**Huntsville Skating Club Board of Directors Meeting**

DATE: Wednesday December 18 2019

TIME: 7:00 pm

PLACE: Al Thorpe Room, Summit Centre

PRESENT: Muriel, Kristen, David, Michelle, Kellie, Kerri

REGRETS: Kayla, Chrissy

ABSENT: Juliah, Louise, Sunju

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | **DETAILS,**  **DECISION,**  **ACTION BY** |
| **1**.**0** | **APPROVAL OF**  **PREVIOUS MEETING MINUTES**  **REVIEW OF ACTIONS**  **FROM PREVIOUS**  **MEETINGS** | Meeting called to order at 7:01 pm  Motion to approve the minutes  M/Michelle S/ David CARRIED   * Review of mission statement, values (Tabled) * Roles and Responsibilities (Tabled to meeting in 2020) * Contract for Megan MacNeil- ready for signatures * Budget for Fundraiser Dinner * Emergency Action Plan – revisions, additions, omissions | **Kerri**  **Michelle** |
| **2.0** | **PRESIDENT’S**  **REPORT** | * PERFORMANCE DAY – Requests from several parents to offer   a solo simulation as part of the day. If it cannot happen during the Dec. 19 Christmas Challenge, we should attempt to offer a solo Simulation day in Jan/Feb.   * January or February 2020; Board will organize event; David to reach out to coaches to ask for input as to timing of event * COOP – Kaitlyn Brushey has been awarded employee of the week 2x this semester. She has been working on requirements of her coaching course. \*\*Reminder- If anyone has small tasks that Kaitlyn could assist with please let me know. * additional task – develop budget, program schedule * COACHING- Jeff Trott has resigned from Thursday coaching responsibilities. Megan MacNeil was offered and accepted the Thursday coaching position and clubtime. Contract has been drafted. * SKOKIE- Waiting for town to confirm November ice.   Revenue- approx $11,500 of anticipated $12000  FUNDRAISING- Norwex- approx $150 revenue to club   * SKATER MOVEMENT- How are we addressing Sunday CANSkaters moving to STARSkate in January 2020? I would suggest they stay in the Sunday CANSkate group. * SKATER INJURY- Gold skater removed from ice due to suspected head injury. Appropriate documentation completed. Parent has reported skater is cleared to skate- to provide documentation prior to skating. Coach will need to complete a RTS plan. | **ActionDavid**  **Details**  **Details**  **Details**  **Discussion**  **Details**  **Action-Jeff**  **Trott** |

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| **3.0** | **SKOKIE CHAIR**  **REPORT** | Skate Ontario has provided the final financials for Skokie Skate. The total profit for the event was $23,172. With the 50-50 split, HSC portion is $11,586. They will be mailing us the remaining funds by cheque. They owe us $11,586 minus the admission fees which we have already deposited plus reimbursement for our expenses. Kellie Heap will be able to verify this total cheque amount is correct with Skate Ontario. \*cheque received from Skate Ontario for $9 983.27  Kerri Vallentin was following up with the Town of Huntsville to see about the possibility of ice for November or December 2020. As to my knowledge, the Town of Huntsville is waiting for Huntsville Minor Hockey to let them know about the availability of ice for the next Skokie Skate. I would recommend that HSC ask the Town to hold the ice for a desired weekend to move forward with Skate Ontario, if Huntsville Minor Hockey cannot make a decision at this time. | **Details**  **ActionKerri or new**  **Skokie Chair** |
| **4.0** | **TREASURER REPORT** | Kellie provided balances as follows:  **GIC** – $67,605.24  **CIBC** **(Operating Account)** – $50 196.13 **Lottery Trust** – $44.27 No report submitted. |  |
| **5.0** | **TEST CHAIR REPORT** | No report submitted.   * Michelle has collected test stubs for the 6 tests completed (4 passes, 2 retrys) * No “out of club” skaters participated * Club subsidized ½ the cost of hospitality (in lieu of ice costs) - $85.00 * The subsidy kept test costs for skaters similar to the cost of previous tests; low number of tests resulted in higher than normal costs * Coaches have requested a clarification for the protocol for STAR 1-5 test submissions, with payment – David to put procedure together and discuss with Louise; also to post in Club Room and share with all coaches | **Details**  **Action-**  **David** |
| **6.0** | **COACH REP REPORT** | Nothing to report. |  |
| **6.0** | **COACH LIAISON REPORT** | Meetings: Continue to communicate in person and via email/phone with Coaches regarding issues, opportunities and Board policies/decisions.  Discussion topics have generally focused on skater movement. In particular in regards to skaters moving between levels or between sessions to accommodate lessons.  Observation is that we need to address our process for skater movement between levels, as well as clarity in our policy on skater movement.  Skater Movement Process and Policy- See attached recommendation   * Potentially 5 CANSkaters moving to STARSkate * Decision to table approval of policy to January meeting * Board members are to review recommendation and send any suggestions or questions to David by email no later than one week before January board meeting * Addition to recommendation: On week 7 of each session, coaches to send requests for proposed movement of skaters to Coach Liaison, who will then send out to all coaches and set a meeting date a week later for all coaches to attend. | **Details**  **Decision**  **Board members** |

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|  |  | Test Day- Request for clarification on the process for submission of test day envelopes.  As I did not feel this required the level of detail of other recommendations I did not use the recommendation template.  Recommended that Test Day Envelopes be submitted to the Test Chair. Test Chair will enter records on Skate Canada website as per usual, but will confirm correct payment of fees for each test. Test Chair will then forward funds to Treasurer for deposit. | **Decision** |
| **7.0** | **FUNDRAISING REPORT** | Thank-you to Sherry Searle for running the Scentsy fundraiser with our club. Sherry gave 15% from the sales back to the club. We earned $187.59 Sherry has sent an email to the club letting us know that she’ll be continuing the HSC campaign on her webpage for any further sales. No volunteer commitments were earned with the sales from this campaign.  Thank-you to Christine Payne for running a Norwex fundraiser for the HSC. The Norwex fundraiser has ended. There were a couple of large orders which earned two families a volunteer commitment. The names have been given to Kristen as our  Volunteer Liaison. $6.00 of each package that was sold was to be given back to the club.  I’ve been in contact with Christine and no time frame for receiving the orders is available at this point and she is still waiting to hear what the club has earned. She’s going to let me know when the orders come in.  Voxxlife fundraiser - Kayla sent a quick note to thank Board for giving her the opportunity to host a fundraiser for the club and share this great  Neurotechnology with our club. I also wanted to let you all know that the fundraiser has been a great success thus far.  As you know 25% of the sales came back to the club, so for a breakdown  DEC 9TH $110  DEC 12th $263.75  DEC 16th $ 121.25  Totally $495.00  The replicated website is officially opened. Feel free to share this link with Anyone that has family and friends that could not make it in to the fundraiser, live too far away or prefer to shop online.  [HuntsvilleSC.voxxlife.com](http://huntsvillesc.voxxlife.com/)  Kerri to confirm that amounts quoted are profits for club or total sales amounts before 25%.  Spaghetti Fundraiser Dinner – new date: Friday February 7th 2020  Proposed budget attached. | **Details**  **Details**  **Details**  **ActionKerri**  **Details** |
| **8.0** | **VICE PRESIDENT**  **REPORT** | Return to Skating Policy has been updated to include “The base coach must report skater’s limitations from the “Return to Skating” plan with all other club coaches.  That step was also added to the Reporting Process on the bottom of the plan.  It’s been updated on the website and a copy has been emailed to Muriel to keep in club records.   |  |  | | --- | --- | | was | not |   A concern was brought forward by a coach that skaters names were being brought forward to move, that had not yet passed CanSkate 6 but others who were at the same level were not brought forward. This coach also felt as though an opportunity given to submit names.  Kerri & I talked to both coaches involved and suggestions were made to help rectify this from happening in the future. We feel it would also be important to put a new policy in place that “all coaches are required to sign off, in writing to the board, in agreement of any skater movement.  Currently the board has approved 50% of the test day ice costs be subsided by the club. | **Action- Michelle**  **Decision** |
|  |  | |  |  |  | | --- | --- | --- | | Decision made to subsidize 50% of hospitality costs or 50% of ice costs for future Test | | | | Days | , where test numbers are low | . |   This past Test Day we used On-session ice. Do we want to approve to subsidize 50% of the hospitality fee for HSC skaters when Test Day is held on session?  We decided last meeting that Sunday hoppers are only permitted on the Open Ice session time of 7:30-9:00.   |  |  | | --- | --- | | The policy was reviewed and was found to reflect the necessary wording and therefore | | | not changes were made. |  |   We need to have clear wording if it’s the same for HSC skaters and out of club skaters. | **Decision**  **Decision** |
| **9.0** | **COMMUNICATIONS/**  **PUBLICITY REPORT** | I’ve asked Megan for an updated bio & picture for our website, CanSkate board and in the display case.  Will update as soon as I get it.  On Dec 1st I sent an email to all our coaches asking for them to share videos of skater’s successes with the club so that I can share them on our social media accounts.  To date I have not received anything  Suggestion to include write-up about Sunday Off-Ice program in January newsletter | **Details**  **Action -**  **Muriel** |
| **10.0** | **BUY AND SELL** | Pictures have been posted on all social media accounts of skates & clothing that are for sale. A few purchases have come in from out of town families since then.  Last meeting, I was asked how much the Buy & Sell has earned to date this season. To date the Buy & Sell has sold $3055.00 with 20% of that $1691.00 profit to the club. This amount is more than the last two years combined with still four months left to our season. | **Details** |
| **11.0** | **SECRETARY REPORT** | * Revised Draft of Emergency Plan is included with report. * Sample of Information poster to be posted on club bulletin board also included * David has asked that the approval of the final plan be tabled to January meeting, to permit time for him to share ideas; to meet with Muriel prior to January meeting to make revisions | **Details**  **Action** |
| **12.0** | **CARNIVAL CHAIR REPORT** | * Second meeting held: Mon. Dec. 2 * Theme selected: Jukebox * Coaches tasked with compiling a list of songs by December 16. * Suggested that Carnival Policy be reviewed at December board meeting so coaches are aware of any changes, as Winter session begins. * Bronze, Silver, Gold need to be added to titles for Pre-Junior, Junior, Senior categories * Any need to change deadlines? No change needed in deadlines * Some discussion regarding establishing protocol for when board is unable to make a choice from the selections forwarded by coaches; suggested that President would inform Coaches of challenge and ask for further input. This would need to be accomplished in one or less from time of Board meeting. Kerri and/or Michelle to draft a protocol and forward to Carnival Chair to add to Carnival policy. Once protocol has been forwarded, it will be added to Carnival policy and forwarded to all Board members to review. * In order to allow members additional time to review, this item is tabled to the January meeting. Any additions or changes to policy, should be forwarded to Muriel no later than one week before January meeting, so policy can be approved and shared with coaches. | **Details**  **Discussion**  **Action – Michelle or Kerri**  **Decision**  **Action** |
| **13.0** | **REGISTRAR REPORT** | * As of this meeting, 15 additional skaters starting Winter session * 4 skaters are extending into Winter session * One additional LTSAB started beginning of this month | **Details** |
| **14.0** | **CANSKATE LIAISON** | * CANSkate Challenge Event (Dec.19) – Coaches have set up circuits for each Stage, including PreCan * Skaters participating will receive a Skate Canada certificate that includes a chart listing the skills they are working on and a standard of Gold, Silver or Bronze * Club providing hot chocolate, cups and lids (receiving 10% discount from Oliver’s) * Parents contributing baked treats. * Club providing mini-marshallows * Expenses: purchase ribbons, badges to complete the season 156.00 Ordered additional CANSkate handbooks for Winter   Registrations and 40 certificates for Christmas Challenge 52.99  Report cards will be ready for parents to view starting December 16. | **Details** |
| **16.0** | **CLUB CLOTHING** | * Club hoodies have been delivered * Revenue 650.00 Expenses: 567.79 Profits: $82.21 | **Details** |
| **17.0** | **NEW BUSINESS** | Skate Ontario Club Enhancement Webinar   * New Webinars coming in 2020 -Volunteer recruitment (Jan/Feb)   + STAR 6-Gold check-in (Jan/Feb)   + AGM Education (March/April)   + Club Finance (March/April)   + Club/Coach Relationship (June) * Skate Ontario Unity Conference to be held June 13-14 at Delta Conference Centre, Toronto * AGM will be held in early September, as Skate Ontario is changing their fiscal year end (on-line AGM) * STAR 6-Gold – same training for coaches and officials   - on line modules are open to anyone with a SC#  -Skills are to be coach assessed; Coaches cannot do this yet! No pathway has been developed yet. This is a red flag if our coaches indicate that they can assess Skills.   * \*NEW Test Chair, now referred to as ASSESSMENT COORDINATOR   -effective November 2019, online requests to be submitted for an  Assessment Day (assessmentdays@skateontario.org)  -all Test Days should go through Skate Ontario   * STAR 6 –Gold Evaluator Update – requires 2 full work days of commitment to become qualified Evaluator; approximately 50% of evaluators have completed the required commitments; asking for patience as Evaluators work towards qualifications. * Safe Sport Incident Reporting – better to over report; head injuries must be reported; reporting to be completed within 30 days but prefer that reports be submitted asap; on-line form available under Safe Sport Tab on Skate Canada Members site; strongly suggested that a printable copy of report be made available at ice level so that details of injury can be recorded while fresh in minds of those involved * Rowan’s Law – E-modules available through Member site (Skate Canada) – required for all Coaches and Officials, Club or School Administrator * Club to collect and hold waivers; Skate Ontario or the Government can ask to see all forms and compare them with registered skaters at | **Details** |
|  |  | the club   * Skaters from age 3 to 26 are required to sign form * \*NEW Skate Ontario New Members Portal – available end of January   2020   * + clubs will be able to manage their profile (contact info, board members, coaching staff, programs, documents (bylaws, policies, etc.) - access to all Skate Ontario resources in one spot; links to related Skate Canada materials   + Melissa Fraser will contact each club in January * \*NEW Club Checklist – 4 phases based on clubs that operate from October –March; this resource will be available from Skate Ontario in early 2020. * \*NEW Not-For-Profit Corporations Act (ONCA)   -will take effect March 2020  -3 year transition period  -main areas that will affect clubs (1. Membership structures 2.  Responsibilities of Directors 3. Conduct of Meetings 4. Financial Reporting)   * Melissa Fraser will be in touch with all 350 clubs and will work with all clubs individually to ensure they are compliant; session will be available at June conference   Are you receiving E-blasts at 4pm on Fridays from Skate Ontario? |  |

**ADJOURNMENT:** Motion to Adjourn at 8:49 pm

M/Muriel S/Kellie CARRIED

**NEXT MEETING: WEDNESDAY JANUARY 15, 2020 7:00 PM AL THORPE ROOM**