

*Rideau Skating Club*  
*Meeting Minutes*

*May 16, 2007*

---

**Attendees:**

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

**Approval of May 16, 2007 Agenda: Kathleen**  
■ ***Approved by Board***

**Approval of April 11, 2007 Minutes: Kathleen**  
■ ***Approved by Board***

**Review Action Items: Kathleen**

- Track training ice usage by skaters and provide the board with updates to decide if changes to the policy are required
  - Minimal training ice was required this season, and the Board will review again next year.
- Receipts to be provided for all cash payments
  - Receipts will also be issued for payments made to coaches.
  - **Marietta will place receipt book in filing cabinet.**
- Coach's volunteer hours – how are they distributed? Do we need the paid Canskate position?
  - **Coaches will review volunteer hours for the season as they look at distributing tasks for the coming year, and will also review paid CanSkate position with respect to the newly created CanSkate Board Rep position.**
- A new paragraph will be added to the Canskate brochure regarding allocation of coaching time in the Canskate program.
  - **Cathy will ensure that this is carried out.**
- Effective immediately, to avoid long outstanding accounts, after 30 days from date of invoice, skaters will be denied access to the rink until payment is made.
  - ***Approved by Board***
- Federal Sport Tax Credit will commence in the 2007 tax year, but it still isn't clear what is eligible to be claimed. Skate Canada will send information when it becomes available. This will impact next year's registration and receipts will need to be issued at time of registration.

*Rideau Skating Club*  
*Meeting Minutes*

*May 16, 2007*

---

- **Marrietta and Cathy will work together to find an efficient way to prepare receipts.**
- Katrina has a list of volunteers to play music during Test Days. A group has been trained and the volunteers will work in pairs during Test Days.
  - **Katrina will ensure that Test Chair has a copy of test music.**
- Items to be purchased were approved in April (nothing outstanding)
  - Cathy purchased an IPOD and service plan for RSC
- During RSC regular season, any test that is done outside the Club that cannot be done at RSC, will only be charged \$15.00, and the club will credit the skater's account for the difference.
  - RSC will continue to reimburse skates for the difference.

Skater Recognition Policy:            Kathleen  
Kathleen redrafted the policy with an annual support limit.

- Approved by Board

Financial Report:                        Marietta  
Marietta provided all members with the Financials for 2006-2007 Season.  
The Club continues to forecast a positive return for the season.

The coaches should have a draft schedule prepared by late June as the Ice Allocation Committee will be starting meeting as soon as the ice confirmation is received which is generally the first week of July.

Ice Show Video:                        Sue  
Due to poor quality, DVD copies of the Ice Show will be not be available.  
Thanks to Greg, Rob and Harold for their efforts.

Coach Rep Report:                      Katrina  
Alicia Rock will not be returning to RSC next season. The available coaching position will be advertised for a short period.

- **Katrina and Kathleen will converse with Marietta the qualifications that should be posted.**

*Rideau Skating Club*  
*Meeting Minutes*

*May 16, 2007*

---

AGM Meeting: Kim

RSC's AGM Meeting is Saturday, May 26<sup>th</sup> from 10 a.m. until noon. Peer awards and badges will be given out.

- **Katrina to provide Kathleen a list of Canskate recipients.**
- **Kathleen requires a brief report from all Board Members to convey at the AGM Meeting.**
- **Sue will take a picture of the Canskate kids showing the President Canskate Honour Roll Certificate for 2007, which was presented to Rideau Skating Club by Skate Canada.**

Canskate Board Rep: Kathleen

Tricia Scott has been nominated for the Canskate Board Rep position.

The following is a description of Canskate Board Rep's tasks:

- Return phone calls for information requests for Canskate program (this is very active in September, and then falls right off to almost nothing, but does require one the order of 2-3 hours of work per week (15-20 minutes or so a day) for the last 3 weeks of September)
- Be present at the first Canskate session for each Canskate to give out name tags etc to the skaters (we will have other volunteers to help too)
- Produce any information handouts as needed (eg advising Canskate parents of different club events etc)
- Attend RSC Board meetings (once per month for September - May)
- Based of feedback from parents, advise RSC Board and coaches on how we can improve our Canskate program
- Try to attend Registration Night
- If possible, assist Registrar with online registration to Skate Canada

Meeting Adjourned – Next Meeting To Be Announced