### Huntsville Skating Club Board of Directors Meeting

 DATE: Thursday September 19 2019

 TIME: 5:30 pm

 PLACE: Al Thorpe Room, Summit Centre

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

 REGRETS: Louise, Juliah

 ABSENT:

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| **ITEM** | **AGENDA ITEM** | **DISCUSSION** | ACTION BY |
| **1**.**0** | **APPROVAL OF PREVIOUS MEETING MINUTES**  | Meeting called to order at 5:30pmMotion to approve the minutesM/Kellie S/David CARRIED  |  |
| **2.0** | **PRESIDENT’S REPORT** | Summary report attached.* 3 of 4 coaches have signed returned. Following up to collect final contract and missing lesson plans
* Sunday CANSkate session – no registrations yet
* Suggested that once CANSkate starts we approach Stage 4,5,6 skaters, with special invitation to join Sunday program
* Also suggested to include it in CANSkate Parent Information sessions
* Kerri to follow up with Facility Manager, Pete with regards to inspection of harness by facility’s engineer
* Kerri shared that former supplier wants to sell club update kit at a cost of $6000.00 for upgrades

David declared a conflict over next item:* Due to changes in original agreement with Coop Dept. of Huntsville High School, Kaitlyn is required to be supervised at all times while completing responsibilities
* She is presently working at Kerri’s office on online courses, RIS, Ethics, etc.
* Direction of placement will be more to due with club administration and coaching development
* With regards to Fundraising request from Sherry Searle, Kerri to email details with regards to profits, etc. to all other Board members. She will contact Sherry for more information.
* Kerri and David to review mission statement and values of club with all Coaches (David) and all individual directors (Kerri)
 | **Kerri****Muriel****Kerri****Kerri****Kerri, David** |
| **3.0** | **SKOKIE CHAIR REPORT** |  Summary report attached.* We received confirmation from Skate Ontario of 253 registrations at the close of pre-registration. We can accommodate close to 450.
* Final registration for this event will be opening at 12:00 pm NOON EST on September 17, 2019 and closing at 11:59 pm EST on September 22, 2019. This will hopefully fill the majority of the remaining slots.
* Sue Fisher, our tech representative, is working to secure the necessary number of judges.
* We hope to have a draft schedule towards the end of the month.
* Sherry Searle will be looking after the evening hospitality for officials at the hotel.

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| **4.0** | **CANSKATE LIAISON REPORT** | Summary report attached.* Met with CANSkate Coordinator (Chrissy) to coordinate equipment and activities for CANSkate program.
* Reviewed new Delivery standards for program to ensure we are meeting advanced standards.
* Equipment, badges/ribbons purchased for start of season.
* Plans to involve PAs in warm up stations
* Hoodies ordered for all new PAs, including PAs In Training
 | **Muriel,Chrissy** |
| **5.0** | **COACH REP REPORT** | Summary report attached.Requesting clarification on December 19 Performance event.Will include events for all levels CANSkate-Gold. |  |
| **6.0** | **TREASURER’S REPORT** | Summary report attached.Kellie provided balances as follows: **GIC** – **CIBC** **(Operating Account)** – **Lottery Trust** – 44.15Motion: To purchase After Hours post office key at a cost of $18.00. Motion made by Kellie, seconded by David CARRIED |  |
| **7.0** | **FUNDRAISING REPORT** | No summary report attached.* Sunju brought up idea of hosting a Spaghetti Dinner as a fundraiser for the club this season.
* Sunju and Muriel will put together a proposal to present at the October meeting with regards to this fundraising idea
 | **Sunju, Muriel** |
| **8.0** | **TEST CHAIR REPORT** | Summary report attached.* Dave provided new chair the spread sheet with up-to-date skater’s information on tests completed as of Aug 2019
* Muriel provided test chair with spreadsheet of completed test as of Sept 2019
* Test chair sent e-mail to coaches to review Sept 2019 records of tests completed by skaters to make sure test taken have been corrected, recorded by the club.
* Complete work plan to set up test day in December
* Provide test day at October Meeting.
* Contact examiner prior to October
 | **Louise** |  |
| **10.0** | **COMMUNICATIONS/****PUBLICITY** | * Recently we received a very nice email from this parent (one of our First Year StarSkaters), complimenting the club on a great job! Email was shared with Board members and parent has permitted that we share the email with Skate Ontario/Skate Canada if the board should want to.
 | **Michelle** |  |
| **11.0** | **REGISTRAR REPORT** | Summary report attached.All CanPowerSkate registrants have been registered with Skate Canada.All STARSkaters have been registered with Skate Canada.Youth PowerSkate: 14Teen/Adult Powerskate: 23STARSkate Bronze: 14 Silver: 9 Gold: 9CANSkate : (as of September 16) Monday – 20 Thursday – 29* No registrants for Sunday CANSkate program at this time.
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| **12.0** | **SECRETARY REPORT** | Summary report attached.* CANSkate handbooks (50) have been printed. Added page and logo hightlighting our club’s recognition from Skate Ontario as an Advanced Standard of Excellence.
* Suggested to include Kaitlyn Brushey in creation of Emergency Preparedness Plan
* David volunteered to assist in the creation of plan
* Kellie to inquire from Day Camp Supervisor about details of their Emergency plan
 | **David****Kellie** |
| **13.0** | **CARNIVAL CHAIR REPORT** | Summary report attached.First planning meeting for carnival will be mid October. |  |
| **14.0** | **VICE PRESIDENT’S REPORT** | Summary report attached.* Approached by Kristen Brown (Nylah Tovee’s mom) with interest in joining our Board of Directors. She specifically asked about doing the vacant, Volunteer Liaison job. We discussed commitment level and job description. She would like to put her name forward to join

By-law 13: Board of Directors VacanciesCasual vacancy occurring between any Annual General Meeting of the Club, may be filled, until the next annual General Meeting by a majority vote of the remaining members of the Board of Directors or in the case of the Coaching Representative, by the coaching staff.The Board is excited to welcome Kristen Brown, as the Volunteer Liaison for our Board. Michelle will contact her to welcome her and share any details about her role.* Michelle to email all Board members with request regarding change of meeting night to 3rd Wednesday of each month at new time of 7:00pm.
* Motion: To reword statement #1 under Right of Way Rules in Skater Code of Conduct to state: Priority is given to club time lessons, followed by skaters playing their music and **then** skaters who are in a lesson. Originally the word **then** stated **or**. Motion made by David, seconded by Michelle CARRIED
* David to speak to a coach with regards to a specific skater’s changeroom behavior; to speak to coach regarding a Bronze level skater having an alternate coach to direct them during Sunday ice, if coach is not in attendance
* Email from parent/board member with regards to positive changes to Club Time sessions for STARSkaters; suggestion made to separate 1st year Bronze and 2nd year Bronze during certain skating skills lessons
 | **Michelle****David** |
| **15.0** | **BUY AND SELL** | * We’re off to a great start - $1200.00 in sales so far with the club earning $650.00. We had a quite a few Zucas on the Buy & Sell taking up space, so I’ve been selling them on my Facebook Marketplace. Tim has also said that he is planning on promoting our Buy & Sell at the clubs he coaches at and asked if he could take skates if any skaters are looking for new ones.
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| **16.0** | **NEW BUSINESS** | * Skate Ontario Club Enhancement Workshop being held at the Summit Centre on November 9.
* Motion: To cover the cost of workshop registration for all members registering for the workshop Motion made by Muriel, seconded by Kellie CARRIED
* Cookie Fundraiser Idea presented by Sunju for Skokie Skate
* Kerri to approach Maggie, manager of Café, to get approval to sell cookies, as Café has first right for all food sales in the facility
* Sell packages of 2 cookies for $1.00; 50 cent profit per package; 4 cases of 50 packages to be ordered
* Motion: To sell cookies as club fundraiser during Skokie Skate event

Motion made by Michelle, seconded by Sunju CARRIED | **Kerri** |

**ADJOURNMENT:** Motion to Adjourn at 6:45pm

 M/ Kerri S/ Muriel CARRIED

**NEXT MEETING: MONDAY OCTOBER 21 2019**

 **6:30 PM AL THORPE ROOM**