**Standing Agenda Items**

1. Call to Order: 6:34pm.
2. Quorum 5 out of 8: Bev Schulte (left at 8:40pm), Cara Latrace, Sue Smith, Rae Anne Hesketh, Lynda Ostashek. Guest: Sarah Watts (Gala Co-Chair) left at 7:15pm. Welcome Sue as our Vice President and our newest 2018-2019 Board member; and welcome Sarah as our guest and Gala Co‑chair.
3. Agenda. No changes.
4. Previous minutes.
Cara motioned to approve the **November 2017** minutes, Rae Anne seconded. Carried.
Bev motioned to approve the **January 2018** minutes, Rae Anne seconded. Carried.
5. Secretary Report: No report.
6. Correspondence Report: No actions.
7. Finance Report:
Action: Rene will send the Chart of Accounts to all Board members.
Action: Rene will revise the Expense Voucher form to coincide with the Chart of Account coding.
Action: Rene will send out the financial reports to the Board towards the end of the week.
Rene and Lynda split the financial tasks. Coach timesheet goes directly to Lynda as she continues to process payroll.

Gaming account balance: $11.11. General account balance: $36,927.66. QB is reconciled to December/17. Rae Anne motioned to approve the Financial Report. Seconded by Bev. Carried.
8. Policy and Procedures. Action: Lynda will draft a Guest Coach Policy. No report.

**Action Items from Previous Meetings**

1. Big Truck Parade (ref Nov/Jan mtgs). Discussion for July meeting. Carried forward.
2. Volunteering/Fundraising tracking (ref Nov/Jan mtgs). Courtney will prepare a Guideline document to send to members and tracking spreadsheet that she will manage. Carried forward.
3. Club Jackets (ref Nov/Jan mtgs). Courtney will provide further details. Carried forward.
4. Rae Anne asked for direct deposit to her account. Not available at this time. Closed.
5. Club Safety Protocol. No report. Carried forward.
6. Requests for Refund. The medical refund was put back on the credit card through Uplifter and the parent advised. The CanPower refund was issued via cheque and the skater was advised. The 3rd refund is in the form of a gift certificate to be used by anyone in the family within a year and parent advised. Closed.
7. Pete’s Skate Shop. Lynda. Carried forward.
8. Policy and Procedures posted to Uplifter. Lynda. Carried forward.
9. Club email. Primary benefit is for multiple people to be able to manage the Club’s business from one portal. Lynda to complete and draft a protocol for managing data. Carried forward.
10. Meeting dates. March meeting date changed to the 13th. Recommend changing the meeting to the 1st Tuesday of the month starting in April. What date in April for a meeting?
11. Dryland/Off Ice. Lynda clarified with Marion that the trip was short notice. She returned sooner than anticipated. Participants are still able to attend February to April classes. Closed.
12. Club Ranking. Lynda will gather the information and submit when she returns from vacation.

**Reports**

1. President’s Report: No report.
2. Registrar’s Report: No report.
3. Recreation Director’s Report: Further discussion around having first aid available during sessions. Suggestions were that Christian Life could look after CanSkate Mondays; Shannon is available during the adult sessions. One person not identified for potential first aid assistance is for the CanSkate class on Wednesdays at 6:15-7:00pm. Suggest the Program Assistants take first aid training, if appropriate, and the club will cover the cost. Rae Anne will contact Ruth about the ‘free’ training the facility was going to provide to users.
4. Test Chair Report: Refer to Coach report. Cancelled due to the high cost of having a Judge from down island judge. Not charged for the cancelled ice.
5. Publicity Report: Skating results submitted to the Mirror. Rae Anne will talk to the parents and kids to solicit pictures of the kids. Check Uplifter report for names of those kids not wanting pictures taken of themselves.
6. Director of Skating Report: Emailed and posted to Uplifter. Rae Anne motioned that Elvis and Gladys Meet and Greet tickets, to a maximum of $225, be purchased and given to our Program Assistants as a thank you for all of their volunteering to help with the Learn to Skate program. Seconded by Bev. Carried.
7. Fundraising Discussion: Suggestions were Epicure, bottle drive and bagging groceries. Bagging groceries is currently one of our most successful fundraisers. Bottle drive hasn’t taken off as we don’t have the membership numbers to make it a lucrative option. Another option was a BBQ/Hot Dog sale at Save-On Foods.
8. Gala. Sarah. March 10 at 3:00pm. Similar set up/decorations to last year. By donation. Ordered 5 dozen multi color carnations-$80, with babies’ breath, and the plastic and ribbon were donated. $3/each or 2 for $5. Sarah applying for a Gaming Licence D for a 50/50. Set-up to be done by 2:15pm in preparation for early arrivals. Set-up at 12:15pm with Committee to be there for 11:00am.

No cookies this year or raffle baskets. Suggest having the Canada 150 pins on the “by donation” table. Facility concession will be open. Cara will check the rules for having first aid available. Club radios in the office. Float needed for 50/50 and flowers. 4 dressing rooms needed. Skaters to help on the ice for set-up and clean-up.

Publicity; FB, What’s On Digest, Mirror, Radio Spot. Red and Black theme. Suggested The Party Shop for the balloons.

**New Items**

1. Ice Allocation for Summer and 18/19 Season. Request was submitted but conflicts with schedule of other groups. Rae Anne and Lynda will be meeting Gavin, RoseAnne and Bryce Cockburn of Next Level Training who running under the auspice of Minor Hockey, user group, to sort out reasonable times for our skaters for both the Spring and Summer terms.
2. Coach Posting. Lynda will send the meeting attendees a draft response to Julia Snow’s interest in this position as there is upcoming training she wants to take if she is considered for the vacancy.
3. Gala Producer Contract. Director/Producer contract updated and signed by Coach and Club. Closed.
4. Director of Skating questions and email string. This issue was discussed at the January meeting and Rae Anne would like to bring it forward to the next meeting where all Board members are available to discuss. Carried forward to March Board meeting.
5. Lindt Stars On Ice. Lynda will email organization expressing interest in receiving posters to advertise this event in Victoria. We would receive two free tickets. Rae Anne will check in with skaters who are 14+ to see who is interested and email the names to Lynda. Depending on interest may need to set up criteria and then draw from a hat.
6. VISI Volunteering and Basket. Decided the Club would take the Pet Lovers basket. Lynda will email the membership to bring in one item. Lynda will let Betsy know what basket we picked. Also encourage volunteers to work at VISI. Sue will take our basket to VISI.



1. Awards. Bring forward to the March meeting.
2. Region Tri-Annual meeting. Attended by Sue and Lynda. Highlights are:
	1. $75 bursary given to qualifying skaters to use for Fall’s Skater Development workshop. There are 36 skaters who qualify and the Region will be sending letters to the skaters with a copy to the Club. Check out the Region’s web site at <http://skatecanadaviregion.ca/> for criteria. Must have your volunteer hours in. Judy Burwash is contact.
	2. Next Skater Development Workshop is September 22/23, Parksville.
	3. April there is a Coaches’ Education and Competitive skater seminar. Open to all skaters in BC.
	4. Positions open on the Vancouver Island Region Board.
	5. Anyone interested in becoming a Judge/Official, the minimum age is 16 years.
	6. Encourage all of our Board members to take the [Respect In Sport module online](http://www.skatinginbc.com/sites/default/files/club_mailing/resources/10._respect_in_sport_-_activity_training.pdf).
	7. Since there are no badges for the Star skaters, one suggestion was to have club certificates. Being pursued by the Region to lend consistency among clubs.
	8. The Region has a dedicated laptop for playing music at competitions. Talk with Patricia if you are interested in learning how to play music.
	9. April meeting; clubs are to submit their report; could be in the form of a Thin Ice submission. This helps the Region Board be aware of what Clubs are doing.
	10. Club Presidents discussed the *Island Parent* magazine. Recommend that all the clubs share the cost of a full-page color ad. This helps when skaters move or visit another area for them to know if there is a skating club they can skate at in that locale.
	11. Organization of VISI; need volunteers, clubs donate $25 for food and each club donates a themed basket. Volunteer site will be open soon.
	12. For skaters to be eligible for grants, they must have their volunteer hours in.
3. Gaming Workshop. Highlights are:
	1. Presentation, click [HERE](https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/2018_cgg_outreach_deck_-_final_gcpe_approved.pdf).
	2. Important to track volunteer hours.
	3. Never transfer funds between a Gaming Account and another Account. Use an invoice system to move money and write a cheque.
	4. Gaming Grant term has changed; it is open March 1 to May 31; in the past it opened February 1st.

Adjourned: 9:02 pm.

Next Meeting: March 13, 2018, at 6:30pm in the Pinecrest room.