

*Rideau Skating Club
Board Meeting Minutes*

November 12, 2008

Attendees:

Angela Justason, Steven Welchner, Robyn Hopkins, Cathy Glavine, Donna Johnston, Brandi Fowler, Kim Stewart

Absent:

Marietta Massart, Katrina Millard-VanLuven, Mary Lou Mulvey, Tricia Scott, Dan Gray

Approval of November 12, 2008 Agenda:

- *Motioned by Steven Welchner*
- *Approved by Board*

Approval of October 8, 2008 Minutes:

- *Motioned by Cathy Glavine*
- *Approved by Board*

Financial Report:

Marietta

Marrietta Massart was unable to attend the Board meeting, but RSC Finances are in good standings.

Action Plan:

DECEMBER 2008 – Board will discuss outstanding refunds.

Registrar's Report:

Cathy

The Board further discussed RSC software requirements, and whether the Club should purchase already existing software or hire Harold Glavine to design a program that would cover the needs of RSC.

Action Plan:

JANUARY 2009 – 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 once their child has completed their CanSkate levels.

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

Publicity Report:

Angela

The Board has agreed that all information being posted on RSC web, will be issued to Dan, who will ensure that it is posted on our web.

Dan Gray unable to attend the Board meeting, but provided the following comments:

Bulletin Boards

- The main board is now basically complete. A few details remain to be added with respect to Canskate, test date schedules, upcoming competition schedules, Board info and picture, Rideau logos, and the Skate Canada Logo. The "glass" also needs to be cleaned up. I will continue to work to get these things completed over the next few weeks.
- I've acquired the materials to create the base for the second bulletin board. The infrastructure will be in place this Saturday. As Angela and others have suggested, we can place the photos around the edge. They will be placed independent of skating level. We can then place other posters etc in the free space. I suggest that the events portion from the main bulletin board be moved to this one.

Display Cabinet

- I will be making a board that fits in the upper cabinet that the 4 plaques will be mounted on. The board will be covered with dark blue "velvety" type cloth. I want to put the Club logo in the middle. For the time being and will enlarge the one from the web site and have it laminated at Costco.
- I believe the club needs a professionally done logo that we can use for displays, letterhead, etc. The current one is fine, but it just needs to be professionally drawn and maybe the skate blade updated a bit.

Alan Dean Photo Shoot

- I have arranged for Alan Dean to take photos of the test stream skaters on Saturday, November 29, 2008 at the Manotick arena. More details to follow.
- I'll soon be developing an email to be sent out to all test stream skaters (parents). Angela, if you could proof this, it would be appreciated. Also, I've never used the distribution list ... some help here might be required. I am assuming that the special juniors are included.
- We can also notify coaches to advise skaters.
- A signup list will need to be created. I will do this. As I'm only at the Manotick rink for a short time each Saturday, maybe this signup sheet can be left in the coaches room? I'm open to suggestions as to how we can get this task done if anyone has any better ideas than this.

Coach Rep Report:

Brandi Fowler represented the coaches at this Board Meeting, and advised everything is running smoothly.

Brandi

Action Plan:

Donna will check over the First Aid kit

DECEMBER 2008 – Katrina will review the possibility of offering coaches financial assistance for participating in professional development.

Special Events Rep:

Mary Lou

Mary Lou Mulvey was unable to attend the Board meeting, but provided the following comments:

- Sectional Sendoff was a great success. We had about 30 guests, and I was very pleased to see all of the coaches attend. The kids had fun and displayed a great sendoff to the sectional skaters. I would have liked to see a better turnout from the sectional skaters; there were only 7 in attendance. Next year I think it would help if we announce the date earlier, and ensure that it does not interfere with Minto's date. I found that the facilities (Kelsey's restaurant) worked out great!
- Regarding the Dress and Skating Attire sale, we sold 12 items in total. We may want to approach another club (e.g. Minto) to see if we can combine our efforts.
- The Christmas Dessert Night has been scheduled for Friday, December 12th. The flyers have been printed and are in the coaches room. I have recruited Julia (Claudia's mom) to help me with loot bags and the coordination of volunteers for upstairs. Santa is ready, and we are awaiting registration forms to determine how many additional skaters we will need insurance

Action Plan:

Steve will take care of the insurance policy for Non Skate Canada Members for the upcoming Christmas party.

Other Business:

Board

Policy Review:

The Board reviewed and made a few minor changes to the Refund Policy.

Action Plan:

Angela will amend the Refund Policy and circulate for final approval to all Board Members before posting on RSC's website.

Kim will circulate the Skater Recognition Policy to be discussed at next meeting.

Steve will redraft RSC Program Assistants Recognition System Policy to be approved by Board.

Meeting Adjourned – Next Meeting December 10, 2008