### Huntsville Skating Club Board of Directors Meeting

DATE: Wednesday November 20 2019

TIME: 7:00 pm

PLACE: Al Thorpe Room, Summit Centre

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

REGRETS: Sunju, Louise, Juliah

ABSENT:

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES**  **REVIEW OF ACTIONS FROM PREVIOUS MEETINGS** | Meeting called to order at 7:00 pm  Motion to approve the minutes  M/Kristen S/Kayla CARRIED  \* Collective decision made to hold “In-Camera” part of meeting first.  Motion: To move to In-camera session. Made by David, seconded by Michelle CARRIED  Coach Rep, Chrissy recused herself from this portion of the meeting. Notes taken by Secretary, to be shared with President.  Motion: To move out of In-camera session. Made by David, seconded by Michelle CARRIED  October   * Review of mission statement, values – Tabled to November 19, 2019 (Kerri, David) Tabled to December * Concussion protocol – idea from TLDSB – Bumped Head bracelets – feedback from coaches (Kerri)   Kerri indicated that she had not spoken with coaches. Chrissy shared that she generally would speak with base coach to find out latest information on skater’s injury and “Return to Skate “ plan.  Decision to review “Return to Skating Policy” to ensure communication between base coach and other coaches is included in policy  September   * Changeroom behavior (David) David sent out email to all coaches regarding board expectations for change room behavior * Bronze level skater needing direction/alternate coaching when coach not in attendance (David) David spoke to coach responsible for skater * Review mission statement and values of club with all coaches – responses due by September 18 – results (David) Tabled to December meeting   August   * Roles and responsibilities document (Michelle) Tabled to later meeting to allow board members to gain more insight in to their specific roles | **Kayla, Kristen**  **Action**  **Discussion**  **Decision**  **(Michelle)**  **All Board Members** |
| **2.0** | **PRESIDENT’S REPORT** | Contracts-   New contract for Kaitlyn Brushey as private lesson canskate coach.   * Contract signed; to be forwarded to VP and Secretary   Skokie chair- Robin has sent her resignation; we will need to recruit a new chair.   * Muriel shared that Robin has been approached by Skate Ontario with regards to hosting a November event for 2020, with STAR 1 to Gold events. Robin has inquired with Amanda Hill (Facilities) as to the feasibility of hosting this event. * Muriel expressed interest in taking role;   Coaching- supply coaches, who should we contact/ who is available. Off ice coverage options for competition weekends-   * Megan McNeil is available to cover   50/50- spoke to bylaw each type of event requires a separate licence. Cannot share with another organization, each group would need own licence- can’t share revenues   * Kerri spoke with Bylaw department to confirm details   Fundraising- brought in 2 vendors  \*\*all vendors need to be communicated to the Summit Centre.  Budget- based on current program numbers and anticipating $12 000 revenue from Skokie we are currently in a -$500.00 deficit. Not concerning at this time as we still have winter registration. | **Details**  **Action**  **Discussion**  **Details**  **Details**  **Action**  **Details**  **Details** |
| **3.0** | **SKOKIE CHAIR REPORT** | We are awaiting a receipt or two so Kellie Heap can submit the HSC expenses to Skate Ontario (SO). The majority of the expenses were managed by SO. We will get the final financials after that time.   * Kerri reported that she believes that all outstanding receipts have been submitted.   Skate Ontario has contacted Robin, as chair, to inquire if the club would be willing to consider hosting an event, STAR 1 to GOLD, in the month of November 2020.  Robin reached out to Amanda (Facilities) to inquire about feasibility of a date in November. Awaiting response.  Kerri raised question about profit sharing with Skate Ontario, when a club is hosting an event that covers both STAR 1-4 and STAR 5 to GOLD. | **Details** |
| **4.0** | **TREASURER REPORT** | Summary report attached.  Kellie provided balances as follows:  **GIC** – $ 67,605.24  **CIBC** **(Operating Account)** – $55 198.50  **Lottery Trust** – 44.15  Treasurer inquired about closing Lottery Trust.  Determined to not close yet. | **Details**  **Discussion** |
| **5.0** | **TEST CHAIR REPORT** | Test Day will be on Monday December 2 2019  Excel Document attached provided with times for testing and who is being tested. Please look over for appropriate timing and if warm up time is applicable.   * Chrissy suggested that due to new test style for STAR 7 elements, test could be done on regular ice; this would alleviate having to alter GOLD session. There are a limited number of tests, so for those dances, coaches could manage clear ice, when necessary. Fees for skaters would include Hospitality (travel and meal for Assessor) plus Skate Canada test fee of $12.00 and where applicable, Dance Partnering fee of $10.00. Hospitality fee should be divided by number of skaters participating No ice fee.   The names should be sent to the registrar for good standing on this date 2019-11-20.   * Muriel will confirm standing of skaters.   At this time only four skaters have been submitted by two coaches and there will be seven assessments needed. This will not run into other programing except during Gold Star Skaters time.  Skate Canada has not contacted me for an Assessor  Contacted Kathy Robertson and she called back to confirm she will be available to come on Monday December 2 2019. 1 705-606-3458   * David to share with Louise changes to schedule based on discussion and review necessary preparations for Test Day   As some of you are aware I have taken a job with York Region. This means I am only living in Huntsville every other week and when I am living in Huntsville I will not be home until 6:30. I will not be able to be present during test day so will need someone to greet Kathy.   * Kerri indicated she would be present to greet Assessor. * David indicated that he would be present to support Test Day. | **Details**  **Action (Muriel)**  **Action (David)**  **Action**  **(Kerri)**  **(David)** |
|  | **COACH REP REPORT** | * Canskate coaching on Sunday-are we charging the same price as group? –club rate is $50.00 per hour;   Coaches instructing CANSkate session on Sundays will only receive $25.00 per session due to 30 min. length of session  Determined that all coaches rotate through this session, so all coaches are receiving this reduced rate based on rotation of schedule   * Sunday with missing Coaches for Keswick Competition – as of the meeting, sessions on Sunday have been covered * Coaches have determined that there are 3 CANSkaters who have the ability to move to STARSkate Bronze level, effective January 2020.   (Jiwon, Lily, Suzanna)   * Coach Chrissy and Linda will speak with respective parents to determine their goals for skater moving forward; then offer them opportunity to change program * Muriel to send information on fees skaters have paid to date to Kerri, so she can determine new additional fees, as they will be receiving more ice time, as Bronze level skaters | **Discussion**  **Action**  **Action**  **(Chrissy, Linda)**  **Action (Muriel)**  **(Kerri)** |
| **6.0** | **COACH LIAISON REPORT** | “In-camera” portion moved to first item on agenda. Notes taken and shared with President.   * Email received from coach regarding fitting in private lesson for CANSkater – asking for Board to further consider earlier decision * Skater recently passed Stage 3 and now qualifies for stroking session on Monday session, following CANSkate; parent wants skater to participate; Coach does not have any available time on Thursdays to fit in private lesson * Coach Liaison to go back to Coach with suggestions to solve issue: (1) coach could reduce club time by 15 minutes on Mondays to accommodate skater; coach available to take club time (2) look for another club coach to provide private lesson (3) ask new CANSkate coach in training to provide private lesson, if all other coaches full | **Action (David)** |
| **7.0** | **FUNDRAISING REPORT** | Proposal for fundraiser presented.   * Board approved moving forward with Budget for this event. Motion: To move forward with creating budget for spaghetti dinner fundraiser. Made by Muriel, seconded by David CARRIED * Determined potential date of January 24th 2020. * Suggested that goal needs to be more specific * Suggested to have skaters act as servers for the event * We would need to look into obtaining dinnerware, serving ware, cutlery to host event. * Muriel will go back to Sunju, Juliah to move forward with budget.   Cookie Fundraiser connected to Skokie Skate.   * Sales were not healthy at event. * Inventory of approximately 480 cookies * In effort to recoup cost of $162.72, sales have continued during CANSkate sessions. * Kayla has offered to sell cookies at an upcoming event this weekend. $0.50 of each cookie sold will come back to the club to help with recouping cost of cookies.   Norwex Fundraiser   * Host set up in lobby for CANSkate sessions * Flyer provided to each family   Scentsy Fundraiser   * Host set up display in lobby * Orders to be submitted to club by November 28 | **Details**  **Discussion**  **Action (Muriel)**  **Details**  **Action (Kayla)**  **Details**  **Details** |
| **8.0** | **VICE PRESIDENT REPORT** | Summary report attached   * The “Out of Club Policy” has been changed * Muriel & I held the Parent Information Sessions on a Monday & Thursday. Monday night’s session saw more parents in attendance than the Thursday night. Thanks to Muriel for her work on this. * Kerri & I spoke to Chrissy regarding Kaitlyn giving private lessons. Kerri is going to create a contract for Kaitlyn to include, that she must make sure that our regular contracted coaches get 1st right of priority. * Congratulations to Kaitlyn Brushey for qualifying and attending Sectionals. As per our policy, a Bursary was given to the family.   -Bursary amounted to registration fee of $258.00   * It appears there is still some discrepancy with billing for the group lessons from the coaches   -Coaches are determining billing by combining 2 (15) min lessons and dividing by total number of skaters participating in both lessons  -David to send email to all coaches asking coaches to provide itemized bill to skaters, including date, # of skaters participating, and to bill by dividing $30.00 rate by # of skaters.   * We need to decide whether hoppers on this session are included in the group lesson and off-ice portion of their hopping fee.   -Decided that skaters hopping are to only participate in open session from 7:30-9:00 am.  -David to email coaches with this information   * Request from Town regarding placing ad in Spring and Summer issue of Leisure Guide   -Discussion with regards to change in distribution of guide  -Decision made to not place ad in Spring and Summer guide | **Details**  **Details**  **Details**  **Discussion**  **Decision**  **Action (David)**  **Discussion**  **Decision**  **Action (David)**  **Decision** |  |
| **10.0** | **COMMUNICATIONS/**  **PUBLICITY REPORT** | Summary report attached.   * Advertising fundraisers (Scentsy, Norwex) on club website, email blasts, facebook |  |  |
| **11.0** | **BUY AND SELL** | Summary report attached.   * Continues to be active; number of purchases over last month * Michelle is planning to take photos of some items to post on local Buy and Sell sites * All zuca bags in stock have been sold. | **Action (Michelle)** |
| **12.0** | **SECRETARY REPORT** | Summary report attached.   * Emergency Preparedness Plan – Draft   -Tabled to December meeting to allow members time to review plan; provide suggestions as to what information needs to be posted for families and skaters; where information should be shared and posted  -Board members to send suggested revisions, additions, etc. to Muriel by December 5 | **Action**  **All Board members** |
| **13.0** | **CARNIVAL CHAIR REPORT** | Summary report attached.   * Initial meeting held: November 4 * Discussion with regards to when practices should begin, due to early date of carnival (March 29) and scheduling of March Break. * Meeting on Monday December 2 to select theme and begin selecting music pieces. | **Details**  **Discussion** |
| **14.0** | **REGISTRAR REPORT** | Summary report attached.  Things have finally slowed down with regard to registrations.  Here is a breakdown of each program:  Teen/Adult Powerskate  23 skaters X 150.00 = 3450.00   1  skater X 105.00 = 105.00          TOTAL  $3555.00  September Youth Powerskate  1 X 65.00 = 65.00  2 X 100.00 = 200.00  11 X 130.00 = 1430.00     TOTAL  $1695.00  STARSkate Program  BRONZE:   * (M,Th)    8 X 705.00 = 5640.00 * (M)         4 X 575.00 = 2300.00 * (M, Th, Sun. FULL)   1 X 920.00 = 920.00 * (M, Th, Sun. 95.00)   2 X 800.00 = 1600.00      SUBTOTAL  $10, 460.00   SILVER   * (M, Th)      5 X 735.00 = 3675.00 * (M, Th, Sun. FULL)   5 X 950.00 = 4750.00    SUBTOTAL  $18,885.00   GOLD   1. (M)  1 X 625.00 = 625.00 2. (M, Th)  2 X 735.00 = 1470.00 3. (M, W, Th, Sun. FULL) 3 X 1135.00 = 3405.00 4. (M, Th, Sun. FULL)  1 X 950.00 = 950.00 5. (M, Sun. FULL)  1 X 840.00 =840.00 6. (Th)  1 X 625.00 = 625.00   SUBTOTAL  $7915.00          **TOTAL $37,260.00**  CANSKATE   * (M)  Fall  2 X 300.00 = 600.00 * (M)  Fall/Winter  23 X 345.00 = 7935.00 * (M)  Winter  4 X 300.00 = 1200.00 * (Th) Fall  4 X300.00 = 1200.00 * (Th) Fall/Winter  29 X 345.00 = 10 005.00 * (Th) Winter  2 X 300.00 = 600.00 * (M, Th) Fall  1 X 375.00 = 375.00   1 X 210.00 = 210.00   * (M, Th) Fall/Winter  9 X 495.00= $4455.00 * (M, Th) Fall/Winter 1 X 445.00 = 445.00 (change from 1 day to 2 day as of November 11/19) * SUBTOTAL  27 025.00 * (Sunday CANSkate -16 wks))  1 X $145.00 = 145.00 * (Sunday CANSkate - 10 wks punch card)  3 X 95.00 = $285.00 * (Sunday CANSkate - until Dec.15)  1 X 135.00 = 135.00 * (Sunday CANSkate - until Apr. 5)   1 X 185.00 = 185.00            SUBTOTAL   850.00 * Pre-Season CANSkate  2 X 50.00 = 100.00     SUBTOTAL  100.00                              TOTAL   27, 875.00   Adult Program   * 12 X 340.00 = 4080.00 * 2 X    77.00 = 154.00      TOTAL  4234.00 * \*We actually have 1 more participant in the program (Ashleigh). I did not include her in list because her fee is unique.   She has paid 735.00 for 2 day GOLD - $50.00 VC.(685.00)   GRAND TOTAL       3555.00                                  1695.00                                37260.00                                27025.00                                    850.00                                    100.00                                  4234.00                                74719.00  We have 2 Adults who have paid for SC fee and 2 weeks to try it out.  Still have a few monies owing but most families have paid in full.  Family Discounts - ($25.00)    X 14 = 350.00  Multi Program Discount - ($130.00) X 2 = 260.00  \*\*Suggestion to set fee for skaters wanting to extend their Fall registration into Winter session : One day $100.00 Two day $175.00 (same as last year)  Motion: To set fee for skaters wishing to extend their Fall registration into Winter session, as suggested. Made by Muriel, seconded by Kayla CARRIED | **Details**  **Details**  **Decision** |
| **15.0** | **CANSKATE LIAISON** | * Warmup Stations: Better participation with inclusion of Program Assistants to encourage skaters * Performance Day – CANSkate Challenge   - Coach Chrissy shared plan for CANSkate event and initial plans for STARSkate event  -focus on fun, festive  -some board members concerned that skaters may be anticipating a showcase format similar to last season  -Coach Chrissy shared that based on number of solos and lack of solos for Bronze level skaters, hard to determine who can participate  -Kerri stated that coaches should take on planning, as they had requested at beginning of season that they wanted to have more input into event   * Spirit Nights- Pajama Night * Coach Floater during Monday session: Positive addition to program; improved instruction of skaters   -Coach Chrissy explained use of floater, supports it provides  -floater possible due to addition of Kaitlyn as qualified CANSkate coach in training | **Details**  **Details**  **Details**  **Details** |
| **16.0** | **CLUB CLOTHING** | * Club jackets have been delivered * Club hoodie orders have been submitted (16 sold) – approx. date of delivery December 9th | **Details** |
| **17.0** | **NEW BUSINESS** | * BIA contacted me (Kumon) for advertising for a “rink board” at the outdoor rink they are having this winter. Because the Skating Club is not part of the BIA, the charge is $75.00. The executive agreed to do this. I have attached the flyer.   We will need to do up a “request for a logo or graphic for 11x17”  -Motion: For Kellie to confirm that it will cost $75.00 and that we do not need to have sign made. If additional costs, Kellie to inform board members so decision can be made. Motion made by Kellie, seconded by David CARRIED   * a fundraising opportunity of Voxxlife shared by Kayla * provided personal story of value of product; improved balance, range of motion, flexibility * 25% of sales returned to club * Motion: to offer Voxxlife fundraiser hosted by Kayla. Motion made by Muriel, seconded by Kellie CARRIED | **Discussion**  **Details**  **Action**  **(Kellie)**  **Details**  **Decision** |

**ADJOURNMENT:** Motion to Adjourn at 9:15 pm

M/ Kristen S/ Chrissy CARRIED

**NEXT MEETING: WEDNESDAY DECEMBER 18 2019 7:00 PM AL THORPE ROOM**