*This report covers both positions as both people work together on the majority of the items reported below.*

***Welcome Publicity Director***

Welcome to Bev as our new Publicity Director. With Heidi’s help they will be revamping our bulletin board outside our office.

***Safety Report***

Two more incidents; one with Olivia Samuel and another with Heidi Schulte. An injury report was completed and is retained in the office. Reporting using the Skate Canada online reporting tool will be completed shortly.

***CRSC Facebook Page***

Both Lynda and Cara have Admin. access.

***Ice Show***<http://www.campbellriverskatingclub.com/about/news/ice-show/>

Cursory email has been sent out to strike up a Committee and set a date/time/location for the first meeting.

***Halloween Family Skate***

Thank you to Cara and Carrie for organizing this event. Pizza and punch will be sold as a fundraiser. Can only be sold to our event participants not the public. Decorating the lobby around 3:30pm next Thursday, Oct. 27. Club has minimal decorations but Lynda and Carrie have some that will be used. Cara arranged for the skate shop to be opened for our use. Skate rentals will be available before 6pm and are to be returned between 6:45-7:15pm. Cara will get a $40 float.

Pinecrest room and lobby has been booked but the lobby is considered ‘non-exclusive’ use. Request was made for the event information to be posted on the outside sign off Dogwood.

Rae Anne has met with the other Coaches. Goodie bags and spot prizes will be available. Rae Anne has also organized the music.

***Christmas Family Skate and Potluck***

Pinecrest is not available, at this time, but the lobby has been booked and is considered ‘non-exclusive’ use.

***Communication Policyt***

Contact Lynda by Friday, October 21st if you would like to participate in the discussion of creating this internal policy.