

SFSC Committee Meeting Minute



Meeting Date:	27 th April 2017	5.00pm	COIR	Chaired by:	R Little
				Minutes by:	C Zerebeski

Committee Meeting Agenda

Meeting opened @ 5.02pm

1.0	List of Meeting Attendees	Attendance: R Little, C Zerebeski, R Lee, Y Hart, K Vassallo, Z Nelson, S Chisholm, S Jin Lee Apologies: W Langton, C Pye, Y Tang			
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	Trophy Night (SFSC) 14 th May 2017 Times - 3.45pm – 10.30pm	R Lee / Y Hart	14/5/17	<i>Convenors to provide status & 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 & 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>
3.2	Open	Hollins Trophy (SFSC /NSWISA) 9 th -12 th June 2017 Times 6.00am -10pm daily	Y Hart / R Lee		<i>Convenors to provide status & advise on action items with identified timeframes. Include issues raised re: budget, roster, booklet printing Estimating 200 entries. Refer below for discussion points.</i>
3.3	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. RL to organise tickets with SFSC logo. \$50 for 1000 tickets. Agreed 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. SC to coordinate. ID Cards for Fundraisers: SC developed SFSC based on template provided. Agreed to use. SC to print. CZ to forward a form letter. Send letter to members asking for donations? RL & KV to put some words together. CZ to send out.

3.3.7	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.
3.3.8	Closed	IT Support			Require paid IT support. Motion to pay for IT support for Hollins. Min \$600 to go in budget. Agreed.
3.4	Open	SFSC Championship 6 th August 2017 Time -3.45pm – close	Y Hart / R Lee		Convenors to advise on action items with identified timeframes. Discussion deferred.
3.5	Open	2016 Awards	R Little	14/5/17	Award 2016 Trophies/special awards & present at Trophy Night 14 th 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. To follow up re: 2016 Wendy Langton Award. Q: List of awards & Inventory of trophies? Deferred.
3.6	Open	Forms/paypal for website (comp entries, membership renewals, etc)	C Zerebeski / S Chisholm	ongoing	Status update re: Paypal & online forms. CZ: add paypal buttons to website & email members & all international / states.
3.7	Open	COIR WIFI access	R Little / C Zerebeski	1/4/17	Email request sent to rink management requesting access for club business. Awaiting reply.
3.8	Open	Training & Development			Vacancy for T & D Officer. Deferred
3.9	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

3.10	Open	Club Presentation Night			Hurlstone park RSL tentatively booked for 28/10. CP to prepare photo presentation & fwd pics of skaters. Discussion deferred
3.11	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
3.12	Open	Rubina Doolan (Artistic NSWISA) 9 th 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. ZN to follow up. Open item re: electrical tagging.
4.0	Reports	Officer	Status		
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 th May. Club report to be submitted by 2 nd 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 nd 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.		
5.0	General Business				
5.1	Funding for international skaters	Z Nelson			Deferred
5.2	Banners & advertising at rink	C Zerebeski			Deferred
6.0	Next Meeting	TBA	Meeting Closed: 6:30pm		