Executive Meeting – June 16, 2016  
Correspondence

Incoming

* Asking when 2016/2017 registration is scheduled?   
  Ref. Email May 26/16. Laurie Michaud ([l.michaud@live.ca](mailto:l.michaud@live.ca)). Response “We will be pursuing an option of doing registration online and will also have a registration day as well.  We probably will have details sorted out around July.  I will be sending a global email out to past skaters when the details are sorted out.”
* Cover letter and resume from Keri Bemister for our vacant Club Coach position.
* Letters from HSBC requesting additional documentation to establish tax status under the *Foreign Account Tax Compliance Act*. Received letters July 30/15, September 28/15, November 27/15, and January 26/16. Response requested by June 30, 2016.
* Email requesting summer skating for a preschooler. Response, “Thank you for your query; as we haven't had any success with offering a summer skate for younger skaters we unfortunately have not organized anything for this summer for them.  We only have something for the STARSkate, Intermediate and Senior skaters at this time.  I have made a note in my file that when we are meeting to discuss the 2016/2017 schedule that we also include a piece for a 2017 summer skate for our PreCanskate (3-5 yrs olds) and CanSkate (5+ years) skaters.”
* Canada Revenue Agency Remittance Voucher for May payroll. Paid $93.34.
* Email asking about 2016/2017 registration, specifically CanPower. Response; trying to get it out end of July and moving to an online registration system.
* 4imprint promotional products catalogue. Retained in skating club office for reference.
* Rec’d June 6/16, TELUS bill for $86.34. Will pay June 16/16.
* Rec’d June 7/16, bank statements for the three Club accounts.
* Invoice from Strathcona Regional District for Locker A-5 and Office rental for $135.66. Paid June 16/16.
* CRSC Ranked Silver for the 2015/2016 season; certificate received.

Outgoing

* Gaming Event Revenue Report, licence 78638, Raffle Ticket fundraiser. Emailed to Gaming Branch May 25/16. Resubmitted May 31/16; incorrect end date and prize amount recorded.
* Gaming Account Summary Report, L&G File #108261 for fiscal 2016. Emailed to Gaming Branch May 25/16. Correction made to remove items that occurred after March 31st, which adjusted the totals. Emailed correction May 29, 2016.
* Email to 1st prize winner of Raffle to see how she would like to proceed. Winner asked about blackout periods. I conferred with Bonnie and we are in agreement that since this prize is being paid for by the Club, the stipulations posted are not relevant other than what is on the ticket. Deadline for taking the trip is March 31, 2017. Winner will advise once she decides.
* Online Gaming Grant Application submitted. May 29/16.
* Emailed (May 30/16) Wendy (Christian Life Children’s Centre) asking if they had any flexibility with the Tiny Tot session time. Strathcona Gardens is looking at moving the Storm practices in the morning during our regular Tiny Tot times. Wendy replied that 9:45-10:30am works best for CLCC.
* Response to HSBC regarding a request for additional documentation to establish tax status under the *Foreign Account Tax Compliance Act*. Emailed response with the IGA Declaration May 31, 2016.
* Response to HSBC regarding HSBCnet Enquiry (online view of banking accounts). Signature pages 2 and 12 emailed May 31, 2016. Complete original pkg with signatures mailed June 3/16.
* Reminder email to HSBC regarding change in signatories. No response received. June 1/16.
* Permissive Property Tax Exemption Application forwarded to the City of Campbell River, June 10/16, in response to their letter dated February 2, 2016.
* Certificate of Insurance Request Form to BFL. June 1/16. Received a Letter of Intent in the interim as the Commercial General Liability policy has not been renewed with the Insurer and Skate Canada yet. Once the policy is renewed we will receive a certificate of insurance.

Sanctions

* Canada Day Parade