

# SFSC Committee Meeting Minute



<b>Meeting Date:</b>	27 <sup>th</sup> April 2017	<b>5.00pm</b>	COIR	<b>Chaired by:</b>	R Little
				<b>Minutes by:</b>	C Zerebeski

## Committee Meeting Agenda

Meeting opened @ 5.02pm

<b>1.0</b>	<b>List of Meeting Attendees</b>	<b>Attendance:</b> R Little, C Zerebeski, R Lee, Y Hart, K Vassallo, Z Nelson, S Chisholm, S Jin Lee <b>Apologies:</b> W Langton, C Pye, Y Tang			
<b>2.0</b>	<b>Approval of previous Meeting Minutes</b>	Approved by:	R Lee	Seconded by:	K Vassallo
<b>3.0</b>	<b>Open Issues</b>	<b>Action Item / Task</b>	<b>Action By</b>	<b>Due Date</b>	<b>Status</b>
<b>3.1</b>	Open	Trophy Night (SFSC) 14 <sup>th</sup> May 2017 Times - 3.45pm – 10.30pm	R Lee / Y Hart	14/5/17	<i>Convenors to provide status &amp; advise on action items with identified timeframes. 23 registrations so far. Previously comp ran over two nights, now one. Comp will likely run at a loss &amp; unfortunately this year it falls on Mother's Day. Volunteer roster has been put up in canteen. If you have skaters, not expected to assist.</i>
<b>3.2</b>	Open	Hollins Trophy (SFSC /NSWISA) 9 <sup>th</sup> -12 <sup>th</sup> June 2017 Times 6.00am -10pm daily	Y Hart / R Lee		<i>Convenors to provide status &amp; advise on action items with identified timeframes. Include issues raised re: budget, roster, booklet printing Estimating 200 entries. Refer below for discussion points.</i>
<b>3.3</b>	Open	Competition Preparation			

3.3.1	Closed	Trophies			Reviewed. Blue laser glass trophies for Hollins and gold metal (nest cup series) for Trophy night selected.
3.3.2	Open	Bags for competitors			Trophy Night: none Hollins: Selected back packs with logos & water bottles. 250 (200 for competitors & 50 for judges. pins? If more than \$1.50, we won't get the pins this year. Budget per bag is: \$20/bag. Any left overs, agreed to sell at the comp.
3.3.3	Open	Hollins Program			Michael Santor to print. Harley & Katia on front page; Holly Harris on back page. C Pye (via email) raised there are other skaters to consider. Agreed to put Jr Worlds skaters on front & back, and include MIA. Also incl photos of each of our club skaters who won last year.
3.3.4	Closed	Hollins First Aid			Have a volunteer nurse organised for the morning sessions (6am-1pm) R Lee/Y Hart to organise St John Ambulance for 1pm-close.
3.3.5	Closed	Competition entry/admission fees (Trophy Night & Hollins)			Admission fee: had been agreed to charge \$5 entry. Feedback from C Pye suggesting this is too expensive. R Lee recommends min \$2 entry fee. Must have some entry fee for various reasons. Discussion. Proposed \$5 adult/day; \$2 children/day. Competitors will be given a pass, and include one chaperone pass. Volunteers free. Agreed.
3.3.6	Open	Fundraising/Donations	K Vassallo / S Chisholm		Raffle for Trophy Night: monthly pass & jelly bean guess. <b>RL to organise tickets with SFSC logo. \$50 for 1000 tickets. Agreed</b>  Hollins Raffle: SC outlined what she has organised so far. R Lee also listed items she has organised. Discussion re: options. Online auctions an option? Without pop-ups so cost approx. \$160. Agreed. <b>SC to coordinate.</b>  ID Cards for Fundraisers: SC developed SFSC based on template provided. Agreed to use. <b>SC to print. CZ to forward a form letter.</b>  <b>Send letter to members asking for donations? RL &amp; KV to put some words together. CZ to send out.</b>

<b>3.3.7</b>	Open	Ice Rental			Estimated cost per hour for ice/rink fees discussed. Option for 'unofficial practice' time if there is ice available. To sell this at \$15/skater/session if available. Will know later once schedule organised.
<b>3.3.8</b>	Closed	IT Support			Require paid IT support. Motion to pay for IT support for Hollins. Min \$600 to go in budget. Agreed.
<b>3.4</b>	Open	SFSC Championship 6 <sup>th</sup> August 2017 Time -3.45pm – close	Y Hart / R Lee		Convenors to advise on action items with identified timeframes. Discussion deferred.
<b>3.5</b>	Open	2016 Awards	R Little	14/5/17	Award 2016 Trophies/special awards & present at Trophy Night 14 <sup>th</sup> May, including new lifetime members. C Pye: raised issue of honorary vs lifetime members. Refer to previous minutes as this was already determined. Motion put forward by C Pye that David Pye be considered for lifetime membership. Decision made to defer.  Received nominations & recipients agreed for 2016 Andre Filipov Award. <b>To follow up re: 2016 Wendy Langton Award.</b>  Q: List of awards & Inventory of trophies? Deferred.
<b>3.6</b>	Open	Forms/paypal for website (comp entries, membership renewals, etc)	C Zerebeski / S Chisholm	ongoing	Status update re: Paypal & online forms. <b>CZ: add paypal buttons to website &amp; email members &amp; all international / states.</b>
<b>3.7</b>	Open	COIR WIFI access	R Little / C Zerebeski	1/4/17	Email request sent to rink management requesting access for club business. Awaiting reply.
<b>3.8</b>	Open	Training & Development			Vacancy for T & D Officer. Deferred
<b>3.9</b>	Open	Bid to host 2018 NSW Championships & 2018 ASFC	W Langton	31/3/17	WL to liaise with rink management & respond with EOI for 2018 NSW Championships by req'd due date. Advised NSWISA interested but need to complete bid. Deferred

<b>3.10</b>	Open	Club Presentation Night			Hurlstone park RSL tentatively booked for 28/10. CP to prepare photo presentation & fwd pics of skaters. Discussion deferred
<b>3.11</b>	Open	Mission/Vision & SFSC Brochure	R Lee / Y Hart	TBA	Final version circulated & printed for recital. Agreed to add photos, have approval but require high res pics. Requires professional graphic design & printing. Get quotes? Deferred
<b>3.12</b>	Open	Rubina Doolan (Artistic NSWISA) 9 <sup>th</sup> April 2017	R Lee / Y Hart		Debrief on event held 9/4/17. Good raffle, overall it ran well. Problem with sound & checking this before Trophy Night. Oven didn't work. Voucher issue. <b>ZN to follow up. Open item re: electrical tagging.</b>
<b>4.0</b>	<b>Reports</b>	<b>Officer</b>	<b>Status</b>		
4.1	President	R Little	No report.		
4.2	Vice President	W Langton	No report.		
4.3	Treasurer	Y Tang	No report. RL & CZ now have access to the Westpac account. Arranging view access for Membership Officer.		
4.4	Secretary	C Zerebeski	No report.		
4.5	Competition Convenors	Y Hart & R Lee	Refer items above re: Trophy Night & Hollins.		
4.6	NSWISA Delegate	W Langton & C Zerebeski	Next NSWISA meeting scheduled for 9 <sup>th</sup> May. Club report to be submitted by 2 <sup>nd</sup> May.		
4.7	Training and Development	VACANT	RL provided an update on the Scott Davis camp. Approx 15 entries received to date. Circulated to other clubs last week, closes 22 <sup>nd</sup> May.		
4.8	Test Officer	C Pye	No report.		
4.9	Membership Officer	S Chisholm	No report.		

4.1	Fundraising Officer/Club Promo	K Vassallo / S Chisholm	Refer item above.		
4.9	Web Master	C Zerebeski	Mailchimp up & running. Email accts sorted for club committee & NSWISA/COIR notified. Hollins FB page? Yes, agreed. CZ to create. SFSC FB page public? Further consideration required. At the moment, group remains closed. Check sfsc website – there are 2?? POA forms – email NSWISA that there are 00000 on the list		
4.1	Synchronised Co-ordinator	S Jin Lee	Advert for MIA included in Hollins brochure FOC? Yes agreed. SL: needs SFSC Logo for team jackets as they are ordering new uniforms. Banners - deferred.		
4.11	Catering Coordinator	Z Nelson	No report.		
4.12	Skate School Liaison	Y Hart & R Little	No report.		
4.13	Child Protection / Grievance Officer	R Little	To forward all to RL. All volunteers must have these done. Set up extra laptop and store in club room so available on Saturday mornings.		
<b>5.0</b>	<b>General Business</b>				
5.1	Funding for international skaters	Z Nelson			Deferred
5.2	Banners & advertising at rink	C Zerebeski			Deferred
<b>6.0</b>	<b>Next Meeting</b>	<b>TBA</b>	<b>Meeting Closed: 6:30pm</b>		