



AGENDA - BOARD OF DIRECTOR'S MEETING

Wednesday November 24th, 2004

Kensington at 6:30 pm

Kensington Lions Club

ITEM I: **CALL TO ORDER**

ITEM II: **ADDITIONS TO AGENDA**

ITEM III: **MINUTES OF PREVIOUS MEETING**

ITEM IV: **CORRESPONDENCE**

- 1.
- 2.

ITEM V: **TREASURER'S REPORT**

ITEM VI: **COMMITTEE REPORTS**

- (a) Accountants
- (b) Awards
- (c) Coaches
- (d) Competitions
- (e) Evaluators/ Judges
- (f) Marketing
- (g) Membership
- (h) Recreational Skating
- (i) Skater Development
- (j) Synchronized Skating
- (l) Sport PEI

ITEM VII: **OLD BUSINESS**

Update on National STARSkate

ITEM VII: **NEW BUSINESS**

- | | |
|------------------------|---------------------------------|
| 1. Insurance for Clubs | 2. Skate Canada PEI 2 Year Plan |
| 3. Police Checks | 4. Memorial Trophy |

ITEM VIII: **NEXT MEETING**

ITEM IX: **ADJOURNMENT**

SKATE CANADA PEI

Minutes of the Board of Directors' Meeting

Wednesday, November 24, 2004

6:30pm

Lions Club, Kensington

Present: Names in **bold** were present.

Board Position	Chairperson	Elizabeth MacKay
	Vice Chair	Mary Ellen McInnis
	Past Chair	Nancy Hashie
	Secretary	BJ Sandiford
	Treasurer	John Dunphy
	Executive Director	Glen Flood

Chairs	Accountants	Nancy Hashie
	Awards	Mary Ellen McInnis
	Competitions	Barb Mayhew
	Coaching	Kim Duffy
	Evaluators/Judges	June Easter
	Marketing	Danny Lane
	Membership	Darlene Gallant
	Recreational Skating	Susan Gallant
	Skater Development	Lisa Frizzell
	Synchronized Skating	Yolande Richard

Club Reps	Alberton	Susan Yeo Davison
	Charlottetown	Dave Hodge
	Cornwall & Area	Danny Lane
	Evangeline	Yvonne Cormier
	Kensington	Heather Tuplin
	Montague	Linda Boudreault
	Morell	John Dunphy
	O'Leary	Darlene Gallant
	Pownal	Melody VanOmme
	Rustico	Joe Perry (Michelle Neill)
	Sherwood Parkdale	Sharon Fortier
	Summerside	Joanne Parnham
	Tignish	Betty Ann Gallant
	Tyne Valley	Sandy Strongman

Item I: **Call to order:** Elizabeth MacKay called the meeting to order at 6:33 pm.
A quorum was determined.
Barb Mayhew moved to call the meeting to order.
Seconded by Mary Ellen McInnis. **MOTION CARRIED**

Item II: **Additions to the Agenda:** Additions under New Business were:
5. Celebration on Ice
6. Update events list
The additions to Agenda, under New Business were moved to be accepted by Nancy Hashie.
Seconded by Susan Gallant. **MOTION CARRIED**

Item III: **Minutes from the Previous Meeting:** Under Skater Development - the deadline dates for applications were amended. The amended minutes for the meeting held on Tuesday, October 5th, 2004 were moved to be accepted by Nancy Hashie. Seconded by June Easter.

MOTION CARRIED

Item IV: **Correspondence:**

1. An info package for “Home Sense STAR Skater of the Month” was received.
2. Skate Canada Bursary 2004-2005
3. List of competitions in New Brunswick
4. Canada Games try out announcement

Item V: **Treasurer’s Report:** The Income Statement for 4/1/2004 to 10/31/2004 was handed out.

The report was read and explained by Elizabeth MacKay.
Elizabeth MacKay moved to accept the report. Seconded by Mary Ellen McInnis.

MOTION CARRIED

Item VI: **Committee Reports:**

Accountants: Report attached. Please remind clubs to register accountants, judges and evaluators. Nancy requested to hold over the budget so that 2 lap tops can be purchased next year.

Awards: Report attached.

Skate Canada Awards are not posted yet.

Coaches: Report attached.

Competitions: Report attached.

There is an overall sponsor. Name TBA.

Evaluators/Judges: Report attached.

Marketing: Report attached.

Membership: Report attached. Cornwall, Montague, Summerside and Tignish, please register your officials.

Recreational Skating: Report attached. Clubs, please email a list of your PAs to Susan, and the number of years that the have volunteered.

Kim Duffy recommended that STAR and Competitive skater should have separate freestyle seminars.

Mary Ellen moved that all skaters be eligible to participate in one freestyle seminar per year (Fall Youth Camp or STAR Seminar), and all skaters be eligible to participate in STAR Dance and STAR Skills seminars.

Seconded by Susan Gallant.

MOTION CARRIED

Skater Development: Report attached. Kim suggested that the Provincial Games be piggybacked onto Date-to-Skate. Criteria to be determined. Joanne Parnham will look into booking ice.

Synchronized Skating: No report.

Sport PEI: Report attached.

Darlene Gallant moved to accept the committee reports.

Seconded by Barb Mayhew.

MOTION CARRIED

Item VII: **Old Business**

1. National STARSkate: Team leaders have been assigned and accepted.

Still vacant are: Local Sponsorship
 Promotion and Community Team Leader
 Security – suggested was a retired RCMP group

Item VII: **New Business**

1. Insurance for Clubs – BFI info packages were sent to all clubs. Dishonesty and Liability insurance were recommended.

2. SKATE Canada – PEI two year

3. Police checks – It is recommended to all clubs to have police checks done on board members.

4. Memorial Trophy – The Section proposes to offer trophy in the memory of Danny Glover to be presented at STAR Skate.

5. Celebration on Ice – For the ice show on March 8th the following clubs will provide the following entertainment.

Sherwood-Parkdale – CanSkaters

Charlottetown - Synchro team

Pre-Novice Champion

Novice Champion

6. Events List – Danny passed around the list to be updated by Club Reps.

Item VIII: **Next Meeting**

The next meeting will be held on Thursday, January 6th at 6:30, at Sport PEI, in Charlottetown.

Item IX: **Adjournment 7:37**

Barb Mayhew moved that the meeting be adjourned. Darlene Gallant.

MOTION CARRIED

Sandy Strongman is the new club rep for Tyne Valley.

Her contact info is as follows:

RR#1 Tyne Valley, C0B 2C0

831-2468

sandystrongman@hotmail.com

Respectfully submitted.

BJ Sandiford, Secretary

Accountants Committee

Our skating season is in full swing. We have started to get many competition dates in with still a few to come. I will be assigning the accountants to the club competitions in the near future. I would like to get from any club that is hosting a major competition a copy of the announcement. I will need this to hand over to the chief accountant. If you have your announcements ready I would appreciate a copy at the meeting the 24th of November.

I held our first clinic at my home on October 25, and the following accountants were in attendance. Nancy Hackett, June Easter, Libby Colwill, Nancy Hashie, Barb Mayhew, Barb Moase, Danny Lane, Debbie Tweety, and Mary Ellen McInnis. It was a great evening for everyone that came. Our next clinic will be held at Date to Skate in Summerside.

Just a reminder that it is the clubs responsibility to register any accountants or judges that are in your club. Please take the time to ensure that you have done this.

Sectionals were held in Kensington, November 5th & 6th, Barb Moase was appointed chief accountant and Danny Lane was Computer. Everything ran very well.

We have done some preliminary work on the new computer that we need to purchase. The old lap top will not run the new program at all. We cannot get windows 98 on the old lap top so after this year that computer will have to be retired.

Nancy Hashie

Awards Report

Skate Canada medals were presented to skaters at Sectionals along with a plaque for first place in the short program in both events.

The BMO Merit Award plaque and medal was presented to Rachael MacAulay.

Plaques have been engraved with this years winners.

Awards Chair
Mary Ellen

Coaches Report

Nov 24, 2004

All coaches should be registered by now. I am waiting on an updated list from Skate Canada.

Freestyle Star Skate Seminar was held and the attendance was good. Michelle Coyle and myself did the skating programs and they went well. There was positive feedback from those who were there.

High test day is coming up and the east end has not seen much or any from the dance coaches. This is a problem because more clubs have skaters that are on senior bronze and up level of dances and need to be working with a partner. I think that we (east end coaches) will be

advertising for a dance partner through Skate Canada and the maritime provinces. Hopefully we can have something in place for next test day in March.

Question: What is the possibility of allowing skaters to solo their dance? Some are allowed but most aren't and of course they are the dances that the girls are working on?

A session is planned for the Christmas break. It will be a session for the coaches to review rules and changes. Bill Higgins has been asked to show us how to edit music on the computer. The date is not confirmed yet.

Kim Duff

Competition Report

The BMO Financial Group Skate Canada PEI Sectionals have been completed for 2004. We had six entries and skaters programs were well skated, Lisa will most likely give the report on them so I'll not duplicate it this year. Everything went well and I would like to thank all the volunteers who helped make this competition a success. The event was well attended and all information has been passed on to Skate Canada so funding should be forthcoming.,

The STARSkate Competition now has an overall sponsor thanks to the fine work of Nancy Hashie. BMO has agreed to be our overall sponsor plus we will have sponsors for each event (The Travel Store, Syngenta, Western Welding, Island Mobile Communications and Humpty Dumpty. Maritime Electric gave a donation to the event also). Hopefully this year we will at least break even on this event! Plans are on going and there will be an update at each meeting leading up to the event.

National Starskate, being held in March/April is in the planning stages and many volunteers are needed. Could all clubs ensure volunteer forms are available for this event during skating sessions and encourage people to volunteer.

We have received funding for our Canada Games Training Team and Julie has arranged for the first training camp to be held in Crapaud on November 28. Hopefully there will be a good turnout.

Respectfully submitted

Barb Mayhew
Competition Chair

Judges/Evaluator

A successful club judges clinic was conducted by Sandra Caseley Oct 23 at Sport PEI. The following completed the clinic – Peggy Gaudette, Kristen Marchbank, Lindsay Richardson, Gillian Lush, Christine Clark, Carla Caseley, Maureen Handrehan, Stephanie Lane, and Jewel Easter. The clubs should have a copy of judging assignments for club competitions for these girls plus a complete list of all club judges to complete the club's judging requirements.

Test days are being booked . Please note the following dates and the paired clubs.

Dec 11- Int/High for East hosted by Ch'town

Dec 28 – Primary hosted by Morell, paired with Montague

Jan 2 – Int/High for West hosted by O'Leary

Jan 9 – Primary hosted by Ch'town at Civic Centre, paired with Cornwall

Jan 15 – West Primary hosted by Alberton
March 12 – West Primary hosted by Alberton
(Tentative)

March 13 – Primary- High for East hosted by Sherwood

March 27 – Int/High for West hosted by Kensington

Arrangements have been made for supervised test Dec 11 and Jan 2. Referee reports should be available at Date to Skate and Provincial STARSkate. A Tech Rep clinic is being arranged for STARSkate and Zone 1 Interclub. Juvenile clinic and Novice clinic dates are TBA.

I still have not received dates for Evangeline/Summerside primary test days, Kensington/North Rustico primary test days, March primary Ch'town/Cornwall, Jan Primary Sherwood/Pownal, March primary Montague/Morell.

Jan 22 and Jan 15 are dates that are filled with test days and competitions.

Marketing Committee Report

In an effort to get more media coverage a draft media plan and press release template have been developed. It is important for event organizers to provide Glen with information in order to assist us getting more media coverage.

Press Release:

-Three press releases about the 2005 BMO Financial Group Sectional were done in conjunction with Sport PEI. They have been posted on the website.

Website Updates:

- A photo-gallery & result page for the 2005 BMO Financial Group Sectional.
- 22 news articles in Sept and 18 news articles in October.
- 14 news articles in November, so far.
- New survey/poll question.
- Updated the events calendar including test days and competitions.
- 13 of our 14 clubs have provided information of their webpage -(it is your responsibility to advise me if the information is incorrect)

Items that we are working on:

- . Finish media plan.
- . Updating all the Competition webpages as information is provided to me.
- . Ensure the we get local media coverage of our skaters at the Eastern Challenge. We should get an article done about our team before they leave.

I'm also looking for someone to help me manage the website or assist in promoting our sport. If you are interested please send me an email at danny@skatepei.ca

Yours in Skating;
Danny Lane

Membership Report

A reminder to all clubs to please register their skaters ASAP. Not all clubs were listed on my last stat sheet but I believe Skate Canada is working on it.

I contacted all clubs who have skaters competing at Sectionals to check that each skater is registered as "competitive". My understanding is that all are registered.

Darlene Gallant

Recreational Skating

The Star Freestyle Seminar was held at the Charlottetown Civic Centre on Thursday, November 11, 2004. Kim Duffy and Michelle Coyle provided the on-ice session, Joanne Wilson provided the technical class, and Colin Moore /Clark Aitken provided the off-ice session.

The session was well registered for with 70 Star skaters and 2 competitive skaters attending the off-ice session. Thanks to Kim for helping with the schedule along with the on-ice session. Thanks to Michelle, Joanne, Colin, and Clark for all their expertise.

Looking ahead to the planned Star Dance seminar which was scheduled for Saturday, December 18, 2004, well we got bumped and I am now in the process of trying to reschedule ice time and coaches. It will not be held until February or March at this point.

I now have the pins in my possession and am currently trying to figure out who is to receive what. I will hopefully have this straightened out for the next meeting.

I would like all clubs to e-mail (s.gallant@pei.sympatico.ca) with a list of their current P.A.'s and how many years coaching.

Just before I finish I would like the Section to have a discussion on the topic of allowing the competitive skaters to attend only the Dance and Skills seminars.

Respectfully Submitted,
Susan Gallant

Skater Development Committee Report

Fall Youth Camp

The Fall Youth Camp was once again a success with 16 skaters participating. As reported previously Norm Proft was the National Coach Consultant and was assisted by Julie Brault. Lesley Hawker was the National Team skater with Julie MacNeil assisting. Gord McNeilly offered the off-ice conditioning and the mental training sessions and Julie Brault held off-ice choreography sessions.

Sectionals

Based on her performance at the 2005 BMO Financial Group Skate Canada PEI Sectionals, this year's Merit Award was presented to Rachael Macaulay from the Kensington and Area Figure Skating Club. All six skaters who competed in the Pre-Novice and Novice categories qualified to

compete in the Eastern Canadian competition to be held December 2-5, 2004.

Eastern Challenge

Five skaters will be competing in the 2005 BMO Financial Group Skate Canada Eastern Challenge event in Mississauga, Ontario. PEI will be represented by 3 skaters in the Pre-Novice Ladies category and 2 skaters in the Novice Ladies category. Applications have been sent to Skate Canada and information regarding the competition and accommodations has been forwarded to all qualified skaters.

This year PEI will not be sending a Team Manager as Cindy Stavert or Julie McNeill have agreed to attend the Team Leaders meeting and collect the results printouts.

Canada Games

Talent Identification Sessions for the 2007 Canada Winter Games in Whitehorse are about to begin. The first session will be held on November 28th, in Crapaud, from 12:00pm - 2:00pm. Additional sessions will be held in January, February and April 2005 with locations and times to follow. The eligibility criteria has been developed and will be handed out to coaches. Julie MacNeill, our Canada Games coach, can be contacted for further information.

Funding

Deadlines are as follows:

Matched Grant Assistance November 30, 2004

Off-Island Training December 31, 2004

To date, we have received 2 Matched Grant Assistance applications and 3 Off-Island Training applications.

Respectfully submitted

Lisa Frizzell

Synchronized Skating Report

Unfortunately, it looks as though we will have to forgo the synchronized skating clinic this year. I have been attempting to communicate with Skate Canada for the past few months now. I have been transferred back and forth and have had trouble having my calls returned. I also learned today that Skate Canada was having problems with their email and a virus had erased many of my emails, thus the reason why I did not receive a response to my emails. Therefore, due to lack of time and lack of ice, it does not seem feasible to have the clinic this year. I will attempt to check with Skate Canada to see whether there is a possibility to have somebody come down and monitor our teams individually or such; however, given the busy schedule after Christmas, I am not positive on this being a possibility.

On a more positive note, New Brunswick is having an invitational competition in Fredericton on February 21-23 and Nova Scotia is having an invitation competition in Antigonish during the weekend of February 18-20. PEI teams are invited to attend these competitions. I have not yet received their registration forms, however, if your teams require information, please advise me and I will forward it to the teams as soon as I receive it. I have also invited NB and NS teams to our friendship competition. Until now, a few teams from NS have expressed interest.

Our 2004-2005 schedule, as it now stands, is as follows:

Friendship Competition: February 12, 2005 at Evangeline FSC;
Eastern Canadian Festival of Synchronized Skating: February 12, 2005 at Quebec, QC;
NS Synchronized skating invitational: February 18-20, 2005 at Antigonish, NS;
NB Synchronized skating invitational: February 21-23, 2005 at Fredericton, NB; and
Synchronized Skating Competition: March 4, 2005 at Pownal FSC.

I have only received the list of Synchro teams from the Charlottetown FSC. If your club has a team, please have them forward the list of teams and skaters with their birthdays. Also, if you have not sent the form in to Skate Canada, please do so.

There has been some interest in a synchro judging clinic. I have been discussing matters with Renee Eldershaw at Skate Canada and other sections have expressed interest as well. She is working on organizing one for the NB, NS and PEI together. Please check with your clubs to see whether anybody would be interested in becoming a synchronized skating judge. Ask them to contact me. It would be nice if we had a big turnout as our pool of synchro judges is diminishing.

The Officials Definition, Appointment, Qualifications Policy is found in the Skate Canada rule book and outlines the requirements for each level of officiating. I have included some of the requirements below.

The "SKATING BACKGROUND" required for the specified levels of appointment is as follows:

- Any two of Junior Bronze Free Skating, Skills, Dance; or
- Any one of Senior Bronze Free Skating, Skills, Dance or a Juvenile Competitive test; or
- Any one higher level test.

NOVICE SECTIONAL SYNCHRONIZED SKATING JUDGE

Prerequisite: Full certification as a Primary Judge/ Primary Evaluator.

Clinic: Successful completion of the Juvenile/ Novice Synchronized Clinic.

Examination: Novice/ Adult written exam, Novice video exam.

Practical: Three reports of Novice or Adult Trial Judging with a satisfactory assessment.

JUNIOR SECTIONAL SYNCHRONIZED SKATING JUDGE

Prerequisite: The prerequisites to a Junior Synchronized promotion are:

A minimum of Novice Synchronized Judge certification

A skating background as defined in 12.1.

Clinic: Successful completion of the Junior Synchronized Clinic.

Examination: Junior written exam, Junior video exam.

Practical: Successful completion of the following practical exercises:

- Three referee reports of Adult or Novice Judging (at least one at a Regional Festival event),
- Three Trial Judge Reports of Junior events (at least one at a Regional Festival event),
- Junior Teams on video.

SENIOR SECTIONAL SYNCHRONIZED SKATING JUDGE

Prerequisite: The prerequisites to a Senior Synchronized promotion are:

· A minimum of Junior Synchronized Judge certification

· A skating background as defined in 12.1.

Clinic: Successful completion of the Senior Synchronized Clinic.

Examination: Senior written exam, Senior video exam.

Practical: Successful completion of the following practical exercises:

- Three referee reports of Junior Judging,
- Three Trial Judge Reports of Senior events,
- Senior Teams on video.

Respectfully submitted,
Yolande Richard, Synchronized Skating Chair

Sport P.E.I.

Executive Director

The past number of weeks have been a busy one working with the web site and posting a number of news items. The past month I have listed such things as the NCCP Coaching courses across as well as some Canada Games information.

I have also listed some upcoming competitions on the site such as the Bridgewater Open Competition and Skate Dartmouth.

Other notable items on the web site include the Sport P.E.I. Amateur Sport Lottery that begins on December 6 and Nick Murray will be the contact for that. Also there is the CAAWS Wise funding program information online.

Figure Skating was one of the 4 sports that I am the Ex. Director of that was part of Tara Costello's Women in Sport Session that took place this month. I am going to receive a report from Tara and I will send it out to all who are interested. Also under Cheryl Gorveatt at Sport P.E.I., we can send in our events to here for the month of December for the Women in Sport Newsletter.

I had my meeting with Kim Duffy coaches chair on updating the NCCP courses for our Figure Skating Coaches across P.E.I. I have been working now at updating that information on the National Coaching Website.

I sat in on a round table discussion for Coaches Association for P.E.I. and one point that they wanted to make is that there are not enough submissions on a monthly basis for the volunteer coaches across P.E.I. One suggestion I have is to have the PA nominated from each club.

I have also been working on the regular administration office work such as mail outs, faxes dealing with sanctioning forms and promoting the need of volunteers for the National Star Skate in the Sport Notes of Island newspapers and at the Sport & Leisure Class for Recreation at Holland College.

Respectfully submitted
Glen Flood