



## Meeting of the Board of Directors

**November 18, 2013, 7pm, Greely Community Centre**

### **In Attendance:**

Heather Patterson, acting-President  
Lauriel Wills, Vice President  
Christine Tague, Treasurer  
Claire Johnstone, Registrar  
Chantal LeBlanc, Secretary  
Stephen Karl, PR  
Allison Medeiros, Gala Rep  
Stacy Duguay, Coaching Rep  
Brandi Young

### ***Review of Minutes from October 21, 2013***

Lauriel moves to approve minutes, Claire seconds. Draft of minutes approved. **Action:** Minutes to be posted online by Secretary.

### ***Report on Actions from last meeting:***

**Action.** Stephen and Chantal will coordinate together to create a survey. **Complete**

**Action:** Minutes to be posted online by Secretary. **Complete**

**Action for Secretary:** In order to ensure that coach rep and coaches receive meeting minutes and agendas in time in order for coach rep to address any coaching concerns, draft minutes will be sent within 2 weeks following board meetings and the draft agenda will be sent out 1 week prior to scheduled board meetings. **Complete**

**Action:** Stacy will consult with Sarah Dooley who's trailer we used last year, on what is needed. **Complete**

**Action:** Christine will follow up on available keys. **Complete**

**Action:** Lauriel will photocopy all coaches contracts and finalize them. **Complete**

**Action:** Stacy will pass on information regarding time sheet deadline on to coaching staff. **Complete**

**Action:** Once Lauriel will have collected all updated bios from coaches when contracts are finalized these will be shared with webmaster and PR for updating the bulletin board and website. **Ongoing**

**Action:** Stacy will bring the idea of creating FAQ list to the coaches. **Complete**

**Action:** to email out coffee fundraiser info to all members. **Complete**

**Action:** Lauriel, Laurie, Christine and Heather will be taking on the recruitment committee work with input from Stacy. **Ongoing.**

**Action:** Chantal will approach Long & McQuade for a PA rental donation. **Ongoing**

**Action:** Heather will follow up with Skate Canada with what's required re: incident reporting. **Complete**

### ***President's Report:***

#### **Incident Reporting:**

*Called Skate Canada regarding incident reporting and was told to call insurer. Insurer hasn't called back. Amanda said report is filed in our records & that is all that is required.*

#### ***Vice President Report:***

- *All contracts are signed and handed out. (Placed in mailbox at Metcalfe).*
- *I have reached out to 3 clubs for input on policies regarding placement of skaters following CanSkate. Russell, Winchester, Smith Falls. I have been going through on-line club info to see how other clubs address it. Oshawa has a very clear policy written up for parents.*
- *I have been researching craft ideas for craft night. Hope to have a couple of samples for board meeting.*
- *Drafting information to go in December newsletter for Parade Day for Robyn.*

Name labels on mailboxes need to be updated. **Action:** Lauriel and Chantal will check the mailboxes at both arenas.

Discussion regarding Craft Night/Parade float activity. Only StarSkaters are invited to ride the float and participate in craft night. **Action:** Chantal will make sure this is clear on Facebook and website information.

#### ***Treasurer's Report:***

Christine distributes Treasury report. (addendum to be added. Christine will send pdf)

Allison has received word that 5 families are waiting for refunds from last season. **Action:** Allison will email the family names to Chirstine for follow-up re: refunds.

#### ***Secretary's Report/Website:***

- *The approved minutes from September 16, 2013 have been posted online to our website.*
- *Have created a draft online of mid-year and end-of-year surveys using Skate Canada template*

Will wait until feedback from coaches is received and have final survey drafts for approval at next meeting. **Action:** Chantal and Stephen to present final drafts of surveys at next meeting for approval.

#### ***Registrar's report:***

- *Monday 4pm class - now has an additional coach and 5 more pre-can skaters, and spots available for a further 5 skaters to be added. Chantal has updated the website to advertise these spaces.*
- *Enquiries are slowing (as you would expect) but still coming in.*
- *Skate Canada registration for all P.A's has been done.*
- *3 skaters have withdrawn so far.*

Still maintaining a waitlist at both arenas. Amanda is taking some of the CanSkaters from Monday to Friday evening.

A cheque is still outstanding for one family. Christine verifies records and family will be contacted to re-issue a new cheque. **Action:** Christine to follow-up on outstanding payment from one family.

### ***Coaches Report:***

1. *Plan for next year's PA training*
  - a. *Should be done before skating starts*
  - b. *Come up with an itinerary of how training should run*
  - c. *Could we have a small budget for pizza or hot chocolate & snacks?*

PA training is really needed to give the volunteers the directions necessary. Brandi requests a PA training session be organized asap. Amanda should be consulted on time and date before finding available space.

Stacy suggests planning ahead now for next year's PA training session before this season ends and allowing a budget consideration also, for supplies, snacks, hall rental etc.

2. *Straw bales will be provided by Amy & Shawn McDonald for the Santa Claus Parade Float*
3. *Summer Ice → 3 hours were asked for on one night in hopes that we would be able to fill the ice more. Also Monday and Thursday ice was asked for as well which is what we had last year.*
4. *Emergency Action Plan → Most coaches did meet to discuss what should be done in regards to certain accidents that happen on the ice surface.*
  - a. *Yes an incident report was done and the board was emailed about this incident*
  - b. *Lauriel asked if an accident report was done and all incident reports are in the box at the arena*
  - c. *We have not come up with a concrete plan of how to deal with incidents because every coach felt different comfort levels of how to proceed. We have decided that:*
    - i. *All PA's need to have valid emergency contact information and the parents of these kids need to understand that they need to be at the rink or at least be able to be reached by telephone.*

Discussion follows regarding emergency scenerios.

5. *Coaches are going to compile all feedback into one email and send it to Skate Canada from the coaches email address rather than each coach sending in feedback about the new Canskate program.*

Comment from Brandi: Some feedback has already been sent in to Skate Canada from Brandi. i.e. special needs children are finding it more challenging this year and regarding badges, ribbons etc., the new supplies needed are very expensive now.

6. *Canskate & Starskate Contracts*
  - a. *Contracts should be written based on what coaches where hired for (IE. Canskate or Canskate/Starskate)*
  - b. *Coaches would prefer a private lesson inquiry e-mail for parents to request private lessons*
    - i. *From there an e-mail would be sent back to the parent with the coaches that would be available during the times the parent has asked for along with the coaches' bio, rates and availability (IE. 1 or multiple spot available). Coaches in the past gave a free lesson*

*to any interested skaters to see how they would work with the coach. Then the parent can decide whom they would like to hire.*

- ii. *Coaches are just concerned that other coaches will be hired on JUST FOR Canskate but are qualified to teach Starskate and move into the territory of taking on private students.*

Lauriel notes suggestions for new contract wording from Brandi and Stacy. Discussion follows.

7. *Paid Coordinator Position*

- a. *Rideau for instance has Coach Portfolios that are each allocated a certain total rate. The Staff Coaches (those teaching both CS and Privates) for the club take on the portfolios and at the end of the season bill for the total amount allocated for each portfolio with the exception of CS which is billed for in late fall more in line with when the work is required to be done. The rates allocated depend upon how many hours of work each portfolio requires i.e CS is the most time consuming and therefore the highest rate and so on. Their portfolios include Special Events, CS, PA scheduling and training, Coaches Rep (Not Paid as this is an elected position), Ice Allocation (attends meetings, answers emails from skaters etc.). Coaches who choose to share a portfolio divvy up the work and rates as they see fit. Some clubs it is just a coach volunteer and some clubs also have parents filling these positions instead of coaches. As these portfolios grow they become more time consuming and they need to look at incentives to having an experienced person doing these jobs.*

Coaches hand out sheets detailing a breakdown of each coordinators' tasks and hours needed per task with a comparison to their current teaching rates. Discussion follows and suggestions from coaches will be considered.

8. *Timesheets → If the 5 business day timeline is missed will the coach still be paid but just not until the following month's cheque run?*

Christine answers yes, it is a possibility if deadline missed.

9. *Gala → Brandi will check to see what guest stars we can get. She is sure we can get Jan & Mark, The Carleton Team and possibly Andrikyo will come back. If not, I know there are some other skaters in Ottawa that might do it for free or for a low fee. I will keep everyone posted on that.*

Brandi would like to receive sponsor and program information by Feb 10<sup>th</sup> to pass along to Rob to be in time for planned program print date of March 1<sup>st</sup>.

10. *Would like to have stroking for 10 minutes from 5:40pm to 5:50pm on Mondays and then a flood before Canskate starts.*

Request is noted by Lauriel and Christine for future planning.

### ***PR Report:***

Stephen presents new printed logo proofs for board review. Feedback from all board members is noted for return the graphic designer. Ideally, if a new logo can be agreed upon we could have the unveiling by gala.

### ***Gala Report:***

Allison is currently preparing a sponsor request letter she could send out by December 1<sup>st</sup>. Suggests having a separate "photo night" to relieve some stress from the gala event Country theme names are suggested. "Boot, Skate & Boogie" is agreed upon.

***From Test Chair:***

This update was received from Laurie by email to board prior to this meeting:

*“Heather Penney contacted me last week to indicate she could likely evaluate for our February 2014 test day. She could either replace Bruce in the event he cannot make it, or serve as our 2nd judge should we need to double panel.*

*I will contact her again in January to reconfirm her availability.”*

***Adjournement.***

Moved by Chantal. Seconded by Christine. Adjourned at 9:26pm

***Next Meeting:***

Next meeting will be Monday, December 16, 2013 at 7pm at the Greely Community Centre.