

SFSC Committee Meeting Agenda/Minutes



Meeting Date:	23 rd March 2017	5.18pm	COIR	Chaired by:	R Little
				Minutes by:	C Zerebeski

Committee Meeting Agenda

Meeting opened @ 5.55pm

1.0	List of Meeting Attendees	Attendance. R Little, C Zerebeski, R Lee, K Vassallo, Z Nelson Apologies: S Chisholm, W Langdon, Y Hart, C Pye, S Jin Lee			
2.0	Approval of previous Meeting Minutes	Approved by:	R Lee	Seconded by:	K Vassallo
3.0	Open Issues	Action Item / Task	Action By	Due Date	Status
3.1	Open	Mission/Vision & SFSC Brochure	R Lee / Y Hart	1/4/17	RL: Final draft done & to be circulated by 31/3/17. Approval by 1/4/17. Suggestion to add photos – agreed. Forward photos. Get approval from Danielle & Greg, Harley & Katia, Synchro, Singles.
3.2	Old club promotional products				
3.2.1	Closed	Massage rollers, skate soakers, blankets, Hollins pins, etc	R Little/ C Zerebeski	31/3/17	Inventory completed. Sell at jackets for \$60Y/\$70A, blankets \$10, rollers \$5, soakers \$3. Confirm with NSWISA that we can sell this at comps. CZ: yes we can sell at comps.

3.2.2	Closed	Club Jackets	All	Ongoing	Unanimously voted to be sold at cost price to club members. Display on notice board area for members to view & committee members to sell. CZ: After inventory, not many & mostly adult. Sell what we can.
3.3	Open	Rubina Doolan (Artistic NSWISA) 9 th April 2017 Times - 3.30pm – 10.pm Announcement / volunteers Catering	R Lee / Y Hart Z Nelson	9/4/17	Volunteers – discussion.. ZL: Annual electrical tagging done? Check appliance tags for dates. CZ: If due, check with coir to see when they do theirs...
3.4	Open	Trophy Night (SFSC) 14 th May 2017 Times - 3.45pm – 10.30pm			Announcement IP (RL/YH)
3.5	Open	Hollins Trophy (SFSC /NSWISA) 9 th -12 th June 2017 Times 6.00am -10pm	Y Hart / R Lee	24/3/17	Entry fees – increase by \$10. Remaining actions – deferred to next meeting.
3.6	Open	SFSC Championship 6 th August 2017 Time -3.45pm – close	Y Hart / R Lee		Deferred
3.7	Closed	2016 Awards	R Little / C Zerebeski	asap	Award 2016 Trophies/special awards & present at Trophy Night 14 th may. Include new lifetime members.
3.10	Open	EFT for competitions/membership renewals	C Zerebeski / R Lee	ongoing	NSWISA can take payments for us. CZ to liaise with RL/J Lee. To set up paypal anyway for memberships CZ: IP
3.11	Open	COIR WIFI access	R Little / C Zerebeski	1/4/17	Email request sent to rink management requesting access for club business. Awaiting reply.
3.14		Training & Development			

3.14.1	Closed	Scott Davis Camp	R Little		Proposal received to bring out Scott Davies from Canada from 19/6-23/6. Singles & sychro opportunities. Possibly hockey. Unanimous decision to support proposal. EOI drafted. RL drafting flyer/liasing with rink management. <i>Deadline for members to be guaranteed a spot: 31/4/17</i> <i>How pay? Eft & include reference with registration form.</i>
3.14.2	Open	Skate school opportunities	Y Hart		Discussion re: skate school opportunities. Ideas/feedback to Y Hart.
3.14.3	Open	T & D Officer required			Vacancy.
3.15	Closed	Bid to host 2018 NSW Championships & 2018 Australian Figure Skating Championships? NSWISA have asked for EOI's from interested clubs.	W Langton	31/3/17	SFSC to host 2018 NSW states? Yes (unanimous). SFSC to host 2018 Nationals? No (1 vote only). WL to liaise with rink management & respond with EOI for 2018 NSW Championships by req'd due date. WL: Status? TBA
3.16	Open	Club Presentation Night	J Rotondo C Pye		Hurlstone park RSL tentatively booked for 28/10. CP to prepare photo presentation – send pics of skaters.
3.17	Closed	NSWISA report	W Langton / C Zerebeski		AGM minutes received and circulated.
3.18	Closed	Non-financial members			Refer point 3.2.1
3.19		General Business			
3.19.2	Closed		Y Hart / R Little		R Lee, C Lee & J Lee to be nominated as lifetime SFSC members, given their ongoing support & commitment to

				SFSC. Presentation time/date to be confirmed.
Closed	Notice board	C Pye / Z Nelson		Update of club notice board continues. Revised NSWISA schedule received and circulated. Put up on noticeboard. Include photos/pics of skaters past & present
Closed	MIA Synchro jackets – could we include SFSC logo or badge on their team jackets?	S Jin Lee	31/3/17	SJL: yes, MIA are happy to put aSFSC logo/badge on their team jackets. To work out what logo/badge & issue
4.0	Reports	Feedback / Points Raised		
4.1	President (2 min)	R Little	Welcome to the new committee.	
4.2	Vice President (2 min)	W Langton	No report this meeting.	
4.3	Treasurer (2 min)	Y Tang	No report this meeting. CZ/RL: to sign bank transfer paperwork for Ying, and RL to sign Dept of Fair Trading form.	
4.4	Secretary (2 min)	C Zerebeski	Following AGM, NSWISA advised of new SFSC committee. CZ: SFSC AGM minutes & last meeting minutes completed & circulated. CZ: to forward all committee email addresses to NSWISA CZ: done.	
4.5	Competition Coordinator (2 min)	Y Hart & R Lee	Work on competition announcements continues. Club promotional pamphlet almost completed. Coordinating training for volunteers to commence on 8/4/17.	

4.6	NSWISA Delegate (2 min)	W Langton & C Zerebeski	Feedback on NSWISA AGM & council meeting held 14/3/17. Refer to comments above.
4.7	Training and Development (2 min)	TBA	Refer above re: Scott Davis camp.
4.8	Test Officer (2 min)	C Pye	Tests last Sunday 19/3 at COIR from 3pm-7pm. 32 tests completed. Pics will be put up on club notice board.
4.9	Membership Officer (2 min)	S Chisholm	<p>If member if under 18, parent takes voting rights for the member.</p> <p>All members to be issued with cards with expiry date. Competitors cannot represent SFSC unless a financial member. Competition convenors to monitor.</p> <p>Use an e-form for membership renewal. CZ to liaise with SC.</p> <p>Discrepancy found with members list vs card numbers issued. SC reviewing.</p> <p><i>CZ: have updated list with lifetime members details, and identified undelivered email. To follow up with member contact / text messages re: erroneous email addresses. CZ: IP.</i></p>
4.1	Fundraising Officer/Club Promo (2 min)	K Vassallo / S Chisholm	<p>Goal is min \$10,000 for 2017. Bunning's BBQ? Easter raffle? All to send ideas through to KV / SC</p> <p>Raffle for easter – ideas incl chocolates, family pass for easter show, movie tickets, restaurant voucher. Tickets 3/\$10 1/\$5. Need poster to advertise. Award 1st 2nd 3rd. KV/SC: IP.</p> <p>Check with rink mgmt & others re: donations?</p>
4.11	Web Master (2 min)	C Zerebeski	<p>Renewed hosting & domain. Will follow up on separate email addresses for president, memberships & convenor and advise.</p> <p><i>CZ: President, Membership, Convenor & Tests@sydneyfigureskatingclub.com have been set up & are currently forwarding to personal accounts. May have to expand hosting plan for additional use of email but will monitor. Established new email address for SFSC@sydneyfigureskatingclub.com with cc's to existing sydneyfigureskatingclub@gmail.com. Have updated passwords on all accounts. Have also purchased pocket WIFI for committee use.</i></p>

			<i>To update & backup website. To configure backup laptop for committee use. Licenses currently expired (Nortons & MS Office) – to renew subscriptions.</i>			
4.12	Synchronised Co-ordinator	S Jin Lee	To liaise with MIA re: club jackets and T&D opportunities. See comments above.			
4.13	Catering Coordinator	Zeina	Coordinating for Rubina Doolan. To confirm budget. CZ: NSWISA advised budget \$100 Further discussion required for other upcoming competitions.			
4.14	Skate School Liaison	Y Hart & R Little	Refer above re: SFSC draft pamphlet & discussion re: T&D opportunities.			
4.15	Child Protection Officer / Grievance Officer	R Little	Child protection clearance required for all volunteers & committee members. R Little Will take on role as Grievance Officer & Child Protection Officer Working with children req'd for all volunteers. Handout provided by RL & YH CZ: Set up laptop with WIFI on a Saturday morning for online registration.			
Meeting Closed:		6:48	Next Meeting Date:	TBA	Location:	TBA