



## Meeting of the Board of Directors

October 21, 2013, 7pm -Greely Community Centre

### In Attendance:

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

### *Review of Minutes from September 16, 2013*

Draft of minutes approved. **Action:** Minutes to be posted online by Secretary.

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

**Action:** Lauriel to then verify the information with Robyn and prepare contracts for signing-**complete**

**Action:** Christine will send a formal treasury report by email to the board and will be added to August minutes as an addendum-**received now and will be added to these minutes.**

**Action** for Heather to book bank appointment. **complete**

**Action** for Robyn to check if we should laminate and use stickers for the CanSkate name tags or if we can find plastic name tags for this purpose instead. **complete**

**Action:** Christine will follow up with Marian Scharf who had the \$20/hr rate. If a meeting is set Heather will come along with Christine. **complete**

**Action** for Claire to get Stoking registration numbers for Robyn from data. **complete**

**Action** for Claire to send Robyn the email list of StarSkaters who would need to be contacted about the available off-ice sessions. **complete**

**Action** for Claire to mine the “how did you hear about us” information from the registration and pass on to PR for the future. **complete**

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

## **President's Report:**

### **Banking Changes:**

*\*Signing authority has been changed to include Heather Patterson, Lauriel Wills, Christine Tague*

*\*Electronic banking has been set up.*

*\*Heather & Christine have bank cards allowing for deposit only at machines. Deposits at machine do not incur additional charges.*

*\*Heather & Christine can now view statements online, we will no longer receive paper statements nor incur the \$2 charge.*

*\*Members may use e-payments. **Question:** should e-payments be sent to info@ or president@?*

Discussion follows re security question issue and more time and thought will be given regarding to providing this option in future.

*\*I have done the Sept/Oct deposit and will do Nov deposit.*

*\*Lauriel will have 20 cheques to pay invoices as they are collected from mailbox in order to reduce overdue bills. Cheques still require 2 signatures so Heather will review before payment. Invoices and cheque stubs will be forwarded to Christine for book keeping purposes.*

*\*we need to actively recruit a member to help Christine this year and take over as Treasurer next year.*

### **Coaching Rep position:**

Quoted:

\*FROM SKATE CANADA:

A Professional Club Coach Representative

**Rule 1202 (3) (b) (iii) Serve On Boards** - A professional Coaching member may serve on the Skate Canada Board of Directors, Section Board of Directors and/or Club Board of Directors as a Coaching Representative (elected by the Coaching Members) or be appointed to any Association Committee.

**(Part of previous Rule 1201 (b) (vi) (2))**

**Skate Canada Member Club - The coaching team of a club should elect one of the coaches** to act as their representative to the Board of Directors to be known as the Club Coaching Representative. This representative has the right to attend all meetings of the Board of Directors **and to vote** on all matters or issues raised at these meetings.

**An alternate coach can be elected or appointed** as the designated alternate of the Club Coaching Representative to assist or stand in for the Club Coaching Representative at meetings of the Club Board. The alternate can be given a voice; **however, cannot be given the right to vote** because he/she is not the elected member serving as the Coaching Representative on the Club Board.

End Quote.

*\*So, it looks like we require 1 **elected coach** representative and only they are allowed to vote....any other coach standing in at a meeting will not have a vote.*

Discussion follows regarding whether or not Stacy would be willing to take on this voting position. She would until she would need to take a maternity leave. A vote from a coach is required on all voting issues. **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.

### **Social events:**

*\*Melissa Maunders has agreed to co-ordinate a group outing to watch the Nationals in January.*

*\*do we need a meet & greet for skaters, coaches and board members?*

Discussion re organizing a meet and greet event: In the past there was a bowling trip, sleigh ride, etc. Nothing has been done in the past year except for Metcalfe Santa Parade. Since we are participating in the Santa Claus parade again, a decorating party is suggested as a team activity. A parent volunteer will be needed to plan this. **Action:** Stacy will consult with Sarah Dooley who's trailer we used last year, on what is needed.

**Motion:** Heather moves that the club purchase a MSC scarf from Peak Sportswear as a thank-you present for Chantelle, our outgoing president. 2<sup>nd</sup> Lauriel. Passed

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

#### **Contracts**

As reported all the contracts are signed except for one as of this report. The final contract is to be signed on Monday night.

3 people ended up requiring raises as per the last scale. These raises were not reflected when we worked on budget and cost for skating. **Recommendation: That when budgets are looked at the payscale required for present staff be accounted for whether we think they are returning.**

Heather and I met with all the coaching staff in a quick meeting and then we met individually to sign their contracts. We asked for: items for their wish list, comments, questions and input on items that we need to focus on as a club. There was some excellent dialogue and very constructive feedback.

**Looking at the contracts Full vs Part-time.** I would like a couple of board members and a coach to sit with me to review the contracts before next year. Currently our coaches are signing Full-Time Coach contracts and Part-time Coach contracts. However, there really is no difference. I have read them several times and the Part-time Coach contract seems to be a contract we should reserve for hiring people on a contract ie. Long term illness, mat leave, leave of absence. Both contracts expect the same things in job description. They both have the same contract dates and both get paid now using the same payscale. With the Part-time coach contract it is has a different firing clause. It has been explained that the difference should be the coaches who are allowed to teach StarSkate or not. But that is truly not the case. The contracts clearly outline if they are allowed to do Canskate or Starskate or both and the number of hours. They both have expectations to participate in the extra activities that come with club.

**Follow Up:** one unsigned contract will be signed on Monday. All other contracts will be photocopied for Monday and copies will go to coaches.

### **Name Tags:**

The names for the CanSkate program were a huge undertaking. Not very volunteer friendly at all.

Lauriel shows the new format for nametags to the group...

Feedback needs to be given to skate Canada

1. Tags- I could only get the template to get 3 on a page of 8 x 11. The tags are set up for 8 x 14. They have it set up as 3 parts. Using their template would give you 3 pieces of paper are ruined to make three tags. I am still experimenting but for a person who wants to use template and get the job done it is very tedious.
2. Names too small for coaches to read. I have enlarged slightly but if you play with the fields then parts of the tag move around.
3. I recommend for next year we look at the plastic covers for tags with clips. See what the cost would be. Then I would glue them together and parents could keep the tag but not the plastic sleeve. Otherwise I have to print, cut, glue to fit, then laminate and then cut again.

### **Mail Delivery:**

Confirm if everyone is able to pick up mail at Metcalfe. I would like to start dropping it off again. Claire does not have a key.

Rhys needs to be contacted to return his key. Claire takes Christine's key and Christine will collect Chantelle's key for herself instead. Stephen and Allison currently need a key. Chantelle may have spares.

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

**New Payscale:** Lauriel will redo the wording for the new payscale and bring to meeting. Coaches can review their copy (I will e-mail a copy to coaches' e-mail after the meeting once I confirm I have made the correct changes) and then bring it back next month to be voted on. **Action:** Lauriel will photocopy all coaches contracts and finalize them.

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

Christine presents to the board an abbreviated version of the Treasury Report along with 2013-14 Financials report in print. (Addendum 1 and 2 are attached to these minutes)

There was an earlier RBC account for MSC which was never closed and there have been errors found because of the existence of this old account. Christine passes on the previous years' data on CD and in print to Heather for our recently hired bookkeeper

Cheques #267-#286 are passed on to Lauriel to clear payable items. Payments will be crosschecked prior to issuing to avoid double payments.

Would like to create a "Payables" schedule for the next few months. Coaches should have their time sheets within the first 5 days of the month. **Action:** Stacy will pass on information regarding time sheet deadline on to coaching staff.

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

- *The approved minutes from August 2013 have been posted online to our website.*
- *Met with Stephen and Laurie regarding creating a satisfaction survey. We are working on the format and questions to add. A draft should be ready by the next board meeting.*
- *Some presentation changes were made to the Home page of our website after design suggestions received from Laurie and Stephen. Photos were updated using gala, more space for club news items, mission statement added, etc.*

Also added to the website were an individual coach bio page for each one of our coaches, accessible in the drop-down menu under "Coaches". At this time, only the photo headshot and bio for each coach is on each page but coaches are encouraged to send any other information they would like to be added to their page to [webmaster@metcalfeskatingclub.ca](mailto:webmaster@metcalfeskatingclub.ca) in order to personalize them further. i.e. Twitter links, personal website links, direct contact information, etc..

**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.

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

- *CanSkate classes at both Arenas are now full and with approximately 5 names on the waiting list for each arena.*
- *Generally much more demand for Leitrim this year than Metcalfe.*
- *StarSkate - total of 35 skaters*
- *Skate Canada registration - all skaters have been registered.*
- *Spreadsheet with names, contact details and emergency info has been updated and sent to coaches.*
- *Taken over registrar's hover account.....non-stop enquiries!*

Questions arise from parents after the registration process is complete. These should be forwarded to the appropriate members, such as i.e. helmets, skates questions should go to coaches. Suggestion that coaches could collaborate on creating a "Frequently Asked Questions" list to add as a page to our website. **Action:** Stacy will bring the idea of creating FAQ list to the coaches.

### ***Test Chair:***

Have contacted the following evaluators to request their services for our February 2014 Test Day:

Bruce Malanka  
Catherine Caule  
Derek MacPherson  
Cheryl Goldie  
Catherine Bar  
Julie LeStage  
Heather Penney  
Jacquie Wicket

All have declined.

Although...Bruce Malanka has [since] indicated that he is now unsure as to whether or not he will be out of town on February 17<sup>th</sup>. Therefore he has marked our Test Day on his calendar, and has agreed that should he not be able to evaluate for us, he himself will find us a replacement judge.

### **Coffee fundraiser:**

No orders have yet to be received so would like to send an email out to all families regarding this fundraiser. **Action:** to email out coffee fundraiser info to all members.

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

Stacy presents a printed Coaches report. (Addendum 3 to these minutes)

Nametags are thought to be a little small and this feedback should be sent back to Skate Canada.

Payscale item regarding request for extra remuneration to coordinators is discussed. Coaches are encouraged to continue communicating and should also be working as a team to divide volunteer tasks equally among all coaches. Lauriel will continue to look into this and other new payscale issues.

Recruitment issue is presented and discussed. A committee needs to be formed to review the practices and deliver a policy. **Action:** Lauriel, Laurie, Christine and Heather will be taking on the recruitment committee work with possibly input from Stacy.

Discussion of the PA incident Thursday October 17, 2013. Review of events. **Action:** Heather will follow up with Skate Canada with what's required re: incident reporting.

Discussion of CanSkater who has been very upset at the past few sessions. Skater will be monitored further as some progress was noted by PA after last session.

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

#### **Ottawa 67's/MSC Fundraising:**

Insurance issue regarding the Canadian Tire Centre not being the 67's home ice will make this initiative a non-starter.

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

Allison has reviewed sponsorship letters with Stephen. Rewording will be done to them. A possible "Country" theme for the gala has been suggested and is being developed by the committee. Discussion regarding which guest skaters to invite, canteen vendor, sound system requirements. **Action:** Chantal will approach Long & McQuade for a PA rental donation.

### ***Adjournment.***

Moved by Chantal. Seconded by Laurie. Adjourned at 9:30pm.

### ***Next Meeting:***

Next meeting will be Monday, November 18, 2013 at the Greely Community Centre.