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Meeting of the Board of Directors

Monday, October 6, 2014, 7:15pm, Greely Community Centre

In Attendance:

Heather Patterson, President
Lauriel Wills, Vice President
Laurie Rail, Test Chair
Chantal LeBlanc, Secretary
Tanya Allard, acting Registrar
Stephen Karl, Communications
Allison Medeiros, Gala Coordinator
Stacey Duguay, Coach representative

Review of Minutes from Sep. 8, 2014

Stephen requests an additional edit to the Communications report: added request to edit logo. Motion to approve edited minutes from last meeting by Heather seconded by Allison. Minutes are **approved**. **Action:** Minutes to be posted online by Secretary.

Report on Actions from last meeting:

Bookeeper: will follow-up on finding the non-profit number as well as reviewing the layout of our tax receipts. **Ongoing.** (On bookeeper's task list)

Action: Lauriel and Laurie volunteer to take on filling in the budget for this year and presenting at next meeting. Sponsorships should now be shown as a non-fee based income column in order to separate this from the overall club financials. **Ongoing**

Lauriel: Handbook editing. **Action complete.**

President's Report:

-March 7 is our new gala date. Publicity can now begin. We received the same hours at same cost.

-Wednesday Intros: We only had 1 registration for Wed Intro and the skater is not able to switch to another night so if we need to cancel this program on this night all we can do is offer the family a full refund. If they are willing to wait a few weeks before our sessions begin to see if any last minute registrations are received.

Ice delay at Larry Robinson: October 28 is currently their target date to solve the issue so that means 2 full weeks of all of our programs at that arena to be missed from Wednesday Oct 15 to the 28th.

According to Stacy, following a poll of available coaches, **Sat. Oct. 18th & Sat. Oct. 25th 4:30pm-5:30pm at Osgoode** would be the most convenient alternate date/time to most coaches for rescheduling our Monday CanSkate program. So far 5 coaches have confirmed availability for that night. Subs are available also. Refunds will not be offered since we are providing an alternate date and location for lessons during the postponement of ice at Larry Robinson Arena. Credits for future programming will be considered for families who are unable to take advantage of the interim arrangements.

Heather makes a motion to accept the above time/date as our alternate day for all Pre-Can or CanSkate during the cancellation period. Laurie seconds. **Motion passed.**

For STARSkaters and Intro, the **Tues. Oct. 14th & Tues. Oct. 21st 4:30pm-5:30pm at Osgoode** would be the best as an alternate day. Arrangements for a Stroking session will be made with a coach for this session as well. Other options are offering our skaters any available spaces on our Thursdays Fred Barrett ice or offering the skater makes up missed sessions during other sessions throughout our program year. Suggestion that we can also offer to cover guest skate fees incurred with other clubs to replace the missed sessions during this cancellation period. Heather moves to accept the above time/date as our alternate day for STARSkate and Intro skaters. Stephen seconds. **Motion passed.**

City of Ottawa will be contacted tomorrow to secure the available ice times offered.

Action: Mass email regarding delayed season start will be drafted by Heather for immediate release to our members as soon as possible. Stephen will create the mailing lists for each affected group to be contacted.

Communications:

Stephen: picked up all the signs deployed but one was lost at the Findlay Creek location. Possibly taken by someone, maybe the developer. Won't be posting there anymore to avoid further loss.

Newsletter was mailed out to all members and positive feedback was received as well as ideas for future publishings.

Rob Young revised our new logo and his new edit was received this weekend. The dark outline with blue lettering requested was to be added to a white leaf and not around a red leaf. The white letter logo is not to be further edited.

The bulletin board at LR should be updated before the season starts. Noted from Heather that in coming years, we should prepare the board prior to the Metcalfe Fair as many people from the community are in the arena over that period and see our display. Once the new logo is finalized, Stephen would like to cost out printing an overlay to place over the existing wooden sign over the bulletin board.

VP Report

Handbook final edits:

Lauriel would like to know if we should add the years of experience in Appendix A of teacher bios. This can be updated by Chantal who has received updated bios from coaches. **Action:** Lauriel to send the Appendix for editing to Chantal.

Skate Sharpening and retailers listing: which retailers recommended? Will leave as is and add comment that coaches should be consulted regarding sharpening info.

Additional costs for figure skating: do we want to leave test fees in or not? Consensus from the board is that this information should be left in.

Coaches contracts/scheduling: will be signed with coaches on Wednesday from 6:30 to 8:30 at this location.

Do we need to prepare separate contracts for the dance partner coaches? Board agrees, yes. One will be prepared for both of our dance coaches.

Need the sorted lists of CanSkate and Pre-CanSkate for Thursday in order to prepare the nametags in time. **Action:** Stephen will prepare and send this list to Lauriel.

Test Chair:

Bruce Malanka has advised that he will no longer be available as our test day judge. Have emailed Catherine and she has not confirmed/replied yet. There are new listings of local judges in the SC test chair manual which will be contacted also as possible replacements.

Gala Report

Allison would like to mail out the gala permission forms by email this year.

Rob Young has already begun drafting the program for us.

Have started collecting gift cards from sponsors already, as well as letter draft and tickets.

Adjournement.

Moved by Heather. Seconded by Chantal. Meeting adjourned at 9:22pm.

Next Meetings:

Our next planned meeting is Nov 10, 2014. Future meetings:, Dec 8, Jan 12, Feb 9, March 9, April 13.

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