

AGENDA – CAMPBELL RIVER SKATING CLUB

BOARD MEETING

MEETING INFORMATION

Date:	February 28, 2017	Location:	North Room
Time:	5:30 p.m. – 6:30 p.m.	Meeting Type:	Board Meeting
Facilitator	Lynda Ostashek	Note Taker	Courtney Panas
Attendees:	Please advise Lynda if not able to attend.		
Quorum:	5 of 8		

PREPARATION FOR MEETING

Please Read:	All items found in the February meeting Uplifter folder http://campbellriversc.uplifterinc.com/pages/Meetings/February-28-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 reconvenes to the following month.	Courtney	1 min.
3 Agenda—motion to Approve the Agenda.	Lynda	1 min.
4 Previous 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	ongoing
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 Anne Keri	ongoing
3 Lynda will set-up communication committee mtg.	Lynda	ongoing

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	RESPONSIBLE	TIME ALLOTTED
1 President/Vice-President's Report	Lynda	5 min.
2 Registrar's Report	Marie	2 min.
3 Fundraising Report	Cara	15 min.
4 Test Chair Report		2 min.
5 Publicity Report		2 min.

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6	Head Coach Report	Rae Anne	2 min.
7	Off Ice Coach Report	Keri	2 min.
8	Ice Show Chair Report	Andrea Schulte	20 min.

NEW ITEMS	RESPONSIBLE	TIME ALLOTTED
1	Visiting Coach	
2		
3		
4		

ADJOURNMENT _____ p.m.

OTHER NOTES OR INFORMATION:

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 6
January 24	Pinecrest room		January 17
February 28	North room	5:30-6:30pm	February 21
March 28	North room	5:30-6:30pm	March 21
April 11	North room		April 4

<https://campbellriversc.uplifterinc.com/pages/Meetings/>