

Moore Skating Club Board Meeting Agenda & Minutes

Month: January 2023

Meeting Link:

Attendance Status Actions From Previous Minutes By Who Status

Caley Resigned 1. Ice Show Budget to Be Reviewed to reflect changes to costs (ie no lights) Marianne / 50th C In Progress
Marianne Present 2. Family Of 5 - Refund Marianne Completed
Celia Present 3. Refund Policy Katie In Development
Joanne Regrets 4. How tests get Uploaded to SKate Canada - tabled from last meeting BOD Continue on with current practice.
Mackenzie Regrets 5. Power Skating - Updated Schedule Marianne Done
Katie Present 6. Schedule b/w Christmas & NY Marianne Complete
Jess Present

Agenda Accountable Discussion Approval What Needs to be done By Who When

1. Approval of
Previous Month
Meeting Minutes President? 2. President's Report Marianne

We thank all our families for participating and all families will be expected to sell 5 in leu of the 100.00 cheque this year. We have had good response so far with many asking for additional calendars.
Can Coozies are available and I will try to have them at the rink so promote. They too will be available at the fl shop. Thank you Nicole Smith for the Sponsorship.
Thank you
Marianne

President - cannot make motions
Katie - Motion to accept
Jess - 2nd All in Favour NA Na Na Happy New Year to everyone.
We are welcoming our newest board member Celia who will complete the year for Courtney who was unable to complete her year.
Thanks for joining us Celia!
Ice show plans are underway with forms out and fundraising events in play.
Calendars have been handed out to all skating families and a request that any power families that can sell or purchase to please let us know. If you have anyone ask for additional calendars they can be picked up at LaPiers Flowers.

None NA NA NA

https://docs.google.com/spreadsheets/d/1-PS19U-DhMJHk_gUE_LpSrHgH02mr9a4YOsBYVgyhaA/edit?usp=sharingPower Skating Session 3 - in motion. Lots of new (session1 & brand new). More work to get registered with Skate Canada. Carol has been working
=sharing REviewed and Approved.
Jess made a motion.
Katie to accept.

Good morning,
It appears that people are still confused about the process of how spending should occur and run in a board setting. With it being a new year and new members I thought I would provide a quick overview and provide clarification of our current situation.
Moore Skating Club's fiscal year runs from **April 1st until March 31st**. We are currently in the 2022-2023 Season that ends March 31, 2023. Registration with Skate Canada does not match this fiscal year and runs from **September 1st until August 31st**, meaning that registrations completed for this season will continue through summer sessions if held even though they will be in the following fiscal year. In a board setting you are not able to spend any money that has not been documented and voted on first. **Question - what is meant by "in a board setting"**
Currently our **general budget has not been approved** and therefore each item **requires a motion in a meeting that is documented in the minutes PRIOR to spending**. This motion should include an **approximated cost and how you got that cost**.
Currently an Ice Show budget was put forth; however, it is no longer valid as the target dates were not meant for fundraising and the costs changed drastically with the lighting contract no longer being included. This means that as a **board a new plan and amendments to the budget should be discussed and documented in the meeting minutes**.
Currently the following items would need to be addressed in the next meeting and documented prior to ordering/spending: 1. More ribbons/badges
2. supplies (paper/ink)
3. Ice Show costumes and other related costs as well as how Ice Show will be moving forward.
If anything else is required to order prior to the next meeting (when voting can occur) the board will need to discuss and document in the minutes with a motion outlining what that will look like and the approximate cost.
Please reach out if you have any additional questions
Mackenzie

Budget Reviewed
& Approved. NA na NA

3. Treasurer Report Kenzie Joanne/Mari
Absent.
Report Provided.
Budget Uploaded:

4. Registration Report
anne
with Marianne to place skaters. About half skaters for sessions have re registered. Some sessions are fairly full. None NA NA NA Canskate Ribbons handed out monthly on Tuesdays
Treat were given on the last tuesday before Christmas break - Friday night treats will be given on next session as ice was canceled due to snowstorm
5 star tests were done in December

1 complaint received about PA on Tuesday Nights
Request for more Canskate Ribbons sent to board - to fill friday's needs and prepare for nextyear
4. Coach Report Jess 5. Secretary Report Katie 6. Bingo Update Katie

Jess - reached out to other coaches - Nothing from Carol and Karen. None NA NA NA Shared Folders & Permissions
Operations Manual Development None NA NA NA No Update.
New Volunteers in the pool. NA NA NA

best for skater.

No Update - Kenzie absent.
Tests - until end of Season will stay with paperwork from Club Jess has documentation for.
If we want to revisit we can in future.

meal/voucher. Skater is charged a fee for test.

Karen asked that Shea have a test done. Kenzie recommended another club.
ML spoke with Skate Ontario rep - We are obligated to provide 1 test day a season to our skaters when requested. Dont feel we can do that, we need to provide access to another club.

Jess - recommends another club/test day.
Past practice - coaches skate in multiple places and are aware of test days and can assist with facilitation
Test Chair - is to provide a letter to verify skater is in good standing and qualify to take test. In this circumstance skater has received this letter.
Approach moving forward - Test Chair is to speak to coaches to determine if tests are needed and arrange for date and judge. If Test chair can find alternate location/date that is reasonable, it can be offered.
Move forward - **Coach and Test Chair to work as a team to do what is**

Test chair was asked - Skater that needs a traditional test day.
ML provide overview of Test vs Assessment to new Board members. After a specific level skaters are judged by Skate Canada official. MSC has a skater that needs a test day Feb. Test chair is to arrange for a Judge to come in during a regular session. Judge is offered - mileage and

	practical - before end of January.	coaches. KL - to send out	
	2. Jan 20, 2023	Costumes Karolyn - trying to know what we have planned. Question: Money for costumes - starting to pick out costumes - only a few weeks before picture day before costumes. Boys are a challenge. Want to start making orders. ML: BOD recommended & approved a \$2500 budget for costumes. Need to approve how Karolyn can access money. Person who is purchasing - overseen by a Board Member. Karolyn is ordering and Marianne can provide oversight. Utilize teh club credit card. Treasurer has not provided CC access.	Spirit Wear - portal opened - there is a deadline --> March 12. Everything will be available at the show. Small Fundraiser going on - Can Coozies - available at rink, shop, most of them will sell at the show. Nicole has agreed to do another one --> \$5. original batch 100...30 were printed before holiday. Will get rest shortly. Anticipate many will be purchased by Alumni. If you want to sell - let Marianne know. Celia will be arena on Thursday -- she can take and try to sell. 100% profit!
1. Jess - relay to other coaches to work with Club Test Chair to determine what will work best for skater.	ML - to share Reply from Skate Ontario with BOD. 7. Test Chair Report MacKenzie Jess - relay to other coaches to work with Club Test Chair to determine what will work best for skater. None Karolyn Lapier is joining Working towards another route for lighting - hoping to have answers today from companies getting quotes from. Update the Board once recieved. Consideration: Board will need to make a vote outside of meeting once information is received.	KS: Question about - what do costumes typically cost? - KL - prices have increased dramatically in the past year..dont have much in boys other than vests....	Calendar - can do again later.
2. ML - to file with BOD correspondence with Skate Ontario with regards to matter.	Karolyn - Thank you to Jess & Karen - have been great to deal with and prompt in information. Appreciate their participation and report. Getting little ones into groupings. - Tomorrow Send Jess & Karen solo music. Taken music from previous shows - kids will make choices and Karolyn will make the cuts. - BOD - behind in registration because went out late. Tuesday session as of now - all forms submitted have been contacted by me. 10 skaters confirmed. 2 not skating. 2 no package picked up - maybe they are not skating anymore. 5 skating assuming are skating. - Marianne & Karolyn - ask parents if they want to skate with a family member "parent & skater" number - working on a plan. Working with Jess & Karen. Ask: leading up to show - power skating ice - wondering chance that we can use that ice for group numbers? Time for private skaters to learn solos. Ice is still booked with the Club. All regular ice Up to 25th on Rink 1 Marianne - To follow up with arena about ice availability. Coaches want to start preparations end of February - week of show - Wednesday night is Set up - we have ice Thursday and Friday exclusively. - Tue night will combine with Friday for rehearsal. Karolyn to work with	How it was done in past - provided with a budget and be reimbursed. 4 weeks to get costumes out. Action: email to get skater responses. Access to funds: Option 1 - Marianne provide Karolyn access to CC # for costume purchases. Motion Karolyn given access to CC with ML oversight Option 2 - TBD. Parameters on expense report - all bills are submitted by picture day Feb 26 for all expenses. Costumes \$50 - might be more for private skaters. Hard to know until making purchases. Make budget work with what we have. Marianne - weekly updates on progress. Motion: Karloyn has access to CC for online, motion to local purchases - Jess Motion, Celia 2nd. All in Favour. Fundraising - going well. - all but about 20 outstanding - need to be returned this week. - havent been able to get in - try to drop off at Shop first of week.	Picture Day - Metcalfe booked - will do photos free and parents can purchase - will provide club with program photos at no charge. Hall Rental - \$24/hr - booked for 6 hours. Once we have groups & numbers - schedule and cut hours. Arena - will only bill for what is used. Sunday Feb 26. 3. KS - to develop Test Day guideline for future reference 3. Katie 3. February 14, 2023
1. Jess & Kenzie 2. Marianne			
1. As soon as reasonably			

Lighting - 2 DJ Companies that do DJ & Sound --> both are london area. 1 has experience with skating shows. Putting quotes for a lighting show. Significantly less than what talking about.

Marianne/K

1. Marianne follow with arena re ice availability
2. Costume - access to funds plan. Provide weekly update
3. Updated budget to be provided once

8. 50th Committee
Update
arolyn

Marianne - ensure updated Ice Show Budget to be provided once costs are known with quotes. NA quotes are completed Marianne Feb 14

New Business Discussion **What to be done By Who When** Quote - 2 sleeves of paper and ink - \$96 Staples - Against "Office Supplies" in Operating Budget
Motion - Katie, 2nd Celia

1. Printer & Ink Reimbursement Marianne
- All in favour

ML to work with Kenzie on purchase. Approved ML to work with Kenzie on purchase. Marianne Jan 31, 2023

2. Canskate Badges

Marketplace Joanne Nothing to discuss. Joanne able to pick up. NA

& Ribbon
Reimbursement Jess 3. CLub Dresses on \$375.55

Motion - Jess, 2nd - Celia - All in favour
Jess arrange payment with Kenzie Approved Jess to work with Kenzie on payment Jess Jan 31, 2023
1. Jan 31, 2023

Came across - minimal obligation BOD Skate Ontario and links to Skate Canada.

Items that we havent done --> Not registered for SOCAN licence? Potential consequence - fines.

Action - Treasurer to obtain SOCAN licence.

4. SOCAN License Marianne

<https://www.entandemlicensing.com/> None Would like to book to ensure it can get printed into Program. Will be posted on Website, Social Media & at Arena.

30 days notice is min. 60 days is proper etiquette.

Marianne Propose - books close March 31 - AGM - April 30 2023

1. Register for Licence: <https://www.entandemlicensing.com/>
2. ML to Provide information from Skate

Sunday evening.

- Rationale - 7pm and can book Hall at arena - can do inperson/online...gives Treasurer to wrap up books. Gives new BOD opportunity to get things going. Hire Pro's sooner.

Motion - Katie.

Question - when has it been held in past. Often held in May. If held in May - people have moved on. Earlier gives us best chance for

planning. 2nd Motion - Jess
Canada for filing

1. Kenzie

Social Media, Ice
2. Marianne
2. Jan 31, 2023

AGM Details to be communicated to club membership via Website,

All in favour. Approved Take care of Awards for end of year. Collecting awards that need to be presented.
Engraved at local engraver. Collect Amateur coach of year --> last year winner might still have it.
Show program & Arena posting 1. Marianne Jan 31, 2023

5. AGM Date to Book Marianne

Celia to reach out to Mackenzie if have the trophy. NA Celia to collect awards. 1. Celia Jan 31, 2023

6. Celia - Job Marianne

Adjournment Jess Motion.

Next Meeting Date & Agenda Items

February 14

1. AGM Discuss Nominating committee. Determine who is running and who has another year. 2. Awards Coaches to nominate awards. Marianne to send in advance.