

**Peterborough Figure Skating Club  
Board of Directors Meeting  
Lori Atkin's Home, 1368 Wildlark Drive  
Monday July 13th, 2015  
6:30pm-9:00pm**

## **Agenda**

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Business Arising**
  - a. Constitution- Next Steps, Lead**
  - b. New Coach Bursary- Next Steps**
  - c. Club Ware/Banner**
- 4. New Business**
  - a. Confirmation of Board Positions**
  - b. Session Structure for Fall**
  - c. Review of Board Planner**
  - d. Sport Kawartha Sports Expo**
  - e. August Board/Coaches Meeting**
- 5. Committee Reports**
  - a. Membership**
    - i. Registration Days**
  - b. Carnival**
  - c. Session Reps**
  - d. Music**
  - e. Treasurer**
  - f. Test Day**
  - g. Synchro**
  - h. Coaches Rep**
    - i. Ideas from Coaches Meeting**
- 6. Next Meeting Dates**
  - a. To be determined**
- 7. Adjournment**

## Minutes from the Peterborough Figure Skating Club Board Meeting

Held Monday July 13, 2015

**Present:** Lori Atkins, Hallie Atter, Erica Diamond, Chandos Hickey, Kim Morello, Tara Paul, Colleen White

**Regrets/Absences:** Jyoti Chandra, Lynn Raycroft-Little

Special thanks to Lori for the use of her home and thanks to Hallie for bringing snacks!

Recognition of the contributions of past board members, Diane Sargent (who will remain our Ice Liaison and representative on the Parks and Recreation Board, Alana Jolley (who will continue as our representative on the Sport Kawartha board as a Director), Cindy Mein-Moloney and Susan Sparkes

1. **Constitution:** The constitution has been reviewed by Hallie, Chandos and Tara over the past year and must be updated since the last known update was in 2008. Tara and Chandos will continue to add and revise so it may be put to order at the May 2016 AGM for consideration and voting. We will also seek the legal advice of a club parent who is also a lawyer to make sure we have all that is needed.
2. **New Coach Bursary:** In the spring, the board had decided to move forward to initiate a Bursary to be awarded to club members/skaters who wish to pursue their coaches' qualifications to support the new growth of the club and hopefully ensure that coaches will continue to work with our club as they attain their levels through Skate Canada. We need to establish criteria for the application with the possibility of awarding up to \$200 to two applicants each year. Kim enlightened us with the stages and steps that need to be taken to achieve a coach certification which includes online training, first aid, shadowing and video taping of skills. Hallie will follow up with Cindy Mein-Moloney and Diane Sargent to see where they left off after last year.
3. **Club Wear/sign:** Club sign to be ordered from Signarama for registration in August – Banner as well for club events and competitions.  
Club Wear- Tara has been working on contacting various local businesses to receive quotes for items and will continue to visit Ricarts, Hobies and the Pete's store to obtain samples that can be displayed at registration for ordering. We will have ordering in August/September as well as a second order before Christmas. Jackets will have the logo on the back with names on the arms and we will see pricing for t-shirts and leggings. We will also look into other items for purchase such as chapstick, hairbands, mitts and scarves. Once an order form is available, Kim will ensure Forge puts it on the website as well.
4. **Board Positions:** Tara moved that perhaps the job of President can be shared for a year so that there may be two contact persons to deal with the large amount of business to be handled. Hallie and Tara will co-chair the President position, Kim will continue as Treasurer, Chandos will continue as Test Chair with possibly Jyoti shadowing, Erica will continue as KidSkate and CanSkate Parent Session Representative. We will seek new parents to come forward to represent Pre-StarSkate, StarSkate 1 and 2 at the sessions. Colleen will assume the Membership/Registration chair, Tara will continue as Media Chair, all board members will work for Club Spirit/Fundraising. For Music Chair, Kim will send an email asking for volunteers to assume responsibility for each session (SS1 and SS2). If there is little reply, we may need to charge an extra fee at registration and hire someone to play music. Emails will be sent and need a reply by August 1, 2015.
5. **Registration:** Registration has already been booked at the Evinrude for August 19, 22 and 31. Colleen is working with Kim to take over the process. Erica and Tara will review the member handbooks to make sure they are up to date and ready for the registration nights. Tara moved that we make the code of conduct a prominent part of the handout so that it is clear from the beginning that all members of PFSC obey the rules regarding respect and kindness especially on social media and in emails.

6. **Session Structure:** We had some discussion about the coaches' suggestions for how to structure the sessions for the upcoming season. The coaches had some new ideas regarding how the warm up (previously the Stroking sessions) could look. The Monday session would be cancelled and the coaches could work with 2 separate groups for the Friday Session, alternating different techniques that could be taught to the group as a whole. There was some concern regarding working with as large a group as 30 skaters if all groups were mixed but Lori suggested that the weaker/younger skaters could work on some skills with one coach to the side or the middle while the older/more experienced skaters could work around the rink with another coach. We also discussed naming the groups differently to begin to reflect the new structure of Skate Canada. The younger group would be the Pre-StarSkate (previously CanSkate Advanced) and we can rename the StarSkate groups either A and B or by number. If possible, we will look into getting extra ice for further development. Parents/Skaters will be offered the option on the Registration to gauge interest. Extra ice would likely be obtained at a rink outside the city (Keene, Lakefield or Millbrook). Kim has the list of probable skating session interest as obtained by coaches and all sessions seem somewhat balanced with 5 skaters moving on or resigning from the club. The Monday session will be the most populated with the Friday session less popular. It was decided that we will ask Lori to get the coaches input regarding where to put an additional Kid/CanSkate program on either Monday or Friday night. The Friday night would be preferable but is dependent on coach availability.
7. **Test Days:** Test days are tentatively booked for October 26<sup>th</sup> (Low Test Day), December 16-18 (high/low) and March 28-30 (Low). Test Days must be sent to Skate Canada for approval in May of each year. The coaches had some concern with the cost of tests as well as putting as many tests on session as possible. Parents are not charged for the ice unless their skater is trying a test. Test fees come from ice rental, judge fees, administration costs and Skate Canada fees. Whenever possible, costs are kept to a minimum. It was suggested that ice time be made up on another night and this may need to be at another arena since ice availability is so precious.
8. **Carnival/Interclub for 2015-16-** Interclub will be in Bobcaygeon Feb. 27-28, 2016. Carnival discussion involved having a showcase at Christmas so as not to interfere with EOSIC, test days or other competitions in March. However, it seems that the consensus is that some sort of Showcase should take place at the end of the season in March. Lori will propose the options to the coaches and get back to the board asap. The club will need to notify Bobcaygeon if we wish to participate in Interclub. The 70<sup>th</sup> anniversary of PFSC will be in 2017 and perhaps we can celebrate with a large Carnival incorporating guest skaters and the Synchro club.

Meeting was adjourned and the rest of the agenda will be discussed at the next board meeting in August. TBD.