



Meeting of the Board of Directors

March 5, 2014, 7:15pm, 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 Coordinator
Brandi Young, Coach

Review of Minutes from February 10, 2014

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

Report on Actions from last meeting:

Action: Lauriel, Laurie, Christine and Heather as recruitment committee. **Ongoing.** Move action to MSC Handbook.

Action Once the final draft is received, to be sent to Christine for Newprint asap. **Complete**

Action Christine will be picking up the Popcorn, sleeves and machine and brought 45 minutes prior to Gala. **Ongoing.**

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

Action Chantal to confirm dates with Steve and create a photo sign-up sheet to send out 1 week before. **Complete.**

Action: Laurie and Lauriel are currently working on an MSC "handbook" which would include the information on all programs, competitions, handbook, volunteering, etc...**Ongoing.**

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

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

Gala Report: (10 minutes)

Allison presents current gala budget which is on target with expectations. Money will be needed for costume purchases of vests. Allison moves to approve a \$300 expense which will be needed to complete

the Canskate outfits. Seconded by Heather. All in favour. **Motion passed.**

Action: A gala run through meeting is proposed for 7pm on March 21st at the Metcalfe Arena. All who can attend should be there.

Pre-sale of Admission tickets will be done during the week of March 17. **Action:** Allison will go to the rink on Mondays at 4pm until the end, Stephen will do Wednesday and Thursday and Lauriel on Friday. The advance sale of raffle tickets will need to be confirmed with Christine. Volunteers are confirmed for the positions needed.

Coaches Report (1):

Discussion and updating of Awards Criteria document from Amanda.

Lauriel: Motions to pass this update to the criteria: Pre and Canskate members who attend the awards ceremony will have their name entered into a draw for a (50 dollar voucher, to be used next season no monetary value applied to the cost of registration in a program.) Seconded by Stephen. **Motion passed.**

Lauriel moves to approve the updated Awards Criteria document (addendum 1 to these minutes) Seconded by Stephen. **Motion passed.**

President's Report:

1-Metcalfe Co-Operative Nursery School is requesting a gift certificate for their Easter silent auction. In the past we have donated a CanSkate gift cert good for up to \$350. I would propose we reduce our donation to a \$50 gift cert to be used towards CanSkate.

Heather moves for the above change to a \$50 gift certificate. Lauriel seconds. **Motion passed.**

*2- End of year gifts X 60 units: Gadar Productions has priced options A)embossed navy terry skate towels 15X25 costing \$9.04ea (tax incl) B) 17oz 500mL stainless steel desk water cup \$9.65ea (tax incl) Peak Sportswear:100% cotton skate towel, navy blue, white embroidered name, approx. \$10.
-navy blue mitts embroidered name down pinky finger side \$16*

Heather moves to approve the towel from Peak as our skater gift. Seconded by Stephen. All in favour. **Motion passed.**

3-We need a date for AGM/Awards

AGM / Awards day is proposed for May 24 at 4pm at Metcalfe arena. Not yet confirmed.

**looking for 1 board member and 1 member to compose a nominating committee for open positions for 2014-2016*

Chantal will take this position. **Action.**

Vice President Report: (10 minutes)

We need a Awards committee...ie. food etc.

Is the minto ice information tying into spring ice as we have not discussed fees for ice or getting the forms out for ice?

1. Draft in progress of contracts. Goal to have a complete draft document sent out for viewing and feedback for April 2014. Gala moved to forefront of priorities in Feb 2014. We need to have in place before June 2014 so we can prep for fall contract signing.
2. Would like to review the roles and responsibilities of positions of the board with the board. Laurie has updated these positions and if we can review and approve they can be used by the nominating committee. Laurie was looking into feedback from Skate Canada regarding the discrepancy between list Heather submits and titles and the ones we have in Constitution.
3. Reviewed Constitution and the MSC Constitution and By-laws do follow those of other clubs.

However a couple of items need to be updated:

1. By-law 39 Coaching Committee/Chair.

Second last line of page 11/13 should read Canskate liaison (representing Thursday night Skaters), instead of Wednesday which it presently reads. Lauriel moves. 2nd by Heather. Moved.

2. Discussion of whether Proxy Voting should be in the Constitution. Other clubs have it which follows Skate Canada Template and we do not. Therefore, if we have used or tried to use Proxy voting it has not been in our constitution and therefore not valid.

This may be an oversight, or because the size of the Club is small prior boards felt it was not possible. Do we want to consider or not. Discussion:

Yes, this will be done at the AGM. Action to be brought forth at AGM.

3. By-law 14 Board of Directors Absenteeism. For discussion the number of consecutive meeting missed is filled in with 3. Do we continue to honour this number? Can this board function properly with someone absent for 3 meetings in a row?

Discussion: Yes, all agree that this number should be reduced to 2 board meetings in a row.

Action to be brought for vote at AGM.

Club Sponsorships: All sponsors will be received and reviewed by the Public Relations/Sponsorship committee via the guidelines in Skate Canada. Sponsorships received will be by the committee and acknowledged that the sponsor is a proud sponsor of the Metcalfe Skating Club on our board, our web, and in our programs. Specific sponsorships for clothing will have to be submitted to board for approval and possibly further to Skate Canada, if the outfits are to be worn at any qualifying events, and to verify the clothing sponsor is not in direct competition with a Skate Canada corporate sponsor.

Discuss:

For future reference we need to discuss how we will handle future sponsorships. Though we are grateful for all sponsorships we need to be aware of the Skate Canada rules and the impact of what we do. Motion to create a club policy regarding sponsorships which will reflect Skate Canada rules, i.e.

cannot be from a competitor of SC's sponsors. Moved by Lauriel. Stephen seconds. **Motion approved and tabled for a future meeting.**

Treasurer's Report:

Not in attendance.

Secretary's Report/Website:

MSC policy tab has been uploaded to our website containing policy documents on:

Parent Conduct

Constitution

SC Position on Bullying

Brandi: We should add the refund policy.

Registrar's report:

Is there to be a spring/summer registration date? April 10th at 6pm at Fred Barrett is proposed as a good time to register returning Canskaters at the last skating session. This date will be added to the back of the gala program, as well and volunteers will be needed from 6 to 8pm.

Test Chair:

Test day monies have been submitted and all test results as well.

Regarding progress report on Intro/StarSkate package. This is ongoing and has been passed between coaches for updating. Laurie will have a first draft ready within the next few weeks. It will be a comprehensive document that includes all of the MSC programming. Lauriel thanks Laurie for collaborating on this project.

Brandi suggests the test chair pass on all test results to the coaches for their reference for awards, etc. Laurie agrees. **Action.**

PR Report:

Gala and registration promotion is complete. Posters have been distributed.

Rob and our new logo: he will be at the meeting in April.

Coaches Report (2):

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 – Awaiting Schedule in April 2014 (Amanda has appointed herself to this task)*
2. *Pay coordinator position is moved forward.*
3. *Priority spots from Minto 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.*
 - a. *Minto priority spot offer: Minto currently gives priority to their own skaters before any other clubs skaters. If we enter into an agreement with their club to send all our skaters there. Minto will give us the same priority their regular members have. As well, they have offered to have one of our coaches teach the Minto Junior Group program if we have*

enough Metcalfe skaters to create our own group rather than having one of their club coaches teach it instead.

If you have skaters wanting to skate at Minto please let me know ASAP their days and times so I can add them to my numbers list and send them back to Darryl.

We want to run Intro Group lessons on both the Monday and Thursday 430pm sessions (it could move to 530pm on Thursdays if CS numbers allow it). I do not think there is any way we are going to fill 60 spots for the May and June session. Most kids go to soccer and/or swimming.

Heather: once the numbers from last year's spring and summer programs are received from Christine a decision can be made on whether we can run Canskate or Intro/Starskate only on our ice. Brandi: we can also wait and see how the registration process goes and how many skaters will be coming.

4. *Parent Conduct policy should be looked at and added to the handbook. Task for Laurie. **Action.***

New Business:

Off-ice training for next year:

Heather spoke with the trainer this morning. There was a desire to have more spaces available and that it would have to be on Tuesday evenings as that is her reserved day for the MSC.

Adjournement.

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

Next Meetings:

Our next meeting will be **Monday, April 14th** at 7:15pm at the Greely Community Centre.

Metcalfe Skating Club Awards 2014

- The Awards Ceremony is to be held at least one month following Test Day at the Home Club.
- All members from all program and both home and associate members are invited and encouraged to attend the awards ceremony.
- A list of all awards will be reviewed annually and posted prior to Awards Ceremony with Criteria and date of Awards Ceremony.
- The Coaches, President, Awards Committee, and the MC will have access to the names of Awards recipient but names will not be revealed to club members until Awards Day.
- The Recipients will be contacted prior to awards ceremony to let them know they have been nominated for an award and to confirm if they will be attending. The recipient will not be made aware which award they have been nominated for.
- The awards ceremony is a social event for the club. A space which will accommodate the members of the club shall be secured. An invitation will be sent to all Canskaters and Starskaters and their families.
- A date which works for the majority of the coaches and board members to attend is recommended, as coaches will be asked to present awards. The board members may be called to assist at the event and to be available for the AGM prior to the Awards Ceremony.
- All coaches are expected to participate in nominating and voting for recipients of the approved awards. Results are final and the coaches are not expected to explain their reasons for nominating of award winners to members within the club as every effort will be made to follow the criteria as outlined for each award. It is recognized that the skaters in the Canskate program will have received their badges throughout the season as recognition for their accomplishments. The Intro A, B, Advance Canskate and Starskaters who are working on their badges in Level 3-6 will receive their badges throughout the season.

Awards and Criteria

Skater Awards:

General Eligibility requirements unless otherwise stated for awards:

Skaters who will be considered for awards will be:

- Metcalfe Home Club Skaters. The Skater upon registration has registered for their Skate Canada Number listing Metcalfe as their Home Club.
- All nominations are a result of coaches determining what level each of skaters started the season at and what level each skater finished the season. The season for Metcalfe Skating Club for assessing progress in a skater's level is April 1 to March 31.
- If the Coaches have a tie for the level/stages awards, which cannot be broken, then 2 awards will be presented.

AWARDS LIST

Skate Canada Achievement Awards

- Metcalfe Skating Club Skater who is a member who is 8 years of age or younger and demonstrates the set upon criteria as listed by Skate Canada.

1. Canskater of the Year: (1 award)

Talent and Skill achievement coupled with a passion for skating. The Skater will have a desire to continue and succeed in skating.

2. Canskate Champion (2 awards):

- “Spirit of a Champion” – demonstrates the values of determination, discipline, perseverance, and a positive attitude.
- Personal achievement or accomplishments. These skaters embody the qualities considered to be the essence of skating – commitment, perseverance and dedication.
- Physical fitness. The skater pursues an active lifestyle off-ice, gaining the physical literacy needed to enhance their on-ice skating skills and abilities.

3. Pre-Canskate Most Improved: Passed the most badges or if not more badges, most elements in comparison to the other Pre-Canskaters at the club within the present season.

4. Canskate Most Improved: Passed the most badges or if not more badges, most elements in comparison to the other CanSkaters at the club within the present season.

5. Most Improved Level/Stage 1-6

All skaters within the PreCanskate, Canskate who begin in Canskate program, are considered for the Stages Most Improved award. Coaches will compare results from all programs whether enrolled in a program at Larry Robinson or Leitrim arena. Comparison is based on who has mastered the most badges or elements in comparison to the other skaters up for consideration. In the case of the higher stages if there are 2 applicants equally well deserving 2 applicants may be chosen.

6. Most Improved Level/Stage 3, 4, 5, 6 Intros A, Intro B and Advance Canskate:

All skaters within the Intro A, B, and Advance Canskate programs, are considered for the Most Improved Award for Level 3, level 4 levels 5 and level 6. Comparison is based on who has mastered the most badges or elements in comparison to the other skaters up for consideration. The comparison is based on the elements they had mastered before the start of the season versus the new elements they have mastered throughout the season in comparison to all the other skaters considered in the category.

7. Jr Most Improved: Metcalfe Starskater currently working on their Preliminary or Jr Bronze tests who have improved the most: The comparison is based on the elements they had mastered before the start of the season versus the new elements they have mastered throughout the season in comparison to all the other skaters considered in the category.

8. Intermediate Most Improved: Metcalfe Starskater currently working on their Senior Bronze to Junior Silver tests who have improved the most. The comparison is based on the elements they had mastered before the start of the season versus the new elements they have mastered throughout the season in comparison to all the other skaters considered in the category.

9. Senior Most Improved: Metcalfe Starskater currently working on their Senior Silver to Gold tests who have improved the most. The comparison is based on the elements they had mastered before the start of the season versus the new elements they have mastered throughout the season in comparison to all the other skaters considered in the category.

Test Day Crests & Badges:

Awarded to Metcalfe Home Club Skaters who have completed the tests or elements for which there are crests or badges, according to the criteria regarding a current season, as stated in the eligibility guidelines.

10. Most Tests Passed: Awarded to the Metcalfe Home Club skater who has passed the most tests for the season. This award will be verified by the Test Chair person.

11. Badges and Crests: The Test Chair will organize the awarding of the crests and badges at the Awards ceremony. All members who passed their test on test day will receive their badge and/or crest at the Awards Ceremony.

Verbal Acknowledgement will be given to associate members who passed their test day but will receive their badges and crests from their home clubs.

12. Synchro Team: A plaque or trophy with all the names of the Synchro team on it.

Criteria: All members names to be engraved. Synchro team will be recognized at the Awards Ceremony. All members of the team will be asked to come on stage for a group photo and to receive the team trophy.

13. Metcalfe Skating Club Spirit award:

Criteria: A Metcalfe Home Club Skater, 9 years of age and older, who demonstrates the following qualities year-round. The recipient will be a skater who is: shows pride representing their Home club, is welcoming to all members of the club regardless of age or level of skating, assists members and coaches with club matters when asked, is an asset to the club and their community, represents the club at social functions, comes in with a smile, is hardworking, ready and on-time for their ice time, is a role model to other skaters, listens well, is responsible, faces adversity and overcomes it.

Intro A Skaters, Intro B Skaters, Advance Canskaters and Starskaters will be asked to fill out a nomination form. The form will ask for a name and 3 examples of how the person they have nominated reflects the above qualities. The nominations will be compiled and coaches will select the recipient for the award.

14. Volunteer Award:

Criteria: Recognizes any volunteer from the board, coaching staff, community or skater who has assisted in club meetings and events. Volunteers will be recognized by asking them to stand and be recognized by the President during the Annual General Meeting.

15. Volunteer of the Year: Remove for 2014

Criteria: Awarded to the volunteer that showed they were willing to assist above and beyond their regular duties throughout the season with the Metcalfe Skating Club. Due to the size of the volunteer pool which exists currently, the board would like to waive this award for the 2014 season.

Program Assistant Awards (PA's):

Eligibility:

- Any PA currently registered as a skater or PA for the club regardless of home club status will be eligible for all PA awards.

Rationale: all PA's offer an equal contribution to improving our programs and should be eligible for recognition when they go above and beyond their roles.

Those PA's not registered as skaters, regardless of volunteer hour status, have dedicated their time and energy to our skaters and our programs and are registered as Metcalfe Home Club members as PA's.

- As of 2014 All PA's must be available for a training session prior to skating season.
- PA must have attended 90 percent of the session/season. If the Program Assistant is not able to come, they are required to inform the club that they would be absent.

16. Junior Program Assistant award- 13 & under

Criteria: The recipient of this award will have demonstrated to the coaches: positive, encouraging, and energetic attitude. The recipient will demonstrate an ability to follow coaches' instructions, get down to children's level, to care for and direct young skaters in a safe manner as instructed by coaches. The recipient has demonstrated a willingness to assist in set up, retrieve and put away equipment. They may also demonstrate the ability to draw circuits for the coaches.

17. Senior Program Assistant award- 14 +

Criteria: The recipient of this award will have demonstrated to the coaches: positive, encouraging, and energetic, and mature attitude. The recipient will demonstrate an ability to follow coaches' instructions, get down to children's level, to care for and direct young skaters in a safe manner as instructed by coaches. The recipient has demonstrated a willingness to assist in set up, retrieve and put away equipment. They may also demonstrate the ability to draw circuits for the coaches.

18. Program Assistant Recognition Awards:

1. Volunteer Hours: recognized for those who require volunteer hours for High School Diploma.
2. Remaining PA's receive a thank you gift.

Giving back to our Members: Metcalfe Skating Club says Thank you.

- Pre and Canskate members who attend the awards ceremony will have their names entered into a draw for a 50 dollar voucher (to be used next season when applied to the cost of registration in a program. No monetary value.) Member must be in attendance at the Awards Ceremony. A name will be drawn by a Canskate coach.
- A Starskater will be chosen from all Intro and Starskaters for a \$100.00 cash scholarship. The names will be entered into a draw. 1 name will be drawn randomly by a Starskate Coach. It represents a thank you gift from the Club for the support our families have shown by helping with our events and for participating in our Gala. This gift in 2014 was made possible by the success of Gala fundraising and by sponsorships received from the community. Thank you to our sponsors for 2014.
- Club Gifts to Skaters:
Criteria for gifts: All Intro A Skaters, Intro B Skaters, Advance Canskaters, Starskaters, Associate Club members in good standing shall receive a Thank you gift from the club. All members will be called to receive their gift. Each coach present will be asked to aid in the presentation of the club gift to the members.

A Group Photo with all skaters and coaches will follow.

Awards are complete.