

*Rideau Skating Club
Board Meeting Minutes*

January 12, 2009

Attendees:

Angela Justason, Steven Welchner, Marietta Massart, Dan Gray, Donna Johnston, Katrina Millard-VanLuven, Mary Lou Mulvey, Tricia Scott,

Absent:

Cathy Glavine, Robyn Hopkins, Kim Stewart

Approval of January 12, 2009 Agenda:

- *Approved by Board*

Approval of December 10, 2008 Minutes:

- *Approved by Board*

President's Report:

Angela

Discussion on options for work distribution, sharing data, need to avoid duplication of data entry between work of Registrar and work in Finance, and whether we need to hire contractors/employees to assist in completing our work.

Action Plan:

Determine who our current provider for our website and email is.

Check with Goulbourn S.C. to see what its technology set up is for registration and finance

Set up technology committee to look into software and hardware options with a focus on minimizing duplication and sharing data over a secure network. Composition of Committee will be Dan Gray (Chair), Harold Glavine, and Todd Jefferson, with Marietta Massart and Cathy Glavine setting out our objectives and maintaining an advisory role. The Committee should then make a report to the Board with recommendations. Aim is to have this approved in March, and ready for Registration in August.

Robyn and Marietta will meet to discuss ways of performing the work and dividing up the work, and will provide recommendations at the next Board meeting. Cathy will also be consulted in developing recommendations.

Remember to include data on skating tests passed as a database field.

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Financial Report: Marietta
We are in a similar position to last year with respect to our finances. We have a healthy surplus. Statements have been delivered.

Action Plan:

MARCH 2009 - Marietta will document considerations we took into account last year in calculating end of year refunds.

Registrar's Report: Cathy
Refund request from a parent and tot session. Child is too young. Request is supported by CanSkate coach.
■ *Approved by Board*

Coaches will make sure that Add/Change Forms and cheques go to Cathy for verification, before being given to Marietta.

Action Plan:

Review Registration duties i.e. software requirements, so another person can assist with data entries.

FEBRUARY 2009 – RSC would like to offer an info session to CanSkate parents informing them of the figure skating sessions offered.

JUNE 2009 – Add non refundable Skate Canada fee to new 2009/2010 registration form.

Publicity Report: Dan
Photos are done (55 people, 35 purchases – made \$225 for the RSC).
Article went to Manotick Messenger following Sectionals, but it was not published despite the Messenger's agreement to do so.

Coach Rep Report: Katrina
Katrina addressed proposed policy for RSC Coach Professional Development. Katrina will make some changes to the policy and distribute to the Board for approval at the next meeting. All in agreement that the Policy, if passed, will apply this year (for expenses incurred between May 2008 and April 2009).

The Club bought a thermometer to determine temperature and humidity levels in the arena – this data will then be used to approach the City with RSC's concerns relating to the warmth (or lack thereof) of our Arena.

The coaches are aiming for a Seminar in April.

Action Plan:

Angela & Katrina will work together to compose a letter on behalf of RSC to the City with regards to the cold arena.

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Special Events Rep: Mary Lou
EOSIC Send-off February 14th (Saturday) upstairs at the arena.

For Junior Nationals, good luck cake and drinks – date will be coordinated with Jan.

Update on Fun Day (April 25th). Coaches take care of on-ice activities, led by Brandi. Two-hour off-ice gap needs to be filled as well.

Sleepover – need a parent volunteer. If no volunteer, no sleepover. Sleepover to be held on Friday/Saturday February 6th, 7th if it proceeds.

Event for Ecuadorian skaters – Friday January 23rd. Angela will send an email, asking for RSVP. Starting at 7 pm. Meet and Greet. Munchies. Limited to Special Juniors and up. Q&A period between skaters. Informal. Structured opening activity. Give a small Canadian momento to each skater (Angela to take care of purchasing mementoes). Hall will be booked from 6 p.m. to 9 p.m.. Dan will look after publicity. Angela to contact Denise Ferris to invite.

Special Junior showcase – move to March 28th.

Skater Development: Donna
Test day January 21st. Six trained music players, but each are in exams and therefore not able to assist. Angela will assist if no one else is found. Next year we will have to keep the high school exam schedule in mind when we request test dates. Training of music players will occur in April.

Other Business: Board
Food drive – over 100 pounds of food collected at RSC Christmas party – given to North Gower food bank. Extra loot bags went to Women's Shelter in Ottawa.

Metcalfe has asked if the RSC is willing to pay 50% of the purchase of a harness at Leitrim. We will look into this, suggesting that Metcalfe make a costed proposal.

Action Plan:

Coaches will follow up with representatives from Metcalfe.

Meeting Adjourned – Next Meeting February 11, 2009