

Minutes - Skate Regina – Executive  
May 13, 2008

Attendance:

Rosanne Boyarski, Laurie Hudema, Connie , Kim Mac, Leslie Gosselin, Cathy Wright, Lynette Keyowski, Janet Hornung, Ken Ready, Lisa Trembley , Susan Waldal

David Cznerick joined the meeting near the end.

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Meeting was called to order at 6:40pm

**Agenda / Minutes**

Agenda was reviewed and approved  
Motioned – Connie / Laurie

Approval of minutes from last meeting

Cathy requested changes be made that the microphone was not part of the sound system, this was purchased separate from the sound system for expenditure. Laurie has the invoice for the microphone  
Motioned – Kim / Roseanne

**Welcome to Exec**

Lynette welcomed everyone to the meeting to all the new and existing members and briefly spoke about the exciting year that we had ahead of us , and the importance we all play in the success of the club,.

**Strategic Planning Session**

Lynette reviewed the strategic planning session that was held and gave an overview of the session. The session was attended by skaters, coaches, parents, official, and board members.

A brief review the strategic document (which was emailed to all with agenda). The reviews of the document reflect some key issues. One of the key issues that continued to come in various time of the planning session was the area of volunteers We need to grow the base of volunteers that we have in our what are the strategies to attract new volunteers. With planning session we will need to look at creating now new policies and procedures and make some changes and how we do things.

We also need to look at our Communication/ Marketing Strategy - how do we encourage the public to come in and skate with our club. Discussion came up with do we have the right programs to attract the skaters.

Lynette also chatted about the wish list the club developed out of the meeting.

Lynette reviewed the Organizational structure document that was handed out - with respect to what it looks like today and what it could evolve to in the future.

### **Organization structure**

Several discussions took place with regards to how we should look the level of board members. We also need to determine some job descriptions for various functions (i.e.. Canskate / Skater Programming)

Susan indicated that we need to start with the basics and things will grow from there.

Org Structure; is that we need to move the club administrator – below the president and vice president.

Discussion came up that we should be adding the Regional Coach Rep which would be a dotted line from the Regional Coordinator they should both be within the one box. Barb Roberts is currently the regional rep.

Brief discussion arose to voting rights and in the constitution it states that coaches have a vote. However we as a board have the ability to make changes /options. Decisions with regarding wages / coaches/HR discussion would be closed to the board and not coaches.

Cathy indicated that they are currently the coaching reps her and David, however this could change at the next coaches meeting.

We also discussed; how coaches can bring information forward to the board or other HR issues. There is a pro-liaison positions currently open that would allow the communication from the board to the coaches and coaches to the board and open the communication flow.

We also need to have a discussion around the programs, selection/session and develop new guidelines

A future thought was have a internal and external vice pres that would each be responsible for various groups. We continue to have positions on the board that are still vacant that we need get filled. What are our needs and how many people we need, we also do not want to have too many as this makes it harder for decisions to be made. We need to have more detailed discussion around the structure.

### **Calendar of Events 2008/2009**

We went through each month and made any necessary changes. Please see attached document with the changes that have been made during our conversations (Lynette has made all changes in Green). I will add brief statements with regards to discussion around dates that took place.

It was indicated the coaches all received a copy of the calendar and no changes were submitted from the coaches.

Cathy W – asked if anyone submitted any information with regards to sends off - reply was no.

Connie discussed that a Bingo is on during prairie skate which could make it hard to get workers. Bingo is from Noon 6. Cathy will bring forward more information with regards to time etc for Prairie Skate.

Conversation took place about should be continue to have the spirit day in the fall for S.D. skaters. Barb has requested a date and will continue to be in charge of creating teams for this even. (this will be discussed at the coaches meeting)

Reviewed the test days and some days were moved around.

Synchro would like to get informed on training sessions re : programming trainers.

Test day in September, Connie was going to look back and see what was used for ice. Cathy indicated that with booked the test days; we need to leave enough time for skaters to get evaluated so they can work on this for Sask Skate.

Cathy will notify when the Sectional Send off will be in October.

It was discussed and agreed that we would move the Denise Hault from March to December - it was all agreed upon. Discussion took place as to do we leave it as what it is today, or expand it to include surrounding clubs or completely change the format. No decision was made we need to into this with more details. We talked that we do not hold a regional competition and maybe its time that we do hold one and change it to this format. It would get us on the map holding a regional.

We had discussion around having a "I Love Skating Day / Family Day", this would work as part of marketing to bring exposure to our programs. The Synchro could be doing a skate after we have completed our family date skate from 1- 4.

*\*\* We also need to review the process for singing up for ice times for the Xmas break. .. They are requesting 2.25hrs instead of the 2 hrs. The sing up sheets at the rink do not seem to be working.*

*\*\*Cathy will advise the date and times of the star skate send off.*

*\*\* Jan 3, 4 \_ host the Lets Dance Seminar – will need to book ice time, gym and classrooms at the DW*

It was talked about hosting a clinic day in Regina that would focus on some key areas that would assist the skater development skaters.

### Rec Programming

The coaches have put forth a recommendation on changes to the CanSkate Program (attachment was emailed prior to meeting).

Coaches that were present at this meeting was: Cathy Wright, Michelle Laycock, Louise Littman, Leanne Zborosky, Barb Roberts, David Czerniak

Cathy provided a review of the document, some of the key changes would be:

- Preschool and CanSkate sessions 45 minutes longer.
- CanSkate would be level 1-3
- Advanced CanSkate would be level 4-6
- They would also try and have age around the levels.

Discussion around the changes was made in respect to:

- additional sessions could be held due to shorter class time,
- need to look at the costs that would be charged for classes
- budget for increased coaches and ice time fees
- can we ensure we can get the skaters to have more ice time?
- adding more skating time in the East end of the city
- removing the PA from the classes, and having adult coaches on the ice with skaters (feedback from parents they do not want kids teaching their kids)
- PA would be moved to a mentoring program with the coaches
- Each rink would have team leader coach
- Synchro development – build relationship
- CanPower – increase
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The executive will form a committee that will review these recommendations and as well as look at budget as to what can be incorporated into these changes.

Leslie, Lynette, Susan, Lisa, Laurie, Connie, Jodie will part of the group and will see if Sharon or Kim interested on being on this committee. Committee will meet May 15<sup>th</sup> - Leslie/ Laurie will book a location  
Motioned: Susan/

Once the committee meets and review and make recommendations at coaches meeting will be called for May 22<sup>nd</sup> to review this information with all coaches. Jodie will have the calendar updated with the changes from earlier and this will also be reviewed.

Outcomes from the meeting on May 22<sup>nd</sup> will be discussed and reviewed at our next Executive meeting scheduled for June 5<sup>th</sup> or 6<sup>th</sup>

Leslie wants to see us create new brochures with our programs that would be sent out in the registration scheduled for distribution at the end of June. Suggestion was that we hire someone that creates this new brochure that will enhance our programs. If anyone has a name of someone that could do this it would be most appreciated, as this would assist in getting our information updated. This person would also be responsible for updating the website.

### **Acton Planning – Operational**

Facilities committee will be tabled at another meeting

Pro-liaison – Lynette will handle this for now, until a committee is established. This committee is very important to develop communication between the coaches and board, coaches can bring forth any requests and or concerns they have to this group. We need to establish process for one point of contact for the coaches.

### **Other Business**

Signing Authority needs to be changed to remove Ken Ready and add Lynette

Motioned: Lisa / Susan

True Sport Community Fund - discussion around applying for this grant to for Skate Regina. Lynette will review the true sport grant and see what is required for us to apply.

Janet also indicated that they have not seeing anything from S.R. for the MAP grant? Laurie will look into this .

There is also a General Motors Grant that can be applied for – we will look to see if this is available. (Lisa found this on GM website – need to be completed for next year)

Gold Testing – this was a previous motion for Nov/Dec that all gold skaters be paid \$50. As of today skaters have not been paid. This should also include Jr. competitive test skaters as this falls in line with the gold testing. We need to verify all skaters and issue payment.

### **Monthly Meeting / Format**

All reports from various committees should be submitted to Lisa; so that she can include with the agenda for the meeting, therefore we all can all review the written documentation ahead of time.

Agenda items will be sent 1 week prior to meeting to Lisa

*\*\* Need to determine the best date of the month to hold the meeting*

Meeting adjourned 9:54pm

**\*\* Action Items**

