



RSC Board Meeting Minutes

Oct 5, 2015 @ 7:00 pm

Attendance: Elicia, Dan, Margo, Colleen, Vick, Helen, Jan, Denise, Donna, Sandra, Alicia

1. Welcome

- Approval of agenda- approved
- Approval of minutes of May 2015 meeting- approved

2. Executive Reports

a) President's Report

Donna

- Types of members/ Administration fee clarification
 - types membership were reviewed and associated benefits covered
 - decided that the administration fee will only be charged if at least one session is skated
- Constitution
 - SkateCanada recommends updating every 5 years and must submit to SkateCanada if there are changes
 - Donna will review our current constitution and send to the board for review
- Lottery
 - 50 books have been purchased
 - coaches will sign out the books to their skaters and skaters will be billed
- Fundraiser
 - former skater has a tea fundraising company that may be a voluntary option
 - restaurants offer incentives for clubs – Elicia will research

b) Vice-President's Report

Dan

- All hiring is complete
- Requests for exceptions voted on and approved
 - Darryl only one session of CanSkate
 - Katrina excused from CanSkate for this year
- Discussed the need to develop a documented set of club policies for next year

c) Treasurer's Report

Vick

- presented our financial statements in a written report and this year we appear to be break even
- SkateCanada Test fees have been increased (from \$10 to \$12) so we will need to increase our test fees
- Clarification of StarSkate registration fee, CanSkate refund fee and impacts (esp. pro-rating ice cost and moves from CanSkate to StarSkate)

- when register on-line we pay costs that we cannot recover but the CanSkate registration does not make clear an admin fee is required
- apply the admin fee to StarSkate if skater moves from CanSkate to StarSkate and pro-rate StarSkate fees
- discussed as of Jan 1 admin fee reduced to \$25 (from \$50) if move from CanSkate to StarSkate
- next year we should consider removing admin fee for StarSkate and have the fees included

- d) **StarSkateRegistrar's Report** Helen
- 98 skaters
 - Lots of space in pre-jr sessions
- e) **CanSkate Registrar's Report** Sandra
- 289 skaters – room for 355
 - Additional pre-CanSkate sessions were offered– we acquired 12 more skaters
 - Refunds are down this year and requests are based on skater not being ready for the program yet
 - Possible session change fee – five skaters asked to change session to be together and it created a lot of work for the registrar and for the co-ordinator as well as a lot of disruption for the groups
 - next year will consider charge \$50 fee to transfer sections
 - Compliments for the program, coaches and organization from two families
- f) **Publicity Report** Jocelynn (absent)
- Signs to be taken down after Thanksgiving
 - Arrangements for club hoodies being made
 - Arrangements for club photos being made for Oct 31
 - Yvonne will help set up
 - Bulletin board has been updated – if skaters are missing parents need to provide number from photographer because photos not sent
- g) **Special Events Report** Yvonne
- Sectionals send-off to be booked
- h) **Test Chair Report** Colleen/Elicia
- Procedures for test days were reviewed
 - Lisa is emailing forms and pricing to new test chairs
- i) **Coach's Report** Jan
- Filing cabinet locks are broken again and room is used by many other groups – Margo will ask Steven Karl about fixing it this weekend
 - Margo and Jan are working on handbook and policies to be presented at next meeting

3. Current/New Business

- CanSkatesessions that do not have enough PAs are using “float coaches”
- Margo would like us to research “Uplifter” for registration and possibly implement because it uploads automatically to SkateCanada, makes lists/attendance forms etc
 - Denise pointed out that Uplifter will not permit partial registrations etc so our flexibility will be decreased
 - Margo will begin research on “Uplifter” to implement for spring CanSkate; Elicia will work with Margo
 - Sandra and Denise are available for consultation

Adjournment @ 9pm; next meeting Nov 12,2015 @7pm