

## SKATE REGINA

### Executive Meeting Minutes

January 7, 2009

Optimist Arena Meeting Area

Present: Lynette Keyowski, Leslie Gosselin, Cathy Wright, Jodie Ross, Jill Meier,  
Rosanne Boyarski, Connie Argue, Kim Mack

Next executive meeting: Wednesday, January 21 - Upstairs at Optimist, 7:00 p.m.

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### Call to Order 7:15 p.m.

#### I. Approval of Agenda

Jodie agreed to take minutes for Lisa.

**MOTION: Leslie/Connie moved the agenda be approved as presented. CARRIED**

#### II. Minutes of last two meetings – October 15, 2008

Minutes were not available. Will be approved at next meeting or via email if necessary.

**MOTION: Connie/Donna moved the minutes from November 19 be approved, amending the following motion to read “15 hours per month”, not “15 hours per week”:**

#### Administrator Position

**MOTION: Leslie/Rosanne moved that Jodie Ross, Administrator, be allowed to hire casual help for a maximum of 15 hours per month, to a maximum wage of \$10 per hour to assist with her administrative/support duties. First priority for this position shall be given to eligible members of Skate Regina.**

**CARRIED**

#### III. Process for Spring & Summer School

- a) Coaches will meet on Saturday, January 10 following the STARSSkate Send-off, without Jodie, to prepare one or more schedule proposal(s) for the Board to consider at the January 21 meeting. This proposal will need to be in writing with some indication of consensus or how many approve of each suggestion.
- b) Brochures will be printed and ready for February 7 (Weyburn).
- c) Letter of invitation for coaches will be ready for January 24 (Moose Jaw).
- d) It would be good to see evidence that coaches have explored other clubs' formats for Spring and Summer School schedules.

#### IV. CanSkate Evaluations

##### a) Winter I Evaluation

Cathy prepared a binder of the Program Evaluations October – December 2008, including:

- Team Leader, Coaches, Parent Evaluation forms, divided by session
- Rink/Session summaries
- Entire Recreational Program Evaluation Summary for CanSkate, Advanced CanSkate, and CanSynchroSkate programs covering three main areas:
  - Communication
  - Program delivery standards
  - Staffing
- Highlighted strengths and note of areas for improvement
- Special mention of those coaches who were noted in evaluations for doing a great job and/or providing extra help with programs

52% of parents completed evaluations (considered statistically significant) indicating that we have a lot of happy parents with our biggest strength being that the program is fun.

We can still use more Program Assistants, and they still require more direction on the ice. Coaches have been instructed to provide direction, as well as the Team Leaders. We need to clearly identify who the Coaching Assistants are – anyone over 14 should be treated as a CA, not a PA. Michelle Laycock is providing excellent mentorship on her session(s).

Other strength is Coaching Staff.

At the Team leader/Coaches Meeting in December, a solution was provided for each Area to Improve and will be implemented immediately.

Tricia Goffin donated her recreational CD and David is copying one for each coach plus extras. Jodie will receive the master. This will become the Skate Regina CanSkate CD.

***ACTION: Jodie will purchase gift cards for Trish and David and deliver.***

Jodie has Program Evaluation Binder and it is available to any Coach or Team Leader.

***b) Contract Wrap up/Next steps***

- Re-evaluate programs after next 10 weeks including % of retention
- Require a detailed cost breakdown of these programs for March 2009
- Consider contacting those who haven't returned to Winter II for rationale
- Consider putting an ad in Leader Post and Skate Canada website for more Level 1 CanSkate coaches
- May need a Program Assistant training refresher Spring 2009 with more hands-on instruction (no classroom)
- Consider evaluating the CanPowerSkate and Group STARSkate programs next and hiring a facilitator to do this
- Cathy provided a proposal for a continuation of her employment for Program Evaluations

***ACTION: Jodie will place advertisements for Level 1 CanSkate coaches.***

***MOTION: Leslie/Rosanne moved that the Skate Regina CanSkate/Advanced CanSkate On Ice Delivery Standards (as revised December 15, 2008) be approved for distribution to all Coaches and Team Leaders as a working draft for the next ten weeks. CARRIED***

***MOTION: Leslie/Kim moved that we break Cathy's proposal into three parts. We accept the proposal to have Cathy continue with next ten weeks of CanSkate evaluations at a wage of \$500.00. CARRIED***

***MOTION: Leslie/Rosanne moved that the Club will issue a RFP (Request for Proposal) for evaluating and developing revised CanPowerSkate Program for Fall 2009, with implementation that specifically looks at engaging external resources. CARRIED***

***ACTION: Lynette will prepare RFP.***

***MOTION: Leslie/Connie moved that the Club accept Cathy's proposal to evaluate Group Jr. STARSkate as a continuation of CanSkate/Advanced CanSkate program development, with implementation October 1 2009. CARRIED***

**V. Fundraising Opportunity**

- a) Sask Science Centre "Fantasy Food 2009" Saturday, March 28, high-end black-tie event
- Requires 16 – 20 adults to provide coat check, dishes, etc for 8 hour shift, 4:00 – 12:00 pm
  - \$100/bursary account per adult volunteer
  - Club would receive \$400
  - Offer to STAR/Competitive members on a first come, first serve basis
  - Notify members by email and a poster at the rink that there is the opportunity to sign up one adult/family at the Optimist only (no email or phone), with a cut-off date of February 28
  - If additional workers are still required after the first sign-up, then more than one/family will be allowed to sign up

**ACTION: Kim will provide email to Jodie for distribution and look after notification at Optimist and sign-up poster at Optimist.**

- b) The Club has 4 free tickets courtesy of CTV, for High School Musical The Ice Tour for the Wednesday, February 26 show.
  - Anyone who has signed up as a volunteer Coordinator or Director for Ice Carnival by January 31 will go into a draw for two draws of two tickets. Draw to be made February 1.

**ACTION: Leslie/Jodie will include this information with the Carnival mail-out to go out shortly.**

- c) Bingo
  - The Hall buys the Nevada tickets, and the Club no longer purchases them or receives the direct profits (a trial until May). The Club used to provide a snack for the bingo workers from these profits. Since we no longer have these profits, do we want to continue to provide a snack or a reduced snack?

**MOTION: Connie/Jill moved that the Club will no longer purchase any food or snacks for Bingo workers, and workers will be notified of the change of policy. CARRIED**

## VI. Administrator's Report

- Spring & Summer School meeting amongst freelance coaches only this Saturday with a request that they bring forward 2 proposals for schedule (family commitment prevents Jodie from attending). We want printed materials ready for January competitions.  
**Jodie will ask if HJ Linnen will send us the template in a format that she can use to develop the Spring & Summer materials. If not, Jodie will create a similar format.**
- Christmas Ice information was sent via email and was posted in the lobby. Only one day was used, which is considerably less than previous years.  
**Will review next year and possibly consider posting as Pick-Up Ice, rather than all pre-paid. Possibly offer a discount to those who pre-book to be guaranteed some skaters for certain sessions.**
- Rules of Etiquette – any revisions necessary for the proposal to the city for Optimist only. Posting at other arenas was denied.  
**Jodie will revise to make the proposed Rules of Etiquette less specific to "team" and more specific to our sport, including parents and coaches.**
- Mariposa Seminar – Dale Hazel asked that I check with club executive and coaches to see if they are still interested in having this seminar in Regina.  
**Jodie will notify him that we want to go ahead.**
- Will have to call ITSportnet to see where Online Registration is at. No response to my email in December.
- Winter II Recreational Programs:
- All CanSkate/First Blades classes and CanPowerSkate classes are full with 542 registrations and only the Wednesday 1:30 class (1 coach) and Thursday 5:30 Balfour class (3 coaches) not at possible capacity due to coaching numbers. Have increased number of PA's this session as well. All Advanced CanSkate classes have spaces available.  
**Jodie has been to all sessions, but will need a volunteer for Saturday afternoon. Lynette will attend in Jodie's place.**
- A proposal was sent to the City in December with our requests for Spring, Summer and Fall ice. No response yet.
- Send-Offs: Three skaters participating in Synchro Send-off on Thursday evening. Lots participating in STARSkate Send-off on Saturday afternoon/evening. Have requested parents of those participating assist.

- Skate and Dress Sale for February?  
**Jodie will contact Deb Stenger to see if she will run one next month.**
- Handbook and Directory ready to be mailed once registration settles down.  
**Carnival insert will be included with these and additionally sent to Recreational skaters.**
- Jodie will send out notice to hire assistant.
- The remaining cases of chocolates can be sold at Treats.  
**Kim will take the remainder and sell.**
- Gift cards were sent to all PA's and coaches for Christmas, including Hannah Castle (off-ice). Baking tray was sent to Central Scheduling.
- Thank you for my generous Christmas gift.
- Jodie will prepare January newsletter and distribute to members via email in PDF format, and post on website.

#### VII. Coaches' Report

- a) Coaches have requested a number of times to receive all minutes.

**ACTION: Once minutes are approved, all 2008-2009 minutes will be posted on the website in PDF format, and this will be communicated to coaches and parents.**

- b) Lynette will give Coaches' Chair a heads up before their meetings so they are aware of the next items at the Board level and can discuss if necessary.
- c) Barb and Karel are working on a Rush Ice Proposal.
- d) The majority of December Coaches' Meeting discussion was CanSkate Evaluations.

#### VIII. Club Finances

- a) Rosanne has taken over all duties and all bills are paid.
- b) Laurie and Rosanne will meet again and then Rosanne will ensure everything is updated in QuickBooks. Rosanne purchased a new version of QuickBooks, compatible with Vista.
- c) Once Rosanne is caught up she can begin to prepare detailed budget information.
- d) **Silverskate Revenue Statement** was distributed, with a total profit of \$4789.72.

#### IX. Club Security

- a) The City has communicated that they would be willing to change the locks one time and following that would be our responsibility. We will get the City to change the locks so all three doors are the same key.
- b) We will cut one key for each freelance coach, Jodie, Lynette, and Leslie, and a few extras for Jodie to keep. We will create a sign-out/in sheet and waiver with a \$20.00 penalty for lost keys.

**ACTION: Jodie will be responsible for extra keys and sign-in/sign-out sheet. Lynette will create waiver.**

#### X. Ice Show

- Leslie displayed the logo created by (????a teacher at Judy Musleh's school) for the Ice Show, which is to be entitled "Grease: Jukebox Melodies"
- Parents volunteers have come forward for the positions of treasurer and registration. However, there are still a number of key Director positions that are required to be filled.
- An initial meeting of the core committee will be held on Sunday, January 11 @7pm at the Access Communications Board room.

#### XI. Silverskate Wrap-up

The First Annual Silverskate competition made a profit of \$4,789.72. Next year's event is expected to be even better as the competition becomes known around the province.

**XII. Synchro update (report submitted by Susan Waldal)**

- RSST Exhibition Skate is Thurs. Jan. 8th at the DWA, 8:00 - 9:45 pm and we are happy to have 3 Skate Regina Single skaters performing as well as our five teams, this includes our two CanSynchro teams. Jodie will be our MC. Thank-you Jodie, we really appreciate it.
- We are attending our first competition on Sunday, Jan. 11 in Calgary. The Pre-Novice, Adult and Masters teams will be leaving on Saturday.
- Westerns organization is well underway. We are looking for more volunteers so please contact me if you are interested and I can forward you a volunteer form or forward your information to Barb Laing (our co-chair in charge of volunteers). We have 837 skaters registered, 55 teams in 8 categories. You won't want to miss the opening ceremonies, Trish has a spectacular show planned and again we have several Skate Regina Single skaters involved.
- We are very interested in having representation on the Ice Carnival committee. Leslie has confirmed our interest, so we are looking forward to helping with that as well.

**XIII. Motion covering coaches' registration for the Four Continents event in Vancouver – distributed December 15, between November and January meetings.**

***MOTION: Skate Regina will cover the cost of registration for SR Coaches that have been invited to attend the Four Continents training session in Vancouver and the Canadians training session in Saskatoon in 2009. As a condition to this support, coaches will be asked to provide a written report of their training which highlights how the training will benefit Skate Regina's programs, skaters and the club. CARRIED VIA EMAIL DISTRIBUTION.***

**Adjournment 11:00 p.m.**