

**February 19, 2020 7:00 –8:30 pm  
Avison Management Board Room**

**VCSSC Executive Meeting Agenda and Notes**

**Attendance:** Terry Lazaruk, Calvin Desmarais, Jessica Seely, Jeremy Seely, Trinda Elwert, Christina Bulmer, Laura Rusnak, Sean Baumann, Leal Baumann

**1) BCSSA Update (Terry)**

- a. No big announcements. Still some ongoing inquiries in regards to program funding from membership.
- BCWG and ST provincial's next big events.
- b. Looking for volunteers/venues for this year's BCSSA AGM. Discussion regarding whether we can team up with Prince George and Fort St. James to host in Prince George. Terry will contact the PG club (Meredith) and Fort St. James (Sandra) to see if they are interested in hosting in PG with us. Once Terry confirms whether FSJ and PG are on board, Trinda will call three different venues to what they can offer and get some quotes (accommodations, food, meeting rooms).

**2) VCSSC AGM and Year end:**

- a. Dates and times: March 20, to try and minimize overlap with other schedules and maximize attendance.  
Start time? 6:00 to 8:00
- b. Location? Terry will ask Kat about booking the Gospel Chapel gym again
- c. Advertising? Trinda will create a Facebook event; message will include skate return details (Tuesday, March 10<sup>th</sup>, 6:00 to 8:00 PM, Sean and Calvin will collect skates, which need to be returned sharpened and with hard and soft guards); provincial ST group can return their skates at the AGM or make arrangements with Sean Baumann
- d. Format? same as last year with pizza. Jessica will look after this.
- e. First new executive meeting for next year will take place after AGM.

**3) Financial Updates (Laura)**

- a. Current status – \$27,646 as of today; discussion regarding possibly adding some mat repair costs; would not be many mats needing repaired
- b. Upcoming costs/projected year end status -year-end forecast of around \$21,000 but we would expect more costs as well (e.g. AGM pizza dinner, mat repair) ; anticipate being below the 50% gaming grant requirement

- c. Discussion regarding applying for a larger gaming grant this year (previously applied and received \$10,000), as ice fees have gone up; will request \$13,000 this year (based on forecasts for next year's ice fees)
- d. Coaching costs discussion – should we provide support for coaches who are travelling to meets who do not have children who are skating? Decided we should look into forming a policy regarding this; need to do some research into what other clubs do and what their policies are; need policy defining what qualifies, including which meets qualify (outlined at the beginning of the year)
- e. Associate fee reimbursement cheques are ready and are being distributed as of today.

**4) Skate purchase update (Sean)** - \$2,948.40 for the purchase of 6 new pairs of skates (boots and blades); Calvin might be able to pick them up when he goes to Calgary mid-March; Trinda may be going during spring break too and could pick them up if needed

- how do we want to approach the long track skates going forward? Sean will start with an inventory to guide where we may want to go; could look into possibly renting long track skates from Fort St. James club
- still need soft guards for long skates; Jessica will look after having some made over the spring break
- re: content insurance – Sean asked for quotes and is waiting for Integris to get back to him

**5) Policy decisions and tracking (Terry)** - We had previously discussed the need to keep track of policy decisions (e.g. changes to skate rental fees, registration timing and refunds, etc.) and changes in an additional separate document from meeting minutes, as it can be difficult to have to go back through meeting minutes to find specific policies. Terry will go through past meeting minutes and put together a list, but will need help to ensure he has included all policies.

**6) Officials Platform update (Terry)** - Timing booth plans approved by district. Just waiting on sign off by Architects North. District is paying for the timing booth plans. Terry received a platform building estimate of \$2,000. Still need to get sponsorship for this cost. Terry will approach Coastal Gas Link, Vanderhoof Co-op, Rio Tinto, New Gold to inquire about donations. Scouten Engineering has offered to donate the cost of the platform design back to us after we have paid.

**MOTION:** Jessica Seely makes a motion to pay \$5,565.67 to Scouten Engineering for officials' platform design with the understanding that they will donate an equal amount back to the club. Motion seconded by Calvin Desmarais.

**7) Registration process update and next year (Trinda)** Speed Skating Canada has requested proposals for a new system, so it appears that they will not be going ahead with the Membership and Affiliation system (MAS) that they had previously been developing, which means registration is on hold. It will be ready on paper in case it is not ready by June 30<sup>th</sup>.

**8) Executive Team status**

a. Who's in, who's term is up, who's available...etc

- **(Meet Registrar)** Sara is done this year no replacement yet
- (Treasurer) Laura is finished– Christina Bulmer is stepping in
- **(Secretary)** Leal – term is up, no replacement yet
- (President) Terry – year 1 of term
- **(Vice President)** Calvin – position being filled out of the goodness of his heart as the position had not been officially filled
- (Club Registrar) Trinda – Is not an elected position; does not have a set term.
- (Meet Coordinator) Jessica – Jessica feels this position needs to be split (e.g. a person in charge of finding volunteers, a person doing paperwork, a person coordinating kitchen, etc.); maybe a meet coordination team (initially more work but would end up being easier)
- **(Officials Liaison)**, Vacant
- **Communications** – Jessica is ready to let this piece go.
- **Calvin (director) – term is up**
- Sean Baumann has said he is willing to step up as a director

-Terry has been familiarizing himself with the nomination process.

-Have to ask club for nominations. Ideally this should be done by the end of February.

b. Discussion regarding the need to get more volunteers. The idea was discussed to hold a parent orientation which parents must attend prior to skates being issued. It may be beneficial to explain that meets are our fundraiser and require a large number of volunteers. Trinda recommended providing a diagram to demonstrate all of the roles and duties required to run a meet. The orientation could be done at a registration night.

c. It was also suggested that it would be beneficial to offer a level 1 officials training. Terry will put request in

with ODC. Leal suggested that it may be helpful to provide more info to parents regarding who can and should take officials training (e.g. what happens at officials training? Who is suited for it? What will you get out of it?)

**Meeting adjourned.**