A logo for a skating club

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**FSSC Board Meeting – Executive and Head Coaches  
Tuesday October 22 2024-6:30 pm**

**Fort Saskatchewan Library**

**Attendance: Shawnene Schultz, Hunter Prodaniuk, Kerri Gartner, Erin , Jenn Dickison, Barb Gudmundson**

1. **Call to Order – 632**
2. **Review and Approval of Minutes from Previous Meeting**

MOTION: Approve minutes from August 2024 via Email

Moved by: Heather Seconded by: Kerri

Motion to approve mins from September 2024   
Moved by: Jenn Seconded by: Kerri

1. **Additions or Changes to Agenda**

**None**

1. **Updates**

* **President’s Update:**
  + Registration for Winter Session – to Open Nov 20 and close Jan 20, 2025
  + Board Development Dates – upcoming programs run by the city
    - Strategic Planning and Goal Setting – Jan 21, 25
    - Board Basics and Responsibilities -March 19, 25
    - AGM 101, Bylaws and Roberts Rules of Order – May 22, 25
  + Drop-in Ice
    - Would need to ensure there are enough Coaches
    - Drop ins could become a problem if the student comes multiple times a month instead of just purchasing the program
    - We could offer extra drop ins closer to competition and on theme days (Sat)
    - Drop ins would only be for the ice time and group lesson, no private lessons on that day
    - Potentially offering a specific time once a week – Coaches to discuss pricing and timing
    - To be revisited next meeting after coaches discuss
  + Dressing Room Policy – to be revisited in Dec meeting because scheduling volunteers is becoming a challenge.
    - Potentially starting a group chat with the parents volunteering in the room so if we have someone who cannot attend etc. Separating the chat by skate day.
    - Kerri to reach out to other clubs regarding the dressing room policy and what they are doing, specifically to get parents involved with volunteering.
    - Survey to be done at the end of March re volunteering
    - Volunteer policy and deposit to be reevaluated again at December meeting
* **Treasurer Update:** 
  + Balance in business acct $87,699.18 as of Sept 30
  + Casino Acct $13,466.88
  + GIC $40,198.57
  + Total $141,364.63
* **Fundraising Chair Update:**
  + Fudge fundraiser is going and will run until Nov 1
  + Total profit so far is $119.54
* **Report from the Coaches:**
  + Halloween themed skates start this week – Hunter will email Jaime to ensure it’s being posted**.**
  + Jan – CanPower – have parents label helmets with their name.
  + Winter Skatefest
    - Cost of Medals - $2-$4 per medal – budget for $120, Hunter to purchase
    - 30 figure skaters potentially
    - Registration to open for this on Nov 20th and close Dec 14th – $5 fee
    - Hunter has a schedule figured out
    - Volunteers signed up Aimee, Josee, Shannon, Shawnene and Kerri – to be helping the day of event
    - Flowers, Goodies Bag, Decorations, running Check In Table
    - Skaters will be doing their assessments
    - Jr Academy Element demonstrations
    - Rec skate will do a spin, spiral, jump routine
    - Star Skaters will do their programs
    - Parent announcer – ensure mic is available
    - Kerri to set up a group chat for the volunteers
    - Erin will provide flowers
    - Theme – Christmas
    - Event is at the JRC
    - Christmas tree set up in the dressing room and the girls will do a $5 secret Santa. If you bring a gift you get to participate and take a secret gift. No names assigned.
    - Kerri will create promotion images
  + Family Skate – Dec 19th at the Dow – Christmas themed balloons to be there too. Kerri will provide
    - Talk to Heather about her husband being Santa again and get her opinion on how it went last year.
  + Coaches – new coaches are helpful and it’s going well. Schedule is good on their end.

1. **New Business**

* Adjustments to the refund policy for Figure Skating
  + Shawnene discussed a potential change to this policy. Currently refunds are available with Dr note or extenuating circumstances.
  + Skate Canada Fee is non-refundable
  + Learn to Skate program – non-refundable unless Dr Note – policy remains the same, Refund can be credited to their account if applicable.
  + Figure Skating Program – refunds will be discussed as a board on a case-by-case basis.
* Creating a 48-hour time and reflection policy for members/parents when contacting coaches and board members regarding concerns
  + Potential parent waiver sent out at the beginning of the program to say things like no yelling at coaches during the lessons, no parents on the benches, spectating in the stands.
  + Ask Julie-Ann to add another policy to check off at registration – you’ve read and understand the policy handbook and understand the parental obligations in the handbook. To be added to the next open registration
  + Shawnene to make sure no parents on the benches is added to the parent handbook
  + NO parents on the benches for learn to skate programs – if there is an exception that needs to be made it’ll be done with approval from the coaching staff.

1. **Date of Next Meeting: Nov 26, 2024 and Dec 10, 2024**

**Shannon to book Library Room**

1. **Adjournment of Meeting – 7:25**