  Decision  Details  Decision  Decision  Action-Kellie, Kerri  Decision  Details  Details  Decision  Details  Details |
| **9.0** | **COMMUNICATIONS/**  **PUBLICITY REPORT** | **Policies**   * Board Job Roles & Responsibilities and the Return to Skate Plan Template has been put on the webpage and sent to Muriel to keep in club records   **Stars on Ice**   * 6 families interested = 23 tickets * Michelle has contacted Stars on Ice to say that we would advertise the Hamilton Show – 2 free tickets for doing so – they are sending posters/flyers in the mail. * Michelle sending out email to confirm final numbers   **Publicity**   * Article in Doppler re: skaters who went to Sudbury Competition * Sent out information to various media to advertise Carnival (YourTV Cogeco, BIA, Doppler, Huntsville Forrester, Muskoka411, Hunters Bay Radio, Moose FM, & Country 102) – I’ve heard back from YourTV Cogeco regarding doing an interview, I referred to Muriel as the Carnival Chair AND BIA has shared on their calendar as well as social media. * Muriel reported that she would be interviewed on Thursday March 12.     **SC Sign**   * I have contacted Huntsville Canadian Tire to enquire about a roll up sign the club had purchased and that they agreed to display – They had it stored away due to renovations and have now put it back out in the skate section.   **Wednesday morning Town ice**   * Emailed Amanda – March 25th will be the last town ticket ice on Wednesday morning due to Shinny   **Uplifter – Skate Canada**   * Uplifter is SC’s preferred registration platform/software for clubs – recently they announced that they are building Rowan’s Law requirements right into the platform – Michelle emailed Uplifter to get some additional information and pricing * 3 programs to chose from; Gold program is most complex and the pricing is 25.00 per month plus 1% of our registration fees * After discussion regarding expense vs advantages of programs, it was suggested that we reach out to other clubs who are presently using Uplifter to get their opinions on value of Uplifter as a tool. * Chrissy noted that the Orillia SC is enrolled in the GOLD program | Details  Details  Action-Michelle  Details  Details  Details  Details  Details  Discussion  Decision  Details |  |
| **10.0** | **SECRETARY REPORT** | * Nomination to Skate Canada for CanSkater of the Year has been submitted. * AGM 2020 – Date: April 9 * Booking of facility- Upper Don Lough Viewing area book * Request for required tables, chairs submitted * Board reports for AGM – due April 2 to Secretary * Any board members needing samples of reports for their specific portfolio can request sample from Muriel * Written notification to be provided to members 15 days in advance – notification written and sent to Michelle * Nominations for Vacant Board Positions – due 15 days before AGM; March 25 | Details  Action-All designated Board Members  Details  Details |
| **11.0** | **ICE SHOW CHAIR REPORT** | * Guest skater: Jayme Zwiers * Diamond Dance demonstration: will go ahead with solo demonstrations due to Tim’s absence (Provincials) * Signup posted for Volunteer jobs * Business card ads are being submitted to Michelle by March 13 * Rented costumes from Orillia SC have been selected and picked up * Will be returning all costumes the weekend of “Bring On The Fun”. * May be using some costumes for Showcase events in Orillia * Dress Rehearsal will take place on Thursday March 26th (schedule to follow) * Tickets have been printed. * Advance Ticket sales will begin March 23 * 64 CanSkaters participating; 34 StarSkaters participating; 11 Teen/Adults * Carnival Sanction submitted and approved by Skate Ontario | Details |
| **12.0** | **CANSKATE LIAISON** | * Winter session report cards will be available for parents – Mondays (March 23), Thursdays (March 12) These are the last nights of program. | Details |
| **13.0** | **REGISTRAR REPORT** | * Still a couple of outstanding fees to be paid in full. Have reached out to respective families * As of March 9, all outstanding fees have been paid. | Details |
| **14.0** | **SKOKIE 2020 REPORT** | * Still awaiting further information regarding bid for 2020-2021 * Contacted by Kelsey Bennett on March 10 with request to book a conference call to review competition bid (Monday March 16 10:15 am) * Prior to call, following information to be submitted: Supplementary Category selection, Pre-Registration Spots,   Medical Provider option  Muriel reviewed documents to be submitted before Conference Call; those in attendance shared thoughts regarding possible supplemental categories   * With regards to Medical provider option, question regarding whether STAR 1-4 events require a First Responder or a First Aider; Muriel will inquire during Conference call * Muriel will reach out to coaches on Thursday to ask for input with regards to Supplementary categories and pre-registration spots | Details  Discussion  Action-Muriel  Decision |
| **15.0** | **CLUB CLOTHING** | * Received one additional hoodie for a skater * Received “Coach” hoodie for Megan * Kellie has paid bill and monies from skater has been collected and submitted to Treasurer for deposit. | Details |
| **16.0** | **NEW BUSINESS** |  |  |

**ADJOURNMENT:** Motion to Adjourn at 8:08 pm M/Muriel S/Kayla CARRIED

**NEXT MEETING: WEDNESDAY April 9, 2020 7:00 PM FOLLOWING AGM**

**UPPER VIEWING AREA OF DON LOUGH RINK**