

Campbell River Skating Club Board Meeting  
November 21, 2017, at 6:30 pm, Pinecrest Room

MINUTES

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Before we start the meeting, we support Rae Anne's request to be a voting member of the CRSC Board as per current Club Bylaws with the caveat that during conflict of interest discussions Rae Anne will excuse herself.

**STANDING AGENDA ITEMS**

1. Call to Order: 6:34pm.
2. Quorum 6 out of 8: Courtney, Lynda, Cara, Rae Anne, Rene, Bev.
3. Agenda – Cara motioned to approve, Courtney seconded. Carried.
4. Motions to approve the September and October minutes made by those Board members attending those respective meetings. Motion to approve the September minutes. Courtney motions, Cara seconds. Carried. Motion to approve the October minutes. Courtney motions, Rene seconds, Carried.
5. Secretary Report:
  - Christmas Family Skate, Thursday, December 21<sup>st</sup> and the last day we skate. Book Santa through Strathcona Gardens. **Action:** Rae Anne will talk to Craig Robertson about borrowing the Santa Suit or have their Santa join our party too. Pizza fundraiser. **Action:** Cara will see if we can get a deal or donations. We may need to ask for pizza. We would need a letter to Koreen requesting this food fundraiser as it is in direct conflict with the facility's concession. We need a letter of approval. **Action:** Lynda to send Koreen's email address to Cara. Decorations – older skaters can come help with this. Ask Roseanne about decorations and what SRD decorations, i.e. Christmas tree.
  - **Bring Forward to July discussion.** Big truck parade, putting it off until next year. Tucked away until Christmas in July.
  - Better clarification of what we are fundraising for, i.e. ice show, gala, operational costs. Perhaps in the future the Star skaters could go to Stars on Ice as a reward for fundraising efforts.
  - Effective January 1<sup>st</sup>. When fundraising, a portion goes to the fundraising family and tracked in a spreadsheet. **Action:** Courtney will prepare a Guideline document to send to members and tracking spreadsheet that she will manage. Communications to members would need to go out following December's Board meeting. Monies collected would roll back into the Club if the skater/family quit mid-season.
  - Club Jackets. There are options. **Action:** Courtney will provide further details at the December meeting.
6. Correspondence Report:
  - WorkSafe BC insurance rate has increased for 2018 – from 2.87% to 2.89%.
  - Emily Deering has withdrawn from the Skating Club as she is now employed by QF and finds that her skating doesn't fit with her work schedule. She is still a PA. **Action:** Lynda will write an acknowledgment of receiving the letter. Refund Requests. The family can make a request to the Board; we have a policy in place that all registrants read and sign off electronically. No

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refunds are issued unless the family submits a request to the Board, which is considered on a case-by-case basis.

7. Finance Report:

Rene is working towards entering the financial data into QB online to cover our 17/18 fiscal. Budget is in QuickBooks online. **Action:** Rene will email the Board an update of the current budget by the end of the week. We will determine if we need the budget section for this program. Perhaps cancel our phone line and replace it with the QuickBooks fee. **We will table this until December.**

HSBC is too restrictive in what the Board wants to do with online banking; not user friendly. Look into moving to a local bank. Lynda forwarded information from TD for consideration. **Action:** Rene will explore bank options and will send the information out to the Board. We will need to update Gaming when applying for the Gaming Grant (February-May) and Beanstream, our online financial portal for people who pay online; there will be some steps we will need to do if we change financial institutions; timing will be important. **Action:** Send information to us via email to vote going forward at December meeting.

8. Policy and Procedures. **Action:** Lynda will be putting these in Uplifter for review.

**ACTION ITEMS FROM PREVIOUS MEETINGS**

1. Safety Policy. A small subcommittee was struck with Rae Anne, Krista and Lynda.

**REPORTS**

1. President's Report: AGM – what our current board sits at. In our bylaws it what our positions are and how their two-year terms are staggered. Lynda expressed a desire to continue on the Board as President with some changes in managing club tasks! Rae Anne suggested that President terms are for a maximum of six years. If anyone is interested in any Board positions they are encouraged to step forward.

Canada 150 celebration. We were the recipient of one of the \$1000 grants. We can use these funds for décor, ice fees, hot chocolate, popcorn, skate rentals, etc.. **Action:** Bev will contact the cruiser, newspaper, and/or local TV station.

Application to host 2018 InterClub in November. Overwhelming support of hosting this competition through FB survey. We are going to proceed with the competition. Everyone is excited! We are taking over the entire facility and we have Strathcona's support. Bev may be able to get us a wood donation for the judges stand if necessary. Lynda's involvement with Sections and Kerry Park's hosting of InterClub 2017 will help with the knowledge piece of hosting this competition.

Discussion around increasing membership, i.e. ½ price for siblings, offering a 'try it' class.

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2. Registrar's Report:  
Report provided. Numbers provided specific to the class offered.
3. Recreation Director's Report:  
Safety on ice discussion.
4. Test Chair:  
Test Day is scheduled December 10<sup>th</sup> at 12:30pm. 1 freeskate and 4 dances. Lynda sent invitations to the Comox Valley Skating Club, Port McNeil Skating Club and the Gold River Skating Club.
5. Publicity Report:  
Report provided. Article submitted to Minor Hockey News, front showcase being updated for Christmas, approaching local radio station for the Canada 150 National Skating Party, InterClub results posting to Mirror.
6. Director of Skating Report:  
Report provided. Buy all the flags on sticks, we can reuse for Canada day. (40) Also, 40 pairs of gloves. Stars to wear their competition outfits for opening ceremonies. If skaters have red and white wear that.
7. Fundraising Update:  
Bev suggested the Epicure fundraiser as she was also organizing the same for Minor Hockey. Suggested a Bottle Drive. Fundraising can be a challenge but some innovative suggestions were made under the Secretary's report.

**NEW ITEMS**

1. Christmas Board Get Together  
Rae Anne suggested a Christmas get together for the Board. Finding a date/time when everyone can attend will be a challenge. **Action:** Rae Anne will follow up with a recommended date, time, location.

Adjourned: 8:14 pm. Cara motioned to adjourn the meeting, Bev seconded. Carried.

Next Meeting: December 19, 2017, at 6:30pm in the Pinecrest room.