



Minutes of the Meeting on September 16, 2013

Location: Fred Barrett Arena, 7pm

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
Robyn VanSchie, Coaching Rep

Review of Minutes from August 19, 2013

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

Report on Actions from last meeting:

Completed actions cleared. The following are ongoing:

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

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

President's Report:

Heather has taken over the President's Hover email account and asks that all email directed to her be sent there.

- Signing Authority:

I have contacted the Royal Bank in Metcalfe re. changing the signing authority. We need to set up an in-person appointment. All signers must be present, if they are not RBC clients they must have 2 pieces of photoID. They require minutes from the meeting and a letter from the club detailing the changes to be made. Question for Board: who should have signing authority this year?

Decision re: signing authority: Chantelle Crete will be removed from the account. Lauriel Wills will retain her signing authority. Lauriel recommends a third person be authorized in case one of the 2 authorized signers is unavailable, out-of-town, etc.. Heather moves that Christine Tague, and Heather Patterson be added to the signing authority. Seconded by Laurie. Motion passed. **Action** for Heather to book bank appointment.

- 2012-2013 Awards:

-Amanda has picked up badges and crests from last April, do these need to be distributed?

-plaques with incorrect names have been corrected & distributed to recipients or put back in trophy case

- Sound Tariffs for GALA:

-I have received an email regarding sound tariffs that would apply to our 2011-2012 and 2012-2013 galas:

Robyn: we did not use new music in our first demo night. Action Heather will follow up with Re:Sound.

From: **Marg DePratto** <eos2@bellnet.ca>

Date: Sep 03, 2013

Subject: Re:Sound licencing and tariffs

To:

This email is sent to help with the understanding of Re:Sound and the collection of fees – please ensure that your Board members are advised – note that I also have a contact name for clubs to follow up directly with Re:Sound should you have any questions.

This email has been sent to clubs and presidents currently on file which may be 12-13 season. If you have not already done so we encourage you to provide us with updated information and ask that you forward this information to the current president/board.

The royalties owed for ice shows are to be remitted by the skate club directly to Re:Sound:

As per the agreement with Skate Canada, skating clubs that have ice shows should report the minimum annual fee of \$61.85 (plus tax) for periods beginning in 2011. Once you submit your report and payment, we will update our records with the information you have provided. The reporting form for your ice shows is attached. **It is important to stress that Skate Canada clubs do not have to report their gross receipts. Clubs are only required to pay the minimum annual fee \$61.85 (plus tax) for their ice shows beginning in 2011.**

Skating Competitions:

Skating competitions will be reported under our sporting events tariff (Tariff 5H) which has not yet been certified by the Copyright Board. You are not required to obtain a licence at this time.

Contact Name:

Serge Cassano

Senior Representative, Licensing

1235 Bay Street

Suite 900 Toronto, ON, M5R 3K4

T [416.355.8328](tel:416.355.8328) | F [416.962.7797](tel:416.962.7797) | scassano@resound.ca | www.resound.ca

- *Brandi has an unpaid coaching bill from one of her skaters. What is our policy on covering bad debts and what does Brandi need to do to have the club cover these fees since she exhausted all avenues with the skater. This skater has not yet registered with us this year.*

Registrar's report:

LARRY ROBINSON REGISTRATIONS;

4PM PreCanSkate= 10

6PM PreCanSkate = 18, CanSkate = 27

FRED BARRETT

PreCanSkate= 20-full

CanSKate = 34

Both arenas:

StarSkate = 33

Still a few spaces to fill. Stephen Action: will look into changing the fire hall sign in Metcalfe to reflect that spaces still available.

- *Registration night recap:*

-Triplicate forms did not work as we had hoped.... copies were not automatically made. Majority of registrants brought their own forms.

-booking the Lobby through allocations is now necessary...do this well in advance!

We were told to book the lobby. We couldn't book here because it was unsafe due to construction, even though hockey club had registration in the lobby.

- NEW REGISTRAR:

-Claire Johnstone has enthusiastically agreed to become our new Registrar.

-Claire will take over the Registrar's email and will have one more meeting with Heather to go over SkateCanada website.

MOTION: that Claire Johnstone be appointed to the Registrar position. Seconded by Lauriel. Passed.

Vice President Report:

- *Contacted Alison by phone and updated her after the meeting. She was away on vacation at the last meeting. We are trying to hook up to give her the binder for the Gala. She is still willing to take it on.*
- *Delivered Rhonda her card. She has a lovely beautiful baby with lots and lots of hair. Rhonda looked lovely. She is changing her name to her married name.*

- *Sent my edits to Stephen for the brochure.*
- *Working on the board positions and looking how to align skate canada's list of positions with our positions.*
- *Have received a pile of laminating from Amanda. We will need to purchase more laminating pouches soon. Apparently there is a new format for the name tags.*

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.

- *We need to make a motion re cheque signing to bring into the bank. We may need a copy of the AGM minutes with the positions.*
- *Coaches have been contacted to verify the years of experience as per the present chart. Christine did forward the old pay scale and the new proposed payscale to be reviewed. See attached. (Payscale sheets-addendum)*
- *It will need to be discussed and reviewed by coaches. What stands out is can we maintain these rates. The new coaching rates are what boosted the costs for starskaters this year. There increase was not figured into last years rates. Plus the increase in Coco.*

The second point that needs to be addressed with the payscale is....should there be reimbursement for the coaches who take on CanSkate and StarSkate rep positions?

Treasurer's Report:

Christine experiencing a challenge with formatting the financial reports to fit the new programming. CanSkate and Pre-CanSkate will now be lumped together in one column. Discussion follows. Will now show the 4pm Monday will be shown where Kinder used to be, for comparison.

Current balance is now 45056.60 as July 31st.

Our fees are high, currently showing \$75 in monthly fees, .60 per cheque.

Heather: we are still waiting to close off the last 2 year ends; report is still pending due to still showing an error of \$4000 extra in our bank. Christine suggests having an accountant at her work to have a look for us. Heather has a name of someone, a bookkeeper, who would prepare the books for a special rate of \$20/hr. Lauriel also has a potential bookkeeper names who might be available.

Laurie requests that we separate the task of closing the last 2 years build an operating budget from the existing current balance, which includes the actual current balance.

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.

Secretary's Report/Website:

- *The approved minutes from July 15, 2013 have been posted online to our website.*
- *Registration Forms for StarSkate and CanSkate fall programs have been uploaded to website*
- *Calendar and Schedule have been updated on the website*

Test Chair:

Still looking for an evaluator for test day. Have reached out to 2 other possible names but neither were available.

Robyn asks if "Angela" was on the list. Laurie will look into this.

Coffee fund-raiser:

Has discussed with posting the order form on the website, with Chantal and the possibility of also mailing it out from a president's mass emailing also.

Will go out and get coffee from Firehaus to have some samples available for parents also.

Coaches Report:

- *Discuss coaching for the Intro group because numbers are not as large as last year. I suggest combining the Intro A and Intro B groups. Monday group of 4, Thursday group of 3/4, Friday group of 3*

Combining would save us from having more than one coach for such small groups. If some kids move up or new registrants start we can re-evaluate. It will be either Brandi, Amanda or Amy who will be coaching.

- *Madison Rowan will be moving into Starskate instead of Intro B, refund will need to be issued for the difference.*
- *Contracts, also need to ensure that all coaches are certified with the new CanSkate program.*
- *Need to look at registration numbers on Monday and Friday to determine the number of coaches for Stoking.*

Action for Claire to get Stoking registration numbers for Robyn.

Off-ice, currently only have 6 skaters signed up. Will need to send another email to skaters.

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

PR Report:

- *new signs designed by Rob Young and 20 were produced by Pynn Signs. Signs varied from what was ordered ie. they are 24"x36" rather than 24" x 32". No change to the invoiced cost.*

Stephen shows the new sign. Is doing ongoing monitoring of the signs, which are currently put out at various locations.

- *Given the short period between the arrival of the new signs and registration day, only half of the signs were deployed. New sign stands were and are needed. For cost, it is more economical to make them rather than buy commercial versions (the cost of 1 bought double-side sandwich board would buy enough materials to make at least 3 sandwich boards).*
- *single-page poster - was this effective? cost to produce: about 15 cents/per sheet (photocopy + brochure paper cost)*

- *Online promotion is becoming a more effective way of promoting our programs. We need to review the registration form questionnaire results.*

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

- *Focus needs to now shift to promoting Gala and lining up sponsors.*
- Have spoken to Alison at the rink about Gala.

New club logo - next steps:

Working with Rob and will touch base with him. He was hoping to have something ready for us by the fall.

Club showcase and bulletin board - what can we do to update/make best use of the space?

Any suggestions with what to do. Chantal suggests updating the coach photos. Take Rhys, Laurie out, add Robyn, Rhonda and David’s headshots. This could be done on a Thursday when all these coaches are in the same rink. Steve LeBlanc would be available when Stephanie is skating on that night.

Payscales discussion:

Lauriel: 3 coaches are moving up the existing pay scale and we hadn’t budgeted for this extra cost last year. Our old pay scale showed “Years of experience” with our club and was not including or specifying years with other clubs or active years of coaching. For the record, Lauriel says that we have never denied a coach a raise when asked, even if it wasn’t the full amount, raises have not been denied. We now need to either add criteria or go with a new scale which shows the certification as well as experience. Robyn: the Level 3 wording would need to be changed to Skate Canada’s new designation of “Senior StarSkate coach/National Competitive Coach/National Development Coach”.

Consensus is to remove “years of service to MSC” and make it “active years of experience”; update the Level 3; possibly create a stipend bonus for coaches who go above and beyond.

Suggest doing a bi-annual survey questionnaire regarding coaching. **Action.** Stephen and Chantal will coordinate together to create a survey.

Adjournment. Moved by Christine. Seconded by Laurie. Adjourned at 9:30pm.

Next meeting October 21st, 2013 7pm location to be determined.