

**Peterborough Figure Skating Club  
Board Meeting  
August 3, 2011  
Minutes**

**Present:** Diane Sargent, Kim Morello, Hallie Atter, Cindy Mein-Moloney, Jennifer Campbell,

**Regrets:** Christine Mulders (Competition Chair), Catherine Pede (Music Chair)

**1. Welcome:**

Diane Sargent opened the meeting at 7:00 and welcomed the members.

**2. Minutes of July 13, 2011:**

The minutes of July 13, 2011 were reviewed. A motion to accept the minutes as presented was made by Hallie Atter and seconded by Kim Morello. All in favour.

**3.0 Reports:**

**President Report:**

Diane Sargent presented the final schedule for the PFSC Fall School and the schedule is as follows:

Starting September 12<sup>th</sup> through to October 9, 2011 (Memorial Centre).

**Monday and Wednesdays evenings:**

6:05 to 6:20 Intermediate Stroking

6:20 to 7:25 Intermediate session

Flood

7:35 to 7:50 Senior Stroking

7:50 to 9:00 Senior session

**Sundays**

2:00 to 4:00 Open

\*Sunday September 25<sup>th</sup> has been changed to 10am to 12pm.

PFSC registration for both Fall and Winter:

Tuesday August 30, 2011 at the Evinrude Arena from 5:30 to 7:00pm.

Wednesday September 7, 2011 at the Memorial Centre from 5:30 to 7:00pm.

Monday September 12, 2011 at the Memorial Centre from 5:30 to 7:00pm.

\*Coaches will be reminded again at the meeting on August 17<sup>th</sup> that their skaters must register for the Fall School by September 7<sup>th</sup> so that they will be registered with Skate Canada before the Fall schedule starts. Otherwise they will not be insured and will not be able to skate until their membership has been renewed.

Diane Sargent is going to have PFSC decals made and ready to sell at registration.

Diane Sargent asked Cindy Mein Moloney to have coaches inform her of all their potential skaters for the 2011/2012 skating season.

There will be a volunteer sign up sheet circulated for the Doors Open event on September 24, 2011.

Diane presented a picture from the 2011 AGM that will be displayed in the PFSC trophy case.

Winter schedule:

Discussion: Diane is going to request more ice time during the week after Christmas and March Break. This will give skaters an opportunity to skate during the scheduled two week breaks. PFSC has been given some ice on Thursdays to make up for the Sunday ice time lost because of Petes games.

The photocopier in the office has been cancelled with the office connection. This will decrease office costs by \$200 a year for maintenance.

Coaches for the Sunday Session:

Discussion: PFSC needs coaches that are willing to coach during the Sunday session.

Action: Review the resume that the club has received, advertise on the EOS website and discuss the situation with the present PFSC coaches at the Coach's Meeting on August 17, 2011.

Diane Sargent has reviewed and revised the PFSC rules and etiquette book for skaters. Cindy Mein-Moloney is going to read over the rules so that they will be ready to hand out during registration and the Coach's meeting.

Program Assistant (PA) training:

Discussion: The PAs need to be trained before the winter session begins and the board will be looking at a possible Sunday for their training. The training will take place off ice.

Action: Barry Morrison, the Canskate Coordinator, will ask coaches which skaters may be interested in becoming a PA.

Canskate Coordinator position, Barry Morrison:

Discussion: The board discussed the need to confirm an hourly rate for Barry. When considering the rate, the job description needs to be clearly outlined (ie. leading the warm up).

Coaches on the ice during the Canskate sessions:

Discussion: At the Coach's meeting the board will discuss the job description and time paid for during this session.

### **Treasurer Report:**

Kim Morello reviewed the projected expenses for the 2011/2012 Winter Session and a Fall session registration form.

Kim Morello reviewed the PFSC bank balance as of August 3, 2011 with the board. A motion was made by Hallie Atter to accept the PFSC bank balance as of August 3, 2011. Seconded by Diane Sargent. All in favour.

Kim Morello discussed the information that Collins and Barrows need in order for the audit to be initiated. She spoke with Sharon Kay, the bookkeeper, and discovered that Sharon had not yet forwarded the books to Collins and Barrows. Sharon Kay was waiting for the bank statements for the month ending on May 31, 2011. This information is needed before an audit can begin.

**Secretary:**

Nothing to report.

**Coaching Rep:**

Cindy Mein-Moloney has been in contact with all of the PFSC coaches about the upcoming meeting and reviewed the list of coaches that will be attending the meeting. Cindy will email the coaches again to remind them of the date and time of the meeting.

Cindy would like to take time with the skaters the first week of skating during stroking time to review the expectations and rules for both the skater and the coach.

**Test Chair:**

Hallie Atter has been in contact with other Test Chairs in our region and discovered that within our grouping (Havelock, Lakefield, Norwood, Bancroft, Havelock, Millbrook, Otonabee and Warsaw) there are only three possible test days that can be applied for. A club must apply at least three months prior to test. The only clubs that are interested in potentially applying for and having a high test day is Norwood, Peterborough and possibly Havelock.

Test days for PFSC to host:

Discussion: After careful review of the ice time hours and dates that other clubs have confirmed their tests (Norwood is having a high test day late November/early December, and Havelock may host a high test in March) the board has selected some dates to apply for tests.

Action: Hallie Atter is going to apply and look into the following dates for tests: November 7, 2011 (low test day), February 1, 2011 (low test day), February 2, 2012 (high test day) and March 2012 (either a low only or a low/high if Havelock is not hosting a high test day).

**Media Chair:**

Hallie Atter presented options and prices that she has researched for advertising the PFSC registration dates for both Fall and Winter School. After careful review the board decided on the option that the ad will be in both the Peterborough Examiner and the Peterborough This Week.

Hallie Atter discussed the different ways that PFSC can also advertise for free.

**Competition Chair:**

Nothing to report.

**Fundraising Chair:**

Kim Morello presented the mandatory fundraiser for all PFSC members – selling the large Cadbury chocolate bars. This PFSC makes a 33% profit with selling these chocolate bars.

Kim Morello has scheduled the Pizza Days for the Canskate sessions; October 25, 2011, December 30, 2011 and February 14, 2012. The PFSC makes a profit of \$14/pizza.

Kim Morello is also waiting for confirmation on an ongoing optional fundraiser for all PFSC family members and friends at both the Boston Pizza locations in Peterborough. Once confirmed there will be more details to follow.

**Music Chair:**

Nothing to report.

**Carnival Chair:**

Kim Morello will have carnival information available and included in with the winter registration package. It will state that all PFSC winter members will be taking part in the carnival on Sunday April 01, 2012.

**Next meeting: Wednesday August 17, 2011**

Moved by Hallie Atter to adjourn meeting  
Seconded by Kim Morello

Adjourned: 11:00pm