**In Attendance**: Bev Schulte, Sarah Watts, Cara Latrace, Krista Boulding, Lynda Ostashek, Andrea Schulte, Rae Anne Hesketh  
*Regrets:* Keri Bemister, Angela Bemrose

Introductions and welcome everyone.

A brief discussion was held regarding the option of offering our Senior skaters the opportunity to participate on the Ice Show Committee. This was generally supported with the caveat that discussions around budget and Coach contracts would not be appropriate, or of interest, to the Seniors. Action: An email to go out to the Seniors encouraging their participation.

Andrea ([schulte@telus.net](mailto:schulte@telus.net)) has stepped forward to take on the **Ice Show Chair** role. The primary role of the Chair is to hold committee meetings to ensure the tasks get accomplished and to act as liaise with the Coaches. We are members of Volunteer Campbell River so we can draw on outside volunteers. Action: Lynda will generate a Volunteer Report, from Uplifter, to determine who volunteered to help with Ice Show, and will forward it to Andrea. Marie Minfray also has a group of high school students available to help. Andrea is welcome to attend Board meetings, which are held once a month, 3rd Tuesday of the month. Next Board meeting is December 13th. These meetings are one hour in duration. The purpose of the Ice Show Chair attending is solely to be available to answer any questions regarding Ice Show. Minutes to be provided to the Board.

Volunteer Form Sample is imbedded below.



The Ice Show is scheduled **Saturday, March 11, 2017**. There will be two shows offered. As the facility is booked during Friday and Sunday we will need to decorate and take down during this one day (Saturday).

**Resources**. There are Ice Show binders full of information as well as all the communications, forms, etc. that are available electronically so we don’t have to recreate the wheel. Action: Lynda will provide these e-files to the Committee. **Update:** due to the number of e-files, they have been copied to a thumb drive and forwarded to Andrea.

**Role of the Coach** (ref. 2008 Coach Contract) – for discussion purposes only.

Producer  
Music compilation  
taping to master  
choreography  
casting  
costume design/make-up  
lighting  
props consulting  
script composing/computer time  
on ice group instruction  
rehearsal run through  
dress rehearsal  
2 shows

**Financials**

$2150 production on/off ice  
$ 600 music  
$2750 total

Balance in the Ice Show Account -- $7964.80. Imbedded below are past budgets to give us a sense of expenditures and income.



I am also including a copy of Rae Anne’s contract. *This is considered confidential information and is for the immediate Committee’s reference only.*



**Seamstress**

Rae Anne has contacted Gail Minnaar and she is willing to be our Seamstress.

**Pictures**

We have used Thea Stratton in the past, although there are others available too.

**Security**

Action: Krista was going to contact her brother Ernie to see if he would be interested and available. We also need someone who will be the Head Security Person that puts together the schedule and communicates role responsibilities.

**Music Player**

All the music will be on the Club iPod; however, we will need a couple of people per show to play the music according to the script provided by the Coach/Director.

**Announcer**

Rae Anne has asked her brother Ron to take this on and he is available. The announcer works with the music players in the music box.

**Dressing Room Supervisor**

This person arranges the Schedule to ensure two adults are in each dressing room. Although many kids have their electronics to keep them busy, the Club also provides items such as coloring or crafts to keep them busy.

**Lighting**

Suggestions were Timberline, North Island College, Tidemark, Shaw, River City Players, Sound Advise or the School Board office for pot lights. Action: Andrea will speak to the schools and Shaw.



**St. John Ambulance**

Action: Cara will contact St. John Ambulance to check their availability for our Ice Show. Andrea is a nurse and Bev Schulte is a Level 2. **Update:** Cara confirms that St. John is still by donation and they just need to be booked. The date and timeframe (how many hours) of the event is needed. Depending on the number of hours and first aiders required (assuming two needed per show) would determine the “donation”. Action: Cara will book when she returns from vacation.

**DVD**

In the past Ed Knowler of Isle Video Designs was hired. A copy of the DVD Order Form and Invoice are imbedded below as a sample.



Action: Sarah will check out DVD companies in town. Mind you so many people only want to video their skater with their electronics and not pay for the professional DVD version.

**Tickets**

Tickets for the 2012 show was $14/each or 2 for $25. We also gave a supply of tickets to the front desk of Strathcona Gardens to sell for us. Unfortunately, they got put on a back cupboard and the rest in their safe and were forgotten; not much movement.

**Creating Tickets, Posters (Publicity)**

Trina Chalmers was suggested as someone who would do an excellent job creating a poster for us.

**Sponsorship**

Cara will take the lead for getting sponsors. Below is a sample letter.



**Police Record Check**

Since we, the CRSC, are members of Volunteer Campbell River, they look after the forms for getting our members Police Record Checks at no cost. The primary groups needing these checks are those that will be in the Dressing Rooms and our Security people. Action: Sarah will look into this.

**Set-up/Clean-up (Hospitality)**

Krista offered to organize snacks for these groups.

**A list of other tasks that may need to be completed:**

Selling flowers (would be great if we could get these donated)

50/50 Raffle (would need to get the gaming licence first)

Raffle Baskets

Selling tickets at the door (members would need to also sell tickets; and we could leave some at a variety of locations for the proprietor to sell for us)

Props

Communications (lots of samples available from the 2012 file)



Program (creating the program). Here is the one created for 2012.

