

# AGENDA – CAMPBELL RIVER SKATING CLUB

## BOARD MEETING

**Final ~ red highlighting indicates voting required with a quorum**

### MEETING INFORMATION

<b>Date:</b>	<b>January 24, 2017</b>	<b>Location:</b>	Pinecrest Room (changed)
<b>Time:</b>	5:45 p.m. – 7:45 p.m.	<b>Meeting Type:</b>	Board Meeting
<b>Facilitator</b>	Lynda Ostashek	<b>Note Taker</b>	Courtney Panas
<b>Attendees:</b>	Please advise Lynda if not able to attend. ( <i>Bev &amp; Shannon unavailable; Marie needs to leave by 6:30pm</i> ).		
<b>Quorum:</b>	5 of 8		

### PREPARATION FOR MEETING

<b>Please Read:</b>	All items found in the January meeting Uplifter folder <a href="https://campbellriversc.uplifterinc.com/pages/Meetings/January-Meeting-2017/">https://campbellriversc.uplifterinc.com/pages/Meetings/January-Meeting-2017/</a>
<b>Please Bring:</b>	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 <b>Agenda—motion to Approve the Agenda.</b>	<b>Lynda</b>	<b>1 min.</b>
4 <b>Previous Minutes—motion to approve the November meeting minutes. No December meeting held.</b>	<b>Courtney</b>	<b>3 min.</b>
5 <b>Correspondence</b>	<b>Lynda</b>	<b>2 min.</b>
6 <b>Finance</b>	<b>Lynda</b>	<b>5 min.</b>

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 (50 min.)	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	Lynda for Shannon	2 min.

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5	Publicity Report	Lynda for Bev	2 min.
6	Head Coach Report	Rae Anne	2 min.
7	Off Ice Coach Report	Keri	2 min.
8	Ice Show Chair Report/Minutes <a href="https://campbellriversc.uplifterinc.com/pages/Ice-Show-Docs-Info/">https://campbellriversc.uplifterinc.com/pages/Ice-Show-Docs-Info/</a>	Andrea Schulte	20 min.

NEW ITEMS (30 min.)		RESPONSIBLE	TIME ALLOTTED
1	Test Day/Dance Partnering Planning for the Season	Rae Anne	10 min.
2	Coach Schedule Issue due to competition Feb 3-5	Rae Anne	10 min.
3	VISI \$25 for food + raffle basket	Lynda	5 min.
4	Clarification – Coach payment during Valentine skate-a-thon		5 min.

**ADJOURNMENT** \_\_\_\_\_ p.m.

**OTHER NOTES OR INFORMATION:**

Meeting Schedule: 5:45-6:45pm unless otherwise indicated

Deadline for Reports

<del>October 25</del>	<del>Pinecrest room</del>	<del>October 18</del>
<del>November 22</del>	<del>Pinecrest room</del>	<del>November 15</del>
<del>December 13</del>	<del>North room</del>	<del>December 6</del>
January 24	Pinecrest room	January 17
February 28	North room	February 21
March 28	North room	March 21
April 11	North room	April 4

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