

SKATE REGINA

Executive Meeting Minutes

November 19, 2008

Optimist Arena Meeting Area

Present: Lynette Keyowski, Leslie Gosselin, Erin Harde, Cathy Wright, Jodie Ross, Jill Meier, Susan Waldal, Rosanne Boyarski, Janet Hornung

Next executive meeting: Wednesday, December 17, 2008 - Upstairs at Optimist, 7:00 p.m.

Call to Order 7:40 p.m.

I. Approval of Agenda

Jodie agreed to take minutes for Lisa.

MOTION: Rosanne moved the agenda be approved as presented. CARRIED

II. Minutes of last meeting – October 15, 2008

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

III. Club Security Update

- a) We are aware of a second set of stolen cheques. Lynette pursued the same process with the bank and police. The bank has reimbursed all stolen funds. Leslie noted how competently Lynette has handled this situation and credits the reimbursements to her dealings with the bank and police.
- b) Lynette has not had a response from the City for our request to add security, change locks, etc at the Optimist. We have one quote for keyless entry but cannot proceed without the city's cooperation/approval.
- c) Coaches are not accepting any money at the arena, with the exception of test money going to Cathy.

IV. RSST

- a) Synchronized Skating Westerns Update
The Monday night CanSynchroSkate skaters will all participate in competitions this year, including Westerns in Regina.
- b) Exhibition Skate Thursday, January 8 at Doug Wickenheiser
Any Skate Regina skaters wishing to participate can be included (could accommodate about 3 skaters). Coaches will be contacted for suggestions – Triathlon skaters might work best. Need to know by December 10 at the latest.
- c) If Skate Regina requires information distributed Synchro will email to their skaters.

V. Coaches' Report

- a) Items to Report from November 17 Coaches' Meeting
 - David is making arrangements with Scott Manson for harness to be serviced. Scott provided a maintenance check recently, and will look after a visual inspection.
 - Request to move Test Day from February 18 to 19.
 - Barb and David have volunteered to act as Creative Directors for Ice Carnival, and all other coaches were in agreement. They have a loose theme chosen, but feel that the format should be a Board decision.
 - Request that the Board pursue Rush Ice. Board requested that the coaches submit a proposal with specific details regarding this request. Known dates and times for additional ice are April 15 and 16 from 5:30 – 7:30 for Mariposa preparation.

ACTION: Jodie will submit request to the city for April 15 & 16. April, 2009 ice will not be allocated until request is sent to city in December.

Once a Rush Ice proposal is submitted the board will make a decision about how to proceed.

- Request a meeting with Jodie and freelance coaches to look at Spring and Summer Schools.

ACTION: Jodie has already discussed this with Barb, and will set up a date with them. We want all materials published and ready to go by January 24 for Moose Jaw Invitational.

- Need heat on at Optimist
Coaches present were able to report that the arena staff has been turning it on if a coach makes the request. The last two sessions of the evening is when it typically needs to be on. Since the staff is accommodating coaches' requests the board will not make a specific request to the city at this time. If at some time the arena staff will not turn it on as requested the Board may pursue.
- Ice is unacceptable at Optimist & Balfour
This was not a unanimous comment from all coaches. Some coaches feel that the board should request a reduction in rates due to quality. Since the Board needs to have a good working relationship with the City and there was no specific proposal from the coaching body, the Board will not pursue this at this time. The arena staff has been very accommodating when specific concerns are brought forward. If a coach feels that an area of the ice surface needs work s/he is encouraged to discuss with arena staff.
- Request to revise Winter sessions:
Session #14, Thursday 5:30 – 6:00 Dance change to Open.
Session #21 Friday 7:45 – 8:45 Freeskate change to Open.

ACTION: Since the Club only offers 1 hour/week of time that can be used exclusively for Dance, the request to change #14 to Open was denied. Session #21 will be changed to an Open session and membership will be advised.

- Strong perception that the Board is working against coaches and does not support requests.
Hopefully as Coaches' Meetings continue, the process of coaches submitting proposals for requests will be honoured and the coaches will feel that more of their requests for priority issues will be met.
- Where is Recreational evaluation process at? Coaches want to be sure recommended changes are in place before January sessions begin. (see CanSkate Report)

VI. CanSkate

- a) Winter I Evaluation
Evaluation documents were distributed and process for implementation was discussed. We will require 1 or 2 parents on each recreational session to complete the "Parent Rink" form and Cathy included deadlines, distribution process, and results process. All evaluation forms due Monday, December 8. Sunday, December 14 is Team Leader's Meeting. Final report and working document will be completed for Wednesday, December 17 Board meeting.

ACTION: Lynette, Cathy and Jodie will decide how to "manage" distributing and printing.

MOTION: Leslie/Rosanne moved that the Board approve all CanSkate/Advanced CanSkate/CanSynchroSkate Program Evaluation Forms as distributed by Cathy Wright. THOSE PRESENT WERE IN FAVOUR – CARRIED VIA EMAIL DISTRIBUTION.

- b) Winter II Session Marketing, Registration, Staffing, Standards
 - We can pursue distributing materials at BMO and PharmaChoice since they are already sponsors.
 - Lynette will inquire about distribution of print materials at daycares. (more in Jodie's Report)
 - Each Team Leader will receive a compilation of their performance evaluation.
 - Evaluations should indicate whether standards are being met. If standards are not being met we will need to resolve.

VII. Budget & Club Finances

- a) Rosanne and Laurie have not been able to find a suitable time to meet to discuss the transfer of responsibilities to Rosanne.
- b) Pat Palaschuk is looking after the MAP grant for us.

ACTION: Jodie will ask Skate Sask to re-issue our confirmation of meeting attendance so we can meet November 30 MAP grant deadline.

- c) Big Dog Radio Station advertisement. Discussed timeframe (two weeks in December) number of “spots” and cost. Decided not to pursue radio advertising at this time.

VIII. Silverskate

- a) CBC approached Skate Regina about filming a segment for CBC's *Living in Saskatchewan* program. It is a great opportunity for promoting the club and figure skating. CBC was discussing doing a skating program and saw our Silverskate information on our Calendar of Events. They contacted us to do a story so we have been able to get them to come to the rink Friday afternoon when we are preparing for the competition.
We have about 14 CanSkaters and two recreational coaches coming to be part of that filming as well as some STARSkaters/CompetitiveSkaters so we have an older contingent as well.
This is all for background and action shots. This will create some conflict for those older skaters who would otherwise have access to the ice from 3:00 – 5:00 pm. Those skaters are welcome to come and use this ice but need to be prepared to work around filming.
- b) 140 registered skaters from 12 communities, including Special Olympics and Creative. The committee accommodated late registrations this year since it is a new event.
- c) Set up begins Friday morning.
- d) Schedule and Flight information are posted on the website.

IX. Best of the Best CanSkate Coach nomination

Skate Canada is looking for the 10 best CanSkate coaches from across the country. Skate Canada clubs are invited to submit one nomination form per organization. A group of coaches proposed that we jointly submit Cathy Wright's name. Nominations must include two letters of recommendation. These coaches asked whether the board would like to participate.
Deadline for submitting nominations is Friday, December 5.
The board was in agreement.

ACTION: Lynette will prepare letter of recommendation on behalf of the Board and ensure it is submitted by the deadline. Jodie gave Lynette the paperwork.

X. Administrator Position

Jodie's one year anniversary is November 23. Her letter of offer indicated that her wage would be reviewed on her one year anniversary date and would increase to \$18.00 per hour if all duties were performed satisfactorily.

Jodie left meeting for discussion.

MOTION: Leslie/Rosanne moved that the Administrator's wage be increased to \$18 per hour, effective Dec. 1, 2008.

THOSE PRESENT WERE IN FAVOUR – CARRIED VIA EMAIL DISTRIBUTION.

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.

THOSE PRESENT WERE IN FAVOUR – CARRIED VIA EMAIL DISTRIBUTION.

XI. Ice Carnival

The Club agreed to host an Ice Carnival Committee Open Discussion Meeting Wednesday, November 26 at 7:00 pm, Optimist Arena upstairs. We currently have 60 skaters registered to participate in the 2009 Ice Carnival and many parents have volunteered to fill positions, but we still need co-chairpersons. Decisions about how to proceed and finalizing a format for this year's event need to be made at this meeting.

ACTION: Jodie will distribute an email notification/invitation for this meeting to all registered skating families.

XII. Administrator's Report

- Met with ITSportsNet in October. Went through our current database. This gave them a better idea of how to set up an online registration and database for individual sport and for our registration needs. I expect to hear back from them in two weeks.
- Advertising has been set up with The Sign Guy for NWLC, Sandra Schmirler Centre, and a location in the south (used Plum Garden on South Albert for Fall) to run December 4 until January 4 minimum (depending on registrations received may be extended). Ad and editorial has been sent to Leader Post to run in the December Winter Activity Guide. Do we want to consider an electronic billboard?

ACTION: Jodie will get estimate on electronic billboard.

- Sent request to Barb that Spring & Summer School be added to their next agenda so that printed materials can be ready for January competitions.
- Christmas Ice information was sent via email and is posted in the lobby.
- Directory and Handbook. If no revisions are required it can be printed and distributed immediately.

ACTION: Jodie will notify Board that the deadline for revisions is Monday and will go ahead with printing and distributing to follow.

- Revised Bingo information – a few lines were missing
- Will revise information at beginning regarding timelines for responses.
- Advanced CanSkate Parent Orientation was originally scheduled for Week 7 of Winter I. Will send out a pamphlet in place of a meeting with parents. This will ensure all parents receive the information on how to advance after CanSkate.
- Skate Canada fees. We should consider having a no-refund policy on these fees and registering all skaters immediately. We run the risk of having an injury with no insurance.

MOTION: Rosanne/Leslie moved that we will revise Recreational Refund Policy to state that Skate Canada fees are non-refundable following first day of program.

THOSE PRESENT WERE IN FAVOUR – CARRIED VIA EMAIL DISTRIBUTION.

ACTION: Jodie will register all skaters for first day of programs, rather than wait three weeks for withdrawals, to ensure that all skaters and Club have appropriate insurance.

- Music machines. There are a few machines that do not work; usually the CD or cassette closure is broken. Fix or replace?

ACTION: Jodie will ask Garth Wright if he feels it is worthwhile to repair the larger machines.

- Road Show bid – available dates are Sunday March 1 – Tuesday, March 3. Sunday is Jean Norman.

ACTION: Will make a decision after Carnival Meeting next Wed.

- Pick-up cards? Should I make these?

ACTION: Jodie will prepare pick-up cards.

- Rules of Etiquette feedback? Permission has been requested from the city. No response yet.
- Office hours was suggested. Is this something the board wishes to consider?
The Board will not implement office hours at this time.
- Appropriate to include Seminar information in newsletter or on bullet board – or should it just go to coaches?
Jodie will continue to distribute Seminar information to coaches, on coaches' bulletin board and on the members' bulletin board (and in newsletter when appropriate).
- Sympathy card was sent to David on behalf of board.
- Thank you card received from Danielle Shaw for baby gift.
- Christmas gift for coaches?

ACTION: Jodie will ask Sharon Kupchyk if we can get \$25.00 gift cards in time for Christmas. Jodie will mail thank you and gift card to each coach. Jodie will also ensure PA's receive something for Christmas.

Adjournment 10:00 p.m.