



Meeting of the Board of Directors

December 16, 2013, 7pm, Greely Community Centre

In Attendance:

Heather Patterson, acting-President
Lauriel Wills, Vice President
Claire Johnstone, Registrar
Chantal LeBlanc, Secretary
Stephen Karl, PR
Laurie Rail, Test Chair
Allison Medeiros, Gala Rep
Stacy Duguay, Coaching Rep

Review of Minutes from November 18, 2013

Heather moves to approve minutes, Stephen seconds. Draft of minutes approved. **Action:** Minutes to be posted online by Secretary.

Report on Actions from last meeting:

Action: Once Lauriel will have collected all updated bios from coaches when contracts are finalized these will be shared with webmaster and PR for updating the bulletin board and website. **Complete**

Action: Lauriel, Laurie, Christine and Heather will be taking on the recruitment committee work with possibly input from Stacy. **Ongoing.**

Action: Chantal will approach Long & McQuade for a PA rental donation. **Ongoing**

Action: Minutes to be posted online by Secretary. **-Complete**

Action: Lauriel and Chantal will check the mailboxes at both arenas. **Ongoing**

Action: Chantal will make sure this is clear on Facebook and website information. **-Complete**

Action: Allison will email the family names to Chirstine for follow-up re: refunds. **Complete.**

Action: Chantal and Stephen to present final drafts of surveys at next meeting for approval. **Complete**

Action: Christine to follow-up on outstanding payment from one family. **Complete**

President's Report:

Club social Nov 30,2013:

-3 coaches and Coco attended

-10 families attended

-Public skating worked perfectly, not overcrowded & affordable

-crafts were huge hit

-potluck worked well

**suggestions for next year: -try for a weekend or 2 earlier (23rd was Nepean Future Stars this year)*

Metcalfe Santa Parade Float:

-13 skaters, 4 coaches participated

-decorations were purchased this year and will be stored in rubbermaid bins under stands for reuse

**suggestions for next year: -buy more candy canes! -650 bought this year recommend 100/rider*

- have walkers and riders switch mid-way as walkers dispensed candy canes to most people while riders waited for new people and then walkers asked for rider's canes because they ran out but rider's had been saving for an opportunity to throw to new spectators.

Thanks to Allison and her crew for re-covering our skate for the float. Allison says it was a lot of work and that we should think about having a matching black skate next year.

Vice President Report:

Lauriel distributes a draft of an Emergency Action Plan. (added as addendum 1 to these minutes) This is a starting point and will be fleshed out further after we receive feedback from coaches and board members.

Lauriel distributes current and proposed payscale draft. More feedback is welcome from coaches but feels that all issues have been addressed. Wording may be added for exceptional cases (such as was the case for Rhys last year). Future cost of living increases and what happens once coaches have reached the maximum ceiling should still be addressed.

Laurie suggests we table this Payscale Proposal and have the coaches review it individually and provide final feedback to the coaching rep before it is adopted at our next meeting.

Dropbox at Metcalfe is really not working well. We need something fixed to the wall that is more easily accessed. **Action:** Allison offers to build new dropboxes for the Metcalfe rink.

Secretary's Report/Website:

- The approved minutes from October 21, 2013 have been posted online to our website.*
- Mid-year and end-of-year surveys are ready to be sent to the membership. The end-of-year survey we drafted was exactly the same as the template Amanda had from SC. We've just added "How is your child enjoying the program, so far?" as a feedback question to forward to the coaches. The feedback collected mid-year will not be sent on to SC but will be used by the coaches and club only.*

Action: Chantal to send survey link to Heather for mailing out to families.

Registrar's report:

Nothing to report this month.

PR Report

At the Leitrim arena there is an increasing and persistent usage of the area in and around the rink that we use by hockey players for off-ice warm up. There is a serious safety concern for our skaters, especially to the little ones when they step off the ice and run the risk of being run over. Even for the older skaters, the large group of hockey players running around the rink and in the corridor by the washrooms and change rooms is intimidating and sets the conditions for serious collisions. The arena staff are oblivious to this activity, so are there any measures that we can take as a club to improve this situation?

Laurie says that a letter was sent to the city a couple of years ago regarding the issue. Their answer was that if we feel that it's a safety issue, we are permitted to address our concerns to the groups disrupting at the rink and/or to the arena staff. It remains an ongoing issue and we need to bring our concerns to arena staff when we needed.

Coaches Report:

1. *PA training will not be done this year as we are into December and coaches do not have enough time currently with lessons and personal obligations. An itinerary will be made for next year and we need to schedule a training day before skating commences – **A date for next year needs to be picked.** PA forms –Will be updated stating parents need to fill out information (so this should be handed out during training and before they step on the ice this needs to be handed in) A letter should go out to the parents of these PA's to inform them that if they are not sticking around while their child is on the ice we need a valid contact name and number to get ahold of them at. Also the new forms will include a Postal Code spot on their information sheet.*

-Board recommends either Saturday September 13 or 20, 2014 at Fred Barrett arena. Items to budget for are ice time, as well as 2 coaches and possible some refreshments. The PA form will be updated as well.

2. *Private lesson inquiry e-mail for parents to request privates lessons – Private lesson protocol needs to be officially decided upon and a formal decision/statement sent from the board to all the coaches as to who is allowed to take privates, what the process is when parents ask for privates i.e will there be a central email etc., and how coaches would apply to become private lesson coaches for Metcalfe if they are not already.*

-Lauriel and Laurie will be working on private lesson protocol over the holidays. They will try and come up with a policy and pamphlet draft for handing out to Intro skaters indicating available coaches, available dates and rates and contact information.

-Stacy suggests that the designation in next year's coaching contract should be changed from part-time/full-time to Canskate or Canskate/Starskate.

3. *Paid Coordinator Position – **see where the board stands on this***

Board is waiting to see the year-end books for 2011 and 2012

4. *Have stroking for 10 minutes from 5:40pm to 5:50pm and then a flood before – Canskate starts on Mondays – **see where the board stands on this.***

Concern is loss of revenue for this ice time.

5. *Which coaches are we still missing updated bios from?*

All bios have been updated online.

6. *Brandi - Gala: We need to set deadlines for our tasks. I have put some feelers out for guest skaters and will compile a list of options with the applicable costs so the board can vote and decide our final guests.*

7. *Logo: I think we need to decide to either go with a new word-mark simplified logo or leave it the same as the one we have now. The reason we wanted to change it was so it was a simpler logo that could be easily used for coats/advertising without a lot of costs and updates it to a more modern feel at the same time. I think that trying to represent both sports in the same logo makes it too complex to be used in multiple genres. We also need to make sure whatever type of font we use will be easily visible on coats, banners, signs etc.*
8. *Partnering: Joe may have a conflict for our test day but we are looking at other options for partnering and will let the board know as soon as we find one.*
9. *We need to formally decide on our awards processes and criteria and the rate scale for next year.*

Test Chair Report

Firehaus Coffee Fundraising: orders for 8 bags placed and are being processed.

Laurie has found another evaluator as a replacement in case our first choice is away. Will be emailing our coaches in January for their preliminary numbers, and will email the test chairs of other clubs to see if they know if any of their skaters who would like to join our test day.

Kemptville does have a another event on the same day as ours so this could impact our dance partner coach. We may need to have a back-up for that.

Gala Coordinator's Report

Allison distributes the sponsor letter draft. Once the letter is edited Allison will send it to board members for distribution to potential sponsors. **Action**

We have received our first Platinum sponsor.

Adjournement.

Moved by Laurie. Seconded by Chantal. Adjourned at 9:00pm

Next Meeting:

Next meeting will be chosen later and members will be advised by email.

Draft:

Emergency Action Plan:

1. Always follow first aid procedure.
2. Two copies of an emergency phone/contact list of numbers for coaches and board should be kept on file at the rink in the emergency number binder.
3. Coach comes off the ice with injured person if it is determined skater can be moved.
4. If the skater cannot be moved then the other skaters would be removed from ice and class is cancelled. Parents would be told an alternate class would be made up.
5. Arena staff should be informed as soon as possible
6. If the skater can be removed from the ice and the injury seems to be minor then the parent and coach completing first aid decide on what course of action is required. (time to sit, walk with them, apply ice) . If any doubts insist the parent look at follow up care by a family Dr. or be safe and call 911. Be sure they actually have a family Dr.
7. If there is no doubt the injury is severe - 911 should be called. Skater should be directed to hospital. For example: deep cut, head injury that results in loss of consciousness, child yelling if limb is moved.
8. A coach should go with skater if no parent is available. The coach should take the first aid emergency information on the skater with them and a list of the board phone numbers. As soon as a lesson is over a second coach or a board member should meet the first coach at the hospital as the first coach will need transportation home.
9. The remainder of the club would have to distribute the skaters of the missing coach if lessons are continuing. Those with lower numbers would absorb the skaters. If it is the youngest skaters with little skating experience and it is deemed unsafe for them to join then we may have to remove from ice and give rebate or extra class (? This I am unsure of-any way we can re-assign older kids and free up a coach to go to little ones-coaches have to decide). Also is there anything on skate Canada in reference to this.
10. A report is written by the Coach who attended the skater.
11. The coach sends report to President immediately. A copy of report should be given to parent also. We use to have the parents sign our copy of injury report. Followed by a phone call ASAP in the case of an injured child.
12. President submits report or reports it to Skate Canada
13. Bring receipts for parking....2 vehicles would be re-imbursed.

If a skater is PA then a parent should be filling out the form and emergency contact information until they are 16 years old.