



Minutes from MSC Executive Board Meeting

Greeley Community Centre
Monday April 13, 2015

Attendance:

Heather Patterson – President
Lauriel Wills – Vice-President
Laurie Rail – Test Chair
Rhonda Convery – Coaches Rep.
Allison Medeiros – Gala Committee Chair
Stephen Karl – Communications
Tanya Allard - Registrar

Absent:

Chantal Leblanc – Secretary/Webmaster

Any errors/omissions of these minutes please bring to the attention of Stephen Karl (scribe)

Actions and Resolutions:

Passed Motions:

Minutes from meeting of March 9, 2015 accepted	moved by Heather
2016 Gala date will be on March 5, 2016	moved by Allison
MSC will conduct an end-of-year survey	moved by Heather
MSC will send a delegate and an observer to the Eastern Ontario Section AGM on May 2nd in Kingston, and will reimburse club attendees for mileage and meal cost	moved by Heather seconded by Allison
MSC paper financial records prior to 2007 be destroyed	moved by Stephen seconded by Tanya
Year-end skater gift will be the "Gourmet Bag" from RussellPro with 2 colour MSC logo embroidered on it @ \$9.60	moved by Heather
An appropriate design of sticker for skater awards (price of \$1.00) to be used instead of more expensive club logo stickers @ \$3.00 each.	moved by Lauriel
MSC needs to plan for an additional test day for the 2015/2016 season	moved by Heather
Krishtika will not be charged for the April sessions due to missed Friday sessions earlier in the regular season.	moved by Tanya

Action Items

Action Item	Actioned by
Melissa to be asked if she can organize co-ordination of food for this years AGM/banquet	Lauriel

Confirm how much setup time Melissa will have available this year for AGM	Heather
Give access to Communication VP to MSC Facebook page	Chantal
Email to be sent to skaters to promote Thursday STARSkate sessions	Heather

Reports:

President:

1. Heather sent out an email prior to the meeting outlining fees for the acceptance of credit card payments for registration. Discussion of the merits/demerits of accepting such types of payments. No motion was proposed

2. Heather delivered our financial report, the first from our new book keeper (see attached). Discussion concerned the amount of income from guest skate fees, and the need to review our fees charged to members and non-members. our fees are in line with other area clubs and also reflect the true cost of ice and what members registered for that same time are paying.

3. Heather suggested that MSC send a delegate and observer to the Eastern Ontario Section AGM. See motions above.

Please see report details below.

Gala Committee:

No report submitted.

Test Chair:

No report submitted.

Vice President:

See report attached below.

Secretary:

No report submitted.

Coaches:

No report submitted.

There was discussion about adjusting the Monday Spring/Summer skate program due to lower than expected pre-Canskate and Canskate numbers, but there is a waiting list for Intro and STARSkate programs. Further discussion with board and coaches to determine coach availability and skater ratios.

Communications:

No report submitted.

Other Items:

Adjourned: 21:30

Next Meeting: May 4, 2015

Presidents Report - Attachments

Metcalfe Skating Club

Income Statement 2014-05-01 to 2015-01-31

REVENUE

'Winter Revenue

'Winter Canskate	\$39,582.78
'Winter Star Skate	19,449.59
'Winter Guest Fees	119.00
'Competition Revenue	0
'Winter Revenue	59,151.37

'Summer/Spring Revenue

'Summer Star Skate	4,213.45
'Summer Canskate	2,263.26
'Summer Off Ice	353.00
'Summer Guest Fees	95.00
'Total Summer Revenue	6,924.71

'TOTAL REVENUE

\$66,076.08

'EXPENSE

'Cost of Goods Sold

'Winter Ice Fees	\$35,159.64
'Summer Ice Expenses	6,387.75
'Skate Canada Expenses	6997.29
'Off Ice Fees	280.00
'Skating Harness Expense	678.00
'Coaching Winter	\$5,815.99
'Coaching Canskate	1,753.00
'Coaching Supplies	90.00
'Total Coaching Costs	7,658.99
'Total Cost of Goods Sold	57,161.67

'General & Administrative Expenses

'Accounting & Legal	0
'Advertising & Promotions	72.14
'AGM Awards Night	1365.45
'Bad Debts	0
'Internet/Website Expenses	101.15
'Interest & Bank Charges	61.46
'Office Rent/Supplies	426.95
'Fundraising Costs	0
'Miscellaneous Expenses	80.19
'Social Event Expense	406.63
'Total General & Admin. Expenses	2,513.97

'TOTAL EXPENSE

\$59,675.64

'NET INCOME

\$6,400.44

Here are the fees for using on-line credit card payments for your review. Please remember we are also paying Uplifter a percentage of our registration fees in addition to these fees.

Hi Mark, the following is a summary of the fees associated with a virtual account :

Visa/Mastercard Qualified : 1.39%

Per transaction : \$0.10

Monthly Service Fee : \$5

Monthly PCI Security Fee : \$7.95

Monthly Virtual Merchant Fee : \$10

One-time Setup Fee : \$349

Please give me a call at your convenience if you have any questions.

Thank you,

Vice Presidents Report

First Round for planning for Awards/AGM 2015

Rental is from 5 to 8 p.m. May 23, 2015.

Gala Committee: Lauriel Wills, Melissa Maunders, Tanya Eden, Samantha Kinsella, Laurie Rowan, Jen Mackenzie, Claire Johnstone,

AGM

1. Each family will check in. They will receive a voting card and a ballot for their child to be entered 1 of two draws. Each name will be entered in the Canskate draw or the StarSkate draw. Heather is making a list of eligible membership names with children. She will determine what the magic number is for quorum. The Committee will receive the list and have available alphabetically. **Would a returning board member or two who can arrive around 5:40 man this table ? Tanya and Claire ?**
2. 10 days before a notice will go out to all members announcing date, time, agenda, reports, last year's minutes, special meeting minutes. All board members need to review. We will notify membership that if they should print a copy to bring if they would like one. A few copies will be made available the day of.
3. All board members need to submit a written report-short- of what has been accomplished this year. It will be included in the agenda.
4. All board members from the current board will be asked to sit at tables in front of stage.
5. New board members coming on the board will be introduced during announcing of the slate
6. We will be following the requirements for the meeting as laid out in the Brd constitution.
7. There will be a microphone for the board.
8. Goal is 25 minutes for AGM.

Food- Planning for AGM/AWARDS

1. Melissa Maunders is organizing the food for awards. Save the date will follow the board meeting in April 2015.
2. Melissa to follow up with a second notice. She will send to Stephen to be directed to all Star Skaters and Intro families to help with potluck-we are looking at an appetizer and dessert potluck this year. We can supply water, juice, and cutlery, napkins, and tablecloths. We should plan on at least 100 people coming.

If we get no replies...We will give Melissa a list to call.

3. I will confirm at board if there is money in the budget for a cake? It will have to be pretty big.

Rink Staff: a sheet with instructions will be submitted.

1. Set up 2 sections of chairs....2 sections with a centre aisle for photos. At least 125 chairs..rows of 6 to 8 on each side of aisle. People want to be close to the action. Keep a section for the little ones on the floor at the front for when they get restless. (are there mats)
2. Podium, mike and chair for MC - confirmed it will be Cheryl Cooper.
3. Tables should be set up where we need them. Plus-setting up tables for eating at. People were balancing on knees and floor. Even if we do not have chairs people can pull chairs over.
4. 8 chairs for coaches on the stage to the right hand side if you are facing the stage. Cheryl will be set up on the left. Stacey can you confirm which coaches will be at the awards and meeting and send list to Lauriel and Heather.

Food

1. Food table 2 long by kitchen
2. 1 drink table by the kitchen.
3. Do we want a separate dessert table this year or just organize the two long tables?
4. Cover with plastic tablecloths.
5. Table decorations any ideas or just the cake as a centrepiece?
6. Confirm at board how they want to do food. AGM then Awards then Food.

Room:

Door/entrance upstairs to Hall

1. One long table by the door. We will need to register people for the scholarship draw and the CanSkate gift certificate. We need 2 bucket . If we can have their ballet done prior then we can hand them to them to fold and submit for the draw.
2. We need cards for voting. Claire will cut for me. Yellow for 2015.

Room: Décor

1. To continue our theme this year-circus. Melissa fixing trains-Allison what do you have from Gala? We can pick up our circus color of tablecloths at dollar store.
2. Ideas to decorate the walls.
3. We are hoping to have a slide show of all the years' photos. Stephen can you add Gala to your slide show. How can we display>?
4. Stage decoration: Skate/Balloons/ streamers
5. Someone able to bring a planter or two by then?
6. We need to bring the big skate upstairs.

Photographer:

We usually forget this. Then highlight photos should be sent to newspaper with a write up. Stephen should be given information to follow up on. [Ideas for photographer](#)

Awards: Amanda and Lauriel and Heather are taking care of the majority of this section.

1. Focus of awards/AGM a year-end celebration of what the girls have all accomplished. Also, reminder all Intro's/ Advance CanSkate/and StarSkaters - do leave with a year-end parting gift from the club. Encourage all skaters to come.
2. Following approval at board and reminder notice the spirit award will be sent out via VP.
3. Trophies will be packed and will be taken to Lauriel's house to put tags on before Awards day.

4. Once engraving is complete Heather and I will double check on the awards regarding the spelling of children's names.
5. Lauriel will send a reminder to recipients /parents that their child is receiving an award.
6. We need to confirm a list of our PA's. Thank you cards are required. PA's who have completed this for volunteer hours are only allowed a thank you card. PA's can receive a small token from the club with their Thank you card. That will be confirmed at Board meeting.
7. Day of awards: all trophies need to be unpacked and set up in order of the program. I will ask the coaches to do this as all awards should remain top secret till handed out. I would like a minimum of 2 coaches to assist with this task.
8. Script of the day... Amanda and I will complete the script.
9. Thank youcoaches any requests for the use of your thank you gift monies. Heather did receive a list recently from coaches. Heather can you review with board and can we make a suggestion to be presented.
10. Need certificate for the CanSkate draw
11. Need a \$100.00 cheque for the Scholarship in an envelope.
12. Will ask the CanSkate Co-ordinator to draw for CanSkate—Amanda Cooper
13. Will ask the StarSkate Co-ordinator to draw for StarSkate—Robyn VanSChie
14. Heather –Year end gifts-voted and to be ordered.

Clean Up:

1. Yes we always have clean up. Many thanks to all who stay and help.
2. Leftover trophies – no shows- we will need to deliver/arrange for pick up
3. Badges and crests not picked up-arrange to deliver/pick up
4. End of year gifts....arrange to deliver/pick up.