

# SKATE REGINA

## Executive Meeting Minutes

April 8, 2009

SaskEnergy Public Board Room

Present: Leslie Gosselin, Cathy Wright, Jodie Ross, Rosanne Boyarski, Susan Waldal, Connie Argue, Donna MacKay, Lynette Keyowski, Leane Zborosky, Erin Harde

Next executive meeting: Wednesday, April 22 – Location TBA, 6:30 p.m.

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### Call to Order 7:07 p.m.

#### I. Approval of Agenda with addition of

- CanSkate evaluations, Admin Report
- Appointment for District Representative for Figure Skating for 2010 Winter Games
- Representation at Provincial and National AGM

**MOTION:** Susan/Connie moved that the agenda be approved with amendments. **CARRIED.**

#### II. Minutes of last meetings

**MOTION:** Connie/Donna moved that the January 7, 2009 minutes be approved as presented. **CARRIED.**

**MOTION:** Susan/Rosanne moved that the January 21, 2009 minutes be approved as presented. **CARRIED.**

**ACTION:** Jodie will clarify what off-ice will be available to skaters and clarify whether skaters can be dropped off at 8:30 am.

**MOTION:** Erin/Rosanne moved that the February 18, 2009 minutes be approved as presented. **CARRIED.**

#### **DISCUSSION:** Fee Review Committee Request for Proposals draft document from February 18 meeting

- Recommend that the Board develops a sub-committee to prepare suggestions that can be taken to the AGM. This way all factors that impact Fees and Scheduling can be included, since the Board has easiest access to this information. The Fee Development Committee (selected at AGM) can review and select which Fees & Scheduling proposal will work best. At this time the original proposal will not be distributed.

**ACTION:** Jodie will post 2008-09 Skate Regina executive minutes on our website in PDF format and send notice to membership.

#### III. Year-End Financial Outlook

##### a) Review

Rosanne has been diligently getting all book-keeping updated and ensuring items have been posted to the proper skating year/event.

As of March 31, 2009 Skate Regina's estimated position is:

**Operating Profit (Loss) (\$51,000)**

##### **Outstanding Revenue**

**Outstanding registration fees \$1750**

**Special Olympics ice fees \$1700**

**Fall & Winter Pick-up ice billed \$ 900**

##### **Sask Lotteries:**

**Bingos \$1200**

**Lottery Books \$1400**

**Sask Science Centre Fundraiser \$ 400**

**Chocolates \$2000**

**Outstanding Simulation fees \$ 117**

**Outstanding Off-ice Space Rental \$ 127**

**Outstanding NSF payments \$1150**

**Total Outstanding Revenue \$10744**

**Year-End Position (\$40,256)**

**Five significant impact areas need to be considered over the past fiscal year:**

➤ **Strategic Investment**

**\$10,000**

The Board chose to invest approximately \$10,000 to go through a strategic planning process, and implement the strategic priorities. This investment included:

- Consulting fees for Planning process
- Brochure (branding/visual marketing) development
- Changes to CanSkate and STARSkate programs (hired consultant)
- Enhancements to staffing to meet better delivery standards
- Different ice purchase strategy to implement amended program

➤ **Reduced registration revenue from 2007-08**

**\$19,400**

- Approximately 90 fewer members (including skaters, officials, executive, etc.)
- Approximately \$19400 less registration revenue
  - Declining participation trend
  - Rec program changes (i.e. didn't utilize ice to fullest capacity as transitioned to new program)

➤ **Unrealized Loss – 2008 Ice Show**

**\$2,600**

Revenue and Expenses from ice shows are realized in the fiscal year in which the event is held. For Ice Shows held after March 31, revenues and expenses accrue to the following year. For the 2008 Ice Show, initial estimates at May 2008 (AGM) portrayed an expected profit of approximately \$4,900. With unrealized expenses accounted for, 2008-09 Fiscal year-end portrays a net operating loss of \$2,600 for the 2008 Ice Show.

➤ **Increased Administration Costs**

**\$7,000**

With fewer volunteers, the Club Administrator is required to assume more of the operational duties of the Club. Tasks that have traditionally been managed by a volunteer that have fallen to the Club's part-time Administrator include:

- Ice and Scheduling (formerly a Board position)
- Fundraising Management – Lottery book and chocolate distribution and collection (a current vacant Board position)
- CanSkate rink orientation and parent program evaluation (formerly CanSkate rep – vacant for 2 years)
- Program Assistant Coordinator – recruiting, scheduling, collecting timesheets, tracking hours, and issuing certificates/payment/recognition (a current vacant Board position)
- Secretary duties for some meetings

➤ **Coaching Wages Increase**

**\$???**

At the request of Skate Regina Coaches, the previous pay grid for recreational coaches was reviewed. While the Board declined an extension of the current grid in terms of years of experience, it was recognized that the values contained in the current structure had not been amended for 5+ years. As such, it was agreed that a 10% increase to the hourly wage would be applied across the grid to account for increase cost of living over the past 5-8 years. Also means an additional 10% remittance to Gov. for Can for deductions. Vacation pay to coaches was instituted in 2007-08 season.

**Other challenges:**

The operations of the Club have faced other challenges over the past year which have had indirect impacts on that ability of the Club to function well:

- 3 crucial Board positions that could not be filled for the 2008-09 year
  - Fund Development Chair
  - Ice Show Chair
  - Pro liaison
- Resignation of 3 board members – only able to replace 1 (Treasurer)
  - Secretary
  - Treasurer
  - Member at large
- Change in primary financial officer left the organization hamstrung through the transitional phase (Rosanne took over January 1, 2009)
- Lack of Board members resulted in 3 critical circumstances:
  - Current Board members needed to fill other Board roles
  - Lack of volunteers left Board members chairing major events (and thus not able to focus on Board portfolio)
  - Organization did not have the capacity to focus on critical fund development

## **b) Budget Preparation**

We have reserves to cover this year but need to make major changes for next year.

### ***Alternatives to move ahead:***

- Amend audit procedure/provider (currently costing approx. \$5,000). Can we vote to use someone else this year, even though we appointed Berger Belanger as our auditor at last year's AGM?
- Develop revised fee/registration structure for STAR/Comp Skate that:
  - Allows the Board to manage the supply of ice more closely to demand
  - Increases the fundraising commitment of skating families
  - Enhances the volunteer hours provided by families
  - Considers LTAD model coming from Skate Canada and costs
- One group will need to extrapolate **all** costs per program. Jodie, Rosanne, Leslie, and Lynette agreed to do this.

***ACTION: Lynette will ask Darryl Meier and/or Pat Palaschuk to be on this committee.***

- One person/group will need to research other clubs for alternate fee structures
- Leane suggested STAR/Comp coaches would like the opportunity to provide some options for Winter schedule. Coaches will need to see any other schedule options before next meeting and before AGM.
- Rec coaches can look at alternatives such as managing coaching costs with a 1:12 ration plus extra Program Assistants
- Rec sessions can increase to 50 skaters/session if we have enough coaches
- Could provide incentives for Program Assistants to work towards becoming Level 1 certified (perhaps certificates could go towards Level 1 Bursary fund)
- Pre-Power on Advanced CanSkate sessions to better utilize ice
- Balance ice use so that rec and STAR run same days at same rink so rec is exposed to STAR program to encourage advancement
  - Increase the Club Administration Fee (unadjusted for XXX years)
  - Increase fees for Recreational programming to reflect increased cost of program delivery
  - Focus on Fund Development opportunities
  - Jodie will take over MAP grant paperwork since it is a regular/yearly opportunity and notifications come from Skate Saskatchewan. Volunteer will do other Fund Development.
  - Present fee structure at AGM that provides four options for families:
    - Pay actual cost of skating
    - Pay with opportunity to reduce fees through fundraising
    - Pay with opportunity to reduce fees through volunteering
    - Pay with opportunity to reduce fees through combination of fundraising and volunteering

\*\* Once fee structure is set, will need to set next year's budget. Draft budget for May executive meeting so it can be presented at AGM.

## **IV. AGM Preparation**

### **a) Recognition Potluck – Sunday, May 31 • Doug Wickenheiser/North West Leisure Centre • 4:30 pm**

This event will recognize all of our skaters' (and others in our club) achievements this past year - including competitions, tests, etc. A flyer was available at the Ice Show with the date, potluck information, positions which need to be filled, and process for nominating.

Dinner

AGM

Recognition (see Ice Show program for names)

- Certificates will be used for recognition
  - *Coaches*  
Recognize those working towards CEP and explain program (freelance)  
Barb and Cathy have Gold; will check with Skip & Karel, David  
Recognize Rec coaches: Silverskate preparation, Most Dedicated, Most Spirited, etc.
  - *Volunteers*
  - *Skaters*  
Extend personal invitation to all being recognized

**b) Nomination Committee**

Nomination Chairperson should be outside of board. Chairperson will be responsible for: Posters up at DW by first day of Spring School, including description of positions and sign-up. Will call/solicit people if positions are left vacant on sign-up. Will notify membership that posters are up (email). Will run nominations at AGM (and prepare voting slips).

**ACTION: Lynette will ask Cathy Sarty or Debra Stenger to take Nomination Chairperson position.**

**ACTION: Leslie will format/develop major volunteer position sign-up list.**

*Positions up for election:*

- 1) Fund Development
- 2) Marketing and Communications

Remove Pro-Liason Position and move responsibilities to Administrator. Administrator will be responsible for:

- personal issues
- contracts
- statement of intentions
- personnel files

3) Skating Programs position will attend arena for CanSkate orientation/evaluations, facilitate programs, stuff envelopes, etc.

- 4) Member at Large
- 5) Secretary
- 6) Ice Show Chairperson
- 7) Competition Chairperson (Silverskate)
- 8) Treasurer

**c) Business**

Portfolio reports are due to Jodie by May 15 for inclusion in AGM Report booklet.

Doors Open	4:30 pm
Supper	5:00 pm
AGM	5:45 pm
Presentatons and Recognition	6:30 pm

\*Perhaps Jennifer McGill would be responsible for setting up tables/chairs/etc.

**V. Honorarium Requests**

Deferred to next meeting

Suggested that specific fundraiser(s) be designated to this to ensure there is money available each year (and this be added to the policy). For example, we now have permission to do more than 52 bingos. Perhaps extra bingos can be designated to specifics (i.e. exec member to Annual National AGM; out of province competitions; coaching professional development). Second bingo licence is a possibility. One consideration is to lower payout for bingos so both halls are equal, but use the additional income to cover floods, etc.

**VI. Coaching**

**a) Coaches' Report**

Freelance Coaches' Rep changed due to coaches feeling uninformed and some felt their issues weren't being addressed. Leane is acting rep until new rep is elected.

A rec coach sent an email that has not been addressed, but neither Jodie nor Lynette is aware of this letter.

Some coaches are concerned that they won't be rehired. Board hopes that all coaches will return to Skate Regina next year. Someone with ability to partner low level dances is a coaching priority for STAR/Comp.

Board will discuss concerns with coaches (re-hiring and newer coaches providing freelance).

Sub Policy – Coaches want a call-to person for illness/emergency situations and to ensure Team Leader is aware of situation. Provided Team Leader is aware, could run with 3 rather than 4 coaches. Coaches would like Club to consider using a larger pool of subs (i.e. Rachel May, Garrett, Synchro).

***ACTION: Coaches will develop a Sub Policy to bring to board for consideration.***

Some coaches want to meet and develop CanPower proposal rather than pay someone. This could work if volunteers facilitates document and changes for board. A Standard of Delivery manual, working documents to show new coaches how Club operates/job description/job expectations, document for coaches and subs would all have to be prepared.

Eventually we will have a document for each program (CanSkate, PowerSkate, and STARSkate/Competitive Skate).

***ACTION: Leane will discuss the requirements for a volunteer group of coaches to facilitate CanPower proposal, and bring feedback to board asap.***

Break and Enter follow-up. Coaches are concerned about access to Optimist Arena coaches' room. Each coach should have a key to Coaches' Room by fall.

Next regular meeting is May 9, but will meet before that to discuss other items.

**b) 2009-10 Statement of Intention**

Everyone will receive paperwork and Club will need these returned by end of May. It would be useful for Administrator to meet individually with each coach to compare previous year's commitment on Statement of Intention to actual work in order to see if current year's statement is reasonable and achievable.

**c) Freelance Contracts**

Contracts are in development, which will outline relationship between Club and coach. All coaches will receive these. Will be a seasonal contract. Club will have expectation of some volunteer work with contract and paid expectations.

**d) Winter 2009-10 Rec consultation**

CanSkate coaches want to review processes. Big positive was ratio of adult coaches and Program Assistants. Coaches want to bring back another proposal, including using junior coaches in skater evaluation process and re-defining Team Leader roles. Coaches will bring input to Board.

**e) Winter hour selection**

Winter Ice Request needs to be submitted to City by May 31. Will select hours once we have Rec program changes finalized.

**VII. CanSkate Winter II Evaluation**

Cathy Wright presented summary of Winter II evaluations. Fun program is still our biggest strength. Areas to improve:

- Feedback to parents regarding skater's progress
- Jr. STARSkate group lessons during week
- Program Assistants need more direction from coaches
- Clarify coaching and Team Leader responsibilities

To Do:

- Coaches' meeting to get solutions to areas that require improvement
- Begin changes to STARSkate program based on new LTAD model
- Consider CanSkate 25<sup>th</sup> Anniversary Event (Family Day Bring-a-Friend Skate)

**VIII. District Figure Skating rep for 2010 Winter Games**

Jodie will let Danielle at Skate Sask know that we don't wish to submit a name for rep. Adeline Wuschenny will do it.

**IX. Provincial & National AGMs**

The Club cannot afford to provide financial assistance to a representative for either event.

**X. Administrator's Report**

Spring Rec Sessions have been selected by coaches – need to fill one CanSkate spot. Wednesday CanSkate will be full after I process remaining registrations. Saturday CanSkate is full. Advanced CanSkate numbers are low: 6 for Wednesday and 11 for Saturday.

Spring Sessions:	# of skaters/session		
<b>CANCEL</b> 1	8	Open .75	Monday
2	11	Stroking/Freeskate 1.0	
3	11	Dance 0.5	
4	17	Open .75	
5	11	Freeskate .75	
<b>CANCEL</b> 6	9	Open .75	Tuesday
7	10	Stroking/Freeskate 1.0	
8	9	Skills 0.5	
9	15	Open .75	
10	11	Freeskate .75	
<b>CANCEL</b> 11	7	Open .75	Wednesday
12	12	Freeskate .75	
13	5	Open .75	
7:15 - 8:00	6	ADVANCED CANSKATE	
<b>CANCEL</b> 14	<b>MOVE TO 7:15</b> 6	Jr. STARSkate/Jr. Open .75	
<b>CANCEL</b> 15	7	Open .75	Thursday
16	14	Stroking/Freeskate 1.0	
17	8	Dance 0.5	
18	15	Open .75	
19	10	Freeskate .75	
20	11	Open .75	Friday
21	8	Stroking/Freeskate 1.0	
22	6	Skills 0.5	
23	11	Open .75	
<b>CANCEL</b> 24	7	Freeskate .75	
25	<b>MOVE TO 9:15</b> 10	Stroking/Freeskate 1.0	Saturday
26	<b>CANCEL FLOOD</b> 15	Open .75	
27	7	Jr. STARSkate/Jr. Open .75	
12:15 - 1:00	<b>MOVE TO 11:30</b> 11	ADVANCED CANSKATE	

## SPRING SCHOOL

63 registered STAR/Comp (2 more have committed, but haven't sent forms)

70 registered CanSkate/First Blades/Advanced CanSkate Skaters

### Income:

Spring Recreational Fees Paid	\$6,990.00
Spring STAR/Comp Fees Paid	\$13,254.57
<b>Total Income as of April 8, 2009</b>	<b>\$20,244.57</b>

### Expenses:

Ice	\$23119.30
Coaches Wages Jr. STAR (estimated)	\$700.00
Coaches Wages CanSkate/FB/ACS (est.)	\$2472.00
Coaches Wages Stroking	\$ ?
<b>Total Expenses (minus stroking)</b>	<b>\$26291.00</b>
<b>LOSS</b>	<b>\$6046.43</b>

**MOTION: Leslie/Rosanne moved that Spring STAR/Comp Sessions 1, 6, 11, 15, and 24 be cancelled; Advanced CanSkate and Jr. STARSkate (#14) on Wednesday be offered together at 7:15 and 8:00 – 8:45 be cancelled; Session #25 be moved to 9:15 and 10:00 flood be removed; Saturday CanSkate be moved to 12:15, 1:00 – 1:45 be cancelled, and Advanced CanSkate and Jr. STARSkate be offered together at 11:30 on Session #27. CARRIED.**

#### **SUMMER SCHOOL**

5 registered STAR/Comp

#### **Income:**

Fees Paid \$1068.00

#### **Expenses:**

Ice \$16018.60

Coaches Wages Stroking \$ ?

Rules of Etiquette –ordered coroplast sign from Print One.

City has accommodated request to extend Fall one week earlier. All 5 weeks at Optimist. Do we want to use ice Labour Day? **NO**

Administrative Assistant job. Eden quit – do not plan to replace right now.

Sound system – do we want to move it between Spring and Summer School? If so, who will commit – if not, need to make arrangements. Humidity plays havoc on system at DW in summer. Could ask coaches if they just want ghetto for Summer. **WILL FIND A PARENT VOLUNTEER AT AGM TO MOVE TO OPTIMIST BETWEEN SKATING SCHOOLS.**

Notified all potential skaters/coaches of upcoming Level 1 and CanPower clinics.

Skate Sask AGM May 2 in Regina. Registration package available from Jodie or online. Jodie has our Delegate Voting Form (who is attending?). **LESLIE WILL ATTEND OR ENSURE PROXY IS SENT.**

Very positive feedback from Advanced CanSkate Parent Information sessions:

Letters from Skate Sask re: consider giving some financial assistance to Barb and David for attending Competition-Development National coach Apprenticeship Program at Canadians **(REGISTRATION COSTS WERE COVERED FOR BOTH – SEE JAN 7 MINUTES).**

Request from Skate Sask to purchase Susan's dinner ticket for 2009 Annual Awards Dinner – Saskatchewan nominee for Elizabeth Swan Memorial Award, \$40/adult. Purchased two tickets for Lynn Valgardson last year. **WILL FORWARD REQUEST TO SYNCHRO.**

**CanPowerSkate RFP** – A coach has expressed interest.

**Adjournment 11:55 p.m.**