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| Meeting Information |
| Date: | **December 13, 2016** | Location: | North Room |
| Time: | 5:45 p.m. – 6:45 p.m. | Meeting Type: | Image result for christmas clip artBoard Meeting |
| Facilitator | Lynda Ostashek | Note Taker | Courtney Panas |
| Attendees: |  |
| Quorum: | 5 of 8 |
| **Preparation for Meeting** |
| Please Read: | All items found in the December meeting Uplifter folder<https://campbellriversc.uplifterinc.com/pages/Meetings/December-Meeting/> |
| 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 November 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 draft a Club Safety policy with input from Coaches, etc. and present at next meeting for approval. | Lynda | January 15/17 |
| 2 | 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 |
| 3 | Lynda will set-up communication committee mtg. | Lynda | January 10/17 |
| 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 (24 min.)** | **Responsible** | **Time AlloTted** |
| 1 | President/Vice-President’s Report | Lynda | 2 min. |
| 2 | Registrar’s Report | Marie | 2 min. |
| 3 | Fundraising Report | Cara | 2 min. |
| 4 | Test Chair Report | Shannon | 2 min. |
| 5 | Publicity Report | Bev | 2 min. |
| 6 | Head Coach Report | Rae Anne | 2 min. |
| 7 | Off Ice Coach Report | Keri | 2 min. |
| 8 | Ice Show Chair Report | Andrea Schulte | 10 min. |
| **New Items (10 min.)** | **Responsible** | **time allotted** |
| 1 |  |  |  |
| 2 |  |  |  |
| **ADJOURNMENT \_\_\_\_\_\_ p.m.** |
| **Other Notes Or Information: Christmas Vacation Dec 19 – Jan 1**  |
| Meeting Schedule: *5:45-6:45pm unless otherwise indicated Deadline for Reports* ~~October 25 Pinecrest room October 18~~~~November 22 Pinecrest room November 15~~December 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/>  |

