



RSC Board Meeting Minutes

January 14th, 2016 @ 7:00 pm

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

1. Welcome

- Approval of agenda – approved, all in favour
- Approval of minutes of Dec 2015 – all in favour

2. Executive Reports

a) President's Report

Donna

- Constitution has been approved and passed
 - Lottery books must be returned by mid Feb so they can be returned to Skate Canada
 - Next year's board – we need to recruit new board members
 - Donna, Sandra, Jocelynn, Dan, and Alicia will be leaving
 - Yvonne is willing to move to publicity from special events
 - Denise will continue as City Liason if a replacement is not found (concern over new formula for ice allocation being used next year)
 - Colleen and Elicia will continue as test chairs
 - Helen is willing to continue as StarSkate registrar
 - Vick is willing to continue as treasurer
- ACTION:** Donna will write a notice for the newsletter requesting volunteers for the positions

b) Vice-President's Report

Dan

- Need for on-going quality assessment of ice and off-ice coaches
 - Suggested we could administer a Pulse 360 (questionnaire to all coaches, skaters, parents etc for all to assess)

c) Treasurer's Report

Vick

- Presented report (sent earlier)
- Ice contracts have not arrived yet

d) StarSkateRegistrar's Report

Helen

- 7 new transfers from CanSkate (just over 100 skaters)
- Unable to get permission for SkateCanada site to get skaters numbers etc.

- Denise will verify all the skaters on SkateCanada list
 - Skater who formerly skated with club requires a renewal of membership so he can coach (board in agreement with renewal, but he was registered with Minto last year so we may not be able to renew him)
- e) **CanSkate Registrar's Report** Sandra
- we added a few new skaters in January
 - registration for this season is closed
- f) **Publicity Report** Jocelynn (absent)
- Shiverfest is organized
 - Scott Moffatt should have been contacted for funding for Shiverfest
 - hoodies – looking into prices for logos
- g) **Special Events Report** Yvonne
- Block of rooms booked for EOSIC
 - EOSIC send-off to be organized in conjunction with Boston Pizza lunch
- h) **Test Chair Report** Colleen/Elicia
- Donna will forward letter requesting a High Skate Test day
 - if we require more test ice we must request in in April or if we use existing ice the decision must be made by July in order to change schedules/session costs
 - Feb 3 test day – judge is booked; 33 tests, 30 skaters
 - Jan will take list of judges to coaches to find a fourth possible judge for our list
 - need a music player for Feb 3 test day and to train new music players
 - microphone was lost last test day (perhaps in Metcalffe toy box or returned with speaker rentals)
 - Boston Pizza lunch is booked for Feb7 12-2pm @ Hunt Club location --- needs to be advertised (Margo will put in newsletter, Sandra will send email to CanSkaters, Jan will ask coaches to send “save the date” to their skaters, and a colourful poster
- i) **Coach's Report** Jan
- reviewed SkateCanada insurance for off-ice sessions – participants are covered as long as they are SkateCanda members; instructors have their own insurance

- Planning for next season – changes in programs will be discussed with coaches and brought to next board meeting (e.g CanPower, adult sessions, synchro) Margo
 - Denise needs numbers to request ice
- CanSkate is going well and we have gotten good feedback especially for Family Skate
- need to double check helmet requirements for parents participating in Family Skate
- Uplifter – activated a 30 day free trial and preparing ready for Beta testing
 - we need to put in a terms and conditions page
 - the policy and procedures guide has been modified to be separate policy and procedures
 - will be ready to use for spring ice trial

3. Current/New Business

- Status of Policy and Procedures Guidelines Jan
 - Updates will be sent to be approved
- Supervision of sessions and payment (ruling)
 - Supervision of sessions when coaches absent we need a policy and procedure
 - Skate Canada may have rules (Jan will find out)
- Spring ice contracts have not been received - Vick will follow up
- Incorporation/Not-for-profit status – we are provincially incorporated and must register and update but we do not know the due date
 - Margo and Denise will look for our NFP certificate
- Seminar Monday March 28 is booked Jan will begin organizing

Adjournment 8:30pm; next meeting Thurs Feb 11 @ 7:15pm