



Minutes of the Meeting on August 19, 2013

Location: Fred Barrett Arena, 7pm

In Attendance:

Lauriel Wills, Vice President-Chairing the meeting

Christine Tague, Treasurer

Heather Patterson, Registrar

Chantal LeBlanc, Secretary

Laurie Rail, Test Chair

Robyn VanSchie, Coaching Rep

Review of Minutes from July 2013

Draft of minutes approved. **Action:** Minutes to be posted online by Secretary.

President's Report:

Chantelle has advised Lauriel and Christine that she is stepping down from the President position effective immediately due to personal reasons. She suggests that another board member may step in as an acting-President for the remainder of the year. Chantelle has offered to help through consultation with the transition. This coming Sunday is the planned day to do pass on the President's data and documents.

Heather puts her name forward to step into this role for the remainder of the year. All are in favour.

Laurie suggests that we send a mass email to our membership to recruit volunteers who would be willing to also help out at the board level.

Vice President's Report:

1. *I did contact Brigitte Joly the bookkeeper before I left on vacation. She returned my e-mail while I was away. She is currently full and cannot assist us. She does not have any names to pass on to us at this time.*

Lauriel: Does anyone have any suggestions for other professional CAs or Bookkeepers we could contact? Christine has a few possible candidates but none are in the area. Chantal suggests adding it to the mass email recruitment being sent out for board volunteers. It's also suggested we could contact Algonquin and other area programs to find an accounting student who would be willing to

review our books.

2. *Did we get the payscale out to coaches? However, this was pretty crucial to have complete before Heather and I meet with new coaches for interviews. As my phone is not working I have not been in the skating e-mail and am not sure I will make it through all the e-mails before tomorrow night.*
3. *Do we have any more resumes come in for coaches? Please forward names to Heather and Lauriel.*

Robyn-No new hire coaches will now be needed. Some coaches have switched availability and have committed to staying.

4. *Can I help with Coaches contracts so we can get them out and signed before October? Also, to follow up. It would be nice to sign contracts and have a short meeting with board and coaches to see if there are any questions, concerns, solutions, wish list, input to special events and to work on communication etc. If it could be done on same night as signing.*

Discussion re: coaching experience vs. registered as a coach.

Lauriel-As no new coaches will need to be hired this year, new contracts can be drafted from last year's, after we verify the payscale and ensure if any are moving up the scale.

Action: Christine to send a sheet to Lauriel with last year's data.

Action: Lauriel will then verify the information with Robyn and prepare them for signing asap. A short meeting with coaches and a few board members at that time, would also be beneficial.

Treasurer's Report:

Action: Christine will send a formal report by email to the board and will be added to these minutes as an addendum.

Still missing a few time sheets from a few coaches from Spring session. **Action:** Robyn will follow-up with these coaches re missing time sheets.

Regarding the deposits from the Spring skate session. **Action:** Christine advises the first will be done on Thursday, the 22nd. The second will be done September 12th. An email will be sent ahead of these dates to advise parents of the new deposit dates.

Secretary's Report/Website:

- *The approved minutes from June 17, 2013 have been posted online to our website.*
- *Registration Forms for StarSkate and CanSkate fall programs which were updated and edited with new prices and schedules during the ad hoc meeting which took place at Fred Barrett arena on July 25th, were presented by email but are still pending board approval before registration process can begin.*
- *The action to send gala@metcalfeskatingclub.ca address info to Alison has been completed. We should include her in future board correspondence.*

Lauriel requests that the Secretary be responsible for creating the upcoming meeting agendas and also add a report on actions and send a reminder 2 weeks before. Chantal agrees and will now take on this responsibility.

Web:

- *Am working on adding events and items to our calendar on the website and displaying it more prominently on the site.*

Chantal will add events, cancellations, parade, competitions, registration day (Sep 9), family skates, board meetings, etc...

- *Awaiting board approval of registration sheets before posting them to our website for acceptance of early registrations.*

Registrar's report:

Heather: Chain has been put on the toy box at Fred Barrett. Receipt for expense will be sent to Christine.

A review is done of the CanSkate and StarSkate registration form drafts and is discussed. Rates are broken down for Christine and the Excel sheets will be emailed to her following this meeting for closer financial review and she will follow-up with the board within the next few days for email approval.

Heather: Are registration days booked with rinks? No booking is required, just set up table in foyer.

Laurie: All ice should be cancelled for October 31st and Dec 27th Amanda has emailed the city regarding the cancellations. Christine will follow-up by getting the latest copy of the contract.

Test Chair:

There is now a requirement to find new evaluators for our February test day as neither Catherine Caule nor Bruce Malanka can commit anymore. Laurie will consult list from Skate Canada for possibilities.

Coaches Report:

Rhys will not be returning to coach. David has agreed to coach on Thursdays and Fridays but not has not yet confirmed all possible days. All other coaches will be returning.

New Items:

- **Action:** Lauriel will do final review of the draft brochures and send a few edits to Stephen. Heather will try and see if there is a date yet for the Santa parade in Metcalfe so that we can add to brochure as well. Heather also suggests adding the date that Peak Sportswear will be at the club for fitting.
- **Action:** Lauriel will follow up with Alison regarding the Gala committee and what actions are expected for our next board meeting.

Next meeting and where will it be:

September 16th, 2013 at 7pm at Fred Barrett arena meeting room.
Heather will take care of booking.

End of new items.

Meeting is adjourned.