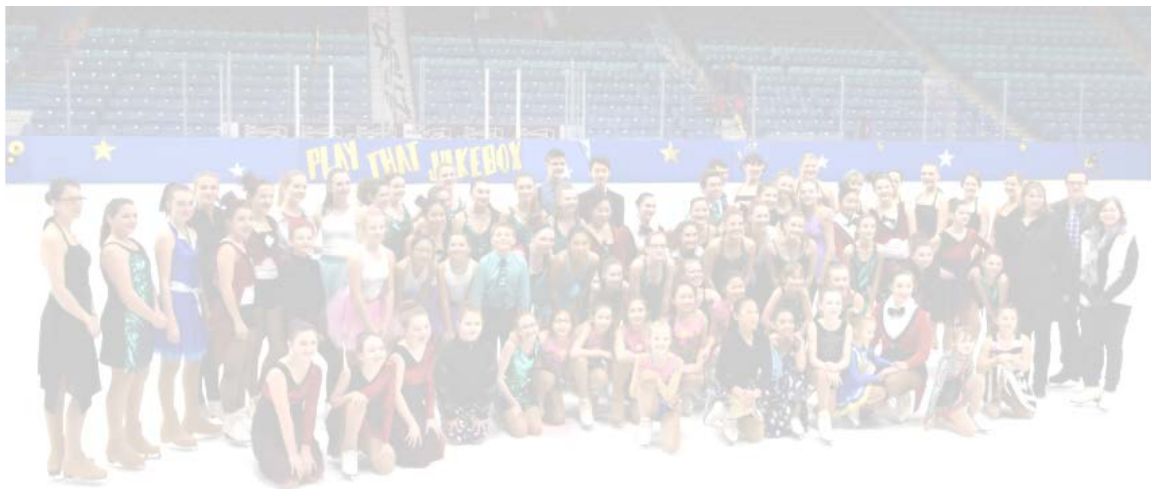




Annual Report

2015-2016 Season



Year End June 30, 2016

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Section 1

President's Report

President's Report SkateSaskatoon 2015/16

On behalf of the Skate Saskatoon Board of Directors, this report summarizes the activities of Skate Saskatoon from July 1, 2015 through to June 30, 2016. Our season began with our Annual General Meeting in September amidst significant changes for the administration of our Club. We spent 2015 transitioning from an office-based administration to an on-line registration and information system that began in May of 2015. Over the course of the year, we have become a fully integrated on-line Club. While the transition has been fluid and a learning curve for both Club members and the Board we have discovered the benefits of the online system and developed administration efficiencies allowing us to provide a leading edge, non-profit Skate Canada facility within our City.

With the new Board Members and the valued expertise of those Board Members that continued through the transition, we were able to take some steps to uniformly move the Club in a direction of governance suited to the skills of the organization. We undertook a governance training period beginning with the Club Manager and myself in July and August. We were joined by the full Executive in the Fall and ended with a number of Governance and Strategic Planning sessions with the entire Board in January. The level of participation and the demands on our volunteers was significant in order to effectively transition the Club while maintaining continuous operation.

With a lot of the muscle work behind us, together with endless volunteer hours, I am pleased to say that our entire Board is continuing into the next year. We do welcome new volunteers and members interested in giving back to our community at any stage in their skater's involvement within the Club, be it Learn to Skate Programs, Synchronized Skating Teams or Competitive Skaters.

Through our governance learning, several of our Board Members will move into positions where their skills are best suited and others will move onto the Executive to fill out the team as we now move into a stabilizing year.

Our Web based system is also changing and you will continue to see improvements as each season unfolds. We chose to sign up with a relatively new information technology Company that was developed as a business to meet the unique needs of Skate Canada skating clubs. We modified it to suit the needs of our facility but not without challenges. Your patience throughout this growth year has been appreciated. The many members now show their kind words of appreciation and are extremely encouraging to many who are working hard to sustain and maintain a sport for which we are passionate.

Blaise Kirchgiesner has continued to support our full service Skate Canada Programs while we phased in the on-line system. His dedication along with that of the team of coaches at Skate Saskatoon is greatly appreciated. While our entry-level registrations declined this year beginning in Winter, and carried right through to this Summer, we will continue to provide minimal cost changes and only increase fees where



absolutely necessary as we continue to provide a variety and affordable program of skating opportunities.

This year's successes included an exciting Ice Show at Credit Union Centre where we plan to stay for the 2016-2017 season! Thank you to the skaters, coaches, sponsors and many volunteers, that help bring this event to our membership. This venue when available is a beautiful facility, providing great memories and is often the highlight of the year for many of our skaters.

For the coming year, you may see some new faces in the office as our Skaters continue to assist with all of our Learn to Skate Programs and our financial team continues to streamline our management tools. For the months of September and October we will again provide bi-weekly registration sessions to assist skaters and their families to complete the registration process. We will return to a two-term system in all Learn to Skate programs to allow our members to accommodate schedule changes and give the opportunity for our growing athletes to participate in multiple activities while continuing their skating development. Lastly, we are pleased to sponsor both the Regional Competition at Skate Saskatoon as well as the Regional Synchronized Skating Competition at Warman's Legends Arena.

Your comments are greatly appreciated and we continue to encourage reaching out with questions or suggestions at any time.

Thank you to all our members' dedication and support of Skate Saskatoon. We look forward to the continued success of our year round dedicated skating facility and the warmth and friendships that we have built with all of our Skaters, Coaches, Volunteers and Staff.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Janice Paslawski'.

Janice Paslawski
President
Skate Saskatoon

Section 2

Club Manager's Report



REPORT FROM BLAISE KIRCHGESNER – JUNIOR PROGRAM
SUBMITTED for the 2015-16 Season

This was a 6th year program with four goals:

1. Ease the transition from Advanced CS (group instruction) to Option time (private instruction). There was a concern that the move from Advanced to option time was too broad and skaters did not know what to practice.
2. With the rotations of the groups, each coach got to work with each skater in a small group setting (1:5).
3. With the rotations of the groups, each skater got to work with each coach – this may help them make a decision on who they would like to take private lessons with.
4. Maintain the “social” aspect of skating through small group instruction.

The days of skating stayed the same as last year (Tuesday and Saturday). Parents from the Tuesday group and the Saturday group were given a parent information talk in the first week. Information was given and questions were answered.

My task was to develop and post the coaching schedule, with the coaches listed, groups listed, and the activity that should be happening on the ice. I also emailed these instructions to each coach prior to the sessions.

Coaches who instructed this program throughout the season were the Club coaches and Assistant coaches.

Summary of program:

- The skaters had to select Tuesday or Saturday (plus two options).
- The skaters were placed in predetermined groups according to ability. There were some adjustments made after the start.
- Each session would start out with 5-10 minutes of group stroking activities (lead by rotation of coaches)
- Each day, the group of skaters would be rotated to a different coach.
- There was a predetermined theme for each group lesson. The theme was selected based on need and on upcoming events (ex – elements program for competition; upcoming testday). The coach was in charge of instructing that group based on the theme for the lesson. It was up to the coach to structure the lesson so the each child received some individual and some group instruction.
- The final 5 minutes was open time for the skaters.
- Each group received 22 sessions

Group Lesson Time - Tuesday nights (5 coaches – 24 skaters)



Group Lesson Time - Saturday afternoon (4 coaches – 20 skaters).

Recommendations to adhere to:

- 30 skaters maximum (1:5 coach to skater ratio) for each session
- **if skaters have passed their 2 preliminary tests in any discipline** (ex – preliminary skills, preliminary freeskate, or complete preliminary dances), this is not the program to be in. This program is best geared toward skaters **WORKING** on preliminary skills, fs, and dance. Those passed this level may have struggled with the small group instruction since they were already used to the private or semi-private lesson format. Also, it increased the spread from the highest level skater to the lowest level which made grouping and instructing more challenging.

NEW – as in the past, on Saturday an Advanced/Junior Option was put in between Advanced CS and Junior Group lessons. This was extremely successful, as it allowed for private lessons for either Advanced or Junior skaters.

Food for Thought

There is some belief that the Junior Program skaters should be required to skate on one “lesson” day and one option day (2 days per week). I would have to propose that the general belief that CS is one day per week, ADV CS is two days per week . . . the next progression would be three days per week. I believe that in order to progress at an appropriate pace, three days per week for Junior skaters should stay intact. In total, it is a 2.25 hour per week commitment. The other option to coming to the rink three times per week is to do back-to-back options.



**REPORT FROM BLAISE KIRCHGESNER – D.E.T.S. Sessions (Sunday) for
the 2015-16 Season**

REGISTRATION:

Sunday 2:15 – 3:00 PM; average 11 skaters.

This is my 8th year teaching the stroking sessions. Each year, the number of registrations has varied. The stroking session is now 45 minutes in length. The acronym for the time was D.E.T.S. – this stands for dance, edges, turns, and stroking. The sessions incorporate turns, edges, speed, jumps, spins, figures, field moves, rhythm, timing, group skating, stations, endurance, and stretching.

The numbers were fairly consistent throughout the season, but do not include a number of skaters that signed-on. The skaters in this stroking group generally ranged from Advanced CanSkate to Junior/Senior Bronze (Juvenile). The placement of the Session is wonderful because the skaters have an open option before and after the stroking session. Although there is a wonderful social aspect to this program, the underlying goal is to improve the overall skating quality.

REPORT FOR CLUB DEVELOPMENT TIME 2015-16 (by Blaise Kirchgesner)

Club development time was designate from 7:15 – 8:45 PM on Saturday nights during the winter season. The ice time was designated by myself, trying to fulfill the requests of club members/groups. The week or two before competitions, the ice would be designated for program simulations. The program simulations were always well attended and are a valuable tool in preparing for competitions. As well, the synchro teams would also use the ice the week before their competitions. There were several sessions designated as BYOC/ OPEN.

October:

BYOC

SYNCHRO

NCCP COURSE

BYOC

November:

SIMULATIONS

SYNCHRO (Sectionals)

BYOC

SIMULATIONS

December:

BYOC

EXEC. SKATE

BYOC

CHRISTMAS

January:

SYNCHRO

PICTURE NIGHT

BYOC

RIVERSKATE

SYNCHRO

February

ADV/JR Bring a Friend

SIMULATIONS

SYNCHRO (Jean Norman)

March

ROAD SHOW PRACTICE

BYOC/Ice Show Day

BYOC

BYOC

Section 3

Regional Coordinator Report

Not available at time of printing

Section 4

National Report

Not available at time of printing

Section 5

Club Coach Report

Skate Saskatoon AGM

Coaching Report

Submitted by Rosemary Armstrong (Club Coaching Representative)

- Club Coaches attended, with their skaters, various regional competitions, Jean Norman competition, Sectionals, Challenge and Canadian Championships as well as out of province competitions.
- Club Coaches attended provincial seminars/workshops with their skaters, in particular a simulation event for the high performance team with Karen Howard in Regina.
- Club Coaches attended the Coaching AGM in Saskatoon and the workshops conducted by Tracy Wilson and Joanne McLeod.
- Club Coaches attended a coaches meeting focusing on the new Star program updates with Monica Lochie.
- Club Coaches attended the Skate Canada Ice Summit in Newfoundland/Labrador.
- Club coaches attended the Inclusive Skating workshop hosted by Skate Saskatoon.
- There was a strong competitive showing by club skaters at sectionals last year and of club skaters on the provincial development teams.
- There has been many successful test days which has allowed for the continued advancement of our club skaters.
- The coaches would like to thank all the club volunteers who give of their time and resources. The coaches and skaters appreciate all the hard work.

Section 6

Financial Report

Section 7

Advanced CanSkate Report



ADVANCED CANSKATE REPORT

2015-2016 SEASON

SUBMITTED BY PADGET RIEDIGER

The Winter Season of the Advanced Canskate was a very successful one. As a whole we saw a wonderful increase in skating ability throughout the season.

The Advanced Canskate Program is filled with skaters working on Stage 4-6 badges within the ages ranging between 5 and 15. In comparison to the Canskate Program, the Program has been slightly expanded to include more aspects of figure skating to introduce the skaters to what figure skating is really about beyond the limits of our learn to skate program. We saw approximately two-thirds of the total enrollment skating more than one day which is so important for a quicker progress within the program. The more frequently they skate the quicker they progress.

We have a class on Monday, Wednesday, Thursday and Saturdays. The main coaches for this program were Padget Riediger, Sandra Nicholat, Dale Hazel, Rosemary Armstrong, Neil Tymoruski for the Monday to Thursday sessions as well as Blaise Kirchgesner and Chantel Norman helping out for the Saturday session.

Specific lesson plans are developed every week for all groups and levels. Each prepared plan is discussed with the other coaches to include what they feel is needed for each group that they work with to ensure the coordinator can focus on the needs and weaknesses of the skaters while giving them a rounded education of figure skating while at the same time making them better all around skaters.

The program consists of a regular structured stroking and warm up for about 13 minutes done to music with many different tasks being covered within this time frame. Once completed we do attendance and then break up into smaller groups by badge levels with ages being a factor within the badge levels. They begin with work on edge development which will consist of turns and edge exercises which I have specifically laid out for each group.

We will then go into more of a Freeskate portion of the lesson in which we cover Spiral, Drags, Spins and Jumps according to each badge level. We will also cover basics in dance steps to give them a start on the basic terminology of a few beginner steps and how they are done. The lesson plans are very specific as to what is to be done each day.

Once this is done, we have approximately 5 minutes of free time that the skaters are encouraged to practice what they have been doing in the lesson or elements that are giving them difficulty. The coaches stay on the ice and skaters will come up and ask to show us elements or ask for advice if having trouble with an element.



We did official testing for badges in December and again at the end of March in which Progress Reports Cards and badges are handed out to each skater.

We had a total of 77 skaters at the end of the Winter Season. All classes were down slightly from last year. Mon-30, Wed-26, Thurs-29 and Sat-26. 75 badges were handed out throughout the season. Some skaters moved up mid-season to the Junior group.

For the Spring Session we saw a reasonable enrollment but down again down from the previous year. We had a class on Monday that was shared with a Power Edges Class, Wednesday by itself, Thursday and Saturday were shared with the Canskate time. Coaches were Padget and Dale.

The same format is in place as to grouping skaters and how each days lesson plan is delivered.

A progress week was included so that the few skaters that had excelled enough to pass a badge, received the opportunity to be marked for that level. This allowed them to be informed of where to be placed in either Summer or Fall Sessions.

We had a total of 32 skaters enroll in the spring session with 12 on the Monday, 14 on the Wednesday, 8 skaters on the Thursday and 5 on the Saturday,

We blocked off the end of the rink and ran the program at the far end of the ice on the days it was shared with the Canskate program. It was the same situation on Monday when we shared with the Power Edges Class.

A similar warm up was coordinated in the Advanced end of the ice when the ice was shared with the CanSkate class so the skaters all felt integrated. The warm up is much more structured and difficult compared to the canskate warm up and we wanted to feel that the program was the same irrespective of the combined ice usage.

Overall a successful Spring Session.

We also saw an increase in the numbers of Advanced Canskaters in the Ice Show this year. This was very positive.

The summer of 2016 Advanced Canskate Program was coordinated by Blaise Kirchgessner. At the time of reporting, there have been 23 Advance CanSkaters participating throughout the 9 weeks of Summer Skating.

Suggestions:

I know there were some skaters that were encouraged to jump out of the Advanced Canskate program and move strictly into private lessons. It is important that all skaters should move up through the program and this way keep the numbers alive within the program. The great instruction in so many areas within the program is



essential to a well-rounded learning experience that will only benefit the skaters in the long run. Encouraging them to pull out of the program too early not only hurts the program but also the skaters.

Sharing of the ice with other groups in lower enrollment seasons works as long as we can still provide the excellence of the sessions that are provided when the Advanced Canskate are alone on the ice. The one on one time with each group is essential to better progress with the vast amount of skills that are required at this level. It is possible but more challenging to spend the time with three different levels during that time with only one coach. Although reduction in numbers is never ideal, we strive to keep enough coaches available to keep the program at an optimal level of instruction for skater development and involvement. Our Advanced CanSkate Program is our future of Skate Saskatoon.

A positive aspect of the program this year included that it was so much nicer to be able to have access to the skaters enrolling in the program first hand through registration. I was able to be much more organized in a timely manner with little to no surprises on the ice.

Submitted by:

Padget Riediger

Section 8

CanSkate Report



Canskate Report 2015-16

Submitted by Chantel McDougall (CanSkate Coordinator)

Power Edges

We have started a new program to keep our young skaters in our club until they finished stage 6. Canskate could only accommodate stages 1-3 with the amount of skaters coming in at that skill level. This program offers a session to focus mainly on stages 4-6. Power Edges is geared towards skaters who are in hockey, ringette and recreational skaters.

Winter 2015/2016

I believe our numbers were around 496 spots through out our winter season. We had a few skaters skate 2-3 times a week. Canskaters were filtered through to our Advanced Canskate and Power Edges programs.

Summer 2015

Our numbers increased through out the summer from weeks 1-9. This season we had Blaise, Neil and Chantel commit from our club coaches. We then relied on our out of town coaches each week.

Spring 2016

Around 149 spots were filled for our spring season. Blaise and Chantel became Co-coordinators for spring 2016 and summer 2016.

PA's

- This past season we have 34 Pa's helping through out the winter, spring and summer
- Many Pa's don't want to commit to volunteering in our summer canskate sessions

Coaches

- 7 club coaches and 2 assistant coaches
- 8 sub coaches

Weaknesses

- We should be offering a video day for up and coming coaches who need to complete their canskate videos or level 1.



- Reaching out to our out of town skaters in the summer to be a program assistant for our canskate program

Strengths

-Finding Pa's to help volunteer for our program

Chantel McDougall

Section 9

Synchronized Skating Report

SYNCHRONIZED SKATING REPORT 2015-2016

Patricia Bobert coached again this year.

SYNCHRONIZED SKATING TEAM NUMBERS

- Saskatoon Snowflakes (Beginner 1) – 10skaters
- Saskatoon Shattered Ice (Elementary) – 13 skaters
- Saskatoon Slick Ice (Juvenile) – 9skaters
- Saskatoon Silver Edges (Intermediate) – 12 skaters
- Cansynchro Masters – 16 skaters

TEAM INFORMATION

- **Saskatoon Snowflakes (Beginner 1) – 10 skaters**
 - Competitions/exhibition skates attended:
 - Attended the Prairie Regional Synchronized Skating competition hosted by Skate Saskatoon in Killarney, MB
 - Attended the Living Skies Competition in Regina,
 - This team skated at our SFSC ice show
- **Saskatoon Shattered Ice (Elementary) – 13 skaters**
 - Competitions/exhibition skates attended:
 - Attended the Prairie Regional Synchronized Skating competition hosted by Skate Saskatoon in Killarney, MB.
 - Attended the Living Skies Competition in Regina
 - This team skated at our SFSC ice show
 - Participated in Stroking this year with the Juvenile Team which was very well attended.
- **Saskatoon Slick Ice (Pre-Novice) – 9 skaters**
 - Competitions/exhibition skates attended:
 - Attended the Prairie Regional Synchronized Skating competition hosted by Skate Saskatoon in Killarney, MB
 - Attended the Living Skies Competition in Regina,
 - This team skated at our SFSC ice show.
 - Participated in Stroking this year with the Intermediate Team which was very well attended.
 - This team would like to moved up to Pre-Novice next year and skated twice a week.
- **Saskatoon Silver Edges (Intermediate) – 12 skaters**
 - Competitions/exhibition skates attended:
Attended the Rosebowl Synchro Competition in Calgary, AB
 - Attended the Prairie Regional Synchronized Skating competition hosted by Skate Saskatoon in Killarney, MB. This team qualified for the National Competition but declined due to readiness and cost.
 - Attended the Living Skies Competition in Regina,
 - This team skated at our SFSC ice show
 - This team is very focused on attending Nationals in Feb 2017. They would like to bring in extra coaching and improved choreography for next year in order to meet that goal.
- **Masters Team – 16 skaters**
 - Competitions/exhibition skates attended:
 - This team Attended the Living Skies Competition in Regina
 - This team performed at the ice show this year.



- The team is looking to extend their current time from 1hr to 1.5 hrs and move to the Thursday evening to allow for a bit of an earlier start.

GENERAL INFORMATION and RECOMMENDATIONS FOR NEXT SEASON

- The Synchronized Skating program is slightly more than cost recovery and will likely continue to generate the current profits.
- Factors critical to the Synchronized Skating program's Success
 - Mentoring provided by the Intermediate Team. This team is again focused on attending Nationals next year. A key component of achieving this goal is improved choreography and bringing in a consultant to help with coaching. If this team can continue to improve their performance they provide a strong motivator to the younger teams.

The Skate Saskatoon Board of Directors has confirmed last year that the profits from hosting the Prairie Regional Synchronized Skating Championships in Warman will be awarded to the Synchronized Skating program to be used to hire external expertise to meet these goals.

In the works is a Synchro work shop this September involving The St.Cyr sisters from Calgary's Black Gold teams. They will be working with all 5 of our teams through out the weekend. We are looking forward to learning from their expertise.

Also we were fortunate to have Jaden Ferarra work briefly with the intermediate and prenoice teams with choreography it was a great experience.

- Suggestions to facilitate growth of the Synchronized Skating programs
 - The program is poised to grow if advertised with the Advanced Canskate group. Kids tend to enjoy it and stay once they have started. With the expansion to 5 teams the Synchro program is now a key component of Skate Saskatoon and it should be noted that without the Synchro program we would lose many of these skaters completely from the club.
 - Addition of CanSynchro to the registration page for the Advanced Canskate group would make people more aware of the Synchronized Skating option.
 - Send out a mass email to advertise our open house in the fall and advertise it on the Facebook page.
 - Regarding the advertisement in the Leisure Guide: Referring people to dates and times posted on website worked really well. Dates and times have the potential to change over the summer if submitted in June.
- Trish has indicated her interest in coaching Synchro again next year.
- The Synchronized skating teams were able to use some club development time that was helpful and very much appreciated.

Section 10

Skater Assistance Report



2015/16 Competitive Season Skate Assistance - Skate Saskatoon

Skater Name	Event	Amount
Wascowic, Jacob	Pre-Novice Men	\$ 390.00
	Pre-Novice	
Babey, Brynn	Women	\$ 390.00
Liu, Alanna	Novice Women	\$ 980.00
Stebbbings, Brynne	Novice Women	\$ 390.00
MacDonald, Jessa	Junior Women	\$ 390.00
MacDonald, Kendra	Senior Women	\$ 390.00
Total		\$ 2,930.00

Registered with Skate Canada as Skate Saskatoon (non-resident skaters):

Alexa Linden and Addison Voldeng (attended Nationals)
Chaban, Adonis (attended
Challenge) Pre-Novice Men

Section 11

Competition Report



2016 Saskatoon Regional Competition Report by Stacey Schindel

There were 217 entries in total
27 from out of town
58 from in town
So a total of 85 skaters

Fees

We charged \$60.00 first entry fee and \$25.00 subsequent entries
Entry fees totaled \$8,920.00.

Things I would do different:

- get tech package in before sectionals.
- get a sub committee
- GET REGISTRATION ON LINE!!

Section 12

Ice Show Report



Ice Show 2016 Report – Play That Jukebox!

VENUE – We returned to SaskTel Centre this year for a cost of \$5295.38. Their staff were most helpful and quite accommodating with set-up, decorations, lighting, music, communications equipment, take down, advertising, and promotions.

Recommendations: We would like to return again next year, it is quite an honour to perform in such an arena! It is tentatively booked for Sunday, March 26, 2017 with confirmation to come in September 2016.

COACHES' LETTER OF AGREEMENT – There are two letters of agreement for the ice show: CanSkate Ice Show Coordinator and StarSkate/Competitive Ice Show Coordinators. Chantel agreed to and completed the CanSkate contract. Sandy and Padget requested one change, which we approved, then they completed their contract.

Recommendations: As per last year's recommendations, we did begin planning during the summer as this does help immensely in the planning of our show. We have in fact already begun work for our 2017 show – 'Happy 150th Birthday Canada!'

DECORATIONS – Pat did absolutely fantastic again this year by covering the big white arch to look like an enormous shiny jukebox. We pinned many of the stars and records we used last year to the blue boards material. By reusing some past decorations we reduced costs.

Recommendations: Since we chose our 'Canada' theme early, many Canada Day decorations have been purchased from the Dollar Tree and Dollarama in May of this year so we are already almost done decorating for 2017.

CANSKATE AND ADVANCED CANSKATE – This year we combined all our CanSkaters into 3 groups which all performed in the first half of our show. Each skater was offered the option to skate in 1 or 2 or all 3 of the CanSkate numbers if they chose to. This worked out really well for skaters, parents and organizers except for costume changes as they didn't have a change room. We had 2 Advanced CanSkate groups, each performing in one half. We had 2 Chinese translators – one on each side of the arena to help direct skaters and their families.

Recommendations: Let's again reserve a backstage dressing room for the Advanced CanSkaters, but let's allow any CanSkaters who choose more than one group to be allowed to change costumes as well. Let's also continue to have the Chinese translators on each side of the arena.

50/50 TICKET SALES – We doubled our ticket sales from last year and earned \$425! Let's set up a 50/50 table inside the entrance again in 2017.



TICKETS - Everyone purchased their 2 Ice Show tickets at \$15 each when they registered. Administration set up a notice to all participants on how to print their 2 prepaid tickets off the website therefore we didn't have to have any tickets professionally printed this year. We had volunteers at the door scanning barcodes on those tickets with their cell phones on March 13 starting at 12 noon. We also had volunteers taking cash at the door for all other spectators as they arrived. These were sold at a slightly higher flat rate of \$20 per adult, \$15 per student. Skaters plus those guests age 5 and younger were free. We had 4 separate lines set up at the entrance – 2 for prepaid tickets and 2 for cash patrons. This worked quite well until about 12:30 when the entrance became quite crowded so we then collected all tickets and scanned them after the show.

PROGRAMS - We had many sponsorship ads and moved back to the 8x10 sized program. We printed 225 which were sold at the door for \$5 each. Programs were printed with Erin at Finelite and Globe Printers.

POSTERS - Were created by a volunteer, printed at Staples for \$58.22, then posted at various key bulletin boards throughout the city.

SPONSORSHIP – We published ads from CruzFM, Studio1, FFFun Motorgroup, ASL Paving, Russ Prosko, FineLite, Inland Aggregates, and Discovery Marketing in the amount of \$1100 plus another \$400 from the PCS employee activity incentive program.

PUBLICITY – We had Jeff Rogstad of CTV News come into our arena and broadcast live during our first day of ice show rehearsals. He interviewed Club Manager Blaise which was a great way to bring attention to our show and our sport. SaskTel Centre included our show on their list of events on their billboard. 25 posters went up. All area school boards were contacted to have an ad put in school newsletters. Posters were posted on several Facebook community pages. It was also advertised in the Saskatoon Bridges. Next year, let's also advertise on CruzFM since they have been supportive of our show program for a few years now.

PROFESSIONAL PHOTOS - Were taken of all ice show participants on Saturday, March 12 by Erin of FineLite Photography right on the ice surface in the corner closest to the coaches room directly after each practice finished from 10:45am until 6pm. This was an experiment to see how it goes and attempt to save money by not renting St. Paul's church. Once we got our system figured out, it worked very well and would definitely do this again!

RE: SOUND – This is a different organization from Socan that we need to pay fees to for ice show music use. This year's fee amounted to \$23.42.

SOCAN – Socan was paid \$99.20 this year to support the composers/artists of the music we use at our ice show. We have an account with them. There is a person at Skate Canada who is responsible to handle the different clubs ice shows etc. Skate Saskatoon's account number is 140724. The form to be completed is Tariff 11.a. The formula used to pay the tariff is on the form that you submit. Because we



sell so many tickets at registration and a large percentage of those people do not come to the ice show, we estimated the numbers of skaters on the ice at the ice show. We counted the number of people who picked up their 2 prepaid tickets then kept track of how many sold at the door (and pre-sales). This was a better reflection of the number of people who actually listened to the music.

VIDEO – Flowing Line did a great job of recording our Winter WonderSkate in December so we booked them to record our Ice Show as well. We aren't charged for recording, but DVDs sell at \$40 each. He did an impressive job using 2 cameras set up in different places then edited together into one nice keepsake.

CANDID PHOTOS FOR THE CLUB - Again this year, volunteers did a fabulous job taking thousands of digital photos down at ice level which they made available for the Club's use for promotions and advertising. We also printed several photos to display in our lobby and have used them in our brochures and posters.



Revenues for 2016 Ice Show

ADS IN PROGRAM		
Cruzfm /Rob Lozinski 1/2pg ad		\$ 50.00
Studio One/Tammy Tropeau 1/2pg ad		\$ 100.00
FFFun MotorGroup/Michael Dymund 1/2pg ad		\$ 100.00
ASL Paving/Janice Paslawski		\$ 300.00
Russ Prosko		\$ 100.00
FineLite Photography/Erin Francais		\$ 100.00
Inland Aggregates/Jim Eisenkrein		\$ 300.00
Discovery Marketing		\$ 50.00
DONATIONS:		
Collin Kowalchuk/PCS		\$ 400.00
TICKET SALES - REGISTRATION		\$ 21,875.00
TICKET SALES - cash at the door		\$ 3,955.00
50/50 tickets		\$ 425.00
WINTER WONDERSKATE FUNDRAISER		\$ 695.00
FineLite Commissions		\$ 593.00
TOTAL		\$ 29,043.00

**BUDGET FROM SKATE SASKATOON

**12130

Expenses for 2016 Ice Show

SaskTel Center	\$ 5,295.38
FineLite/Erin Francais	\$ 1,223.75
Decorations/Pat Simonson	\$ 229.57
SOCAN	\$ 99.20
Re:Sound	\$ 23.42
Coaching - CanSkate	\$ 400.00
Coaching - StarSkate	\$ 5,130.00
Gifts	\$ -
UpLifter Ticket fixing	\$ 150.00
ACT Ice Time	\$ 4,654.00
Posters	\$ 58.22
Meal - canskate training	\$ 110.03
TOTAL	\$ 17,373.57

ICE SHOW 2016 GENERATED \$ 11,669.43

\$179/hr for replacement ice (# hours for ice show that resulted in skaters swapping to future ice time)

** 24 hours of ice time were used to teach choreography to the skaters

** dress rehearsal = 2 hours

Section 13

Test Day Report

Test Day Report for the 2015/2016 Season

Test Day #1 – September 29, 2015

Evaluator – Kathy Piller

1 test taken

1 pass

Test Day #2 – December 16 & 17, 2015

Evaluators – Jayson Peace, Pam Briske, Allyson Senecal, Kathy Piller

99 tests taken

91 pass

8 retry

Test Day #3 – March 22 & 23, 2016

Evaluators – Pam Briske, Adeline Scammell, Kathy Piller

165 tests taken

144 pass

21 retry

Test Day #4 – May 17, 18 & 19, 2016

Evaluators – Pam Briske, Adeline Scammell, Allyson Senecal, Kathy Piller

134 tests taken

116 pass

18 retry

Test Day #5 – July 21, 2016 (Summer program)

Evaluators – Pam Briske, Meagan Briske

57 tests taken

45 pass

12 retry

Test Day #6 – August 11, 2016 (Summer program)

Evaluator – Jayson Peace

37 tests taken

30 pass

7 retry

Section 14

Lottery Ticket Report

Appendix I

Minutes of 2015 AGM

**Saskatoon Figure Skating Club – Skate Saskatoon
Annual General Meeting
September 22, 2015 @ 7:30 pm – ACT Arena**

Agenda

1. Chairperson's Opening Remarks & Welcome

- a. Call to order at 7:32 pm
- b. Quorum – quorum is established at 20 voting delegates

2. Adoption of the Agenda

Motion 1 That the agenda be accepted as presented.

1st Jackie Eisenkrein 2nd Karen Mochoruk AIF. **Carried.**

3. Adoption of the Minutes from the 2014 AGM – September 22, 2014

Motion 2 That the minutes of Sept 22, 2014 be accepted as circulated.

1st Karen Mochoruk 2nd Stacey Schindel AIF. **Carried.**

4. Actions taken by the Board July 1st, 2014 through to June 30, 2015

Motion 3 That the actions of the 2013/2014 Board of Directors be ratified.

1st Patricia Simonson 2nd Jackie Schlageter AIF. **Carried.**

5. Financial Report: Louise Wiebe

Motion 4 That the 2014/2015 Reviewed Financial Statement and auditors statement be accepted.

1st Karen Mochoruk 2nd Misty Tait AIF. **Carried.**

Motion 5 That funds be allocated

1st Misty Tait 2nd Karen Mochoruk AIF. **Carried.**

Motion 6 That the signing officers for 2015/2016 be any two (2) of the current President (Janice Paslawski), Treasurer (Misty Tait), Vice-Presidents (Shanna Thiele and Stacey Schindel). Louise Wiebe and Karen Mochoruk are removed as signing authorities.

1st Jackie Eisenkrein 2nd Lisa Pasishnik AIF. **Carried.**

Motion 7 To change auditor for the 2015-2016 season to Virtus Group LLP

1st Karen Mochoruk 2nd Stacey Schindel AIF. **Carried.**

6. Other Reports from the Board & Employees:

- a. Interim President's Report - Janice
- b. Summary of Actions of the Board - Shanna
- c. Report for Club Development Time – Blaise
- d. CanSkate Report – Chantel
- e. Advanced CanSkate Report – Padget
- f. Junior Report - Blaise
- g. Competitive Program Report - Blaise
- h. Synchronized Skating Report – Karen
- i. Stroking Report - Blaise
- j. Report from National Coaches Conference - Neil
- k. Test Days Report – Jackie

- l. Ice Show Report – Nicole/Lisa
- m. Skater Assistance Report – Janice
- n. Lottery Ticket Report – Tiffany
- o. Regional Coordinator's Report – Stephenie

Motion 8 To accept reports as presented in the printed reports booklet
1st Misty Tait 2nd Jackie Eisenkrein AIF. **Carried.**

7. Amendments to Skate-Saskatoon Bylaws and acceptance of revised Constitution

Motion 9 To accept the above amendments to the bylaws and constitution

1st Karen Mochoruk 2nd Jackie Schlageter AIF. **Carried.**

8. Other business:

- a) Announcement of retiring board members
Dana Babey, Kimberly Braithwaite, Galyna Chaban, Lindsay Hanson, Lisa Pasishnik,
Stacey Patenaude, Yoshiko Luo-Tatebe, Louise Wiebe, Jian Yang

9. Election of Officers

Executive Nominees:

President – Janice Paslawski (2 year term)

Treasurer – Misty Tait (2 year term)

Vice-President – Shanna Thiele (1 year remaining)

Vice-President – Stacey Schindel (2 year term)

Secretary – Nicole Sereda (1 year remaining)

Members at Large/Directors – June Lu (2 year term)

- Crystal Kowalchuk-Trapp(2 year term)
- Rhonda MacDonald (1 year term)
- Karen Mochoruk (1 year term)

Motion 10 To ratify the new nominations

1st Lisa Pasishnik 2nd Patricia Simonson AIF. **Carried.**

10. Introduction of the 2015 – 2016 Board of Directors

President – Janice Paslawski

1st Vice President – Shanna Thiele

2nd Vice-President – Stacey Schindel

Treasurer – Misty Tait

Secretary – Nicole Sereda

Member at Large – Sarah Dymund

Member at Large – Jackie Eisenkrein

Member at Large – Rhonda MacDonald

Member at Large – Karen Mochoruk

Member at Large – June Lu

Member at Large – Crystal Kowalchuk-Trapp

11. Chairperson's Remarks – Janice Paslawski

Blaise is officially our new Club Manager

12. Closing Remarks – Blaise/Janice

This summer we didn't use the hockey ice and it went well. We are a non-profit organization run by a group of hard-working volunteers. We do lease this facility from the City of Saskatoon. There is an extra computer in the office now for anyone to use to register. Please consult the website for all and any information. We do have a newsletter coming soon! Email any concerns to the office and they will be answered promptly. New Program Use Policy will be introduced on the website in October. Please learn the policies. Online registration, anonymous Tipline Awareness for activities outside Club Policies and City of Saskatoon Rules.

Seasons will be Winter (October through March) Spring April through June Summer July and August and Fall September. There is no carry over of sessions across the seasons.

Plan your skater registration and ice usage accordingly.

Members are responsible to Skate Saskatoon to pay for their ice and program usage prior to skating at all times.

Monitoring of ice usage is in place and will continue. There are no exceptions to paying for registration fees. The Sign on book must record all non-registered sessions.

Club clothing can be ordered in October, Jan 23, 2016 competition is now called the River Skate, working to bring the Canadian Tire competition here in 2017, lots of opportunities to come. We would like to focus more on safety. Neil Tymoruski is now our new section monitor. NCCP development program training session this weekend.

13. Adjournment at 8:10 pm

Motion 10 To adjourn made by Karen Mochoruk

Appendix II

Actions of the Board



ACTIONS OF THE BOARD OF DIRECTORS 2015-16

JULY 20, 2015

- 1 MOTION:** To pay out skater assistance as long as the skater's account is in good standing.
CARRIED UNANIMOUSLY
- 2 MOTION:** To put Tiffany in charge of Uplifter for the next 2 weeks. She will report to Janice.
CARRIED UNANIMOUSLY
- 3 MOTION:** To change the wording for cheque signing to read as 'signed by Secretary OR Treasurer'.
CARRIED UNANIMOUSLY

SEPTEMBER 9, 2015

- 4 MOTION:** To accept the final version of policy revisions to the Expense Policy. CARRIED UNANIMOUSLY
- 5 MOTION:** That Skate Saskatoon supports the new Flex Program for the 2016/17 school year. All participants must be Skate Canada registered and pay a Skate Canada membership along with all required associated fees.
CARRIED UNANIMOUSLY
- 6 MOTION:** To approve the budget as presented in the Draft Agenda including the notes to proceed with 4% profit based bonus to club coaches based on their hours worked in 2014/15 fiscal year.
CARRIED UNANIMOUSLY
- 7 MOTION:** Payment to Ruth to be issued by Tiffany with September payroll re: Uplifter training.
CARRIED UNANIMOUSLY
- 8 MOTION:** Club Fees as determined by the Fee committee for the purposes of accommodating on-line registration to be accepted in accordance with direction from the budget (i.e. 3% increase in fees for Singles and Programs with the exception of Synchro fees).
CARRIED UNANIMOUSLY
- 9 MOTION:** To accommodate the ½ year programs a refund will be permitted for CanSkate and Pre-School programs offered at the end of the 2015 Term (week 10). The CanSkate refund will comprise 100. The Pre-School refund will comprise 75 plus GST. Ice Show tickets will be refunded if not applied to another family member in one of our full year programs upon request. Withdrawal must be emailed, not verbal, before December 18. This info will be posted to our website.
CARRIED UNANIMOUSLY
- 10 MOTION:** Accept Write off from unrecovered revenue due to Uplifter missed charges June 29 – July 8 (did not charge administration & Skate Canada Fee) – unrecoverable fee of 351.00 CARRIED UNANIMOUSLY
- 11 MOTION:** Alanna Liu – Refund request – Alanna may provide medical proof of injury and be refunded for the time not skated due to this injury. Refund policy applies. There is no carry over of ice time into the next season in accordance with the refund policy on the website.
CARRIED UNANIMOUSLY



12 MOTION: To switch auditors to Virtus Group LLP. CARRIED UNANIMOUSLY

NOVEMBER 4, 2015

13 MOTION: To finalize our Program Use Policy on November 4. CARRIED UNANIMOUSLY

14 MOTION: To have Misty rewrite our Investment Policy to allow BMO to open a business savings account for us with our Treasurer as our lead. CARRIED UNANIMOUSLY

15 MOTION: To create the PA Credit Gift Card on Uplifter as per PA Credit Policy – edits to accommodate on-line registration. We need to create a 'PA Credit gift card' in Uplifter but it must be used within 15 months of when they are issued in March. Must be cleared by June 1 of each year. It is transferrable between siblings. All PA credits will show on your account as soon as they are issued. PA credits are related to and applied to CanSkate only. CARRIED UNANIMOUSLY

16 MOTION: To be flexible on our date and time for our meetings as long as we give lots of advance warning. CARRIED UNANIMOUSLY

17 MOTION: To vote in Susan Savino as our newest Member at Large. CARRIED UNANIMOUSLY

JANUARY 12, 2016

18 MOTION: To charge CanSkaters \$125 for the first term of Canskate. Implied calculated refund will result different from \$100/skater (depending on discounts etc.) CARRIED UNANIMOUSLY

19 MOTION: That the Club employ a paid administrator/monitor at the rate of \$13/hour to monitor the facility for unregistered skaters and assist with inquiries and office maintenance beginning immediately and continue until further steps are determined. Position to be filled by Delainey Tait. Janice to draft contract for review by Club Manager and Stacey. CARRIED UNANIMOUSLY

20 MOTION: To maintain our previous 2015 budget for our annual ice show without cutting contract costs. CARRIED UNANIMOUSLY

FEBRUARY 1, 2016

21 MOTION: For HR to Increase Chantel's pay in recognition for additional learning. CARRIED UNANIMOUSLY

22 MOTION: To approve the Outstanding Balance Policy- with the addition of 15 days allowed for a response to the formal letter. CARRIED UNANIMOUSLY

MARCH 14, 2016



23 MOTION: To accept changes to the Refund Policy as described by Janice. CARRIED UNANIMOUSLY

24 MOTION: To have Karen renew Insurance Policy with the addition of additional insurance for skaters (previously \$500 premium to cover skaters in addition to whatever skate Canada covers). CARRIED UNANIMOUSLY

APRIL 11, 2016

25 MOTION: To purchase industrial keyless entry locks for \$450 per lock as the city would prefer us to lock up our music room, warm-up room and kitchen to deter thefts regarding the walk-through uninvited guests. CARRIED UNANIMOUSLY

MAY 9, 2016

26 MOTION: To accept the Test Day Policy - subject to addition of a June 1 expiry deadline for test day tickets. CARRIED UNANIMOUSLY

27 MOTION: To set a budget of up to \$10,000 to be used by the Treasurer, at her discretion, to develop a means and/or method that will enable the efficient production of a monthly financial statement on an ongoing basis and facilitate any other necessary accounting and reporting requirements . CARRIED UNANIMOUSLY

28 MOTION: To hire Haley Mochoruk and Delainey Tait for the summer office administration tasks. CARRIED UNANIMOUSLY

JUNE 6, 2016

29 MOTION: To move Nicole Sereda in as the next Vice President with signing authority effective today. CARRIED UNANIMOUSLY

30 MOTION: To approve to pay out Skater Assistance up to \$3500 subject to finance committee approval. CARRIED UNANIMOUSLY

31 MOTION: To approve the draft budget as presented. CARRIED UNANIMOUSLY

32 MOTION: That criminal record checks for all executive, employees 18 years of age and over age, and anyone with keys to the office must renew every 2 years. Application for police check must occur in September. CARRIED UNANIMOUSLY



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Appendix III

Minutes of the Board



**Skate Saskatoon
Agenda for Board Meeting
July 20, 2015 – 7:30pm – ACT Arena**

Pre-Meeting – Subcommittees to meet prior to the meeting, if required.

Sub-committee discussion upon request (Reports to be submitted prior to July 17, 2015).

Attendance: Janice, aren't, Nicole, Stacey S, Stacey P, Louise, Jackie, Sarah, Stephenie, Rosemary, Blaise, Shanna, Lisa, June, Dana

Absent: Kim, Misty, Rhonda

Motion to Approve Agenda: 1st - Karen ; 2nd - Jackie AIF. Passed.

**Motion to Approve Minutes from June 3, 2015: Errors or Omissions: none
1st - Shanna ; 2nd Louise ; AIF. Passed.**

Old Business

- 1) AGM – reports due June 30. Only half of the expected reports have been received by Shanna.
- 2) Ice Monitoring Report – need a committee to create a policy to structure our fee structure.
- 3) Policy Revisions – Refund Policy; Expense Policy (draft) – need to change wording – ‘medical professional’ – claims within 30 days or the injury, exceptions clause too. Also check on the insurance wording.

Unfinished Business

- 4) Skater Assistance – The letters have been written.

Motion to pay out skater assistance as long as the skater’s account is in good standing:

1st Karen ; 2nd Shanna ; AIF. Passed.

New Business

- 1) AGM scheduled September 22, 2015 (Tuesday, 7:30 ACT Halle). Nominations are now open.
- 2) 2015/Budget – Louise/Misty would like to have this approved by next Monday.
- 3) Ticket Ice – Summer and Fall/Winter – our new system works great. No accounting is required. Very easy to use an iPhone to access.
- 4) Monitoring – this is a big problem. We need a committee to look at cost proposals and figure out a bridge to a scan system.

Next Month – Policies for Draft and Review: Program Use Policy; Bank Account Policy

Motions:

- 1) Motion to: Put Tiffany in charge of Uplifter for the next 2 weeks. She will report to Janice.

Discussion:

1st Stephenie ; 2nd Rosemary ; AIF. Carried.

- 2) Motion to: Change the wording for cheque signing to read as ‘signed by Secretary OR Treasurer’.

1st Stephenie ; 2nd Jackie ; AIF. Carried.

Reports:

Treasurer's Report: (Louise)

Presentation of the 2015/16 Budget (attached)

Approval of the 2015/16 Budget

- We have a person in mind to hire as a controller to oversee our bookkeepers instead of using volunteers.
- We have high budget for payroll (?)
- Bookkeepers need to do a 'task list' which is now in progress.

IT/Website: Janice

Mass emails are now successful and trackable.

On-line registration for fall is ready

Ticket Ice – summer

- Summer online is going well. WE had a bug in Uplifter but tracked it and fixed it.
- We need to make Tiffany our Uplifter specialist as of now.
- Charlene can do the Bean Stream Account

President's Report: Janice

Ice Monitoring Plan – we need a paid person to monitor and bring back data so we can bill accordingly.

Budget Process

Proposed Edits to the By-Laws – Edits accepted to be put forward at the AGM

Board would like to move to minimum of 6 Executives and 5 Members at Large (MAL). Need to solicit more volunteers to help these Board Members

2015/16 Nomination Slate – Stacey S for Vice-President; Nicole for Secretary

Uplifter Update (CanSkate numbers)

Fall Program Governance (Office/IT/Market Analysis)

Policies/Constitution/Bylaws (review) – Next Policies for Review are Expense Report, Bank Policy, What is a Club Coach

Constitution and AGM Reports

Introduction of Program Use Policy

Club Manager: (Blaise)

- 145 Star Skaters and 98 CanSkaters for summer school

Coach's Rep Report: (Rosemary)

- Message was sent to all coaches regarding this meeting and there was no response.
- Coaches need the courtesy of being advised about budgets first; coaches are valued.

Test Day: (Jackie)

- High test day on Thursday is with judge Kathy Piller. Low test day on Friday is with judge Barb Leavins. Time for tests will be tight between 3:30 and 7pm.

Synchro: (Karen)

- We need 16 skaters but only have 14 for intermediate ages 16 and up.
- We would like to implement a 'stay and pay' program to shoulder tap more skaters. This could help us to stay on budget. We would also like to add pre-novice.

Ice Show: (Nicole)

- We would like to increase our prepaid ticket prices to \$15 per adult.

-

Facility Committee: (Blaise)

- Cost is down from \$1000 to \$640ish

Committee Report List

Finance Committee: Chair – Louise; Committee (Blaise, Misty, Jackie, Janice, Karen)

Program Committee: Chair – Rhonda; Committee (Karen, Kimberly, Sarah, Blaise)

CanSkate Parent Representative: June

Test Day Chair: Chair – Jackie; Committee (Yoshiko)

Competition Committee: Chair – Stacey S; Committee (to be set by Stacey S)

Ice Show Committee: Chair – Nicole; Committee (Stacey S, Sarah)

Synchro Committee: Chair – Karen

IT/Website/Registration Committee: Chair – Janice; Committee (Louise, Blaise, Rosemary)

Hospitality Committee: Chair – vacant

Facility Committee: Chair – Blaise; Committee (Janice, Shanna, Stacey S)

Advertising Committee: Chair – Blaise

Other Reports:

Coaches Report – Rosemary

Club Management Report – Blaise

Office Report – Cora

IT Report – Adam

Adjournment: 1st Janice ; 2nd Stephenie

Next Meeting: September 2, 2015 (Janice is away – Propose either Monday, August 31 or Wednesday, September 9, 2015) *September 9 is chosen

AGM: Tuesday, September 22, 2015

Attachments:

Proposed Slate of Nominees for 2015/16 Board and Draft By-Law

Expense Policy (draft revised)

Refund Policy (approved)

**The Saskatoon Figure Skating Club – Skate Saskatoon
Slate of Board Positions Available**

Slate of Nominees

President – Janice Paslawski (2 year term)
Treasurer – Misty Tait (2 year term)
2nd Vice President – Stacey Schindel (2 year term)

Minimum 5 Positions for Members At Large/Directors

Qiong (June) Lu – 2 year term
Crystal Kowalchuk-Trapp (2 year term)
Rhonda MacDonald – (1 year term)
Karen Mochoruk – (1 year term)

Uncertain

Kimberly Braithwaite
Stacey Patenaude

Returning Board Members

1st Vice President – Shanna Thiele (1 year remaining)

Members at Large/Directors (minimum 8)

Jackie Eisenkrein – 1 year remaining
Nicole Sereda – 1 year remaining
Sarah Dymund – 1 year remaining

Retiring Board Members

Lisa Pasishnik
Dana Babey
Galyna Chaban
Jian Yang
Louise Wiebe
Lindsay Hanson

Nomination forms are available on-line and at the Office. Nomination forms may be completed and signed and submitted to the Office prior to September 17, 2015 at 5:00pm.

**The Annual General Meeting
Wednesday, September 22, 7:30pm
ACT Hall
107 – 105th Street
Saskatoon, Saskatchewan
Telephone: 306-373-4466**

**Skate Saskatoon
Minutes for Board Meeting
September 9, 2015 – 7:30 pm – ACT Arena**

Pre-Meeting – Subcommittees to meet prior to the meeting, if required.

Sub-committee discussion upon request (Reports to be submitted prior to September 6, 2015).

Attendance: Janice, Nicole, Karen, Louise, Misty, Shanna, Stephanie, Susan, Blaise, Jackie, Stacey P, Stacey S, Sarah, Rhonda, Crystal, June, Kim, Rosemary

Absent:

MOTION to Approve Agenda: 1st – Shanna 2nd – Rhonda AIF – passed

MOTION to Approve Minutes: Minutes from July 20, 2015
Errors or Omissions:
1st - Misty; 2nd Sarah; AIF - passed

Old Business

- 1) AGM – Shanna – All reports are in. Need volunteers for sweets and club clothing distribution
- 2) Policy Revisions – Expense Policy (final)

MOTION: 1st Karen 2nd Nicole

- 3) AGM Scheduled September 22, 2015 (Tuesday, 7:30 ACT Hall)
- 4) 2015/Budget – Janice – version 2
 - Uplifter doesn't reconcile - these are minor glitches. Tiffany and Janice are checking all invoices to ensure accuracy. There is a benefit to skaters paying for ice; the more options you buy award you more discounts but only on line.
 - The club must run as a business. There is personal responsibility and ultimately, a possible liability, that comes with a board position. The employees are responsible to maintain the policies of the club, while the volunteers are here to support Blaise and the club.
 - The club is not yet financially stable - need guidelines in place.
- 5) Monitoring – skaters can NOT carry over unused sessions from season to season. Skaters have been skating on sessions that they are not registered for and haven't signed the book to be billed either. Nicole is looking in to what our insurance covers regarding this.

New Business

- 1) Policies for Draft and Review: Program Use Policy – Stacey/Nicole
- 2) Fall Registration
- 3) Winter Registration - Power Skate now has a wait list for the winter sessions.
- 4) Sports School – we've been approached to take part in a new pilot project – the "Flex Program" proposed by the Saskatoon Public School Board which applies only to grades 7, 8 and 9.

MOTION: That Skate Saskatoon supports this Flex Program for the 2016/17 school year. All

participants must be Skate Canada registered and pay a Skate Canada membership along with all required associated fees. 1st Karen 2nd Nicole AIF

Next Month – Policies for Draft and Review
Program Use Policy; PA Credit Policy

Motions:

- 1) **MOTION:** To approve the budget as presented in the Draft Agenda including the notes to proceed with 4% profit based bonus to club coaches based on their hours worked in 2014/15 fiscal year. 1st Misty 2nd Jackie AIF. Carried.
- 2) **MOTION:** Payment to Ruth to be issued by Tiffany with September payroll re: uplifter training. 1st Misty 2nd Louise AIF. Carried.
- 3) **MOTION:** Club Fees as determined by the Fee committee for the purposes of accommodating on-line registration to be accepted in accordance with direction from the budget (i.e. 3% increase in fees for Singles and Programs with the exception of Synchro fees). 1st Karen 2nd Nicole AIF. Carried.
- 4) **MOTION:** To accommodate the ½ year programs a refund will be permitted for CanSkate and Pre-School programs offered at the end of the 2015 Term (week 10). The CanSkate refund will comprise \$100. The Pre-School refund will comprise \$75. Ice Show tickets will be refunded upon request, if not applied to another family member in one of our full year programs upon request. Withdrawal must be emailed, not verbal, before December 18, 2015. This info will be posted to our website. 1st Misty 2nd Stephenie AIF. Carried.
- 5) **MOTION:** Accept Write off from unrecovered revenue due to UpLifter missed charges June 29 – July 8 (did not charge administration and Skate Canada Fee) – unrecoverable fees of \$351.00. 1st Karen 2nd Rhonda AIF. Carried.
- 6) **MOTION:** Alanna Liu – Refund request – Alanna may provide medical proof of injury and be refunded for the time not skated due to this injury. Refund policy applies. There is no carry over of ice time into the next season in accordance with the refund policy on the website.

REPORTS

President's Report: - Janice

Constitution and Nominations – bylaw 37 has been reworded and reassessed. Changes the minimum of board members plus there will be 2 Vice Presidents. Signing authority will be any 2 of the 4.

Budget Update – revision 1

Coaching Compensation

IT/Website: Janice

UpLifter Update (CanSkate numbers) Fall Program

- Our new members have given very positive feedback about our new online sign-on.
- Bookkeepers are learning and adjusting to the new system.
- There is a new 'Tipline' on our website. This is a completely anonymous way of communicating those skating unsafely/alone, skating without being registered, etc. Need a subcommittee to monitor and bill those skating unregistered. New policy will be announced to all at the AGM.

Treasurer's Report: Louise/Misty

Summer Financials as of August 31, 2015

Audit update – We shall be switching auditors as typically happens when a new treasurer begins a term. Must present this at the AGM and have in place for the 2016/17 year. The cost would only be a slight increase from the current \$5000.

MOTION: To switch auditors to Virtus Group LLP. 1st Louise 2nd Karen AIF

Office Report: Janice and Blaise

- Summer off/ice went well. The adjacent hockey ice wasn't used all summer.
- Cora was in the office over the summer. Her term is now complete (October 5, 2015). Need a sub-subcommittee to re-assess office needs under changing structure. Janice, Blaise, Nicole, Stacey S, Shanna, Misty, Sarah
- We need a student to answer phones such as Delaney Tait who is interested in volunteering. She could be reimbursed with skate/ice tickets. Ideally would like 4 more volunteers to join her.
- Overall summer Starskate enrolment was up by 10% but the time used was down. The northern forest fires caused some skaters to withdraw from summer sessions.
- Skate Saskatoon ad in the Silverspring/Willowgrove/Evergreen newsletter will be redone at no cost.

Club Manager: Blaise

- NCCP course is Sept 25-27. Signs are up.
- Chantel is running her PA course September 27 at ACT. Off ice will be 5:45-6:45pm followed by on ice 6:45-7:30pm.
- ACT asks that we not park in the lot on Saturday, October 10 because of the Quinn Stevensen Red Wings fundraiser being held that day.

Coach's Report: Rosemary

- Rosemary has been re-elected as coaches' rep for 2015/16 season.

Test Day: Jackie

- Had 2 test days this summer with great success. Next test day is Sept 28.

Upcoming - Next Policies for Review: Program Use Policy (Nicole Stacey), Program Assistant Policy review - Misty

Motion to Adjourn: Karen Time: 9:07pm

Next Meeting: Tuesday September 22nd, AGM – 7:30 pm ACT Hall (Skate/Clothing Exchange/Sale)

Next Board Meeting: Wednesday October 7, 2015 7:30 pm

Attachments:

Final audit statements (draft for internal review)

Committee Report List

Finance Committee – Chair – **Louise**; Committee (Blaise, Misty, Jackie, Janice/Karen)

Program Committee – Chair – **Rhonda**; Committee (Karen, Kimberly, Sarah, Blaise)

CanSkate Parent Representative - June

Test Day Chair – Chair- **Jackie**

Competition Committee – Chair – **Stacey S.**; Committee (to be set by Stacy S.)

Ice Show Committee – Chair – **Nicole**; Committee (Stacey S., Sarah)

IT/Website/Registration Committee: Chair –**Janice**; Committee (Louise, Blaise, Rosemary)

Hospitality Committee: Chair - vacant

Facility Committee: - Chair – **Blaise**; Committee (Janice, Shanna, Stacey S.)



Advertising Committee: Chair – Blaise

Skate Saskatoon

Minutes of Board Meeting

October 7, 2015 – 7:30pm – ACT Arena

Attendance: Janice Paslawski, Sarah Dymund, Stacey Schindel, Misty Tait, Nicole Sereda, Blaise Kirchgerner, Crystal Kowalchuk-Trapp, Rhonda MacDonald, Shana Thiele

Absent: Karen Mochoruk, Jackie Eisenkrein, Rosemary Armstrong, June Lu

Motion to Approve Agenda – 1st Shana 2nd Rhonda AIF.

Motion to Approve September 9, 2015 Minutes - 1st Sarah 2nd Misty AIF. No errors or omissions.

Old Business:

- 1) Monitoring – Still concerned of the need for monitoring for the facility for safety, Janice and Susan looking into it
- 2) Program Use Policy – review and post for member comment – apply pending review comments received in October 2015. Finalize November 7.
*all edited and ready but not yet on the website
*The coaches currently offer lessons to CanSkate and Advanced CanSkate privates outside of registered times with no charge or tracking to the sign-on book (15 min ice with no tracking or charge to Skate Saskatoon typically after or before group classes which are registered with other skaters (Many of these adjacent sessions are at maximum capacity)
Coaches want the opportunity to teach canskaters for the 15 min lesson without any being recorded as ice usage. Juniors have complained or intermediate skaters avoid skating on sessions after CanSkate. These are designated and charged as “prime time” .
Discussion of using tickets for the lessons and assigning them to Open sessions – must be registered. Charges considered for \$2 tickets. Website will develop the ticket option.

New Business:

- 1) Policies for Draft: Travel Policy – Stacy/Susan
 - Need a travel release form and review how this can work for the future having skaters travel to competitions with coaches without parents
- 2) Volunteer Credit system - possible fundraising charge that may be earned back by members for volunteering (\$100 = 10 hours/family). Will be demo'd. Caution that we need to ensure we have enough volunteer opportunities.
- 3) Office review – Ruth may be able to help cover Charlene's departure as well as 2 quotes for bookkeeping support.
 - Registration has gone really well using our volunteers
 - We are monitoring our fees and will adjust for next year, Some concerns with Synchro charges increasing from last year for Butterfly and Masters

- We will update our TV screen with our hours
 - Need a 15 minute ticket for Advanced/CanSkate ONLY who would like a private coach lesson. Maybe call it a 'Toonie Ticket'. Coaches cannot schedule during a full session or competitive session.
- 4) Skate Canada Inclusive – There is funding for ParaSport - equipment. Deadline is Oct 15. Skate Canada is doing a pilot project for something called Inclusive Skating. We have one skater but there are other skaters out there too.

Other Policies:

PA Credit Policy – edits to accommodate on-line registration – Misty

Club Coach: Rosemary – absent (coaching)

Blaise's Report – consultant came several years ago. Susan and Blaise attended. We will do this again but with follow through. We will spend 4 hours with him. Misty will choose a Sunday in November to find a date for working session 4 hours needed to be effective.

- All delinquent lockers were cracked open and cleaned out.
- Sat. March 5 Roadshow practice. March 6-9 is the Road Show.
- Carla Leavins needs billets for March 5 roadshow.
- Test Day is Dec 16-17?? Jackie will tell Brett Hines
- Winter WonderSkate fundraiser is being held here on Tuesday, Dec 15 6:30-9
- Oct 17-18 simulation nights with Laura McDonnell (tech specialist)
- Oct 24 another simulation night without judges or tech specialists
- Nov 7 another simulation night for 30 spots for 1.5 hr – just parents

Adjournment at 8:45pm Motion made by Misty

Next Meeting: November 4, 2015 7:30 pm

Attachments: Draft Program Use Policy for Review until October 31, 2015

**Skate Saskatoon
Minutes for Board Meeting
November 4, 2015 – 7:30 pm – ACT Arena**

Attendance: Misty; Nicole; Stacey; Blaise; Crystal; Karen; Rhonda

Called to order at 7:31pm

Absent: Janice; Shanna; Susan; Rosemary; Jackie

Motion to Approve Agenda: 1st – Karen 2nd – Stacey AIF - passed

Motion to Approve Minutes: Minutes from October 7, 2015
Errors or Omissions:
1st - Rhonda; 2nd Crystal; AIF - passed

Old Business

- 1) Monitoring – ongoing
 - 2 quotes for a surveillance camera system. We are awarding Eagle Eye our contract within the approved budget. They installed the system in the Gemini.
 - Tickets are being bought, used and recorded. Binder has been well-used. Anyone on the ice without registering or signing the book will be billed \$20 per session/emailed to confirm it is not a trade and charged an administration fee of \$25 to invoice.
- 2) Program Use Policy – Finalize November 4 (draft with comments attached).
 - Motion to approve: 1st Karen 2nd Crystal AIF - Passed
- 3) Parasport – Inclusive - deadline missed will apply in April (Patricia Dymund has volunteered to lead application)

New Business

- 1) Office review – see page 3 of the Office Report
 - Regular office hours have been posted on our website and volunteers have covered all CanSkates too.
 - We have removed the separate phone line in the bookkeepers office to save ourselves \$2000/yr. They now have an extension from the office that is now only outgoing.
 - Accounting Duties – bookkeepers are being paid \$20/hr. Our volunteers have been doing some of the minute details then handing over to Tiffany to do the entries.
 - Tiffany keeps track of her tasks then sends us her details. She’s been doing really good and is down to 2 days per week.
 - Email support has also been very quick via Janice, Misty or Nicole.
 - A/R (Charlene’s job) – not much to it now that we are using Uplifter. Very few outstanding invoices now.
 - Refunds are prompt. Using the new form. All done online. Janice performs, Misty reviews, Blaise signs off.
 - Clothing sales were a great success. Shanna did a great job!

- 2) Governance Session – November 22, 1 – 5 pm (Venice House – Sutherland)
 - See attached notes from Janice’s email regarding Jean-Guy from WellSpring
- 3) Investment Policy – basically is a very shallow policy that says we can buy GICs. This policy needs to be rewritten – Misty will do this. .
 - Motion:** To allow BMO to open a business savings account for us with our Treasurer Misty as our lead.
1st Karen 2nd Rhonda AIF. Passed.
- 4) Fundraising – Report from Shanna attached. Fundraiser was on the list of committees many years ago but fell by the wayside since no one would take over that committee. Now that Shanna has volunteered that can be offered
- 5) Lottery Tickets - Blaise will update Facebook and a mass email was sent via upLifter to notify everyone that the Lottery Tickets are ready to be picked up in the office.

Other Policies – PA Credit Policy – edits to accommodate on-line registration – Misty

- We need to create a ‘PA Credit gift card’ in Uplifter but it must be used within 15 months of when they are issued in March. Must be cleared by June 1 of each year. It is transferrable between siblings. All PA credits will show on your account as soon as they are issued. PA credits are related to program assistance for CanSkate only.
- **Motion:** To create the PA Credit Gift Card on Uplifter as per above.
1st Stacey 2nd Karen AIF. Passed.

Club Coach – Rosemary (with draft)

- Working on the policy with Blaise on “what is a club coach?”. This will take a little bit of time.
- Talked to the coaches about the ‘Toonie Skate’. It is up to the coaches to inform the skater/family about this. The club needs to inform each coach in written form to do the same. Also include an information sheet that can be passed on their skaters asap.
- Scanner for the tickets is rather expensive so we won’t be purchasing that any time soon.
- Some coaches have remarked that we haven’t charged enough for our programs, especially Juniors.

Motions:

- 1) Motion to: Be flexible on our date and time for our Board meetings as long as we give lots of advance warning.

Discussion:

1st: Nicole 2nd: Crystal

All in favour: Opposed: Carried

- 2) Motion to: Vote in Susan Savino as Member at Large to the Board
1st Rhonda 2nd Karen AIF. Passed.

Reports:

President's Report: (Misty on behalf of Janice)

Governance Project Update – November 22, 2015 1 – 5 pm Misty - there will be pre-work required. Please attend.

Small working group – collaborative consulting

Your participation prep work will require approximately 2 hours of on-line study. Please take notes for records as well expect a phone call from Jean-Guy LeBlanc (coaches included). Thank you for your time for this important work (more information is available from Janice/Misty or Blaise).

Coaches will also receive a phone call interview – please encourage participation in this confidential component to the governance support project.

Facility Security – There have been a number of incidents reporting stolen or misplaced items in the facility. Monitoring quote has been received within the budgeted amount. Two quotes were received and the final bidder was awarded the contract (Eagle Eye – put in the security system at Gemini).

Program/Fee interim Assessments – Misty – determining reconciliation between uplifter and bank statement/Quick Books

Bank statements roughly estimate that we have increased revenue in September 2015 as compared with September 2014 (however this could be due to the “instantaneous” registration reconciliation vs. last year’s paper entry).

October comparison is on par (+\$2,000 in 2015).

Registration “numbers” are down (classes are smaller – CanSkate/Seniors and Juniors); however, last year’s “count” is inconsistent between “registrations” [number of registered skaters in each class] and “member/participants” [number of individual members/skaters in our programs].

We will re-assess once the revenue is verified to determine next steps (and after the actual COLD hits).

IT/Website: Misty on behalf of Janice

Registration for Singles/Synchro ends November 30th, 2015.

Registration stays open for Master’s Synchro and CanSkate.

People moving to Saskatoon will be accommodated on a case by case basis.

Late fee applied (refunded for those adding to their registration).

Historic credits and refunds from last season will end on November 1, 2015.

Financial Update: Misty

Investment Changes as per policy – Misty will role Cash and GICs into a Savings fund during the year to maximize financial gain on investments (to be approved by 2 signatories).

Office Report: Nicole

Office hours for Winter – Board to continue opening office when they are there available.

Accounting Duties – needs are being reviewed; hours are being reviewed as work load has decreased significantly from last year’s system. Tiffany is understanding of the reduction in day to day and has continued to support our needs with reduced hours.

Office/parent/skater help is an improvement: 3 people 2 PAs / Synchro covering 7 day access – significant service improvement and cost savings.

Email support is prompt (within 1 day or significantly less)

AR – follow up weekly

Refunds are prompt (3 -5 days)

Office compensation – on hold until financial reporting is achieved.

Executive is familiarizing themselves with new processes.

Clothing sales – Success – thanks to Shanna for hours of coordinating.

Newsletter – thanks to Crystal for organizing and producing!

Other Business –

Move meeting dates to accommodate a broader range of members?

Suggested to go to a “moving” weeknight

Winter Fundraisers: Nicole/Stacey

December 15 Winter Wonder Skate

Tree of Hope

Club Manager: Blaise

- Email from David Schultz. Monica Locke wants to run a seminar here for coaches Sat. Dec. 12. 2:15-4pm. She runs the CanSkate program. More info will follow.
- The section wants our ice Saturday, March 5, 2016, 6-10pm to practice for the Road Show. They will be asking for volunteers to house billets.
- Spring Camp for the team is April 23-24, 8am-4pm each day.
- Saturday, January 30, 2016 our Club Development Time is reserved for Synchro
- Zamboni driver incident last night on the ice with the synchro team at 10:47pm. Wes and Andrew from the City have been notified.
- We have painfully been asked if we can have a flexible flood time 8-8:45pm on Wed and Thurs. Blaise agreed to it for a few months in Nov/Dec but not during playoff time.
- We’ve had a few CanSkaters moving into Advanced and Advanced skaters moving into Junior. All has going smoothly in the office with that.

Coach’s Report: Rosemary

Test Day: Jackie

Motion to Adjourn: _____ **Misty** _____ Time: _____ **8:53pm** _____

Next Board Meeting: January 13, 2016 7:30 pm (Second Wednesday)

February Meeting will be a Monday mark your calendars – February 1, 2016

**Skate Saskatoon
Minutes for Board Meeting
Tuesday January 12, 2016 – 7:30 pm – ACT Arena**

Pre-Meeting – Subcommittees to meet prior to the meeting, if required.

Sub-committee discussion upon request.

Attendance: Janice; Stacey; Karen, Nicole, Rhonda, Shanna, Blaise, Crystal

**Absent: Sarah; June; Misty; Jackie; Susan
Neil and Rosemary Joined 8 pm – 8:20 pm**

Motion to Approve Agenda: 1st – ___ Karen ___ 2nd – ___ Rhonda ___ AIF - passed

**Motion to Approve Minutes: Minutes from November 3, 2015
Errors or Omissions:
1st - ___ Stacey ___; 2nd ___ Shanna ___; AIF - passed**

Old Business

- 1) Fundraising Committee – this is another business, needs to be a separate entity in order to be auditable.
- 2) Governance Session – Review
 - Need to facilitate our own planning session possibly using Charity Village which Jean Guy recommended. Janice would like to give it a try.

"Through our work on the governance diagnostic session, our club manager and board of directors got to a common understanding of what's working and what needs work in our club's governance and we became more open to improving it and our own personal contributions and behaviours.

We now have a common language to make discussing governance easier. Some of us have already become more aware of our own behaviours in board discussions and have started to adjust them to contribute to more productive dialogue and decision-making.

For example, more of our board members are now speaking up, and some of our more vocal board members are making more space for that. We got to know each other better and learned more about our roles as board members. Our board members are more engaged and there is more of a sense of being a committed and unified team. Through this work, we also raised awareness among the coaches of how serious the board is about improving how we govern and they might even have more confidence that we will do what we say we'll do."

- 3) Review - Janice

December Email Vote (December 19 – 22, 2015):

Motion 1: To Charge CanSkate \$125 for the first term of Canskate. Implied calculated refund will result different from \$100/skater (depending on discounts etc.)

Motion: Janice; Seconded: Nicole AIF: Carried

Motion 2: That the Club employ a paid administrator/monitor at the rate of \$13/hour to monitor the facility for unregistered skaters and assist with inquiries and office maintenance beginning immediately and continue until further steps are determined. Position to be filled by Delainey Tait. Janice to draft contract for review by Club Manager and Stacey Schindel.

Motion: Janice; Seconded: Nicole Sereda AIF: Carried

New Business

- 1) A/R – Outstanding Balances 2015 – We haven't been able to create a financial statement yet. There is an Uplifter glitch which won't balance with bank balance. We possibly use just our bank balance for our monthly statements.
- 2) Financial Accounting Update – Misty Absent
- 3) Strategic Planning Session – January 27, 2016, 7 – 10 pm Venice House
- 4) Sports School Update – Chantel is going ahead with it
- 5) Skate Canada Programming Update – Neil (below)

Policy Review:

Investment Policy – Misty changes from November meeting implemented

Outstanding Balance Policy - Janice

PA Credit Policy – edits to accommodate on-line registration – Misty

Club Coach – Rosemary

Outstanding Balances/Accounts Receivables – Janice (attached)

- We are going to add a 5% penalty for 30 days in arrears
- Need someone to review

Test Day Policy – Jackie

Motions:

- 1) Motion to maintain our previous 2015 budget for our annual ice show without cutting contract costs: Discussion:

1st: _____ Karen _____ 2nd: _____ Nicole _____

In favour: 8 Opposed: 1 Carried

Email vote: to include contractual values.

Reports:

President's Report:

Governance Project Update – Go Forward Planning Session “Strategic Planning” January 27 (Wednesday 7 – 10 pm) Location TBD. Entire Board of Directors invited.

CanSkate Report – approx. 370 total registered spots as of January 4 in CanSkate (6 withdrew Term 1) Review: 5 kids to a group for Junior sessions and 7 to a group in Advanced. Good feedback. Junior registrations are up. Advanced registration is down but participation has increased from last year. CanSkate registrations are down overall 25%. (40% down for term 1). We are now down about 20% enrollment with Term 2 (however this will not offset the revenue loss in Term 1).

Program Review- Blaise/Janice

CanSkate L and N are now including Stages 4 – 6 for non-figure skating track skills. Those graduating from Stages 3 and not wanting to move to figure skating have been invited to a pilot program on Sat/Sunday (18 participants qualified).

Rosemary raised excessive coaching cost for PreSchool. Operations Management to reduce overhead for coaching for PreSchool immediately to reduce expenses for program cost recovery. Chantel may use Level I coaches where required to meet on-ice demands.

- Access to private coaching is becoming a challenge as our coaches are booked to the limit of their availability for the most part.
- We need to reduce coaching costs in order to offer cost recovery programs such as pre-school.
- Program audit of Skate Saskatoon 2016.
- Performance reviews will be conducted on Coaches and PA Assistants.

All programs will be reviewed due to lower enrollment and assumed revenue reduction. As such a budget review will be undertaken in the coming months.

Our CanSkate programs will be audited by Skate Canada in 2016.

We are to ensure sanctioned Skate Canada programs are delivered. It is the responsibility of the Coordinators to deliver these programs. All coaches must comply with the lesson plans and methods set out by the Coordinators. Failure to do so will result in removal from teaching these programs. This message will be supported and delivered by the Board of Directors as and when required. Blaise will deliver this message. If sub-supportive compliance is reported and/or continues as observed the Board will become involved directly with communications and enforcement.

Program/Fee interim Assessments – Recommend Seasonal discounts are discontinued now for Term 2.

Financial Update: Misty

Misty – determining reconciliation between Uplifter and bank statement/Quick Books.

Office Report: (Janice/Misty)

Volunteer office support with continue with the inclusion of Delainey Tait for Office hours designated similar to Term 1 and continuing for the remainder of the Winter Season. Consideration of Summer staff was discussed.

Ice Show: (Nicole) – we are really going after sponsorship this year which will generate more revenue. Program development is well underway. Contracts to be completed this week.

Test Chair Report: (Jackie absent – Janice reported)

We had 99 tests with 91 Pass and 8 Retry's. Out of the 99 tests, 11 of them were from out of town (North Battleford, Melfort, Kindersley).

We had 3 last minute cancellations due to injuries the skater's incurred prior to test day.

I will be working on the Policy and Procedure for Test Day. Pricing will have to change. Purchasing test day tickets online worked really well for our club.

Blaise has already submitted our March test dates to Brett. Let's not eliminate our old 'envelope' but keep using them by inserting our paid online ticket in it when submitting your registration to the office. Test Day schedule to be reviewed. Will not be significant with new programs. Sundays could be a better day.

Discussion as to whether Test Day is cost recovery as it is currently an expense. Revisions were made to fees: Club skaters paid \$25, out of towners paid \$35 for first test. Policy will assist with details on payment and minimize administration.

Competition Committee: (Stacey)

- Tech rep Jason Whiting has been slow in replying. Stacey to contact Danielle Shaw regarding this as we need information urgently.
- 90 skaters participating.
- Facilities to be notified of needs for proper cleaning. - Blaise
- Judges need comfortable chairs to sit in, we need a hospitality person, a facility person,
- Work out room will be the judges room. Boys change room will be the tech rep room. Boys will change in Tiffany's office.
- Crystal offered to be our Hospitality coordinator for the competition.
- Need photocopier moved into the boys change room for the tech reps.

Other Business –

Neil Tymoruski presentation – new StarSkate system add-on rolling out Fall 2016, mandatory for fall 2017. All coaches have to take a course to be qualified to teach it. Online soft launch course should be available June-July 2016. The course will be offered in Newfoundland in the fall. One coach from our province can apply for an expenses-paid grant to go, learn it, then bring it back and teach it to the rest of the coaches in the province. Pros are that all Star 1-5 can do testing which will help save money for our former 'low test day'. Jr Bronze to Gold will then be gone and replaced with Star 6-9. Merit is only for competitions. Star 3-5 are ranked. Can pass with honors (extra credit if doing really well). Coaches will have to adhere to all the same standards. Includes the first 6 dances. Skating skills will be done in isolation including some sequences, turns, stroking exercises, edge quality, duration. This will be great for the club and will even save us money. This should fit into our Junior and Intermediate programs. It would most logical for us to facilitate this during fall 2016.

Winter Fundraisers: Nicole/Stacey Winter WonderSkate was a huge success fundraising almost \$700. Excellent experience for all our skaters and their families. Will be an annual event. Very positive feedback from skaters, family, and members.

Club Manager: Blaise

- Family Expo March 18-19 has asked us to set up a booth at their trade show. We could set up a TV to run the ice show, display some clothing, etc.
- Summer School publicity has gone out already. Move 'N Soar has been hired to do off-ice for summer school. Scott – rental of ACT Hall \$33/day.

Coach's Report: Rosemary – don't need as many coaches during Preschool CanSkate, only one would be necessary.

Motion to Adjourn: Janice Time: 9:10 pm

Strategic Planning Session January 27th, 2016 Venice House Central 7 – 10 pm.

Next Board Meeting: February 1 (Monday 7:30 pm ACT)

Committee Report List

Finance Committee – Chair – **Misty**; Committee (Blaise, Jackie, Janice)

Program Committee – Chair – **Sarah**; Committee (Rhonda, Karen, Blaise, Stacey)

CanSkate Parent Representative - June

Test Day Chair – Chair - **Jackie**

Competition Committee – Chair – **Stacey**

Ice Show Committee – Chair – **Nicole**; Committee (Stacey S., Sarah)

IT/Website/Registration Committee: Chair – **Janice**; Committee (Blaise, Karen, Brock, Rosemary)

Hospitality Committee: Chair - **Shanna**

Facility Committee: - Chair – **Blaise**; Committee (Janice, Nicole, Stacey)

Advertising Committee: Chair – **Blaise**



**Skate Saskatoon
Minutes for Board Meeting
Monday February 1, 2016 – 7:30 pm – ACT Arena**

Pre-Meeting – Subcommittees to meet prior to the meeting, if required.

Sub-committee discussion upon request. Ice Show; Test Day.

Attendance: Karen, Janice, Nicole, Blaise, Misty, Crystal, Rhonda, Shanna, Rosemary, Stacey, Susan

Absent: Jackie, June, Sarah

Late:

Motion to Approve Agenda: 1st – __Nicole____ 2nd – __Shanna____ AIF - passed

Motion to Approve Minutes: Minutes from January 12, 2016
Errors or Omissions:
1st - __Stacey____; 2nd __Crystal____; AIF - passed

Additions

- 1) Trade show- Family Expo
 - a. Crystal registered Skate Saskatoon for March 18/19.
 - b. \$600 for the booth.
 - c. Budget required for booth expenses:

Old Business

- 1) HR- Increase Chantel's coaching rate of pay in recognition for additional learning
1st - __Nicole____; 2nd __Sarah____; AIF – passed
- 2) Outstanding Balances Policy – Draft Updated – Janice
Motion to approve the outstanding balance policy- with the addition of 15 days allowed for a response to the formal letter.
1st - __Nicole____; 2nd __Susan____; AIF - passed

New Business

- 1) Unused Test Day Tickets (Test Day Policy) Jackie/Misty
 - Draft of policy sent out, Susan will edit
 - 8 days notice is not possible for summer skating. Some kids don't skate the weeks prior to test day.
 - Tabled to next meeting.
- 2) Spring/Summer Programming
 - Programming committee to meet

- 3) Yvette Concession Contract fees for Summer – \$663.50/ month (period in question July – September)
- A discount requested as she is not cost recovery
 - Agree to half price for the period June – September - if that is the request
 - Set a block of time when we expect her to be open (lunch and CanSkate)
 - Janice to follow up with understanding of actual months for the request and details of the rate reduction

Policy Review:

Investment Policy – Misty changes from November meeting implemented

PA Credit Policy – edits to accommodate on-line registration – Misty

Test Day Policy – tabled

Reports:

President's Report:

Strategic Planning Summary –

Went very well: 3 priorities

- 1) Attain financial stability
- 2) Get the Administration in place
- 3) Fill the programs and grow the club

Program Review

Program/Fee interim Assessments

Spring Programming Costs – Junior/Adv/CanSkate

Additional Programs for Spring: Power Edges; Stroking; Juniors; Synchro Stroking

Financial Update: Misty

- 1) Financial Accounting Update –
 - a. Unpaid balances going really well
- 2) Total outstanding balance is \$686 (accounts have a 0 day terms and conditions applied preventing further registration until account is reconciled)
- 3) Quick Books Reconciliation and outstanding accounts

Office Report: (Janice)

- All is going well

Competition Report: (Stacey)

- Went well

Ice Show: (Nicole)

- More sponsors acquired
- 3 CanSkate groups instead of 5
- Theme: Play that Jukebox
- Videographer coming
- Lots of help lined up

Synchro Committee Report: (Karen) –nothing to report

Club Manager: Blaise

- Leaking roof- talked to Wes regarding the problem
- Next move - talk to the city counselor
- Road show Saturday March 5. Billets needed.
- Competition went well
 - Discussion again to monitor and be vigilant of judges expenses

HR: (Blaise/Janice)

Coach's Report: Rosemary

Test day covered already

Last meeting minutes states the coaches are booked.

- Coaches disagree
- The need is there to accommodate skaters when they are willing to skate. Not necessarily when the coach is available
- Need to investigate a solution

Sports school: At City Park for accommodating athletes. Our coaches are welcome to attend

Motion to Adjourn: __ Karen _____ Time: __ 8:45 pm _____

Next Meeting: March 7 (Monday 7:30 pm ACT)

Attachments: None

**Skate Saskatoon
Board Meeting Minutes
Monday March 14, 2016 – 7:30 pm – ACT Arena**

Pre-Meeting – Subcommittees to meet prior to the meeting, if required.

Sub-committee discussion upon request. Ice Show; Test Day; Finance.

Attendance: Janice, Karen, Nicole, Jackie, Blaise, Sarah, Stacey, Crystal, Rhonda, Susan, Rosemary, June

Visiting: Carmen Allen (for test day information)

Absent:

Late: Shanna, Misty

Motion to Approve Agenda: 1st – Sarah 2nd – Nicole AIF - passed

Motion to Approve Minutes: Minutes from February 1, 2016

Errors or Omissions:

1st - Nicole; 2nd Jackie; AIF - passed

Additions: No additions

Old Business

- 1) Unused Test Day Tickets (Test Day Policy) Jackie/Misty
 - Summer details - 8 days notice is not possible for summer skating.
 - Upcoming Test Day – pricing/policy (see report)
- 2) Concession Contract – clarification – Yvette does not want to open in the summer at all.
- 3) Family Expo (Crystal/Blaise) – Friday/Saturday Mar 18,19th at Prairie Land Park.

New Business

- 1) Tax Credits – update (Misty) T2202A (see report)
- 2) Refund Policy – comments (edits to be done by Janice- review next meeting)
 - motion to accept changes as described:
 - **1st: Misty ; 2nd Nicole ; AIF ; passed**
- 4) Lottery Tickets – under sold
 - Currently have 29 books that need to be sold. Try to sell the remaining 29 books at the family expo
 - Changes needed for next year in order to meet the quota; consider adding to CanSkate for next year (1 per family).
 - Need to meet the quota to get the grant
- 5) Insurance Review – Karen
 - Motion to renew policy with the addition of additional insurance for skaters (previously \$500 premium to cover skaters in addition to whatever skate Canada covers):

- 1st - ___Misty_____; 2nd ___Sarah____; AIF - passed

Policy Review:

Investment Policy – Misty changes from November meeting implemented

PA Credit Policy – edits to accommodate on-line registration – Misty. To be done before June 1st. Tabled

Test Day Policy – tabled

Reports:

President's Report:

AGM – Regina April 30th, 2016

Governance 2016/17-

- next meeting intentions for staying on the board next year would be appreciated
- What's going well?
 - Registration
 - On-line ticketing
 - Refunds
 - Office email
 - Volunteerism

Program Review - Janice

Summer Programming

- Gift certificates for those who skate 4 weeks.
- 2 options:
 - see the summer brochure

Spring Programming

- seems to be going well
- late fee will be charged after April 4th

Financial Update: Misty

Current Financial Position

- On target for the year. (i.e. Matching the proposed budget for income and expenses)

Budget 2016/17 – process

- Work in progress. Misty will follow up if more help is required.

Tax Credit reports

- Should we be issuing T2202A (Tuition education credit) for kids over 16 (as they are not applicable after the age of 16)?
 - Skate Saskatoon should not be issuing as per the advice of a number of accountants. We are not eligible under any circumstances and will not be issuing.
- Tax credit receipts (for those under 16) will be issued by Mar 31st.

Office Report: (Misty/Nicole)

Ice Show Report: (Nicole)

- Ticket sales were up
- Was cost recovery
- Sandy has informed the Ice Show Chair that this is her last ice show and will not be coordinating again. Thank you for all her and Padget's work in coordinating.

Synchro Committee Report: (Karen/Crystal) –

- Use of allotted funds for 2015/16
 - St. Cyr sisters are coming September 16, 17, 18. Proposed cost \$3,000.00 to be paid from proceeds made from hosting prairie regionals.
 - Carry over the allotted funds for next year to pay for this.
- Regina Competition – all 5 teams competed. Masters (silver) prenovice (bronze) Snowflakes (bronze), Shattered (bronze), intermediate – no competition
- Skating times for next year:
 - Shattered – another ice time for next year
 - Snowflakes – start 15 min earlier.
- Revisit double teaming for next year and potential fee adjustments.

Club Manager: Blaise

- Road Show - done
- Jean Norman- done
- CanSkate Spring/Summer
- Seminars coming. 1) May 15/16 - NCCP course 2) June - CanSkate course
- Grassroots seminar – St. Cyr sisters in September to assist.

HR: (Blaise/Janice)

Coach's Report: Rosemary – nothing to report.

Request Registration info night for Coaches – Rosemary to arrange convenient time.

Motion to Adjourn: ___Nicole_____ **Time:** __9:20_____

Next Meeting: April 11 (Monday 7:30 pm ACT)

Attachments:

2. Hockey – although an individual may play hockey and receive coaching to achieve professional status, they had not seen T2202A's issued

In addition, to become a registered professional skating coach, you must complete courses provided through Skate Canada. I have confirmed with Danielle Shaw that only receipts for enrolment are provided and no T2202A's are issued. She indicated that she is unaware of any other clubs issuing T2202As.

Further, I contacted Employment & Social Development Canada to obtain copies of documentation previously submitted to obtain our certification. A copy is attached. It appears that we are certified as we indicated that we directly provide instruction that allows an individual to coach/instruct skating.

**Skate Saskatoon
Board Meeting Minutes
Monday April 11, 2016 – 7:30 pm – ACT Arena**

Attendance: Janice, Nicole, Blaise, Susan, Misty, Rhonda, Karen, Crystal, Sarah, Stacey, Jackie, Shanna

Absent: June, Rosemary

Motion to Approve Agenda: 1st – Karen 2nd – Sarah AIF - passed

Motion to Approve Minutes: Minutes from March 14, 2016
Errors or Omissions: Back page test day carry-over to be fixed by Janice.

Karen will address the insurance details
1st - Jackie; 2nd Crystal; AIF - passed

New Business

1. Parasport – Danielle Shaw has all 3 applications now. Pat Simonson and Sarah Dymund took care of this. We have 10 skaters already in our club who this applies to.
2. Synchro – Crystal would be interested to coordinate a Synchro bid on the February 2017 Prairie Regionals. It is due April 30, 2016. They would like the support of our club. The last time we hosted we profited \$4,000.
3. Misty's office report – If members had an uplifter account, their tax receipts were done by March 30, 2016. Anyone who skated for only Jan-July 2015 can contact Misty and use their registration invoice. This was a hugely time intensive process, took about 4 full working days. Just a reminder that no other sport issues a tax receipt.
4. Member Complaints – Several member complaints have been received. It is recommended that a formal response letter be prepared to acknowledge the member concern. A process should be developed although there are Codes of Conduct with Skate Canada. Members are covered in our Club Policies and must acknowledge and accept them prior to any registration. Coaches are required to abide by the coaching code of ethics and conduct as set out by Skate Canada. Members have a mediation process outside of Skate Saskatoon with the Section. Skate Canada does have a procedure in place for such situations requiring mediation. A suggestion that all Skate Canada coaches could acknowledge and review the Coaches Code of Ethics with their terms of employment and valid Skate Canada Coaching Status each September. The Board has drafted a response letter acknowledging member complaints. Member Complaint Policy will be consider if at all possible to guide this process for future Board Directors.

Old Business

- 1) Test Day Policy – (Janice to finalize Draft)table for one month
- 2) Yvette Concession Contract – clarification – She wished to terminate Contract or re-negotiate April

May and June Payment. (April cheque was processed) Contract ends May 31, 2016.

As the contract is not being met, the Club should be retendered concession services through the City. A proposed reduction in May rent was discussed and tabled.

- 3) Insurance Update (Karen) – Quote Rayner \$1978 proposed to pay (email vote April 7, 2016)
Discussion for next steps. 2 quotes. First one is for contents. Second one covers accidents. However, Skate Canada insures anyone with a Skate Canada membership. AON was consulted and let us know that neither Rayner nor Skate Canada/BFL can cover us for what we really need. Misty consulted Virtus. It is recommended that we follow through with our email vote on the base insurance. Similar coverage to previous years.

New Business

- 1) Gift Certificates – for summer program registration (Janice). All old credits expire June 1, 2016. We won't add any new ones until the new fiscal year (July 2016). Misty has applied all credits from last year already.
- 2) Locks – Janice
We have access to a lock for \$450 per lock including install for industrial keyless entry locks. The city would prefer us to lock up our music room to deter thefts from the walk through uninvited guests. This is for the music room and warm up room with possibly the kitchen and office eventually.
Motion: To purchase these 2 locks. 1st Jackie 2nd Sarah AIF Carried.

Policy Review:

Investment Policy – Misty changes from November meeting implemented

PA Credit Policy – edits to accommodate on-line registration – Misty

Reports:

President's Report:

Spring Registration Numbers – Late fees started on April 2. No fees for changes made. We are 34% full for this spring which is on par for other years. CanSkate (151 participants) and Advanced (15 participants) are down. Power Edges has been a good addition. 25 participants in the Junior program.

Summer – trickling in. Early bird registration closes April 15.

Summer Contracts: deferred to May meeting

Club Manager: (Blaise) The family expo went really well. The harness is almost ready to go in the west side of the rink but he will ask MEC for the small part that he needs and then it will be ready to go. We would like to do a family skate on April 23 7-8:30pm for CanSkate.

Test Day Report: (Jackie)

Low and High Tests on March 22nd and 23rd: 165 tests up with a total of 3 evaluators over the 2 days. Results: 144 pass results and 21 retry's (87% pass rate).



Our next tentative test days will be for May 17-19 (Tues-Thurs). I have an email into Brett Hines to find me high test evaluators for hopefully 2 of these days and have asked him to get back to me no later than April 20th so that we can plan our test day around the availability of our evaluators.

We need to entertain the idea of accommodating same day payment for test day officials by cheque or eTransfer on the night of the event at the request of the officials. This seems to be a very high expectation for this with getting evaluators in.

Motion to Adjourn: Shanna Time: 9:00pm

Next Meeting: May 9 (Monday 7:30 pm ACT)

**Skate Saskatoon
Board Meeting Minutes
Monday May 9, 2016 – 7:30 pm – ACT Arena**

Attendance: Janice, Nicole, Blaise, Crystal, Karen, Stacey, Sarah, Rhonda, Susan

Absent: June, Jackie, Rosemary, Shanna

Late: Misty (7:45 pm)

Motion to Approve Agenda: 1st – ___Karen_____ 2nd – ___Sarah_____ AIF - passed

Motion to Approve Minutes: Minutes from April 11, 2016
Errors or Omissions:
1st - ___Crystal_____; 2nd ___Stacey_____; AIF - passed

Additions

Old Business

- 1) Test Day Policy – (Finalize) Motion Required (please review prior to meeting)
 - When we talked about it at the last meeting, we agreed that there will be an expiry date of June 1 posted on each test day ticket.
 - Coaches must notify their skater’s parents that their skater is testing at least 10 days before test day to allow for them to purchase their test day ticket. Discussion around lack of communication to all members eligible to test and the form of that communication. Email is recommended. As an exception to accommodate the skaters, ticket sales for testing will be extended to accommodate payments that have not yet been received for this occasion.

MOTION: Karen made a motion to accept the Test Day Policy subject to addition of a June 1 expiry deadline for test day tickets. 2nd Susan Passed.

- 2) Yvette Concession Contract - Summer
 - Yvette agreed to the terms of the lower rent cheque for May. City has been notified to re-tender the concession contract as of June 1.
- 3) Insurance – Karen
 - We asked for a quote for the contents value of \$100,000 but after consideration of the value on-site currently we have decided to stay with the previous value \$50,000. There will be a small increase due to coverage for the 1 month period where Rainer had covered us for the \$100,000 while the Board investigated coverage options.

Policy Review (in progress):

Investment Policy – Misty

PA Credit Policy – edits to accommodate on-line registration – Misty

New Business

- 1) Membership Survey is Complete for Winter 2016
 - Went out in 3 different batches of Synchrono, Starskate and CanSkate. A variety of comments. Results are available upon request. The CanSkate graph showed a 75% approval so that was good. Consider a seasonal or annual opportunity to survey the membership. Once the questions were set, it was an easy process and not very time consuming. More varied responses were received for StarSkate/Competitive and Synchrono.
- 2) Skate Canada AGM – Report (Nicole) - We will host the Regional Competition in 2017
 - Skate Canada is partnering with Hockey Canada to ensure that all hockey players have a year of skate lessons before they play hockey.
 - 208 Skaters' Lottery Ticket books must be sold by Skate Saskatoon and returned for the next skaters' lottery. 400 ticket books were ordered for us this year. Booklets will be \$60 each. Consider 1 booklet per family - challenge to filter out of town skaters.
- 3) Governance 2016/17
 - See below
- 4) Skater Assistance
 - 6 skaters went to challenge and 1 skater went to nationals. \$2,900 is eligible for Skater Assistance dependent on outcome of Financial Position yearend.
- 5) Compile Policies – Board Manual
 - Would like an updated Constitution and Policy/Procedure manual for Skate Saskatoon AGM - Crystal/Janice to help with coordination prior to 2016 AGM.
- 6) AGM – Skate Saskatoon
 - Janice to organize the AGM this year. Someone needs to manage the used skates/dresses sale as well.
- 7) Succession Planning (2016/17 Board) - discussed below.

Reports:

Treasurer's Report:

- Currently working on getting everything balanced and a financial statement produced with a June 1 objective.
- Misty gave a great explanation of how Uplifter doesn't work well with our current QuickBooks set up. We possibly need to pay someone to facilitate integration of Uplifter with QuickBooks and the subsequent delivery of our financials with Misty's input.
- Misty to provide an update on progress at the June meeting.

MOTION: To set a budget of up to \$10,000 to be used by the Treasurer at her discretion, to develop a means and/or method that will enable the efficient production of a monthly financial statement on an ongoing basis and facilitate any other necessary accounting and reporting requirements . **1st Karen 2nd Nicole AIF. Passed.**

Office Report: -summer staff working for Blaise (see below). Summer students to split the daily work Monday – Thursday (morning shift and during CanSkate); Fridays if needed. Test days will be Thursday nights after the CanSkate sessions:

Office Administration Contracts. Delainey's contract to be renewed. Haley to have a contract at the same rate. Both will be reporting to the Club Manager.

Hours to be limited to budget allowance as determined in the 2016/17 Budget.

Administration Support (casual as needed) to manage the programs and office through to the end of September. - Janice will deliver and Draft Contracts for Club Manager Approval.

MOTION: We will hire Haley Mochoruk and Delainey Tait for the summer office administration tasks. 1st Janice 2nd Sarah. Karen and Misty abstained. AIF. Passed.

Club Manager: (Blaise)

Operations – discussed scheduling of NCCP CanSkate Coaching Course

Changes to the Ice Schedule

Discussion of Summer Registration

Test Day: (Jackie – report submitted prior to meeting)

Low test day: Tuesday, May 17th with Pam and Adeline coming to evaluate again – times to be determined

High Test Day: Wednesday, May 18th with Allyson and Thursday, May 19th with Kathy – both test days will be 6:30 to 9:30 pm

Quite a few out of town tests coming. Schedule will be emailed to the coaches and posted at the rink on Monday, May 9th

Coaches had until Friday May 6th to pull their skaters and skater's have until Sunday May 8th to pay online.

Ice Show: (Nicole) – meeting to be held for 2017 planning

Competition Report (2016) - Stacey Schindel

There where 217 entries in total (27 from out of town; 58 from Skate Saskatoon) = 85 skaters

Fees

Registration: \$60.00 first entry fee and \$25.00 subsequent entries

Entry fees totaled \$8,920.00.

Recommendations for next year: Tech package should be submitted prior to November (sectionals).
Registration should be on-line to reduce administration requirements.
Committee needs to select several members/volunteers.

Programming Committee Report: (Sarah/Blaise)

- We have discussed moving to a 2-term system for Winter registration (October-December & January-March) for all programs except Synchro. Program committee members seem to be in favour of this move, as it allows for flexibility, and might increase revenue as a result.
- Synchro Open Houses will be in early September, with the St. Cyr sisters choreography workshop September 16-18.
- Synchro Elementary wants 6:00-6:45 Sunday Ice, Synchro Masters and Beginner may want to share a Sunday option, and each use it on subsequent Sundays, Synchro Masters would like an earlier weekday evening ice time.
- We talked about the possibility of adding an Adult skate for dance and fitness, maybe Saturday evening after Club Development time.
- 3:45 ice time in Winter, as opposed to 4:00 in Spring was discussed. Is there any chance of 4:00 year-round with flood schedule?
- If we get the funding for Inclusive skating, we will need one designated Inclusive option per week, hopefully Saturday, near a CanSkate. On-line registration programming will set this up initially, as it is much easier to switch it to an open option if we don't get the program than to add it later.

President's Report:

Registration Update for Spring and Summer

- Chantel will not be the CanSkate coordinator as of the fall. Blaise will make a recommendation on how this will be coordinated for Fall for the Executive Review by July 1.

Budget - required for planning in June.

Board Succession Planning - discussion of importance of VPs available and willing to move into President's role within a reasonable period of time (prior to the current president that they were initiated with ending their term as Past President). Discussion around how the past 5 years with VPs not moving to the President role has left the Club in a challenging position.

Program Planning

Discussion: PAs: Advanced and Up – excellent feedback, going very well. These PAs have been doing this for a \$5 credit per session.

: To give 2 Credits to these PAs (over 16 or 18) instead of just 1 credit. Not supported at this time.

Member Complaints Re: Coaches – We do not have a grievance policy as Skate Canada has a comprehensive Grievance and Dispute Resolution Policy. We may consider a policy for our Board to address member complaints. In the instance of complaints received from Members, the members received letters of acknowledgment and referral to Skate Canada for further action as well as details of the outcome of the Board discussion April 11, 2016. Our coaches will be required to review and accept our policies and Skate Canada policies as terms and conditions of employment.

Skater Assistance - Skate Canada has made new rules that require competitive skaters to compete at

least two Summer Super Serials and use top two competition scores to rank skaters, top 10 will go directly to Challenge. This may affect the Skater Assistance Policy. Our current Skater Assistance list has been compiled and will be dependent on financial outcome at year end. The review process will be initiated. First Draft done by Janice.

Discussion regarding succession planning for the Board. Some Board members have notified the President of their intention for the coming year. Those who have not yet stated their intention should do so by the June Board Meeting.

Meeting Minutes (subsequent to Board Meeting): Shanna Thiele submitted her resignation via email May 12, 2016.

Coach's Report: (Rosemary submitted - absent) - report attached.

Additional items

- The low test day is starting at 1:24pm on Tuesday, May 17. This will require the 6 PreCan skaters to have to be cancelled. The program will run an additional week to accommodate the cancellations.
- Rosemary available for the June 6th meeting on a Monday.

Motion to Adjourn: _____ Sarah _____ Time: ___9:26pm_____

Next Meeting: June 6 (7:30 pm ACT)

AGM – September 19 – 21 week - Blaise to check with the Hall.

Attachments:

Coaches Report - Rosemary

Advanced CanSkate Report - Padget

Test Day Policy (Accepted May 9, 2016)

**Skate Saskatoon
Board Meeting Minutes
Monday June 6, 2016 – 7:30 pm – ACT Arena**

Attendance: Janice, Nicole, Stacey, Karen, Susan, June, Blaise, Jackie

Absent: Crystal, Rhonda, Sarah

Late: Rosemary (9:05 pm)

Motion to Approve Agenda: 1st – Karen 2nd – June AIF. Passed.

Motion to Approve Minutes: Minutes from May 9, 2016
Errors or Omissions:
1st - Stacey; 2nd Misty

Additions

Discussion regarding the importance of each vote and role in making your vote known at the time of voting.

Old Business

- 1) Governance 2016/17 – executive meeting (minus Misty). Stacey will move out of the VP role at the AGM. Nicole is willing to step into the Vice-President role immediately to assist with signing authority and governance through the summer. Crystal has expressed an interest in the Executive and willing to step into the Secretary role formally at the Fall AGM.
- 2) We will keep two Vice President positions but only filling one at the that time, leaving one position open in the event it is needed in the absence of the President or Past President.

MOTION: To move Nicole Sereda in as the next Vice President with signing authority effective today, June 6, 2016. 1st Stacey 2nd June AIF. Passed.

- 3) AGM – Skate Saskatoon to be held on Monday, September 19, 2016 7 pm

- 4) Skater Assistance – Susan will double check the application of the policy and value. Blaise will oversee prior to approval of the finance committee for payment.

MOTION: To approve to pay out Skater Assistance up to \$3500 subject to finance committee approval. 1st Misty 2nd Jackie AIF. Passed.

New Business

- 1) Budget – Draft 2016/17 – Janice
 - See graphs and attachments

MOTION: To approve the draft budget as presented. 1st Karen 2nd Nicole AIF. Passed.

- 2) YSSP – due July 8 – Janice
 - To be initiated with merging of reports on Quickbooks and UpLifter to compile the info we need to fill out our application for this subsidy. Janice to follow up with City on details of the submission requirements. Haley to assist first week of July.

3) Police Record Checks – Janice

MOTION: Made that criminal record checks for all executive, employees 18 years of age and over age, and anyone with keys to the office must renewed every 2 years. Application for police check must occur in September.

1st Karen 2nd Stacey AIF. Passed

4) Key Pad Locks – Blaise

- All coaches, office staff and zamboni workers will know both the key pad codes starting in summer school.

Policy Review:

Investment Policy – Misty (sitting)

PA Credit Policy – edits to accommodate on-line registration – Misty (sitting)

Reports:

Treasurer's Report:

none

Office Report:

Contracts signed for summer employment.

Club Manager: (Blaise)

Operations

- Advertising – 4 ads in Express and 2 ads in the Bridges
- June 19 ice is booked for CanSkate University, there are 21 CanSkaters involved

President's Report:

Registration Update for Spring and Summer – 49 skaters registered (150 last year)

Summer CanSkate and Season registration starting to increase.

Executive Succession – covered under new business.

Budget approved to operate until Financial Statements are available.

Coaches Meeting – scheduled to set availability and program needs.

Submitted Reports:

Coach's Report: (Rosemary) - none

Test Day: (Jackie)

We had 4 evaluators over a course of 3 days of testing high and low tests. We had 134 tests taken and 116 pass and 18 retrys with a percentage of 87% pass rate.

Next test days will be during the summer months.

Ice Show: (Nicole)

The Ice Show committee met on May 11 to kick off planning our next ice show which will be held on Sunday, March 26, 2017 at SaskTel Centre. The theme is 'Happy 150th Birthday Canada!'. We would like this to be quite a 'show' showcasing our sport tied in to all things Canadian which will hopefully draw lots of new patrons in to our crowd. Pat Simonson has already taken care of most of the decorations by purchasing flags, etc as there is much available in the stores now leading in to Canada Day 2016. All chosen music will be made by Canadians this year. Many other great ideas were introduced such as inviting former Canadian Idol Josh Palmer to perform a song whilst a soloist skates. Notice of this show will go up in the rink starting in September at which point we will reconvene to get organizing our show. All interested volunteers are welcome to join – gonna be a great show! Voluntary tickets rather than mandatory with Lottery tickets per family.

Other: Lottery Tickets (Tiffany) – balance needs to be confirmed.

Synchro: (Karen) - none

Motion to Adjourn: _____Karen_____ Time: __9:08pm_____

Next Meetings:

Coaches: June 12, 2016 Sunday 7:30 pm

Finance Committee: Tuesday July 5 7:30 pm

Board: August 22 – Monday (7:30 pm ACT)

Nomination Committee Meeting - August

AGM: September 19 7:30 pm ACT Hall (Blaise to confirm)

Skater Assistance Policy

Purpose

The purpose of this policy is to establish guidelines for distribution of available funding for skaters' assistance to the various skaters who represent Skate Saskatoon at national competitions and/or out of province qualifying events (The Challenge, Junior Nationals, Nationals, Prairie Regional Synchronized Skating Comp).

Background

This funding was established to benefit both the skater and indirectly our club coaches. When skater assistance was being considered it was pointed out that the coaches feel uncomfortable charging their full fee for service when attending out of province events and it was suggested that funding be provided to the coach attending a Qualifying Competition or National event. To compensate for the high cost of coaching the board implemented the Competitive Fund to assist both the skater and the coaches. The board considered providing the funds to the coaches, but felt that there was no way of monitoring if the savings would be passed on to the skater; therefore, it was passed on to the skater. When the coach is away for an event they are also losing income from group lessons and private lessons. Therefore, this fund is only allotted to skaters who have a club coach as a base coach and attend out of province events.

Skater Assistance is paid to the skater who has been registered as a full member of Skate Saskatoon for two full years, and has a Skate Saskatoon club coach as their base coach. Using these parameters, Skate Saskatoon is supporting both the skater/synchro team and the coach.

Policy Statement

Skate Saskatoon (Saskatoon Figure Skating Club) offers members a program referred to as the Skater Assistance Fund as a way of recognizing involvement and representation of the Skate Saskatoon at national competitions, and out of province qualifying events.

Funds for Skater Assistance:

The fund is established from a percentage of the interest on GIC's and from a % amount of annual revenue from the Special Events (i.e. club hosted competitions, ice show) as determined by the Board.

Who is Eligible:

Full members of Skate Saskatoon who have met all of the following criteria:

- Member of Skate Saskatoon in "good standing" for two full consecutive years including the current year of competition. "Good standing" is defined as those members who:
 - Do not have outstanding unpaid accounts with the Skate Saskatoon.
 - Demonstrate compliant use of the facilities in accordance with all Skate Saskatoon policies.
- Engage a club coach of Skate Saskatoon as his/her primary coach¹
- Full member of Skate Saskatoon who has followed, along with his/her coach, the Skater and Coach Code of Conduct².
- Represent Skate Saskatoon at a qualifying event.

¹ If a Skate Saskatoon coach is unavailable, eligibility will be at the discretion of the Board of Directors

² Any breach of code may nullify eligibility for funding.

What is Eligible:

Skate Saskatoon will endeavor to provide funding to help cover the travel costs for one qualifying event per year, per skater or Synchro team if the qualifying event is held out of province. If there is an equivalent event within the province that the skater/team or coach chooses to not participate, support will not be given.

Assistance:

- Skate Saskatoon will endeavor to provide funding to help cover the travel costs fee one qualifying event per year, per skater or Synchro team if the qualifying event is held out of province.
- Skate Saskatoon will endeavor to provide funding to assist with registration AND travel costs to those who attend an event out of province, for which they have qualified.
- Travel allowance is as follows:
 - Competition held in Alberta or Manitoba - \$150
 - Competition held in British Columbia, Ontario or Quebec - \$250
 - Competition held outside above provinces - \$350
- If a skater or Synchro team attends an out of province competition and qualifies for the next level (e.g. Nationals) the Skate Saskatoon will endeavor to provide funding for additional and subsequent events as stated above.
- In the situation where Skate Saskatoon is unable to provide full assistance as per above guidelines, the Board of Directors will determine a fair and reasonable division of available designated funds.
- If a skater is injured/ill at the event and is unable to compete they will receive funding. If the skater is injured/ill prior to the event and withdraws or does not attend the competition they will not be eligible for funding as no travel costs have been incurred.
- If any financial assistance is provided by the Section, skater assistance from Skate Saskatoon will be offered as per the policy.
- **Example A:** Synchronized skating team attends the Prairie Regional Synchronized Skating Championships (Qualifying event) in Regina and having qualified for Nationals, subsequently attend a National competition in Ontario.
 - Payment \$0 for the Regional Championship as it is held in Saskatchewan.
 - Payment equal to the cost of registration and \$250 per team for travel for the National competition.
- **Example B:** Synchronized skating team attends the Prairie Regional Synchronized Skating Championships (Qualifying event) in Winnipeg and having qualified for Nationals, subsequently attend a National competition in Ontario.
 - Payment of \$150 per team to help cover the travel costs to the Regional Championship as it is held out of province in Manitoba.
 - Payment for the cost of registration and \$250 for travel for the National competition.
- **Example C:** A competitive skater attends Sectionals and qualifies for The Skate Canada Challenge (both Qualified and Qualifying event) in Halifax and having qualified for the Canadian Championships, subsequently attends a National competition in British Columbia.
 - Payment of \$0 for Sectionals as the event is held in Saskatchewan.
 - Payment for the cost of registration and \$350 for travel for the Challenge competition.
 - Payment for the cost of registration and \$250 for travel for the National competition

Distribution of Funds:

- Eligible skaters will receive payment from Skate Saskatoon within 30 days of the Skate Saskatoon yearend date of June 30.
- Availability of funding to be determined after yearend financials become available.

Procedure:

- This fund will not exceed \$5,000 per year.
- Skater assistance funds will be provided from general revenue to be approved at the discretion of the Board.

Responsibility:

- Office administration is to consolidate a list of skaters who are eligible for funding by March 31st for review by the President.
- Bookkeepers are to provide a report to the Treasurer by June 10th of availability of funds to facilitate the Executive determination of eligibility.
- Board will ratify the budget in the previous year based on the projected fund to the maximum allocation.
- Final eligibility and payment to be reviewed by two members of the Board to be selected by the President.

Exceptions:

- **There are no exceptions to this policy**

Program Use Policy

Purpose:

The purpose of this policy is to provide a consistent mandate for purchase and use of ice sessions provided by Skate Saskatoon. This policy serves to communicate and define the terms and conditions associated with registration in a Skate Saskatoon program(s) and the rules associated with use of the ice during the season of each program and/or ice session. An ice session is referred to as an **Option** and defined as a designated program time.

Background:

Skate Saskatoon (referred to as the “Club”) is a non-profit sport organization operated under the Constitution and By-Laws of the Saskatoon Figure Skating Club (SFSC) in accordance with Skate Canada. The purpose of the Club is outlined in detail in the current Skate Saskatoon constitution.

The purpose of this policy is to reflect the current needs of Skate Saskatoon such that the Club can continue to support skater development in Saskatchewan. The policy defines and communicates Club rules associated with ice usage and provides a clear statement of program use and the privileges associated with registration and Club membership.

Historically, the Club was operated by a Board of Directors in the Winter Season (October through March) and was sub-leased during the “off-Season” (April through September). In the absence of viable alternatives to the off-season, the Club extended operations to a year round facility.

The Club currently runs a year round facility on behalf of the non-profit sport organization under the direction of a volunteer Board of Directors and Skate Saskatoon employees. The Club operates through an exclusive rental agreement with the City of Saskatoon facility (known as “ACT arena”). The City of Saskatoon maintains the facility.

The Club, via the Program Committee, offers programming to serve the needs of its membership and promote skating in Saskatoon. Club Coaches deliver group programs such as Canskate and are also permitted to offer private coaching services.

The Club manages the application of fees to finance the use of the facility and provide the programs offered. The purpose of the fees is to meet the mandate of the Club as a sustainable organization offering an affordable environment to teach skating skills in accordance with Skate Canada programs such that all of our members can benefit from the structure and program seasons.

Policy Statement:

To ensure the safety, respect and integrity of all Skate Saskatoon skaters and coaches while using club ice.

To provide a stable business model to sustainably offer Skate Canada programs to Skate Saskatoon Club members.

Procedure:

Program Registration

Payment to Skate Saskatoon must be received or arranged for all ice usage prior to use of the ice surface at any given time in accordance with current (season specific) registration options or products purchased for admittance to use the facility (i.e. ice session tickets).

Skaters must be registered with Skate Canada and/or Skate Saskatoon and be able to provide proof of current registration (i.e. Skate Canada membership and a current season club registration or ice session tickets).

Registration for designated ice session times must correlate with ice usage. Exchange of ice sessions within a given season will be accepted only if the non-registered session is recorded in the sign-on book located on the podium near the music room entrance to the ice surface and is within the current season.

It is the responsibility of the eligible skater or member parent/guardian to ensure that all skaters have registered, or otherwise paid for the selected options (session times) before skating.

Skaters must enter and exit the ice surface in accordance with the programmed session times.

Failure to register or pay for ice usage will result in removal of skating privileges.

Liability:

The Club will not be responsible nor liable for any unregistered skaters. Unregistered skaters may be subject to penalties as determined by Club Management.

Program Seasons Defined:

The seasons are defined, in general, as follows:

WINTER - October through March
SPRING - April, May, June
SUMMER - July and August
FALL - September

Exact dates are established (annually) by Club Management to coordinate with the calendar schedule and ice availability as determined by the City of Saskatoon.

Program Rules:

- If skater is using ice session ticket(s), the printed ticket or bar code must be entered in the sign-on binder located on the podium near the music room door before the skater steps on the ice. Tickets printed must note the name and time used and deposited at the office.
- If a skater wishes to exchange an ice session for an entire session previously missed (45 minutes) or unused session in the current season, the "non-registered" ice session must be the appropriate designated level for the skater and must have available space. It is the responsibility of the skater to ensure the ice session selected to be exchanged is available and safe prior to signing-on for the selected ice session. The ice usage (exchange) must be

recorded in the sign-on book before stepping on the ice in addition to the ice session time and date which is being exchanged.

- Partially missed or shortened sessions do not qualify for make-up sessions.
- Regular ice session exchanges should be reported through formal registration to ensure registered skaters retain priority on the designated session.
- Ice sessions can and may only be exchanged during the current skating season.
- All efforts shall be made to register for an appropriate amount of sessions for each skater and to use these sessions within the current season.
- September 1st of any year is the beginning of the Skate Canada season and all skaters must be registered with a renewed membership at that time. There will be no exceptions.
- If the skater's coach needs to give a lesson during an option for which you are not registered, the skater must exchange the session or purchase a valid session ticket.
- CanSkater or Advanced CanSkaters may take 15 minute lessons on OPEN/BYOC available sessions as determined by the current registration (i.e. maximum capacity of the ice surface must not be exceeded at any time).
- Parents are responsible to purchase a 15 minute Ticket to redeem for the ice usage and register for the session in the sign-on book or with Skate Saskatoon Administration.

Responsibility:

- Skaters must never skate alone.
- Skaters must not step onto the ice if not registered.
- Skaters must not step onto the ice if the ice session is full or an inappropriate level.
- Skaters must abide by the safety rules of skating practice and ice use. Anyone in a lesson with a coach has the first 'right of way' on the ice. Anyone practicing their program to their music has the second 'right of way' on the ice.
- Skaters must respect ALL fellow skaters and coaches on the ice.
- Safety use of the ice is the responsibility of the skaters as well as the coaches. Parents are responsible for ensuring their skater understands the rules of the Club and respects their fellow skaters. Club coaches and any registered coach on the ice is considered an advocate of Club policy, Club safety policies and is familiar with and abide by all Club policies while using Club facilities.
- It is the responsibility of the parent/guardian or adult skater to ensure that all skating sessions are purchased from Skate Saskatoon and recorded appropriately to ensure safety rules and restrictions are adhered to. Club Management sets ice capacity limits for the safety of all coaches and skaters and has the authority to change those at any time should conditions change or if safety is of concern.
- ALL members, board members, employees, parents, skaters and coaches must be familiar and abide by all Club policies and rules as well as those established by Skate Canada. Policies may be updated from time to time and it is the responsibility of the membership to be aware of those changes through attention to Club communications.

Skate Saskatoon

Created: September 2015
Accepted: November 4, 2015

Exceptions:

There will be no exceptions to the Policy.

Skate Saskatoon Outstanding Balance Policy

Skate Saskatoon makes every effort to accommodate families with special and difficult circumstances. In some cases payment plans are available. Continual neglect of unpaid balances due to Skate Saskatoon is unacceptable, as they are detrimental to other member's enjoyment of the sport(s) by increase in their fees.

PROCEDURAL GUIDELINES:

- An email or formal letter requesting the payment of the balance due will be sent stating the amount owed, what the balance is owed for, and the time period for a required response. It will also set forth the actions Skate Saskatoon will take to collect the debt. If no action is taken during this 15 day period, Skate Saskatoon shall have the right to submit the name of the member and their outstanding balance to Skate Saskatoon Administration to begin the collection process.
- Accounts Receivables (AR) for Skate Saskatoon will immediately re-send the outstanding invoice noted with payment due dates and allow a 15 business day grace period to respond with payment to the outstanding balance. AR may at its discretion and based on availability from registration information, attempt an email and phone call during this period. In the event no response is made, Skate Saskatoon will notify the Club Manager on the first of the following month or at its next regularly scheduled meeting. If deemed appropriate, Skate Saskatoon may place the member in arrears and immediately suspend the family's opportunity to participate in Skate Saskatoon Athletics. The terms and conditions for the member account (includes limitations to all participants) will be adjusted to prevent further registration or purchase of Skate Saskatoon products or programs until the outstanding balance is paid in full.
- After 30 days, 2% interest will be charged on the outstanding balance per month until payment is received.
- Members in arrears will be listed in the Board meeting minutes at 60 days outstanding.
- Skate Saskatoon will then turn the matter over to a professional collection agency of its choice. All collected funds will go to Skate Saskatoon, subject to the agreement with the professional collection Agency.
- Board members whose accounts are in arrears will be required to step down from any board duties and must be re-considered by the membership for re-instatement the following year.

RECONCILIATION:

Families will be immediately brought back into good standing after the balance due is paid in the following manner: payment via acceptable guaranteed method such as money order, certified cheque or cash. Payment should be made to Skate Saskatoon and mailed to 107-105th Street, Saskatoon, SK S7N 1Z2.

Participation will then be allowed in all programs and eligibility will be communicated by Skate Saskatoon to the Club manager and lessons may be resumed. Any missed sessions may not be made up.

Skate Saskatoon maintains the right to accept terms and payments, based on the discretion of the Club Management. If Skate Saskatoon accepts these terms from a member in bad standing, it must be approved at its monthly meeting and reflected in the meeting minutes.

RESPONSIBILITIES:

Executive Manager/President/Treasurer:

Review accounts receivables and unpaid balances and email all members with outstanding accounts weekly.

Take forward outstanding payments to the Club Manager after 30 days.

Club Manager:

Interrupt programming services if accounts not resolved AR 45 days.

Treasurer:

Report to the Board Accounts Outstanding at 60 days.

EXCEPTIONS:

There are no exceptions to the policy.

Policy and Procedure for Test Day

Purpose:

To provide opportunities for Skate Saskatoon members to progress in their Skating Skills in accordance with Skate Canada accreditation systems. This opportunity is extended to non-members at cost.

Procedure:

- 1) Test Chair will determine date for test day. This is coordinated with the Club Manager.
- 2) Test Chair to contact Section Representative with Skate Canada Saskatchewan to get High Test Evaluator(s) for the specific test day. This must be initiated at least one month prior to the event. Should no response be given, Skate Saskatchewan/Canada must be contacted to make them aware of the situation.
- 3) Test Day Chair to arrange Low Test Evaluator for low tests (this is usually on a different day than high test) depending on the number of testing applicants.
- 4) Test Chair to send out an email approximately 1 ½ months (6 -7 weeks) prior to test day to all the coaches. This email will have a pre-test form attached so that the coaches can determine approximately how many tests they will have for evaluation. This will give the Test Day Chair an idea on how many tests are up for testing and will determine how many evaluators are required.
- 5) A preliminary schedule will be sent to the coaches to let them know what day high test day is, low test day is and what tests are being taken on each day and approximately how many tests in each category.
- 6) Test Chair will contact the coaches approximately 1 month prior to test day to get a list of the skater's names to test.
- 7) Another draft schedule will be sent out to the coaches so that they can inform their skaters what day and approximate time they will be testing.
- 8) Two weeks (14 days) prior to test day, coaches can still pull skaters that are not ready without any financial commitment.
- 9) Eight days prior to test day will be the last day coaches can pull their skater without any financial commitment.
- 10) At least 8 days prior to test day, all skaters fees need to be paid online through purchase of a current test day "ticket" appropriate to Skate Saskatoon members or non-members. If the fees are not paid prior to this 8th day before test day, the skater's tests will be pulled from the list and will not be allowed to test. Summer Season may have exceptions to the 8 day purchase policy to accommodate preparation time for out of town skaters.^{1,2} Unused test day tickets will expire on June 1 of the current fiscal year.

¹ If a skater withdraws from a test one week or less to the test day, they will forfeit their test day fees. If for medical reasons they need to withdraw their test, a medical doctor's note will be required and the skater's test day fees will be applied to their next test day fees.

11) One week (7 days) prior to test day, a final schedule will be emailed out to all the coaches and copies will be posted in the arena.

Responsibility:

Test Day Chair and Club Manager shall ensure the Policy procedures are followed.

The Fee Committee will set the Test Day fees annually.

The Club Manager or Board of Executive maintain the right to cancel any Test Day within 2 weeks of the scheduled event.

Exceptions:

Exceptions may be implemented by the Club Manager with support of the Executive.

² Summer test day procedure may be planned similarly with an exception of the pre-test sheets. A list of skaters are given to the Test Day Chair approximately 2 weeks prior to the test day and a schedule is comprised based on the estimate of tests.

A.C.T. Arena
107-105th Street East
Saskatoon Saskatchewan

www.skatesaskatoon.com