

# April Minutes

## *Red Deer Skating Club Executive Meeting*

***Tuesday April 15, 2024***

*7:30 pm Zoom*

1. Call to order @ 7:34pm

2. Approval of Agenda (motion) – *motioned by Sherri-Lynn Husch, seconded by Ashley Brant*

3. Approval of Minutes from March. (motion) - *motioned by Darla Heil, seconded by Ashley Brant*

4. Approval of Financial Reports (motion) – **February** – *motioned by Sherri-Lynn Husch, seconded by Ashley Brant*

5. Reports.

5.1 competition Report (Darla Heil)

5.2 Assessment Coordinator Report (Ashling Kelly)

- E-transfer request from parent
  - *Could we implement using e-transfer for assessment days*
  - *Tabled to next meeting to find out more about the internal process, concern is on adding considerably more work for the administrator or volunteers*
- Assessment day, May 28, 2025
  - *Evaluator is booked and confirmed*
  - *Partner day May 7<sup>th</sup> & May 21<sup>st</sup>*
- Senior ice session requirements
  - *Asking for a refresh on what is the requirements for the senior ice sessions?*
    - *In spring summer and fall all the sessions are open sessions*
    - *In winter we have 3 sessions of intermediate/senior combined; the level is to have passed their star 4 free skate*
- Music playing
  - *We will add into the policies that where possible there will only be one person in the music box during the sessions unless training*

### 5.3 Gaming Report (Brandy Lucas)

- No report

### 5.4 Special Events (Sherri-Lynn Husch)

- No Report

### 5.5 VP report (Ashley Brant)

- No report

### 5.6 Social media report (Jessa Addison)

- No report

### 5.7 Prestar rep (Zulfiya Hubley)

- No report

### 5.8 Coach's Report (Jess McKay)

- Coach LOI
  - have confirmed with Ashley that the coaches have sent in their Letter of Intent for next season. Unsure if there are coaches not returning
  - *President would like a copy of them sent to her*
- Star skate meeting
  - had a meeting with StarSkate coaches last Wednesday. Approval of summer forms and went through the policies and procedures. Questions were asked and suggestions were made.
- Spring Canskate started
  - Spring sessions for CanSkate has started - Daytime and Evening. Evening classes are full and daytime classes are mostly half full. Donna is off for knee surgery and has subs in place as far as I know.

### 5.9 Presidents Report (Andrea Phagoo)

- no report

### 6.0 Club Administrator's Report

Full report in email:

- Fall permits have just arrived, winter permits have not
- Program Numbers noted
- All skaters are registered with Skate Canada
- Profit/loss spreadsheet for group programs, prestar and starskate provided

- Approval of Prestar skate form and the date of May 5<sup>th</sup> –*motioned by Brandy Lucas, seconded by Ashley Brant*
- Approval of Starskate form and the date of May 5<sup>th</sup> –*motioned by Brandy Lucas, seconded by Ashley Brant*
- Policies and procedures
  - *changes:*
    - *Add in a section to identify which director positions will coordinate with Director 1, 2, 3, 4, 5 and 6 as referenced in our Bylaws*
    - *Club operations (m) – change “website” to “social media”*
    - *Canskate numbers – change to “maximum” of 10 per coach*
    - *Coaches – updated to contracted from May-April*
    - *Partnering – add “up to and including assessment day with assessment day fees”*
    - *Assessment (e) remove “drop-in” just have “ice fees”*
    - *Parent and skater policy (e) adjust to “starskaters” from “members”*
- Approval of the Policies and Procedures document with above changes and formatting to be completed – *motioned by Sherri-Lynn Husch, seconded by Ashley Brant Bylaws*
- Bylaws– template from Skate Alberta
  - *Motion to have two-year terms – motioned Ashling Kelly, seconded by Ashley Brant– no one opposed*
  - *Motion to approve that “No Directors may be related to each other or to the Coaches Representative by marriage or heredity” – motioned by Brandy Lucas, seconded by Ashley Brant– no one opposed*
  - *Motion to approve that the maximum number of terms is three terms – motioned by Sherri-Lynn Husch, seconded by Ashley Brant Bylaws - no one opposed*
  - *Motion to approve the bylaws as a presented with the change of Director 2,4,6 in even years and Director 1,3,5 in odd years - motioned by Darla Heil, seconded by Ashley Brant - no one opposed*
- *Motion to approve the Terms of Reference for the Financial Committee motioned by Brandy Lucas, seconded by Ashley Brant - no one opposed*
- *Terms of Reference for the Nominating Committee – tabled to next meeting, will seek clarification from the Section before presenting to the board*
- AGM and Gala
  - *Notice will be sent out 7 days before the agm*
  - *Gala plans in progress*

- Approved for a grant for the adaptive program and paperwork was submitted
- Section AGM is on June 7<sup>th</sup>
  - *we will discuss who would like to attend at our next meeting*
- City of Red Deer banners for Provincial Winners 2023-2025
  - *We need to supply the banner \$240*
  - *Deadline is June 1<sup>st</sup>*
  - *Motion to approve \$500 for banners for the City to hang to promote the achievements for our starskate championships by Zulfiya Hubley, seconded by Ashley Brant*
- *Motion to approve \$50 gift card and flowers for Miss Donna for her knee surgery by Brandy Lucas, seconded by Ashley Brant*

6. New Business:

7. Old Business:

8. Adjournment Time: 9:10

Next meeting:

*Gala*

Meeting Attendees:

*Patti Somers, Andrea Phagoo, Ashley Brant, Ashling Kelly, Jessica MacKay, Jessa Addison, Brandy Lucas, Darla Heil, Sherri-Lynn Husch, Zulfiya Hubley*