



Meeting of the Board of Directors

Monday, January 12, 2015, 7:15pm, Greely Community Centre

In Attendance:

Heather Patterson, President
Lauriel Wills, Vice President
Chantal LeBlanc, Secretary
Stephen Karl, Communications
Laurie Rail, Test Chair
Tanya Allard, Registrar

Review of Minutes from last meeting

Motion to approve minutes from last meeting by Stephen seconded by Laurie. Minutes are **approved**. **Action:** Minutes to be posted online by Secretary.

Report on Actions from last meeting

Bookkeeper: will follow-up on finding the non-profit number as well as reviewing the layout of our tax receipts. **Ongoing.** (On bookkeeper's task list)

Heather and Lauriel have booked an appointment with the bookkeeper in the new year to review any discrepancies. **Ongoing**

Action for Stephen to check on the email list updates and send to Tanya. Then we can send out the permission forms to our skaters. **Action item for Allison** to send out forms. **Ongoing.**

Action for Chantal to upload the merchandise order form pdf to the website. Stephen will add the link and mention in the upcoming newsletter. **Complete.**

Action for Allison to contact our new Ottawa city counselor regarding the banner/advertisement stipulations at the Metcalfe rink. **Ongoing.**

Action for Heather to send out Gala permission forms. **Ongoing.**

President's Report:

Looking ahead to next year's executive: what are everyone's plans?

Heather is one year into a two-year term and will be back for next year.

Lauriel would like to nominate a new VP for the next year as she is not intending to replace the President in the future.

Chantal will stay on as a board member for one more year, but possibly pass on the Secretary role and focus on webmaster tasks and the possible Uplifter project.

Laurie would like to stay on as Test Chair.

Stephen's continued board participation will depend on his girls' skating schedule, now split between 2 different clubs. He would gladly delegate the task of putting out the signs to other volunteers/board members in the club.

Discussion follows regarding how to streamline the sign procedure.

Tanya will stay on as Registrar.

Gala:

Rhonda sent out a poster draft to pass around with Gala details. **Action:** Chantal will post and forward to Stephen for the newsletter and forwarding to our members.

VP Report:

1. I need to speak regarding name tags for next fall. I have tried getting help for this task to no avail. I would like to propose a new option. Will try to find a few minutes to check cost of a plastic insert tag. I would like to look at a tag that I can drop the printed tag into.

We have to use the Skate Canada template for the new CanSkate program's nametags so using a pre-fab nametag from Staples may be too expensive.

2. We will need to purchase a new box of laminating sheets. Will look up the cost for that.

Lauriel makes a motion to approve a purchase of replacement laminating sheets. Seconded by Heather. **Motion approved.**

3. I do have the club's laminator but have never used it. I tend to use my personal one. I would like to label it and put in cupboard so coaches have access to it. We will need to discuss how to track where it is and how much laminating paper/sheets you want kept at site.

Stephen says there is an old radio and some junk in the cupboard which can probably be moved to make space.

4. I have to complete the pricing out of ice for Monday. It was on my to do list.

5. We need to propose increasing the cost of guest skating on ice.

Currently our member guest fee is \$12 per. Heather: we need to add the maximum guest skate limit back onto our updated guest forms. Lauriel suggests leaving it for this current year as our season start was interrupted and many skaters still trying to make up their lost session time. Perhaps we should revisit for our Spring session.

6. The lock for the harness was broken. Someone has completed the repair.

7. Becky has asked for a reference letter to be written as she is applying for a scholarship. I will print and bring a copy if I can open it.

Communications Report:

Rolled banner: we will go with the 3rd design that was sent around to the board by email. Stephen will confirm with the designer.

Stephen would like to get a plastic sign over our bulletin board at Metcalfe to be placed over the existing wooden board which still has our old name. Will get estimates for the cost from local printers. Is still working on the January newsletter. Will go out soon.

NAC's Patin Libre show. There are 3 performance dates to be held at Minto for which we could get tickets in blocks of 10. If we sell 10 or more we get a 20% discount on the adult tickets. It's happening at the end of February. Stephen will add to newsletter and send an info email and handle requests for ticket orders and see if there is interest within the club for a group order for the most popular date.

Registrar's Report:

Our available spots in CanSkate Mondays have mostly been filled with new registrations. We may have a full program on Thursdays now with new Pre-CanSkaters. This has caused our Monday 6pm session to require more PAs for that program day.

Skate Canada is no longer printing and sending us the membership cards with SC numbers on them. Discussion follows regarding the fact that this may affect the ease with which members will be able to access SC website for tax credit receipts.

Tanya: believes there are still 2 families, according to records so far, who have not paid yet for their programs. Heather will double check and follow-up with Tanya and coaches.

Test Chair Report:

Review of preliminary testing numbers received to date. Have only heard from Brandi and Robyn, so far. Have emailed all coaches and they have a deadline to this coming Friday to reply with their skaters testing. Status of (testing) invites sent to Clubs (in our Section). Have sent out emails to neighboring clubs but haven't had any replies yet.

Our judge is confirmed and hot food will be prepared and water bottles provided for the judge and skaters. Lauriel volunteers to bring fruit plate. Kailey Sauvé has volunteered to operate the music for testing.

Secretary/Webmaster Report:

Website updated with final MSC Handbook pdf and our program end dates added to the Calendar. Will send the Uplifter startup inquiries and information soon to all board members. Chantal will be away on holidays for our next planned meeting, Feb 9th, so will need someone to take minutes for that one.

Round Table:

From Lauriel: some parents are still not aware of all the available competitions. They may not have received the information in time from their coaches for EOSIC, for example which is in our city this year.

Spring Session: Heather will receive ice availability soon from the city. We assume we will have the same session days/times as previous. We will try to be more timely and get the information directly to our skaters before the end of this session so that all are aware of their choices for continued skating in spring.

Adjournement.

Motion to adjourn, by Heather. Seconded by Chantal. Meeting adjourned at 9:35pm.

Next Meetings:

Our next planned meeting is Feb 9. Future meetings: March 9, April 13.