

AGENDA – CAMPBELL RIVER SKATING CLUB

BOARD MEETING

MEETING INFORMATION

Date: November 21, 2017 **Location:** Pinecrest Room
Time: 6:30-8:00pm **Meeting Type:** Board Meeting
Facilitator: Lynda Ostashek **Note Taker:** Lynda Ostashek
Attendees: Please advise Lynda if not able to attend.
Quorum: 5 of 7
 Unable to Attend: Courtney, Shannon

Bev	Marie
Cara	Lynda
Courtney	Rene
Shannon	

PREPARATION FOR MEETING

Please Read: <https://campbellriversc.uplifterinc.com/pages/Meetings/November-21-2017-mtg/>

STANDING AGENDA ITEMS		PRESENTER	TIME ALLOTTED
1	Call to order	Lynda	
2	Quorum (5 of 7 Board members)—if no quorum is reached the meeting reconvenes to the following month.	Lynda	
3	Agenda—motion to Approve the Agenda.	Lynda	
4	Previous Minutes (September and October)	Lynda	
5	Secretary's Report	Lynda	
6	Correspondence	Lynda	
7	Finance	Rene	
8	Policies and Procedures	Lynda	
ACTION ITEMS FROM PREVIOUS MEETING(S)		LEAD	DUE DATE
1	Lynda will draft a Club Safety policy with input from Coaches, etc. and present for approval.	Lynda	ongoing
REPORTS		LEAD	TIME ALLOTTED
1	President Report	Lynda	
2	Registrar Report	Marie	
3	Recreation Director Report	Cara	
4	Test Chair Report		
5	Publicity Report	Bev	
6	Director of Skating's Report	Rae Anne	
7	Fundraising Update		
NEW ITEMS		RESPONSIBLE	TIME ALLOTTED
1			

AGENDA – CAMPBELL RIVER SKATING CLUB

BOARD MEETING

2		
3		
4		
5		
6		
7		
8		

ADJOURNMENT _____ p.m.

NEXT MEETINGS: *starts at 6:30pm, in the Pinecrest room unless otherwise advised*

- December 19
- January 23, 2018
- February 20
- March 20