



Meeting of the Board of Directors

Monday, June 9, 2014, 7:30pm, Greely Community Centre

In Attendance:

Heather Patterson, President
Lauriel Wills, Vice President
Elizabeth Raynard, Treasurer
Tanya Allard, Director
Chantal LeBlanc, Secretary
Stephen Karl, Communications
Laurie Rail, Test Chair
Allison Medeiros, Gala Coordinator
Amanda Cooper, Coach
Christine Tague

Report on Actions from last meeting:

Chantal will assist Laurie with getting our spreadsheet onto Google Drive. **Complete.**

Chantal to post AGM/Awards photos to website/Facebook asap. **Complete.**

Tanya will assist with the upcoming editing session of the skater's handbook with Heather and Laurie.

Ongoing.

Amanda will contact the city re Stonebridge (Minto-Barrhaven Complex) ice. **Complete.**

Elizabeth will follow-up on finding the non-profit number as well as reviewing the layout of our tax receipts. **Ongoing.**

Allison will then forward the official donation receipts to our sponsors. **Complete.**

Heather and Stephen will bring the logo mock-ups to 2 separate embroiderers to get their opinions regarding how each would look on clothing and pricing. **Complete.**

Review of Minutes from May 12, 2014

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

Treasurer's Report:

Christine transfers cheques, books, deposit book, outstanding receipts and remaining deposit of \$110 to Elizabeth and issues final report.

Motion: to remove Christine Tague from Metcalfe Skating Club Royal Bank account signing authority and cancel bank card. Then to add Elizabeth Raynard to Metcalfe Skating Club bank account with signing authority and use of principal bank card. Moved by Lauriel, seconded by Heather. **Approved.**

President's Report:

Has completed some registrations with Skate Canada for new members in our Spring program. The board list has also been updated with Skate Canada although board members will be registered in the fall to be in the 2014-2015 period.

Vice President Report:

-With circumstances beyond anyone's control no sub committee group meeting was able to be organized to complete task of reviewing the skating handbook.

-The contract-awaiting input from coaching staff. Will proceed with meeting with Heather to review and hopefully have something concrete for the board at the July meeting.

-Name tags were completed for the CanSkate group.

-Reminder mail will be dropped for everyone from board to coaches at the Leitrim arena until the middle of Aug 2014.

Noted from Heather: there is now a new code for the access to our box at Leitrim. Question from Allison re: should we think about adding a box at the arena on Leitrim as we've done in Metcalfe? Heather suggests we see how efficient it will be at Metcalfe. Discussion regarding what we are allowed to display at the arenas. This will be looked into further.

Secretary's Report/Website:

-Website domain and email service has been renewed with Hover for the year at a cost of USD90.39 = CAD101.15

-Existing Registration record uploaded to Google Drive

-Online Registration for Fall 2014 is a possibility. Working on the online form now.

Chantal and Heather will also be watching the information webinar for the Uplifter system next week.

Communications Report:

Nothing to report.

Registrar's report:

Updated spreadsheet of Registrations presented.

Right now our spreadsheet has too many tabs. Laurie has created a newly formatted with a more efficient data management process. **Action:** For Laurie to send the new spreadsheet using Google Drive to our board members to view. Board members are to create Google accounts using their board email addresses to view our documents on Google Drive.

Elizabeth passes on the Spring registration form copies to Laurie for recording.

Test Chair:

Test Day Sanction form sent to Skate Canada who confirmed their receipt.

I have e-mailed both Bruce Malanka and Catherine Caule about evaluating for us. They have each requested that I contact them again in Sept/Oct timeframe to review their availability.

Coaches Report:

1) *CanSkate portfolio subsidy*: still awaiting approval.

2) review of the invoicing process:

Coaches would like to know how/when the new treasurer would like to receive invoices. This will be further discussed with the new treasurer.

3) *Feedback on contracts*-none.

4) *For Gala: we received complaints as to the length of time and number of solos. Since the board did not feel that picking out of a hat or encouraging StarSkate Group numbers was a good way to cut down on solos; do they have a recommendation for how we can fairly choose who gets to perform what at the gala?*

It's suggested that a coach in charge of gala planning would keep an eye on the planned programming and start confirming what skaters will be doing by mid-season. Allison is planning a Gala meeting for August.

From Heather: Regarding Program scheduling for fall, do the coaches have an idea about the programming days yet? Discussion follows regarding the Friday programming of an advanced CanSkate group and where best to schedule that so as not to disrupt StarSkaters and Intro skaters.

Amanda: We are expecting the ice booking confirmations to arrive in the mail before the end of June. Then we will be able to confirm which program sessions will be scheduled. **Action:** Elizabeth to look over the fee structure and formulas from the previous year with Lauriel, who will then meet with Amanda to discuss scheduling so that we can get a head start on preparing our registrations for the coming season.

Adjournement.

Moved by Heather. Seconded by Chantal. Meeting adjourned at 9:51pm.

Next Meetings:

Our next meeting will be July 7, 7:30pm at the Greely Community Centre. An Ad Hoc meeting to finalize fall registration forms and rates will be called thereafter.