



Vanderhoof Clippers Speed Skating Club

Executive Meeting
February 7, 2018
SD91 District Office, Vanderhoof, BC

Present:

Jim McBride, Vince Sewell, Calvin Desmarais, Laura Rusnjak, Sara Lazaruk, Trinda Elwert, Jessica Seely, Jeremy Seely

Agenda:

Registration Changes & updates-Trinda
Confirmation of executive duties for the year- Jim
Financial Update- Laura
Dates for March meet & AGM
Meet requirements-Jessica
Training--coach/officials
Mats & skate equipment purchases--Calvin/Jim
BC Winter Games Committee comments- registration fee
Presidents' Teleconference Meeting-Jim
Gaming Grant in April/May
Skating Groups Update- Nicole absent- Jim
Next Mtg- (AGM) August exec mtg- Ice users mtgs- next season's meet dates
Other
Adjourn

Welcome- Jim McBride

Registration Changes/Updates- Trinda

Last season, Trinda updated the registration form in an effort to simplify. The current version still duplicates family information, as one completed form is required per skater. Trinda is looking at options used by other clubs to produce a streamlined multi-use form (1 per family) that meets insurance requirements. Some suggestions for improvement are: registration type selection (special event, adult class, regular registration), a regular registration system where gender and age indicate correct category; checkbox acceptance with list of individuals covered for multi-individual waivers; no initial skate rental for first-time fundamentals (allowing assessment of skating ability prior to fitting for skates later in the year); separate categories to cover a one-time special event skater vs an adult skater, etc. Trinda has looked at a variety of forms used by other clubs. Jessica offered to help brainstorm formats.

(A question was asked later in the financial update, if associate fee reimbursements are subject to volunteer hours per family. There is a line in our registration form that some have understood to say that helping with mats qualifies a family for an associate fee refund. However, all families are reimbursed. This can be clarified as part of the registration form update.)

Volume-related issues have been noticeable with the growth of the club. There is a need for a more structured registration process to handle a higher volume, to educate interested families about the sport and club expectations while still providing a welcoming experience, and to limit errors in registration. The executive is in agreement that if a registrant cannot accept our process of registration, no apologies need be made. Process is a useful form of screening since the club relies on joint effort, respect, and collaboration. At a stage of club development where we have reached our capacity in terms of coaches and adequate ice time, we do not need to recruit everyone possible. We hope to attract and retain those who will bring their best to the sport and be best served by it. All registration requests will be referred to the registrar who is supported fully by the executive in following procedure. Extraordinary circumstances may be brought to the executive. No club member should be placed in a position to personally accept or decline a registration request made outside of this process.

Early registration offered at the AGM to reduce summer workload was approved by those present. Early registration discounts will be given through May 31st. Regular registration will run until the end of June, at full rates. A case-by-case consideration will be given for “late registrations” (i.e. a long-time club member who forgets!) Reminders will be given and it is expected that club members who plan to return will have registered before the end of the school season. Club registration will close sooner than June 30 if capacity has been reached (as pre-determined by available ice time and coach capacity, per season). Skate fittings and information sessions will be better organized without late registrations that filter in after the fact. Going forward, registrations will not ordinarily be accepted once practices have begun.

We have to ask if the club has grown beyond our current capacity to support. We can't continue to support a growth trend every year unless other factors grow simultaneously: member contribution, coach development, executive succession, and ice time. We should look at our capacity realistically when identifying what we are able to offer to the community. Trinda asked for guidance in determining manageable numbers per age group, as she is the one with the responsibility to close registration before we are overtaxed. Each age group needs a maximum number identified. Was this year overly full? **Further discussion required.**

Confirmation of Executive Duties for the year

--Lorna Stephen has made a request to step back from the Secretarial position. For the remainder of this season, she has asked Jessica to resume taking the club minutes.

Jim is willing to continue as President for one more year.

No present executive members requested replacement. Erin and Ann, who were not present, will need to be contacted regarding their wishes for the next season. **Further discussion required.**

Current executive members are as follows:

President: Jim McBride
Vice President: Erin Baker
Treasurer: Laura Rusnjak
Club Registrar: Trinda Elwert
Meet Registrar: Sara Lazaruk
Meet Coordinator: Jessica Seely
Ice Coordinators: Jim McBride and Calvin Desmarais
Equipment Managers: Vince and Debra Sewell
Head Coach: Nicole Ebert
Media Liaison: Ann Douglas
Official's Liaison: Jim McBride
Secretary: Lorna Stephen (Jessica filling in)
Communications: Jessica Seely

Various strategies for executive succession were discussed. Vice presidents sometimes shadow a president prior to assuming the role. Other organizations have a Past President as the Vice president, shadowing a new president. We do not have a clearly defined role for the Vice president and it was discussed that some of the "extra" club organizational items such as clothing orders and grant applications might be taken on by the member in this role. **Further discussion required.**

Calvin suggested monthly meetings for executive/club members perhaps during a practice time, used for training & education: club/sport organization and structure, skate sharpening, assistance with mats, volunteer/official roles, etc. **Further discussion required.**

Jessica will send a copy of the minutes to the club.

Financial Update- Laura

Operating: Current balance = \$32,593

Remaining large expenses for the year: the final payment of membership fees to BCSSA & the Associate Fee refunds. Following these payments our estimated balance will be \$27,000*. To be eligible for the grant, our bank balance must not be more than 50% of last year's operating expenses, or \$20,070. By this criteria we should spend \$7,000 by the end of April to qualify for the gaming grant once again.

2016/2017 Expenses = \$40,141

For comparison, last year ending bank balance was \$18,561 = 46% of the previous 15/16 season expenses.

Gaming grant: Currently remaining \$2,726.00

Estimated February ice invoice: \$1737

Estimated March ice \$648

Unspent: \$339

*Club policy is to maintain a bank balance of a minimum of \$20,000, allowing us to keep our ice time should the club experience a down year.

Jessica will look into provincial development performance tier requirements (camps, meets, summer training commitments) and forward those that may be considered eligible expenses under the grant program. Last summer's dryland program 50% subsidized by the club worked well. **Further discussion required.**

Date acceptance for March 10th meet & AGM March 12th- Jim

The date of March 10th was accepted as the 3rd is no longer available. The AGM to be held on the 12th. A new portion of this event will be pre-registration for next year. Jessica will contact Scott Foods and ask if they will be open & able to handle a large order of pizza.

Meet Requirements- Jessica

The ice access booked for the 10th is from 8:00-4:00. Essentially this means a 6-hour meet possible, less time for a lunch.

The types of regional sanction available to us for the March 10th meet are: FUNale, Interclub Mini-meet, and Club Mini-meet. All require 2 certified Level 1 officials: Chief Referee OR Starter, and a Chief Timer. Medical requirements are the same as a provincial meet. (Northland First Aid was booked for this meet at full cost per our usual agreement with them: 1st meet in the season services are donated, additional meets held in the season are invoiced).

The FUNale offers a \$500 grant, but has a format defined in the competitions bulletin: awards given, etc. A club mini-meet covers club skaters only unless a member from another club regularly trains with the club on the same day as the meet is held. An interclub mini-meet provides the most flexibility for us -allows other club skaters to be invited if we choose.

A FUNale was posted on the calendar for Vanderhoof. Jessica will ask to adjust the posted meet type, and notify Hilary (Village arena contact) re: tables, glass panels removed for the event, etc.

Lunch was discussed- parents will be busier than usual with children in the McLeod play. A suggestion was made to ask the arena concession for a quote for catering (served upstairs).

Cost was set at \$10 per skater for a smaller meet.

Training

Officials training: Jim initiated a discussion with ODC regarding officials' clinics. They have offered to provide facilitators- which clinics did we want? **Further discussion required...**

Jessica will email Wim for clarification on official's clinics- can a Level II official conduct a Level I Clinic?

Coaches training:

Nicole completed her Level II coaching course. Jeremy, Calvin, Vince, Jim & Ann still need to submit a coaching video for evaluation, to complete the Level II coaching course.

Mats & Skate Equipment purchases- Vince

We should replace our ladders to use for dryland, as the club ladders are still missing. We have adequate mats. Shadow Leathers will be asked to fix those with ripped velcro. A few more small size skates are needed as the highest demand now is in the small sizes. An option was fielded to purchase kevlar cut suits and provide to parents of the club at a subsidized price, with a condition that they must be passed on within the club when finished. **Further discussion required.**

President's teleconference meeting- Jim

Vanderhoof has grown the most of all clubs in the province. BCSSA would like to know the secret. We have been very fortunate in terms of high enrolment and low costs, plus repeated successful gaming grant applications. Other clubs have to deal with very small revenue, paid coaches, and expensive venues. Across the province the clubs are down 150 skaters this year. This is a concern--numbers generate funding and as numbers decline so does support.

Gaming Grant application in April/May

It is expected that we will once again receive the grant if our bank balance drops by \$7,000 and all of the grant money has been used toward eligible projects. We should include another executive in the grant application process this year as only two of our members are familiar with the requirements.

Skating Groups Update -letter submitted by Nicole

Nicole's letter outlines the challenges of coaching 6 groups at different stages within our limited ice time. Several approaches have been tried without a real solution being reached. She proposes a greater offset between the two groups skating in the 6:00-7:00 block, and some minor skater group changes.

The executive present recognises the issues set out by Nicole and fully supports her in implementing the proposed group & time changes for the remainder of the season. Jessica will communicate with Nicole & prepare the letter for the membership as requested.

Next Meeting/upcoming dates -Jim

(AGM on the 12th) Jim asked for requests to be submitted for items at the AGM. Next meeting in August prior to the start of next season.

Ice users meeting in April: how many meets do we want to host next season? Without seeing the BCSSA event schedule, tentative dates are November 24, 2018; and February 23, 2019 for meets. Jessica recommended against future March meets as they conflict with several major meets and the McLeod school play production dates in which many of our skaters take part.

BC Winter Games-

Based on a motion made at the last BC Winter Games, the club will pay the \$175 registration fee for our 4 skaters attending (\$700). The motion referred to was passed subject to available funds in the club budget, to be confirmed at each Games event. Laura needs to know who to write the check to and where it should be sent.

Meeting adjourned.