

Beausejour Skating Club Executive Meeting

McMunn and Yates Room, Sungro Centre, Beausejour

Minutes

December 5, 2011

To Do:	
	<p>Present: Jaquelyn LaCroix, Heather Korlak, Donna Jacobs, Karen Robinson, Pam Schirle, Tegan Jacobs, Terry Buss, Tracey Drabyk-Zirk</p>
	<p>1. Call to Order – Heather called the meeting to order at 6:05 p.m.</p>
Heather	<p>2. Minutes of the previous meeting – Heather will distribute the minutes of the November 7th, 2011 meeting.</p>
	<p>3. Correspondence – 3a. Skate Canada – invoice received</p>
Pam	<p>4. Committee Reports:</p> <p>4a. President – Heather reported that she received inquiries from one family. The family was not present for lessons today; maybe Friday.</p> <p>4b. Treasurer – Terry presented an income/expense statement. Non-reconciled balances were reported as: chequing - \$5339.11 fundraising - \$1137.73 long term savings - \$4050.36</p> <p>Terry identified that there have been struggles with the deposits as monies do not always get deposited to the correct account. He is aware of the issue and will follow-up a few days after making a deposit to ensure that finances are where they were intended to be.</p> <p>Terry also asked Pam to verify that the 50/50 records were in order, based on his calculations.</p> <p>MOTION: “That the treasurer’s report be accepted as presented.” Moved by Terry, seconded by Donna. Carried.</p> <p>4c. Registrar – one new family. Club fees and fundraiser bond was pro-rated based on start date.</p> <p>4d. Fundraising – Pam reported the following: 50/50 draw raised \$430.75 (cash turned in). There may be an additional \$133.00. Tickets were all included in the draw. If the monetary amount is greater than</p>

<p>Pam</p> <p>Tracey</p> <p>Heather</p>	<p>expected, half of the amount will be given to the winner.</p> <p>Sausage and cheese – forms are due on December 9th. Approximately 75% of families have handed in their respective form. Preliminary estimate is that approximately \$300.00 will be raised from current submissions.</p> <p>Spud and Steak fundraiser – “steak” is not an option at the Legion during the winter months. There is an option to sub-contract food preparation. Pam looked at current bookings at other venues. Her findings: January 21st and 28th (large social with both sides of the hall booked), January 28th , the hall is booked by two groups); Game and Fish – February 11th; Craft show on February 25th</p> <p>Options were weighed. It was decided to look at alternate dates and to source food options from a local caterer. Heather recollected ticket amounts discussed at the last meeting. Expenses need to be reviewed before ticket prices can be set. With preliminary number crunching, discussions revolved around \$15.00 or \$20.00 per adult; \$10.00 per child. [Background: many angles were considered such as a family rate, etc. It would be cumbersome to define what a family is or to know numbers for the caterer].</p> <p>Beausejour Skating Club has approximately 30 families. Pam will poll the families at the Christmas gathering to see about their interest; interest in selling tickets to others; to identify dates, etc. Possibly a sign-up list will be circulated.</p> <p>Also being contemplated is a family fun event in conjunction with the meal fundraiser. Donna offered to airbrush tattoos. Tracey will see if Network 4 Change is interested in being involved. Five stations would give families and little ones something to do and add more appeal for sales and attendance. There may even be a puppet show option!</p> <p>As an added incentive, there may be a prize offered to ticket sellers... for every ticket you sell, you get a ballet to win something (for example: tickets to the Winnipeg Jets game).</p>
<p>Heather</p> <p>Heather</p>	<p>5. New Business:</p> <p>5a. Refund request One request for membership refund was received, post the deadline. These are handled on a case-by-case base. The coaches and observers recognized that the parents and coaches tried to encourage the child with no success. Consensus, he was not ready. Executive members were appreciative that the request was politely made rather than demanded. Another child from this family will continue lessons in the BSkClub. MOTION: “That the family receive a pro-rated refund” moved by Heather, seconded by Karen. Carried. Heather will speak with the parent(s) and offer a pro-rated amount based on the date that the request was made. We ask that the family members respect confidentiality, as each case is addressed independently based on specific circumstances.</p> <p>5b. Quilt submission for Centennial Quilt Project Melissa Marginet approached BSkClub – the Club could make and submit or pay the quilters to do so. Debbie Ravestein’s step-Mom may be willing to assist. Jaquelyn also identified that her Mom may be willing to assist.</p>

Heather	<p>5c. Canteen No canteen service will be available on December 12th as the staff party will be held at that time. Members of BSkClub are complaining that the canteen is often not open and that the food is substandard. Heather has been told that it is open based on use, and that canteen staff have discretion to close when they feel that is not feasible. Ironic as if it is not open, it cannot be profitable! Heather will forward a letter on behalf of the parents and others who have spoken. Heather was also asked to discuss that the garbage cans are not being emptied in the change rooms; that there is often garbage on the benches and that the toilets need more attention.</p>
Donna PA's Terry Heather Terry Donna Tegan Heather	<p>6. Old Business:</p> <p>6a. Club gear – order are due on Friday, December 9th.</p> <p>6b. PA Photos/Bios – Donna has not forgotten. She is compiling and has compiled many. Coaches are working on the bios and intend to finish, post exams. Posters will be done for the Christmas party.</p> <p>6c. Official receipts – Terry summarized that they are not complex and not done. He has researched what needs to be done and is currently looking to find a suitable receipt format. One he finishes the database, he will complete the receipts.</p> <p>6d. Christmas Pot Luck – Historically this event is a family fun one. Inviting a friend will be saved for a future event. Heather will confirm the times. <u>Tentatively</u> - Junior stars lesson will be from 4:00 to 4:30. Family skate from 4:30 to 5:15; Eat at 5:15 until 6:45. Heather will inquire as to the potential of requesting 15 additional minutes from the Zumba group, if it is possible that their session start and finish 15 minutes later. Terry will bring the audio vox (sound system to assist with getting voices heard over the crowd). Donna and Tegan will look after prizes.</p> <p>Everyone was supportive of Heather looking after purchasing gift items for the program assistants (calendars and BSkClub toques). [Tegan reminded those present that they still have gift holder teddy bears that belong to BSkClub].</p>
Heather PA's	<p>7. Other:</p> <p>7a. Coaches report – three members will join another level. Coaches have strategized a system which will allow for smaller group instruction. Fee will be adjusted accordingly. Heather will verify respective fees and notify families on the amount of payment that will be owing. Report cards will be done by the Christmas party or January.</p>
	<p>8. Date of next meeting: Monday, January 16th, 2012, McMunn and Yates room, Sungro Centre, 6:00 p.m. Tracey sent her regrets for this meeting.</p>
	<p>9. Adjournment: Heather adjourned the meeting at 7:10 p.m.</p>