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| Meeting Information |
| Date: | **November 22, 2016** | Location: | Pinecrest Room |
| Time: | 5:45 p.m. – 6:45 p.m. | Meeting Type: | Board Meeting |
| Facilitator | Lynda Ostashek | Note Taker | Courtney Panas |
| Attendees: |  |
| Quorum: | 5 of 8 |
| **Preparation for Meeting** |
| Please Read: | All items found in the November meeting Uplifter folder<http://campbellriversc.uplifterinc.com/pages/Meetings/November/>  |
| Please Bring: | A copy of the Agenda |
| **standing AGenda Items (13 min.)** | **Presenter** | **Time AlloTted** |
| 1 | Call to order | Lynda | 1 min. |
| 2 | Quorum (5 of 8 Board members)—if no quorum is reached the meeting closes and reconvenes the following month. | Courtney | 1 min. |
| 3 | Agenda—motion to Approve the Agenda. | Lynda | 1 min. |
| 4 | Previous Minutes—motion to approve the September meeting minutes. | Courtney | 3 min. |
| 5 | Correspondence | Lynda | 2 min. |
| 6 | Finance | Lynda | 5 min. |
| **Action Items from Previous meeting(s)** | **Responsible** | **Due Date** |
| 1 | Lynda will write letter to Gaming Policy and Enforcement Branch, Ministry of Finance regarding the CRSC Gaming application. Done | Lynda | November 22/16 |
| 2 | Lynda will draft a Club Safety policy with input from Coaches, etc. and present at November meeting for approval. | Lynda | November 22/16 |
| 3 | Coach completion of online course allowing them to assess their own skaters for testing. Certificate to be forwarded to Lynda for their personnel file. | Rae AnneKeri | ongoing |
| 4 | Bagging Groceries. Lynda will touch base with Cara about details and then send out email to those who selected this volunteer activity through Uplifter. Will include a second email to all Seniors and STAR3 skaters. Done | Lynda | October 29, 2016 |
| 5 | Thursday skating session, 4:30-5:15pm, changed to a FreeSkate. Rae will arrange for the extra flood. Lynda will email Senior skaters about the free extra ice time.Done | Rae AnneLynda | October 25, 2016 |
| 6 | Lynda will send Bev the information from the Strategic Planning session. Done | Lynda | October 29, 2016 |
| 7 | Rae Anne will check her schedule and let Lynda know when she is available for an Ice Show Committee mtg. Done | Rae Anne | October 31, 2016 |
| 8 | Lynda will arrange the initial Ice Show Committee meeting once Rae Anne has set a date/time when she is available. Done | Lynda | November 1, 2016 |
| 9 | Lynda will set-up communication committee mtg. | Lynda | November 22, 2016 |
| The following reports are provided a minimum of a week prior to the meeting to give all Board members the opportunity to digest the information. If clarification or additional information is sought, this is to be shared a minimum of 3 days prior to the meeting. |
| **Reports (18 min.)** | **Responsible** | **Time AlloTted** |
| 1 | Registrar’s Report | Marie | 2 min. |
| 2 | Fundraising Halloween Final Report | Lynda for Cara | 2 min. |
| 3 | Head Coach Report | Rae Anne | 2 min. |
| **New Action Items (10 min.)** | **Responsible** | **time allotted** |
| 1 | First Aid Kit supplies and maintenance. We need one person whose responsibility it is to ensure supplies are current. Doesn’t have to be someone on the Board. | Lynda to speak to this topic, although this could be included in the Club Safety Policy | 10 min. |
| 2 |  |  |  |
| **ADJOURNMENT \_\_\_\_\_\_ p.m.** |
| **Other Notes Or Information** |
| Deadline for receiving comments on this Agenda is Sunday, November 18/16.Meeting Schedule: *5:45-6:45pm unless otherwise indicated Deadline for Reports*~~October 25 Pinecrest room October 18~~November 22 Pinecrest room November 15December 13 North room December 6January 24 North room January 17February 28 North room 5:30-6:30pm February 21March 28 North room 5:30-6:30pm March 21April 11 North room April 4<https://campbellriversc.uplifterinc.com/pages/Meetings/>  |