

## August 4, 2010 BOARD MEETING

### In Attendance

Wendy Francis  
Gordon Rogers  
Rob Binns  
Glenn Holmes  
Phil Byrne  
Alban Moran

Wendy opened the meeting with a welcome to all in attendance and circulated meeting agenda.

Gordon moved to approve agenda  
Rob seconded

We reviewed Board Minutes from the March 3, 2010 meeting and it was noted that we did not have a Skater Representative on the Board for the past year. Alban will update March 3, 2010 minutes to reflect this change.

Gordon moved to approve March 3, 2010 minutes  
Glenn seconded the motion

Gordon reviewed the proposed budget for this year with the following highlights

We assume about 60 skaters for the year with a similar distribution among the levels.

Cost of Ice Time has increased to \$135.00 from \$130.00 which is about a 4% increase.

Atlantic Cup was successful last year with about \$4,400.00 in revenue.

Gordon reviewed the 2011 proposed budget for the period ending May 31, 2011.

Revenue: We hope to receive Other Income of about \$2,000.00 from the province in addition to our other income for total expected Revenue of about \$42,000.00

Expenses: Ice time has increased to \$135.00 per hour.

Atlantic Cup (A/C) expenses will be higher again this year with the added cost of having a Paramedic and an EMT on site all weekend.

A/C expenses are expected to be approximately \$8,950.00 .../2

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If Revenue and Expenses are as planned for the year ending May 31, 2011, we would end the year with about a \$4,020 deficit.

Wendy raised the matter of equipment purchases for the year; and Phil indicated that we are ok for blades, but we will focus on replacing some of the boots. Some of the sizes (33 to 36) are in poor condition.

Phil has heard some negative comments about the Jet boots, but he believes that they do the job for many skaters.

We agreed that we will not go ahead to order boots now but will wait until after registration to see what sizes are needed.

We may have some old blades that could be discarded.

Phil will speak with Guy about a review of the equipment. Guy and Deanne are monitoring the quality of the club blades.

It was noted that the Atlantic Cup will be held this year on the weekend of November 6<sup>th</sup> and 7<sup>th</sup> 2010.

We agreed that we should raise the Competition Fees as follows:

\$35.00 Single

\$60.00 Family

The club received a \$4,000 Grant that we will use to upgrade our mats – most likely with new covers as needed.

2010/2011 SSPEI Club Fees:

Comp A	\$600.00
Comp B	\$500.00
Dev 2	\$415.00
Dev 1	\$250.00
Novice	\$250.00

Gordon moved to approve these club fees

Alban seconded motion

Off Island Competition Fees:

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Single	\$35.00
Family	\$60.00

Gordon moved to approve new Comp fees

Glenn seconded motion

## FUNDRAISING

Wendy spoke about fundraising for the upcoming season and suggested that it would be helpful to have a committee and a coordinator to focus on this activity as had been the case in past years.

She spoke with Mike Misener (Bingo) about organizing a fundraising bingo game for the club. She advised that he was very helpful and indicated that she will meet with him again to further the discussions on the idea.

We agreed that the advertisement revenue for the A/C booklet will stay the same as last year with a split of 2/3 for the Club and 1/3 for the Skater.

We also discussed the Club Fundraising Fee

### Motion

The Club will provide the option to either pay the Fundraising Fee up front with the Registration fee or during the year with fundraising activities. Members who pay up front will get it reimbursed dollar for dollar for funds raised up to the fundraising fee amount. As well, 50% of the additional fundraising income beyond the base Fundraising Fee will go toward the Registration Fees and Skate Rental Fee (if applicable) for a total maximum reimbursement of the total fees paid.

Gordon raised motion for approval

Glenn seconded motion

Phil mentioned that he was pleased with on ice support last year and he will continue to work with the coaches and the on ice helpers.

Tyler Coyle may come back to assist on ice this year, but Kathleen C and Matt are away at school this year.

Wendy mentioned Eddie Corrigan and indicated that he may be interested in involvement in the club to assist on ice.

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#### SKATER ADVANCEMENT

Wendy suggested that it would be helpful for skaters to know what skater level they should register for prior to the Registration dates.

The coaches will be at the Registration times and can assist with skater placement.

Glenn mentioned Katherine Godreau as a possible new coach

Phil suggested starting a rec. skater program.

#### NEW BUSINESS

Phil has indicated that he plans to continue his involvement as Head Coach beyond next year, but he would like to start to distribute some of the duties of the position.

Rob discussed Registration matters

Reg. dates are scheduled for: Thursday evening Sept 9, 2010, and Saturday Sept 11, 2010

Wendy and Rob will contact Nick Murray of Sport PEI regarding the development of a Communications Strategy.

Rob indicated that his wife, Dawn Binns, is interested in getting involved with PR for the Club.

Rob suggested having a Facebook presence.

Wendy raised the matter of Club Communications and indicated that all communications to Club Members is to come from and through the Board so that there is consistency in the approach. The Board agreed.

Wendy will speak with James about changes to the SSPEI site to confirm that any changes are to be approved by the Board prior to being made.

Wendy asked Phil to speak with Comp A skaters about selecting a Board rep.

Next Board meeting will likely be in September following Registration.

Rob moved to adjourn meeting.

Wendy seconded motion

Minutes respectfully submitted by Alban Moran.

## September 30, 2010 BOARD MEETING

### In Attendance

Wendy Francis  
Gordon Rogers  
Rob Binns  
Phil Byrne  
James Monthony  
Tom Cullen (AC Planning)  
Judy Connell  
Carol Beamish  
Alban Moran

Wendy opened the meeting with a welcome to all in attendance and circulated meeting agenda.

Gordon moved to approve agenda  
James seconded

Board Minutes from Aug 4<sup>th</sup>, 2010 meeting approved.

Rob moved to approve Aug 4, 2010 minutes  
Gordon seconded the motion

Gordon reviewed the current financial statements and highlighted our financial position which looks promising for the year.

Gordon also advised that we have 79 registered skaters in the club up from 59 in 2009.

WE have 30+ new skaters.

This increased registration has resulted in an increase of about \$5,000 in registration fees over 2009. Rob has done lots of work to increase the registrations numbers for the year.

Gordon has completed application for provincial support, and we have budgeted \$2,000 (last year we received \$3,300 on request of \$4,500). We will have to wait to hear from government for confirmation of amount of support for this year.

Rob – Registration Update

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He thanked those who helped with successful registration events and Edith who established a great file of information to follow.

Rob advised that we have a waiting list of about 8 skaters (mostly Novice) for Novice and Development 1 levels.

Coaching:

Phil stated that from a coach's point of view that the registration process went very smoothly. Further, he believes that skates received blades and boots.

Phil noted that there was lots of help from parents and that Tyler helped at one registration event which was appreciated.

Phil advised that he has had coaching meetings with Deanne and Randy, and he is working on finding possible additional people to help with coaching. There are still some gaps in the coaching coverage but Phil believes he can manage at this point.

Tyler is back and willing to work with Dev 1.

Rob and Mike V will plan to be on the ice again this year.

Phil would like to get an experienced coach for Dev 2, but for now coaching duties will be shared by Deanne, Randy and Phil.

Phil would like to have Mike V on the ice with Comp B where his son is also a skater.

## CANADA GAMES

Phil provided a Canada Games update.

He will try to arrange 2 training sessions per week (one with Phil and one on their own or in teams) for CG skates possibly at Holland College facilities. Phil is very pleased with the facilities available for training at Holland College.

Wendy asked when Phil expects to pick the CG team.

Short Track – 5 males and 5 Females

\*\*\*\*Can have a substitute for each skater.

Gordon, Glenn and Sheila Christie will make up the Canada Games Committee.

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Scott is the one and only PEI skater with the qualifying times.

Phil and the Committee present the teams to the Province for approval.

Carol asked about whether the skaters are aware of the qualification to make the CG team.

110% of Canada Games standard.

115% is our standard.

CAROL (CG Team Manager)

Skins – Carol has the design for the skins and Randy is helping Carol with design and logo as well as order, etc.

There is some funding for the cost of the skins but not a lot. The cost could be as low as \$265.

ISU – approval of skins – we are waiting.

Phil stated that the suits must be at least a 2 (out of 5) or better to meet CG standards.

With Respect to Level 3 Coaching certification, Phil is working on completion of his Level 3 Coaching certification to meet CG standard.

ATLANTIC CUP 2010 (Nov 6<sup>th</sup>, 7<sup>th</sup>)

Tom indicated that all is in order for the AC planning to have a successful meet.

See Speed skate Canada Website for details of some of the new race formats as stated in bulletins in Sept 2010.

Some new race formats will be included with the AC this year with the focus on Athlete Development.

We will use a 100 m and 111m track this year.

Laurie Murchison has agreed to be lead official at the AC meet, and Jeff Cross and David Groom will also attend.

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## Helmet Covers

Wendy advised that Anne Evans (NB club) asked whether SSPEI wants to order its own helmet covers.

Tom will contact Anne about the matter and will report back on matter re cost, etc.

Rodd Royalty Inn will be the host hotel for this year with a rate of \$99.00, but we are not expecting to make much from hotel reservations.

Gordon will arrange ample Ice Time to facilitate entire meet in the event we have a better than expected registration for meet.

We discussed ordering additional large mats to meet the minimum recommendation for AC meet. Mat size is 4ft by 8ft by 8" thick. The usual cost was about \$600 but we can get them for \$475.00. We can purchase 8 for \$3,800 plus taxes.

The mats are ordered through Centaur Products.

We agreed to order 8 new mats.

## MOTION

Gordon moved the order of 8 new mats at a cost of \$475 each plus tax.

James seconded motion.

Tom will order the mats very soon and expects that it will take about 3 weeks for delivery in time for AC this Nov 2010.

We decided to go with just order of new mats for now, but we will consider ordering some new Mat Covers for next year depending on provincial money received by club for the year.

## COMMUNICATION

Wendy will send out Newsletter in the next day or so. Newsletter to include info on skater equipment required, AC, Skate-A-than, Parents' meeting before skating, MATS and remind to come at least 15 minutes early.

We need a skater Rep on Board. Phil will raise with skaters.

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Wendy met with Sport PEI

They wanted feedback as to whether they are providing good service to our club.

Ideas: Celebrity Race

Sport PEI – Has Rodd Rooms available for use by clubs.

Wendy mentioned that we may be able to use for AC for Laurie Murchison.

Sport PEI provides funding for Elite Athletes (Carly and Niall possibilities).

#### HANDBOOK UPDATE

Rob will work on the update, and James will provide an electronic copy to Rob.

#### FUNDRAISING

Fun-script (Catherine Dickinson will promote to club members) She will be contacting members.

Bingo (possibility in Feb 2010 – Mike Misener)

In connection with fundraising, Judy C asked whether SSPEI could consider elimination of the meet fee if we had a successful year fundraising. Board will consider based on financial situation.

We discussed date for a Bingo fund raiser and Judy suggested a date in Nov following AC may also work.

The big work for the fundraised is to arrange for the prizes.

James asked if Gordon can do an estimate for capital spending for equipment (mats, boots, blades, etc.)

Phil will assess skate and blade situation. Phil – how long to skates and blades last? Phil Deanne and Randy are working to measure the blades to determine lifespan remaining.

Can Nan do a spreadsheet for equipment?

Rob will propose a Skate-a-thon date – possibly 2 weeks after AC.

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Fun Meet Dec 18.

Sharpening Clinic Oct 16<sup>th</sup> @ 9:00 am.

Phil needs help to place dots on ice for AC (111m and 100m). It will take 3 to 5 hours he estimates.

Eastern Canadian Championships in Toronto this year.

National Championships in Montreal.

Next meeting will be arranged following AC.

James moved to adjourn meeting.  
Gordon seconded motion

Minutes respectfully submitted by Alban Moran.

## March 9, 2011 BOARD MEETING

### In Attendance

Wendy Francis  
Gordon Rogers  
Rob Binns  
Phil Byrne  
James Monthony  
Glenn Holmes  
Alban Moran

Wendy opened the meeting with a welcome to all in attendance and circulated meeting agenda.

James moved to approve agenda  
Gordon seconded

Board Minutes from Sept. 30, 2010 meeting approved.

Gordon moved to approve Sept. 30, 2010 minutes  
Rob seconded the motion

### TREASURER'S REPORT

Gordon reviewed the current financial statements and highlighted our financial position which is good as we will conclude the year with a surplus as projected in the statements prepared for the period ending May 31, 2011.

Gordon commented that we had 91 regular skaters for the year and credited Rob Binns with his hard work and dedication in recruiting new skaters to the club.

We had approximately \$27,500 in Club Registration and Skate Rental fees as well as about \$6,700 in Charlottetown Resident Subsidy which is just over \$11,000 higher than 2010.

The Atlantic Cup revenues were similar this year to last year but Advertising revenue was up over \$1,000 from 2010 to make up for reductions in other revenue sources.

It was noted that the Atlantic Cup attracted skaters from every club in Atlantic Canada and was the only club to do so during the season.

## Fundraising

The Skate-a-thon raised \$971.44 which was a big increase over the \$217.50 raised in 2010.

There were no other fundraising activities this year.

Mention was made of Tom Cullen's generous donation of \$1,000.00 to purchase club helmet covers. The club is very appreciative for his contribution.

## Expenses

Again this year, Ice Rental represented the largest club expense at \$17,244.24 as of March 9, 2011. There were 209 hours of rental time which exceeded the previous year by 18 to 20 hours.

The club invested \$4,065.73 in Boots, Blades and other equipment this year which is an increase over the \$2,320.95 spent in 2010.

Phil commented that he believes that we are in good shape for small and medium size skates and blades.

We will continue to invest in equipment to improve our inventory of skates and blades.

We discussed the matter of rental equipment not being returned to the club. Glenn suggested that we could consider adding an extra fee in case they are not returned.

The club also invested \$4,389.00 in Mats to increase our coverage for the AC and for general use in practices.

Gordon completed his review by noting that we had total expenses for the year of about \$62,000 which leaves us in a surplus position of just over \$2,500. He also commented that we should be ok for next year's budget as long as we have at least 75 skaters register.

Gordon moved to adopt the financial report  
Alban seconded the motion

#### Coaching:

Phil gave a verbal report on coaching but indicated that he will prepare a report.

He commented that we need to increase the number of coaches. He complemented Rob Binns for his work this year and his coaching efforts.

Phil commented that he enjoyed the diversity in skaters that he had the opportunity to coach this year. There were particularly large numbers of skaters in both the Novice and Development 1 groups.

Phil advised that he will work to prepare a coaching strategy and suggested that Rob would be a good partner to help develop the strategy.

In response to Wendy's question as to who should/could be identified for coaching development, Rob suggested that it may be a good approach to work to get people out on the ice with skaters. This will allow them to get over any fears that they may have and will allow for a gradual immersion into working with the skaters.

#### REGISTRATION

Rob reviewed the Early Registration strategy that he is proposing. The idea is to get as many skaters as possible pre-registered to allow for planning of skating groups and also coaching needs, etc.

There would be a \$50.00 Pre Registration Fee but a \$25.00 reduction in Annual Fees for those who choose to pre register.

We briefly discussed the issue of skater placement for upcoming skating season. Rob suggested having the requested Skater Level/Group indicated on the registration form. We agreed to proceed with this approach.

Phil commented that there can be a lot of physical changes over the summer making this approach difficult, but we will try it.

We also discussed the idea of personalizing the skater registration forms.

We agreed that we will proceed with a Pre Registration strategy this year.

#### Equipment Preparation for Rental at Registration Time

We discussed the need to have the skates sharpened, laces checked and insoles replaced (if needed) prior to giving skates out for rental. .../4

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Phil commented about the need to get parents more involved in skate sharpening. He mentioned Starting and Advanced Sharpening Clinics to get parents trained.

Rob commented that he would like to get a Recreational Skater Group organized for next year.

This could be a source of skating coaches.

Gordon will check to see if additional ice time may be available.

## OTHER BUSINESS

2011 Atlantic Cup

### **November 5 and 6<sup>th</sup> 2011 Proposed date for 2011.**

We discussed planning and the fact that we need to look for Tom Cullen's replacement.

Wendy will approach Tom regarding the idea of having a shadow person work with him. If he is agreeable, then Gordon may consider that assignment.

Laurie Murchison has retired from officiating so we will need to find another head official for 2011.

James suggested that the skating format be published at an earlier date to allow skaters time to decide about attending meet.

The Atlantic Clubs will work together to make clear what their meet formats will be for the 2011/2012 season.

Fundraising for 2011/2012

Bingo - Judy C suggested a fall bingo prior to season skating. Will she take organizing lead?

Fun-script - James mentioned Catherine Dickinson had worked on this idea early in the year, and it may be feasible for implementation next year if there is interest from the parents.

James will follow up with Catherine.

Wendy will follow up with Judy C to see if she will be the fundraising lead person.

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## Bylaw Amendments

Rob Binns did extensive work on updating several Bylaws which are outlined in his e-mail dated March 7, 2011 to the Board.

We also discussed the idea of increasing the number of Directors at Large. Rob will include with his Bylaw amendments for consideration at the Banquet and voting.

We agreed that we would present the final Bylaw changes to the membership at our Banquet tentatively planned for April 2011 for a vote.

James suggested that we either arrange to have a skater representative on the Board or change the Bylaw that requires that the Board include a skater representative. He noted that we have not had a skater rep for the past two years – so the Board is not fulfilling this Bylaw requirement at the present time.

After discussion of the matter, there seemed to be consensus amongst a majority of the Board members that we do want to have a skater representative on the Board and that we will work to try to have one for this coming year.

Phil will ask one of the skaters to attend the Board meetings.

### **AGM date June 8, 2011 (tentatively)**

We need to provide 2 weeks of notice prior to holding an AGM.

The Banquet will be held at Park Royal Church and we will hold it tentatively April 12, 14, or 19<sup>th</sup> if hall is available.

We discussed that the next meeting should be held after the Banquet and before June 8, 2011 so that it takes place before the Speed Skating Canada AGM.

Rob moved to adjourn meeting.  
Glenn seconded motion

Minutes respectfully submitted by Alban Moran.