



**Board Minutes**  
**November 7, 2016**  
**Okotoks Skating Club – Board of Directors**  
**19:00 to 20:47 at The Duke Hotel**

**Members Present:** Melanie. H, Dave S, Christine W, Lindi C, Kenda G, Kerri R, Christy K, Yvonne N.

**Regrets:** Elissa W, Tara C., Jayme S .

**Called to order: 19:07**

1. Approval of Sept. Minutes: Dave moved to approve, Kenda seconded.
2. Treasurer Report: Dave circulated statements from Club accounts which included the transfer of funds as per AGLC Preliminary Audit Report.

Group reviewed findings and recommendations from AGLC Preliminary Audit Report. At meeting two items were discussed and voted on:

- i. Addition of Christine as third signing authority for the club. Yvonne moved to approve, Christy seconded. Dave to discuss with bank the combinations of signatures that would be allowed on the accounts.
- ii. To address the issue of segregation of duties it was discussed that the Club investigate having a bookkeeper for entries into QuickBooks. Lindi moved to approve, Christine seconded.

Melanie will formulate a response to the report. All members to have their comments returned to Melanie by Thursday November 10<sup>th</sup>.

Dave will circulate the approved use of gaming proceeds list from the AGLC to the group.

3. Harness Inspection: Harness has been inspected and documentation is in the Coaches' Office.

4. Competition Update: Kenda is waiting on rates from a few hotels in Medicine Hat. She has booked for Lethbridge at same hotel as last year for \$139/night.

5. Club Communications: Discussion around what is the most efficient way for the Registrar and Coaches to communicate with skaters. Others have experience with Remind, will ask Amber to set up an account. Question arose do we need cell phones for the Club so that people are not using their data for such communications. Dave will investigate cost of having cell phones.

6. Coaches Report: See attached copy of Kerri's report. Below are discussions that came from the report.

December 11<sup>th</sup> will be a test day, we have a confirmed judge. It was discussed that we look into confirming the Community Room for the day to have a base and possibly having a healthy potluck for the skaters. Kerri to discuss booking with Jayme.

December 11<sup>th</sup> we have been invited to a Calgary Canskate Competition. Kristen and Brittney will put together a list of invitees for this event.

December 11<sup>th</sup> will also be the Canskate Christmas Party from 1 - 2. We will need to check with Amber as to how many skaters we can have on the ice at one time. Plan is to have ice time and then cookies and hot chocolate rink side.

Kerri would like a couple of board members to attend meetings with Serena regarding spring and summer ice times. She would like to target December 15<sup>th</sup> for finalization for these sessions. Christy and Christine volunteered to attend.

7. Fundraising: Lindi met with seven parents to discuss a separate fundraising group. Below are notes from Lindi's meeting:

- Given that we do need to create a committee/association separate from the OSC Board, we will definitely need to do some work to set this up properly. One of the moms works at a law firm and will look into the requirements for what is needed to create

the type of fundraising association we are looking at. There are more rules around “directed” fundraising (i.e. specific parents fundraising is attributable to their child vs. general fundraising that benefits everyone), so we need to clarify all that good stuff as well. In short.....this is going to take some time to set up so it will be a bit here before we can actually begin fundraising for anything.

- As we need to do some work to set this up properly to get going, a fantastic point was raised – is the majority of the OSC membership actually interested in participating in fundraising? It’s interesting – there was 7 parents at the meeting, all of which are very happy to help organize the committee and fundraising efforts on behalf of the club - but 4 out of 7 of these parents are actually not interested in fundraising for their child. They may support a fundraiser, but will end up writing a cheque themselves for the items (something many of us parents do!), which pretty much defeats the purpose of “directed” fundraising. Before we do all the work to set up a separate association, we would like to send a survey out to the entire club membership to validate whether or not this is something the majority of the club wants and will support. Can we create a survey (through Survey Monkey??) and have this send out – through Amber?
- If the majority of the club supports this, we’ll need to establish bylaws, rules and guidelines around types of fundraising, etc. A question for the Board – what type of skater expenses/fees will the funds raised be attributable to – i.e. registration fees, test days, coach fees, etc.

Lindi will compose a blurb for survey to get to Amber to send out to membership to see what direction the members believe we should be going with fundraising.

#### 8. Club Jackets:

Sample sizes will be available until November 10<sup>th</sup> at the rink.

Close of business: 20:47