

**Moore Skating Club Board Meeting Agenda & Minutes**

Month: December 6, 2023

Meeting Location: Lapiers Flowers

| Attendance | Status  |
|------------|---------|
| Marianne   | Present |
| Karen      | Regrets |
| Stephanie  | Present |
| Darrell    | Present |
| Heather    | Regrets |
| Alicia     | Regrets |
| Katie      | Present |

| Actions From Previous Minutes                 | By Who   | Status      |
|---|----------|-------------|
| Winter Power Schedule - finalized and posted. | Marianne | Complete    |
| Minutes                                       | Katie    | In Progress |
| Bingo Participation                           | Darrel   | In Progress |
| Costume Room to be sorted                     | Marianne |             |

| Business  | Discussion Notes   | Action by Who   | Target Date | Status   |
|---|--|---|-------------|----------|
| Review of Previous Minutes<br>kkselman@gmail.com                              | Nov 2023<br>Motion to Accept - Marianne<br>Second - Stephanie<br>All in Favour.  | Katie to PDF & POST   | Dec 7       |          |
| Next meeting date<br>kkselman@gmail.com                                       | Survey for winter availability<br>Wednesday 5:45 - 3rd Week of the month   | Katie sent out survey<br>Dec 5. Report findings<br>once received. | Dec 6       | Complete |
| President's Report<br>presidentmooreskatingclub@gm                            | Include:<br>- Relevant Skate Canada & Skate Ontario Updates/Requirements   |   |             |          |
| Treasurer's Report<br>treasurermooreskatingclub2023<br>hcruckshank7@gmail.com | <i>Update from Heather:</i><br><br><i>The quick books have been set up. CPA firm and I decided it was best to start payroll with quickbooks in the new calendar year. For this calendar year we will use the spreadsheet that Kenzie started. I will be submitting that to the CPA first week in January for them to do the T4's. We have 4 T4's to do. Neither I or Alicia have the time to try to figure out how to create and submit the T4's. The CPA firm has the set up and the understanding. It should take them less than an hour to do the T4s and submit them to CRA.</i><br><br><i>The goal is to have the books caught up electronically by the end of December/middle of January. Alicia and I are going to start with April of 2023 complete with a bank rec. Make sure April is correct before we move onto May. It will get easier as we go.</i><br><br><i>Please review the letter and let me know what you think. I need to check dates and fill in a couple of things before it gets sent. If you think it is decent enough, I will send it to Amy for review. We can tweak it and I can upload it to our CRA account. I will also get Amy to submit the tax return for last year. I confirmed today that we can do the T2 short which doesn't seem complicated however I need her to do the first one. I think after that the Board can take care of the tax returns.</i><br><br><i>Marianne</i><br>- CRA requested a submission of Income Tax report and would like one from 1975<br>- Non Profit organizations - not typical practice to do income tax report - not on club radar<br>- Heather to send a letter to be forgiven for mistakes, no records in existence, request to do reporting for period of time which the club has records.<br>- Next step, going to local MP for assistance |   |             |          |
| Bingo Report<br>mrdgignac@gmail.com   | Missed Bingo Report for July, August, September, October, and currently November is now due.<br><br>Tonight is AGM @ 6:30  |   |             |          |
| Coach Report<br>kmhc@xplornet.com   | Nothing to report<br>Canskate Excellence - Videotape Monday session<br>Karen needs to submit it.   |   |             |          |
| Registrar Report<br>registrarmooreskatingclub@gm                              | Nothing to report<br>Power skating registration is low.  |   |             |          |
| Coaches Liason Report<br>kkselman@gmail.com                                   | Nothing to report.<br>Karen - not received contract yet. All info is included.<br><br>Kamryn asked for a clarification - 2 additional years. 2023 --> 2026<br><br>Motion - Marianne - Karen 1 contract including all 3 of disciplines and will make the same wag<br>Second - Stephanie<br>All in favour  | Katie to update drafts<br>and provide to<br>coaches.              | Dec 8       | Complete |
| Test Chair<br>presidentmooreskatingclub@gm<br>treasurermooreskatingclub2023   | Nothing to report  |   |             |          |
| Volunteers Update   | Going well. alicia is going to do hours tracking for New year - Jan  | Alicia action   | Ongoing     |          |
| Ice Show Report   | Education Letter to parents about what it is.<br>Commit to day for photographer for picture day.   | Marianne & Karolyn  |             |          |

|  |  |   |         |  |
|--|--|---|---------|--|
| Ice Allocation                                       | How do we approach ice schedule future - coucil? Head of Park/Rec?   | All to contemplate how to approach.         | January |  |
| Admin  | <p>Christmas treats for skaters - Week before Christmas.<br/>                     Stephanie to put together.<br/>                     Teamoutfitter order is in - PA gifts. Alicia will pay bill.<br/>                     Last week Dec 18-22<br/>                     Spirit wear - done<br/>                     Video Session - for skate canada canskate excellence - Monday Dec 2 &amp; Friday DEc 8<br/>                     Booster Box - opportunity to purchase items --&gt; tights sold,<br/>                     Company out of Strathroy - Dance/skating boutique. Costume designer.<br/>                     Half ticket price or less.<br/>                     6 track suit - 3 boys pants, guards, blade covers, guards - prices provided to marianne<br/>                     \$1171 dollards for all. Mark up wouldnt be tonnes.<br/>                     stephanie Motion to accept a purchase \$1200<br/>                     Darrel second</p> | Marianne proceed with purchase.             |         |  |
| Important Dates Upcoming                             | None notes   |   |         |  |
| Communications & Social Media<br>mrdgignac@gmail.com | Not discussed  |   |         |  |
| Secretary Report<br>kkselman@gmail.com               | <p>Document &amp; Record Retention practices.<br/>                     Who is saving what where?<br/>                     Do we want a central repository (ie Google Drive or equivalent) or not? If not, I will abandon the cause.<br/>                     Risks:<br/>                     lose the ability build from season to season and rely heavily on experience<br/>                     - No central place for Policy development<br/>                     - where would Vulnerable sector checks be housed?<br/>                     Discuss system integration - ie Uplifter, Skate Canada portal, etc.</p>  | Katie to provide guidance to Board members. | Ongoing |  |