

**Meeting Minutes
Rideau Skating Club**

Date: February 7, 2007

Attendees:

Kathleen Hedley, Angela Justason, Marietta Massart, Robyn Hopkins, Kim Stewart, Cathy Glavine, Steve Welchner, Sue Wildey, Kim Taplin and Katrina Millard,

1. **Approval of February 7, 2007 Agenda: Kathleen**
Approved by Board
2. **Approval of January 10, 2007 Minutes: Kathleen**
Approved by Board

Skater Recognition Policy

Task:

- **Katrina will redraft the policy with proposed changes based on January 10th meeting, and bring back to the Board for final approval.**

3. **Financial Report: Marietta**

Marietta reviewed financial forecast. .
The club continues to project a positive forecast.

Marietta stated that coaches need to complete Change Forms when a skater changes sessions.

Task:

- **Board will require someone to design a Change Form, for coaches to use. Angela/Sue will look for form that was used in previous years.**
- **Katrina will remind all coaches that Change Forms are required when skaters move from one session to another in order to assist the Registrar.**
- **Cathy will prepare a new registration list of Special Juniors and circulate to all coaches for verification.**
- **Marietta will include with next months forecast what our reserve ratio is in and how it compares to the target of 60% that was set out by the board in March 2003.**
- **Marietta will research the Federal Sports Tax Credit and provide more information for May's meeting.**
- **Given the positive financial forecast, board members are asked to send any ideas of items that might be purchased and benefit the Club over the long term to Kathleen**
- **Kathleen will prepare a list of items, which require purchasing. The Board will prioritize at the March or April Meeting.**
 - **New Harness**
 - **New Signs**

4. **Treasurer's Report: Robyn**

No report for this meeting..

Task:

- **Robyn will provide a report on Training Ice use by members in April.**

5. **Registrar's Report: Cathy**

Refund Policy is ongoing.

Task:

- **Angela & Katrina will draft a more comprehensive Refund Policy for both the Canskate & Test Stream brochures and report back at the next meeting**
- **A new paragraph will be added to the Canskate brochure regarding allocation of coaching time in the Canskate program.**

6. **Marketing & Publicity Report: Sue**

Sue is now accepting cheques for payment of jackets

Sue expressed concern that there are too many newspaper articles being published to cover all competition events, and the club should look at reducing the coverage.

Task:

- **Sue ordered a jacket demo**
- **Sue will consult with all coaches to compose a list of competitions that should be publicized and bring back for Board approval at next meeting.**

7. **Ice Show: Kim**

Auditions have been held and roles are posted.

Kim reviewed required expenses for the Ice Show and possible revenue, which is estimated at an approximate cost of \$3,000.00 to RSC.

Ice Show Tickets will be sold at \$6.00/adult and \$3.00/child over 5.

Group Numbers and Canskate costumes will be taken care of by RSC and Teststream skaters that have a main role will be responsible for providing their own costume

Task:

- **Kim T. will issue individual letters to skater with main roles advising them of their costume requirements, etc.**
- **Katrina & Angela need to advise Kim T. by Feb. 10th who the coach contact is.**
- **Kim T. will review ice time requirements for ice that has been booked in March, and will be advised by mid February if there is any ice time that is not needed.**
- **Kim T. will post a sign-up list for volunteers, which will include a break down of what the requirements are for each duty.**
- **Kim T. will work with coaches to prepare a budget for the Ice Show.**
- **Kim T. will compose a list of items required for the show. This**

list may be beneficial as family members may be able to donate or assist in obtaining items that are needed for the show.

- **Sue will take care of the publicity for the show.**
- **Kathleen will approach companies for donations to the show.**

8. Coach Rep Report: Katrina

Seminar with Manon Perron will be held February 26, 2007 from 9 to 12 and 1 to 4 – schedule to be determined. The skaters will be split into 2 groups: Junior and Senior.

Cost for Rideau Skaters will be \$30.00 and non Rideau Skaters - \$60.00

Board approved to spend \$2,000.00 to host the seminar.

Task:

- **Angela will prepare a registration form and give Katrina a draft copy for review.**
- **Kathleen will circulate to other skating clubs**

9. Other Business:

Board for 2007-2008

All Board members have agreed to return as members for the 2007-2008 year.

Coaches Rep position is an elected position, and will be decided by the coaches and decision communicated to the Board by the AGM.

A Canskate Rep is also required to represent the Canskate skaters.

Task:

- **Kathleen will draft a general list of criteria to qualify for the position and obtain coaches approval and recommendations.**

Board looked at the option of picking up more ice time from Leitrim, but chose to pass.

Tiffany Hayward, a former Rideau Skating Club member is studying physiology and would like to do a study on nutrition and figure skaters.

The Board has agreed to allow Tiffany to visit RSC on February 24 and distribute info packages to the Senior Skaters age 12 and over. The package will include a parental consent form and questionnaire that should take each skater approximately 10 to 15 minutes to complete.

Meeting adjourned – Next Meeting March 7, 2007 @ 7:15 p.m.