

## ***Club Administrator Report –December 2020***

### **Spring/Summer/Fall Ice update:**

\* The Ice User Group meeting was pushed back to December 16<sup>th</sup>. They are now talking about pushing it back to the new year. I will let you know when I find out the plan.

\*Winter ice requests typically due in early February so I will have requests ready for the January meeting. They are wanting to know if the Dawe expansion will proceed as planned

**Test Days-** High test day is December 8<sup>th</sup> was postponed. Coach Assessed tests are complete.

**Bookkeeper financial statements** – reports for October will be sent out once they are received. Please approve.

**Picture Day-** ordering is complete. Ordered the club photo for our annual calendar.

### **Group Program Registration:**

**Jan- Mar** - is open and people are registering.

**Oct – Dec** - I have started processing refunds.

**Prestarskate & Starskate Registration:** I feel we need to see what happens moving forward. With Prestar we can still add classes at the end of the season to make up lost time. I am currently waiting to hear back from the City if they will continue to open a facility so Starskate can continue.

**Volunteer Commitment-** everyone has their commitment set and are fulfilling their responsibilities.

**Competition Request-** I have checked with the Section and we can apply to host a competition in 2022. I have contacted the city about ice. I need to talk to Shelley at the City but I believe there will be no special events allowed due to the closure of the Dawe for renos. And we can apply for an event in December with Skate AB.

**Coaches Gift:** for Xmas, approval.

**Dryland Meeting Space:** The renos are in progress. They are making good headway. They need to add an emergency exit door, which increase the price. They are amazing communicators and send regular updates.

**Spring and Summer Dryland Programs:** I have moved forward with booking the **FIT and FLEX** class room space for spring and summer. There is minimal availability in April but I have things booked for May, July, August. We will be using Meeting room C. It has a rubberized floor and mirror. As well as booking space at Servus Arena. There is potential that the Collicutt will be closed for May and June for plant upgrades. And if it renos run late they will move our booking to Servus for the summer. **P2P & TTB** spaces have also been booked.

**Grants:** I have a zoom meeting scheduled with Elise to start to plan the website upgrade. I am hoping she can do it while the website is up and running so we do not have down time. I will order the barres for the room upstairs. I just need to credit card to be completely empty so that there is room for all the fees for the barres.

**PA Gift Cards:** I will be purchasing these today or tomorrow to distribute.

**Report Cards:** we have decided to move forward with completing these and I will mail them out to our customers.