



Minutes from MSC Executive Board Meeting

Greely Community Centre
Monday May 4, 2015

Attendance:

Heather Patterson – President
Lauriel Wills – Vice-President
Laurie Rail – Test Chair
Stacy Duguay – Coaches Rep.
Allison Medeiros – Gala Committee Chair
Stephen Karl – Communications
Tanya Allard - Registrar
Chantal Leblanc – Secretary/Webmaster

Any errors/omissions of these minutes please bring to the attention of Stephen Karl (scribe)

Actions and Resolutions:

Passed Motions:

| | |
|---|---|
| Minutes from meeting of April 13, 2015 accepted | moved by Heather seconded by Stacy |
| that the Metcalfe Skating Club will not reimburse any fees incurred for tests taken outside of the Metcalfe Skating Club from May 1st, 2015. This motion if approved will become part of the Skater's Handbook. | moved by Heather seconded by Allison |
| that the Board approve the reimbursement of the difference in test fee costs incurred by home club members when testing at another club from May 1st 2014 to April 30, 2015. A detailed invoice of costs must be submitted (not including dance partners, coaches, etc.) by May 30th, 2015 to the Metcalfe Skating Club by email to the test chair. | moved by Heather seconded by Tanya |

Action Items

| Action Item | Actioned by |
|--|-----------------|
| Updated MSC Constitution document to show amendments from AGM 2014 needs to be sent to Skate Canada. | Chantal |
| Review and update last year's member survey and send out to members | Chantal/Stephen |
| Off-ice mail out to be sent to members ASAP with response deadline of May 10 | Stephen |
| Chantal to provide access to MSC Facebook page to Secretary, Gala Chair, and a coach | Chantal |

Reports:

Actions from previous meeting:

| Action Item | Actioned by | Status |
|--|-------------|--------------|
| Melissa to be asked if she can organize co-ordination of food for this years AGM/banquet | Lauriel | completed |
| Confirm how much setup time Melissa will have available this year for AGM | Heather | completed |
| Give access to Communication VP to MSC Facebook page | Chantal | carried over |
| Email to be sent to skaters to promote Thursday STARSkate sessions | Heather | completed |

President:

1. test fee refund request - also see motions

A refund request for the reimbursement of the difference in test day fee costs (difference between what Russel SC and MSC charges) was submitted. It was the belief of the submitting coach that a Metcalfe Skating Club policy was in place that obligated the Metcalfe Skating Club to provide such a refund of fee differences when home club skaters tested at a different club. There were precedents where previous boards had allowed the defraying of testing fees on case by case bases. This board could not find a general written policy that obligates it to provide such refunds. The board has passed 2 motions in regard to this issue:

The first is to clarify the Metcalfe Skating Club's position from this time forward in regards to such refund requests and also to equitably respond to the fee refund requests already submitted and to allow all club members who have tested outside of the home club during the past year to submit similar refund requests with proof to the club registrar before the end of May, 2015. This notification will be sent out to all STARSkate members.

2. Tabling of motion was deferred concerning the purchase of a mugs order for coaches and board members, pending determination of budget expenses for AGM/Awards.

3. Melissa Maunders has been contacted and has agreed to arrange for food donations for the AGM/Awards banquet

4. Request that members survey be conducted (see action items)

Gala Committee:

No report submitted.

Test Chair:

Laurie made the board aware that sanction forms for 2015/2016 test days must be submitted to Skate Canada in less than a months time. Coaches need to agree on the days for testing: one test day in January and a second one in April.

Vice President:

- Awards committee items - see full report below
- Volunteer Award: need to have more votes for this award. Suggested deadline of next week.
- Adjustments to the Spring/Summer skating program ratios based on registration numbers (to be sent as amendment)

Secretary:

- Discussion of **Uplifter** tools, reports and accesses available for board members, coaches and club members
- Passing on of secretarial duties and records to board for continuity

Coaches:

Changes to Skate Canada rules concerning the board terms of club board coaching representation.

Communications:

Brief report of from the EOS AGM on May 2nd, 2015.

Other Items:

Adjourned: 21:45

Next Meeting: June 8th, 2015 at the Greely Community Centre at 7:00 pm.(19:00)

VP Report: For May 2015.

Awards committee consists of: Heather, Lauriel, Melissa Maunders, Jen Williams, Sam Kinsella, Claire Johnstone, Alison Medieros, Laurie Rowan. All have volunteered to help again with prior duties and day of. Tanya and Claire have agreed to help me with the draw names and sign in table, and voting cards.

1. Crests and Badges which needed to be ordered -completed by Amanda.

-Through this process we realized it is important that there be a process in place for tracking when coaches take skaters to other clubs for testing so the test chair can be aware of where skaters have been and therefore track that the test results have come back to our club.

-Would like to discuss the year end date for tests and crests as a number of skaters still test in April and we do carry our winter ice to end of April. March 31 may be too early for a cut off.

-Would like to take the pricing of the badges and crests and discuss at future date, as we set the prices for fall skating.

2. Awards have been completed by coaches and list will be completed this weekend and submitted to Russell pro by early next week. Heather, Lauriel and Amanda will verify all spelling before submitted. Lauriel will remove the trophies the week of the awards ceremony to have new tags placed on them.

3. Notification to Parents/Guardians of the Awards Recipients will follow this week following board. Lauriel will follow up with the nominees if they do not respond.

4. Heather has received the skater gifts and we have purchased most of the supplies needed for the meeting.

5. List to rink will be dropped off following board meeting.

6. I would like to have at least 2-3 coaches assisting with set up of awards table and stage so no parents or skaters are near the trophies prior to awards. Amanda has confirmed with me she will be there.

7. From last meeting I asked for confirmation that all coaches were going to be able to make the AGM/AWARDS. Waiting on confirmation. From initial planning I believe they were all available.

8. Need a gift certificate for CanSkate draw.

9. Need a cheque for the scholarship/draw.

10. Stephen can you bring a sign to be placed on back wall of the stage and the stand up one for the room somewhere.

11. Equipment for photo/slide show. Projector to roll pictures prior to meeting.

Metcalfe Skating Club
AGM/AWARDS Saturday May 2, 2015 5 to 8 p.m.
Community Centre Staff

If we could please have the following set up prior to 5 p.m.

1. Set up 2 sections of chairs....2 sections with a centre aisle for photos. At least 125 chairs (rows of 6 to 8 on each side of aisle).
2. 3 Long tables in front of the stage for the AGM.
3. Podium, mike and chair for MC on stage. On opposite side of stage 8 chairs required.
4. One long table by the door for registration.
5. Three long tables outside the kitchen.
6. Two tables to either side of stage for Skaters gifts. One CanSkate table and One StarSkate
7. We would like to have 4 tables on either side of the room for people to eat following awards.

Volunteer Award: We did not touch on this last board meeting. I need to know if we would like to proceed with this one or not this year. I have a proposal below to change this award for next year.

The board members we have at our club are the hardest working volunteers ever and a great board. However, it has been awkward for us to vote on this award. If we look outside the board can we find a truly outstanding volunteer name we can put forth to recognize this year.

Some names I thought of for this year outside of the truly wonderful and hardworking board members:

1. Claire Johnstone. Though she has left the board she continues to participate and if you ask her to do something she always steps in and volunteers to help out. She and Sam helped with the first trial run of the used equipment sale.
2. Samantha Kinsella. Together with Claire came up with the used sale. Another person who if asked to help at an event will definitely lend a hand.
3. Rob Young. Though we do give receipts for his work that he does with design. He did design our logo, helped revise it several times, came to a meeting, took photos of the girls on ice for gala, completed our program and our flyers this year. His tax receipt does not cover all that he does for us.
4. Cheryl. Always volunteers to be the MC for any of the events and has been for a very long time. Has access to facebook I believe which allows her to access and post items for us.
5. Melissa Maunder. Takes on the co-ordinating of potlucks.
6. Others who lend a hand at gala and awards and parade day.
7. Others?

Feedback required on whether we want to proceed this year and I can hand out ballets and you can fill in and submit. Or we cancel and recognize them by name only.

For next year: Discuss this month vote next month.

I propose the Volunteer Award be set up the same as the Club Spirit Award.

Send a list of volunteers (board members and everyone who has volunteered during the year on behalf of the club) to our members/Families and coaches and they all have a chance to nominate someone for volunteer of the year. The nominee with a majority of nominations receives the recognition for this award. If several volunteers receive the same number of nominations then the President, VP, Awards Chair, and coaches vote.

I would suggest that the recipients name should be engraved on the Volunteer Perpetual Trophy but would suggest a gift card for the same amount as the PA gift card be purchase instead of a small trophy be given to the volunteer.

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11. Equipment for photo/slide show. Projector to roll pictures prior to meeting.