



Minutes of the meeting: May 13, 2013

In Attendance:

Chantelle Crete, President
Lauriel Wills, Vice President
Christine Tague, Treasurer
Heather Patterson, Registrar
Chantal LeBlanc, Secretary
Laurie Rail, Test Chair
Stephen Karl, Public Relations
Amanda Cooper, Coaching Rep
Brandi Young, Coach
Robyn Van Schie, Coach

President's Report:

Chantelle reports on status of Amy Wyman; reads her last email response regarding whether she'd like to continue in PR, no time in her schedule to continue in PR position, has left no record of coffee sales or any documents from her time in the position.

Lauriel makes motion for Mr. Karl to take over PR position. Christine seconds. Approved.

Vice President Report:

- Nothing to follow up on or report at this stage.

Treasurer's Report:

No changes have yet been made to coaching criteria. Coaches would like to discuss now.

Brandi: met with as many coaches as possible, question was if they wanted to switch it to years of service with MSC instead of years of experience. Coaches all disagreed with this change for many reasons: it excludes possibility of new coaches with good qualifications from coming in due to exclusive rate scale. Suggested coaches could set their own rates with Board approval. Some clubs do this. A graded "inclining" scale would be fair with extra recognition or a subsidy for CanSkate coordinator and StarSkate coordinator positions. Gala volunteering, etc would not be eligible for subsidy. (proposed scale list from Brandi to be emailed).

Christine has a timeline of May 24 for presenting a new pay scale to the coaches. (Action: Christine will get help from Chantelle to show her where to access levels on SC website.)

E-mail of the final total of dollars for the Gala were sent by Christine. All expenses need to be submitted. Still missing some expenses and time sheets. Asking that they be in by Friday, in order to give the final total expenses from the Gala. Deadline will also be 24 May.

Emails are still trickling in for tax receipts. Last will be sent out by May 17. If anyone has any outstanding please forward asap.

Bank has provided missing statements.

We need to hire an accountant for a yearly audit. Last accountant who was doing monthly review has become ill and no longer able to do it for us. Year-end report will be ready for review by May 31.

Christine moves to make an amendment to the current constitution to change year-end date from Mar 31 to April 30, for final approval at the next AGM. Seconded by Brandi. All in favour. Approved. (Action: Chantelle to add amendment to the bottom of the constitution for future AGM approval.)

There is currently an error in the billing for ice from the City of Ottawa.

Secretary's Report:

Handing off of the position to Chantal LeBlanc.

Discussed with Chantelle that Lauriel can continue to pick up mail for the club. Is everyone in agreement that this works for now. Yes. Lauriel will continue to collect the post for MSC but all other Secretary duties are now passed on the new secretary.

Review of the AGM minutes. Brandi moves to approve, Stephen seconded. All in favour. Approved.

Registrar's report:

11 (possibly 12) skaters are now registered for summer skating. Thursday: 12 Monday: 11

Christine estimated that we would need 22 skaters to make the summer skating viable. When the corrected contract is received tomorrow from the City, a new estimate and decision will need to be made within 10 days. Program to start on the 23rd but is still in question.

Lauren Byrd still looking for a refund. (Action: Christine will look into this.)

Kyle registration forms are still outstanding. (Action: Brandi will look for them)

Lauriel suggests sending out another reminder email to members regarding accepting late registrations for Spring/Summer skating.

Brandi says Minto Club has offered spaces for our skaters if we're unable to run our own summer program. They will allow our coaches, as well. Daytime sessions.

Test Chair:

Laurie sent in sanction to Skate Canada for our 2014 test day. Will keep checking the dates they post.

Received an email from other clubs (Embrun, Kemptville, Russell) who wanted to have a collective meeting with other test chairs but it is to review high test days. We can't run high test days so this may not be an option for us. They're interested in finding out about our summer guest fees as well.

PR Report:

No reports available from Amy.

Stephen did what he could, short notice for Gala. Separate schools need school board approval before anything is approved; public schools are on school by school basis and he was able to get some ads into their newsletter.

The start date for winter skating is suggested for Wednesday after Thanksgiving. This will enable the registration info to be sent to as many schools as possible, in time for their first newsletter. Many newsletters are now electronic and links can be added to our website.

Laurie suggests an online registration in early August and the in-person registration in mid-October or earlier.

Discussion regarding when to hold meeting dates for fall contracts. Christine will reconfirm this with coaches.

September 9, 2013 is agreed upon for in-person registration, 5:30 to 7:30, at both the Larry Robinson and Fred Barrett arenas. Registration forms to come for early August online registration availability

Coaches Report:

Coaching rep duties will be shared between all StarSkate and CanSkate coaches, excluding dance coaches. Amanda's name will be put on Skate Canada as official coaching rep for purchasing authority.

From Amanda: New CanSkate programming is coming. Will need new ribbons, laminating, etc.. It will be different from the past. Circuits from now on. Students rotate, coaches will stay at one circuit. The name Kinderskate can no longer be used, it's now pre-CanSkate. (Action: webmaster need to change wording on website). The coaches propose a new idea to use the Monday at 4 p.m. ice for the Pre-Canskate (old KS). As historically this is when the numbers have been the lowest. However, it would mean our StarSkaters would only have 1/2 the ice. Needs further discussion.

Discussion regarding suggestion from coaches to create a minimum of 1 weekly 15min private lesson strongly suggested to Intro skaters to ease their transition from CanSkate to Intro groups and to encourage progression into StarSkate.

Amanda would like to see at least 10 PAs to assist with the new Pre-CS and CanSkate programming. There will have to be more requests made to high schools, hockey teams, etc.

Board Positions:

Chantelle asks that all please review your position descriptions and return to the next board meeting with suggestions on how to bring them up to date.

Was emailed to all board members for review. Any suggestions for amendments must be voted on at the next AGM. (Action: Chantelle says she can call Skate Canada for advice on what we may amend, will also bring a list.). Suggestions on what to amend are welcome.

Discussion regarding which positions require new email address. 8 are available within our current package with Hover Webmail.

(Action for webmaster: create new email accounts for the following:

- + canskate@ : Amanda
- + vp@ : Lauriel
- + fundraiser@ : to be determined
- + gala@ : to be determined

Awards Ceremony:

AGM and ceremony was attended by less than in the past. It was later in the season.

Coaches review with Board the current list of awards and criteria:

(Action: Brandi will email the list)

3 groups are:

Skater Awards

PA

Volunteer Awards

Heather puts forth motion for Award for Most Tests include all test up to 2 weeks prior AGM. Seconded by Amanda. All in favour. Motion passed.

Brandi: PA awards are for any PA regardless of MSC membership or not.

Recognition for PA of the Year is for PAs who are able to work on the own.

Most Improved PA is more for mid level PA who is helping more.

Best Assistant are for younger PAs just learning to assist the coaches.

Volunteer of the Year who went above and beyond in any role in the club.

Skate Canada achievement; criteria are set by Skate Canada.

Test Day crests and badges were to be given out this year. Crests had not yet arrived in time for Awards day.

Suggests we should like to split Most Improved Intro Awards into A, B, etc. categories to recognize more skaters in this larger group.

Would also like to create a good sportsmanship award but don't know what to call it.

"Club Spirit" is suggested by Chantelle. Lauriel suggests having 2; one for sportsmanship and one for club spirit.

Question from Lauriel: Home club members vs. Associate members, what are the differences? Brandi: Home club represents us at events and are recognized at awards. Associate skaters are invited to our social events but not recognized with awards. Brandi emphasizes that this is the one thing that our skaters can prize for choosing MSC as their home club.

Chantelle discussed this with Skate Canada and says we are not unable to if it isn't in our constitution or Policy and Procedures. Nothing says we cannot do it or change it. A Test Participation certificate was not awarded to an associate skater at the last awards function, which caused confusion. These

Participation papers were created at the last minute and were given in lieu of the official SC crests because they were not received in time from Skate Canada. Skater's home club should give crests for tests passed.

Further discussion is now deferred to future meeting.

Meeting adjourned at 9:48.

Next meeting date not determined.

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