1. [](http://www.google.ca/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=0ahUKEwj4wJPT0rnSAhUO3mMKHbxuAogQjRwIBw&url=http%3A%2F%2Fspanish.fansshare.com%2Fgallery%2Fphotos%2F13520380%2Fskater-heart-figure-skating-quotes%2F&psig=AFQjCNG9vrPG_PemZtQit8LNu8CVKHF1cg&ust=1488606567548758&cad=rjt)Call to Order: 5:33pm
2. Quorum (5 of 8): Courtney, Bev, Lynda, Diane, Cara, Marie, Rene, Rae Anne (Coach) and   
    Andrea (Gala Chair).
3. Agenda: Courtney motions and Marie seconds, all in favour – Carried.
4. Previous Minutes: Motion to approve the January Minutes. Diane motions and Cara seconds, all in favor – Carried.
5. Correspondence report: no questions.



1. Finance Report: We received an insufficient funds (NSF) cheque. Lynda contacted the individual and is waiting for a response. A note has been put on their account. Rene is looking into other non-profits to see how their categories/accounts are set up; we need to change ours to be more clear. This way it will make it easier to see from the outside looking in. Lynda is looking for people who would like to come to the budget meeting, if you would like to attend please let her know and she will contact you. So far Rene, Cara and Lynda are the Budget Committee.

Rene will put all financial transactions into QuickBooks online in preparation for the accountant. The last 3 years needs to be recorded as the information was not in a format that the accountant found usable and the data was lost when Lynda’s computer crashed. Lynda is working with Rene on this project. There are a couple of ½ hr sessions that will be cancelled due to Storm playoffs. How do we credit the skaters for these sessions? Suggestions: give a credit for summer or next season or a personalized punch card. If skaters are not returning, then provide a refund; this will be determined once the 17/18 season starts.

Gaming: the percentage of amount we need to have from fundraising based on the amount ($25 000) we received for our Gaming Grant. Lynda was unable to find that in the [Conditions for a Community Gaming Grant document](http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf). You need to spend it within 12 months of receiving it. Must maintain a separate gaming account to track expenditures and how the funds are used. [Frequently Asked Questions document](http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/community_gaming_grants_-_frequently_asked_questions.pdf).

REPORTS:

1. President and Vice President’s Report: Ice Show/Gala contracts have been signed. Letters of Intent have been received; next is the need for a Hiring Committee. Cara, Rene, Diane and Lynda will form this committee. Need Vancouver Island clubs to sponsor a couple of these competitions. Made a point of North Island clubs not hosted for a number of years. Would be nice to have at the home club. Website - talking to Jeremy, had some old links that have been redirected to the current information. Within the next year, we would want to move towards Word Press. Jeremy is working on an economical way that we can use. Lynda will touch base with Jeremy in a year or so. Converting the website would make it easier to update.



1. Registrar’s Report: no questions. Marie would like to work on the payment options as there have been some issues. Recommend having a policy for people to pay by a certain date.



1. Fundraising Director’s report: Our last fundraiser (skate-a-thon) collected a lot of money! $1091! Perhaps hold one at our Halloween event. Bagging groceries; if we could get the turnout that we got, one a month would net significant dollars. Part of the fundraising discussion could be to designate the proceeds from certain events for ice show. Definitely do it again next season. There will be gift baskets for the Gala.

Lordco is available for us to do a carwash in the summer; Home Hardware will donate all the materials for it. Another fundraising option is the barbeque put on by Marine Harvest. Another summer option. Ford Test Drive fundraiser. Lynda sent a letter back in 2014 but did not follow up. Requests need to be in by a certain time.

1. Test Chair Report: no questions. The last two test days had to be cancelled, which was out of our control.



1. Publicity Report: Comments about the competition results in the paper, no story, no pictures, just names and results. The paper does appear to favor a few; its all about relationships and who you know.
2. Head Coach Report: no questions. Nominated Andrea, submitted it and haven’t heard anything back. Action: Lynda will send information about these awards?
3. Off Ice Coach Report: no report.
4. Ice Show/Gala Report: Everything is coming along great! And the cost will be under budget so far. Cara will let Andrea know of the final list of names to be advertised in our skating program. Graduating skaters will be recognized before the finale.

[](https://www.google.ca/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjj7vPt0bnSAhUUImMKHYiCBkIQjRwIBw&url=https://www.pinterest.com/asp77511/roller-skating-quotes/&psig=AFQjCNG9vrPG_PemZtQit8LNu8CVKHF1cg&ust=1488606567548758)

New Business:

1. Visiting Coach  
   In Rae Anne’s report she expressed concern that Jannine taught from the boards. Each club has their own policy around visiting coaches; you need a contract in place to teach on the Club’s ice. This is a policy that will be discussed and put into our local policy and procedures. The Bylaws are initiated by Skate Canada and are not changeable; however, we can change our policy and procedures. Clarity was provided by Keri; Jannine was there on a social visit.





Adjourned: 7:02pm

Next Meeting: March 28, 2017, at 5:30 p.m. in the North Room.

[](http://www.google.ca/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwi8jsad07nSAhUM52MKHSKvDqgQjRwIBw&url=http%3A%2F%2Fwww.quotesaboutfriendship.info%2F%3Fpage%3D%2Fwallpapers-of-ice-skating-quotes%2F&psig=AFQjCNG9vrPG_PemZtQit8LNu8CVKHF1cg&ust=1488606567548758)