



## Meeting of the Board of Directors

**February 10, 2014, 7pm, Greely Community Centre**

### **In Attendance:**

Heather Patterson, acting-President  
Lauriel Wills, Vice President  
Christine Tague, Treasurer  
Claire Johnstone, Registrar  
Chantal LeBlanc, Secretary  
Stephen Karl, PR  
Laurie Rail, Test Chair  
Stacy Duguay, Coaching Rep  
Allison Medeiros, Gala Coordinator  
Sarah Dooley, Coach  
Amanda Cooper, Coach

### ***Review of Minutes from January 13, 2014***

**Approved. Action:** Minutes to be posted online by Secretary.

### ***Report on Actions from last meeting:***

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

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

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

**Action:** Allison offers to build new dropboxes for the Metcalfe rink. **One is complete for Metcalfe. Not needed now at FB.**

**Action:** Heather will meet with Christine within the next 2 weeks to review the coach availability, etc. to get the process started for Spring registration. **In progress.**

**Action:** Lauriel to flesh out draft with Amanda and Heather before presenting Awards procedure to the board for approval. **Draft in progress. Need to review.**

**Action:** Heather to send out mid-season survey to members by email. **Complete**

**Action:** Once the survey is closed Chantal to send the data to Stephen and Amanda. **Complete**

**Action:** Stacy will approach Amanda about booking the ice for PA training unless she would rather one of the board members do it. **Complete. Will happen in April.**

**Action:** Lauriel and Laurie will add review of the "Private Lesson Booklet" document as part of their policy review discussion. **Complete.**

**Action:** Stacy to return feedback re: pay grid concerns to coaches. **Complete.**

**Action:** Chantal to send updated sponsor letter received from Allison, around to all board members for potential sponsors. **Complete.**

**Action:** For Heather: Gala meeting with coordinators, board members and an available coach should be scheduled in the next few weeks to finalize tasks and event details. **Complete. Gala Coordinator to report at this meeting.**

### ***Gala Coordinator's report:***

Distributes printed Gala report for all members. Poster has been created and design is approved. A small change to the wording from "In the Larry..." to "At the Larry Robinson Arena" is requested. Once the final draft is received, to be sent to Christine for Newprint asap. **Action for Chantal.**

Not all permission slips have been returned from the Thursday group. Costumes have been looked into. Discussion regarding sponsors gathered. So far \$1500 has been collected and more may be coming.

Budget has been met. Allison moves to spend the \$150 in Gift Cards and \$150 for the Carleton Synchro Team. Seconded by Lauriel. All are in favour. **Motion passed.** Christine will be picking up the Popcorn, sleeves and machine and brought 45 minutes prior to Gala. **Action**

Regarding having a ticket pre-sale, Amanda suggests a pre-sale table be set up a week before Gala at the CanSkate sessions.

Discussion follows regarding budget items for ice and other fees.

*Photos:* Dates put forward are March 24 Monday from 3:45-7, Thursday from 6 to 8:30pm. Laurie suggests having a sign-up sheet. Ask for Ref's room for setting up the sitting area. **Action** Chantal to confirm dates with Steve and create a photo sign-up sheet to send out 1 week before.

Alison moves to approve the Gala budget including requests for funds to cover the expected expenses. Seconded by Lauriel. Treasurer abstains. **Motion passed.**

**Action:** Meeting is scheduled for next Wednesday, Feb 19 for Allison, Heather, Lauriel, Brandi and Alison to review the gala schedule.

### ***President's Report:***

*The city has had a tournament cancellation and has offered us the March 6th ice that we did not originally have. The coaches would like to use that ice time to prepare for Gala and as a consequence CanSkate would end one week early. I am not sure of the implications of adding the StarSkate hour since we also have Rideau coaches and skaters at that time. We would have to communicate the change of dates to all our members. Does the board think it is reasonable to ask our members to change their schedules? Are there any cost implications to adding March 6 and cancelling the final April session?*

Discussion regarding Extra Ice offered from city for previously cancelled March 6<sup>th</sup> now being available for either a Gala practice or substituting for today's cancelled ice at Larry Robinson. Heather makes a motion to move this Monday's 4pm Pre-CanSkate cancellation to the Test Day, Feb 17. The remaining cancelled hour 6-7 from Feb 10 will be moved to Thursday March 6 from 6:30 to 7:20 at Fred Barrett. The remaining hour of available ice time on March 6<sup>th</sup> will be reserved for all StarSkaters and coaches to prepare for Gala. Seconded by Chantal. **All are in favour. Motion passed.**

### ***Vice President Report:***

- *Discuss possible dates for our upcoming AGM*  
Still to be determined. Christine will give a soft close at the AGM if it is scheduled before the year-end date.

### **Secretary's Report/Website:**

- *The approved minutes from December have been posted online to our website.*
- *With the help of our Skate Canada website support, I have removed the "Register" function from our website as we were receiving too many suspicious "registrations" from overseas and also confusing our new members who thought that the button was a was to register with our club.*
- *The Mid-Season survey deadline was extended and a reminder to members was sent out. A total of 16 responses were received and the data has been shared with Amanda, Heather and Stephen for analysis.*

### **Test Chair:**

Lauriel reports on upcoming Test Day. We'll likely have an extra hour of ice at the end for skaters to use. Regarding invoices: Laurie offers to prepare them for Christine.

### **Coaches Report:**

1. PA training will have to be held on Saturday September 13 or Saturday September 20, 2013– **Can't apply for this until fall schedule comes out – But Amanda will do so**
2. Private lesson booklet will be presented to the board - **Robyn is making the appropriate changes**

This document will be reviewed by the board. **Action:** Laurie and Lauriel are currently working on an MSC "handbook" which would include the information on all programs, competitions, handbook, volunteering, etc...

3. Full – Time / Part-Time Contracts for Next Year

This is also still being reviewed.

4. Paid Coordinator Position – **do we have the yearend financials Christine?**
5. Have stroking for 10 minutes from 5:40pm to 5:50pm and then a flood before – Canskate starts on Mondays – **Has the Board come to a decision??**

Yes.

6. The wage scale – I think the pay scale was not clear enough so I am going to provide an example and hopefully this clarifies things. – **Everyone is clear on the new wage scale**
7. As for the emergency plan – will be based on a case by case scenario – **Everyone is fine on the plan – just a few concerns over giving a copy of the report to the parents (more of a time issue).**
8. Which Coaches Want to Coach in the Spring?
  - a. Brandi → Thursdays but Not Monday (unless she has skaters)
  - b. Amanda → Both Days
  - c. Rhonda → Both Days
  - d. Becky → No - Can't commit
  - e. Sarah → Does not want to unless absolutely needed
  - f. Robyn → Yes if she has students
  - g. Amy → Yes if she has students
  - h. Stacy → No

As per most coaches responses

**"Run Intro and StarSkate if we can. I think we should consider the offer from Minto to give our skaters priority spots on their spring and summer ice. That way the skaters get off ice, partnering and more options for times and days. They are even willing to run a Metcalfe coach run Intro group program if we have enough skaters."**

**"I think it's most important to offer an Intro session so we can keep these kids interested as they are the ones who can potentially grow the club. I worked at a club where we did a session just for the intro kids. We ran with 2 coaches and**

worked on "stroking" posture, edges, cross overs etc. all together for the first 1/2 and then broke up into 2 groups for the second 1/2 to work on stage specific skills. If we can advertise this to all the intro kids doing small group lessons we may be able to fill a session and the more kids we get the less expensive it will be for them."

"I like the idea of creating an Intro only session if not for off season than certainly for Winter there would be a lot of logistics surrounding that with limited ice time etc. Perhaps we could meet sometime over the next few months to go over the possibilities with the ice time and see what we can come up with.

I agree as well that Intro & CS is important to keep our programs running. However, past sessions have shown that we can't fill the ice for Spring & Summer to make it cost effective to the club. We only had 10-15 CS last year if I recall correctly and less than that for StarSkaters each night. My recommendation to piggy back off Minto is related to cost and administration efficiency as well as the quality programming they can offer our skaters than because I would rather coach elsewhere. I know the club has run off season sessions for quite a few years now however attendance has been declining and the amount of work and cost to the clubs is significant."

**Action:** Christine will be sending out the numbers to Heather in the following week to finalize the Spring session.

### *Awards:*

Amanda puts forward a list of suggestions to update the club awards.

**Action:** She will send the list of proposed changes to the board this week by email. Approval from the board will be given by email vote.

### ***PR Report:***

1. Rob has agreed to meet with the board at our April meeting to help us come up with a new logo identity.

**Action** for Stephen to communicate our April meeting date and time information to Rob.

2. Mock up of a general club newsletter as a communication from the club to all members. Note: this does not replace the Star Skate newsletter that Robyn puts out, but we can discuss this point if there is time.

Stephen circulates the mock up of a club newsletter. Startup is suggested for the end of the season when our new logo and Spring registration are available.

### ***Adjournement.***

Moved by Heather. Seconded by Chantal. Meeting adjourned at 9:15pm.

### ***Next Meetings:***

Our next meeting will be **Wednesday, March 5<sup>th</sup>** at 7:15pm at the Greely Community Centre.