



Board Meeting Minutes

September 9, 2009

Attendees:

Angela Justason, Peggy Austen Robyn Hopkins, Denise Dziubaniuk, Kim Stewart, Cathy Glavine, Donna Johnston, Mary Lou Mulvey, Dominique Loftus, Brandi Young

Absent:

Dan Gray

Approval of September 9, 2009 Agenda:

- *Approved by Board*

Approval of May 28, 2009 Minutes:

- *Approved by Board*

President's Report:

Angela

Angela welcomed everyone back to a new season and advised that Rideau Skating Club now has a new email address rideauskating@gmail.com

Financial Report:

Robyn

There is no financial forecast to be presented at this time.

The QuickBooks Pro 2009 has been working well, and Robyn & Denise are able to access the program without any complications.

All accounts receivables have now been collected.

Due to a price increase issued from City of Ottawa, RSC implemented a very minimal ice allocation fees increase.

The Board reviewed the Guest Skate Form followed by RSC and discussed the need to increase the fee. It was agreed by the Board to increase only Non-Members guest skating fees, the fees charged for RSC Members & Associate Members will remain the same for 2009/2010 season.

The following is the distinction between Members, Associate Members & Non Members:

MEMBERS: Are Skaters that are registered for sessions with Rideau Skating Club, skate under the supervision of Rideau Skating Club coaches, and represent Rideau Skating Club under Skate Canada.

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ASSOCIATE MEMBERS: Are Skaters that are registered for sessions with Rideau Skating Club and skate under the supervision of Rideau Skating Club coaches.

NON MEMBERS: Are Skaters that are not registered for sessions with Rideau Skating Club or do not skate under the supervision of a Rideau Skating Club coach and represent another Club under Skate Canada.

The Board agreed to set a flat rate of \$12.00 per skater for additional ice, with no partial session rates accepted. This is ice that has been booked by RSC but is not being used due to a Canskate session being cancelled. If there is not enough interest in the ice, the ice will be returned to the City on a month to month basis extra.

Robyn advised that the RSC calendar is posted on our web, which consists of various important dates, competitions, cancellations, etc. and everyone is encouraged to reference it.

Robyn made a request that all Canskate coaches email their invoices, in order to expedite payment.

Action Plan:

- Cathy will confirm the maximum skaters allowed to guest skate for each session.

Registrar's Report:

Cathy

After tonight's registration, there are only 9 Canskate spots remaining, which fall on Tuesday at the Fred Barrett Arena. Registration went extremely well and very manageable

Test Stream numbers are running about the same as last year, with only Special Juniors on Wednesday appearing to be a little low.

Action Plan:

- Cathy will update the current brochure, and send to Zaiqing to fix on the web.

Publicity Report:

Dan

Dan was unable to attend, but provided the following report:

Registration Campaign

- approximately 2,400 RSC CanSkate flyers printed and distributed to 14 schools
- ads in 4 school year-end news letters, campaign targeted JK to grade 3 kids
- 13 large signs updated and placed around south-end (Thanks Angela)
- posters at Fred Barrett (Leitrim) Arena

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- posters placed in stores around Manotick and Osgoode (Thanks Lesley C.)
- ads run in Barrhaven and Nepean local papers
- taking signs down is scheduled for late September

Technology

- registration component on-hold until sufficient time is available for all involved to formally review and comment on products

Bulletin Boards

- Planned updates to main BB include:
- Photo/bios (need updates from the coaches and new bio/photo from Tom)
- Ice schedule (Thanks Zaiqing)
- Cancellation dates, Test dates,
- New crest
- PA schedule (Andrew to provide)
- Autumn Skate 2009 poster
- Club Jackets Announcement
- Upcoming Six0 sale
- Second BB use:
- Last years photos to be printed and put up around edge
- Balance of area for special events and notices

Display Cabinet

- Stand for 5th plaque has been purchased
- New Club crest still required
- Light still required

Web Site

- Zaiqing is doing a great job and basically has control over it

Club Jackets

- would like to offer both the classic club jacket (current blue and black one) and what I will call the on-ice jacket or fleece, both will have new club crest, skater name optional
- talks have begun with SixO to examine on-ice jacket options (fleece tricort & shei)
- plain black or black/blue on-ice stylings are available
- supplier yet to be determined (local preferred)

Coach Rep Report:

Brandi

Brandi requested that someone take on the responsibility of checking RSC's email account to ensure that all emails are allocated to the correct person and responded to in a timely manner. The Board agreed the Secretary will take on this task.

New harness for Leitrim is still ongoing. Metcalfe is having issues with the City regarding insurance. The harness at Manotick Arena needs to be inspected.

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New this season is the Canskate Orientation, which will be held September 18th, 19th, 21st, and 22nd and will offer parents and their skaters the opportunity to attend an off-ice session and be informed of what to expect during their lessons. The skaters will arrive with their helmets and gear. At this time, only a few have opted to attend.

RSC's video camera is not working and needs replacement.

Action Plan:

- Kim will coordinate with Jan the procedure for filtering emails.
- Peggy will take care of having Manotick's harness inspected.
- The Board will discuss the purchase of a new camera after the budget is prepared.
- The process for coaches that apply for a position with RSC, will be tabled for another meeting.

Special Events Rep:

Nothing to report for this meeting.

Mary Lou

Skater Development:

First Test Day will be held Wednesday, November 18th.

Donna

Other Business:

Peggy advised that there are many new Canskate coaches and has prepared a spreadsheet with dates the coaches will be available.

Board

Angela presented a schedule for reviewing Rideau Skating Club's policies each month:

- September** – Refund Policy
- October** – Program Assistant Recognition Policy
- November** – Skater Recognition Policy
- December** – Dispute Resolution Policy
- January** – Coach Professional Development Policy

The Board reviewed the Refund Policy this evening, and agreed to include a date of April 15th as the final date to request a refund.

Action Plan:

- Peggy will provide Robyn with a copy of the coaching spreadsheet
- **Next Meeting** – Discuss Club's storage requirements.

Meeting Adjourned – Next Meeting October 14, 2009