

MRSC Confirmation of Actions Taken by the Board of Directors April 1, 2022 to March 31, 2023

April 2022

- 2022 AGM notice was posted on the website with a new date and time (May 18th 7:30 pm). It had to be changed due to a conflict with our Accountant's prior commitments.
- Contacted Keegan from Connaught to obtain an Uplifter referral code (\$10 off for the first 6 months). He forwarded the request to their Board President Edmund Woo. A link (code) was given to us. We will try to set up the new system for this Summer.
- Summer ice with both CMR and PI were secured. Contracts were signed and cheques were sent
- Curling Banquet Room was secured and paid for with CMR for Year End Awards on June 12
- Jessica attended BCCR AGM on April 12 at 7:00PM
- Dropped off Financial Documents for Year End with Bookkeeper Tonya Leader
- Prepared a page in our website (www.mapleridgeskating.com) to easily access all documents and notices for 2022 AGM
- No Board Meeting this month
- Laiken R and Solana B have taken their CanSkate courses. They will get a contract once their registrations are up
- Transferred \$7096.21 from PayPal to General
- timesheets calculated, hours submitted, payroll taxes submitted
- Jessica attended Skate Canada BC/YK Section's Annual General Meeting on April 30th at 9:00 am.

May 2022

- Preparations for MRSC's AGM underway. A website's page was created for presenting all the documents
- A contract for Laiken and Solana was created. They are both officially Club Coaches
- Jen is organizing the catering for the Awards Ceremony
- The City of Maple Ridge has contacted all their Ice Users and requested to meet with them. Andrea will attend that meeting and also their AGM
- Breeann has interviewed a new coach. She's waiting to hear from her regarding her schedule.
- The Spring Ice Show was posted on YouTube and can be accessed via private link. Vision Media was in charge of the filming, production and edition. The invoice for \$561.75 (lens rental and taxes included) has been paid for through electronic transfer.
- Jessica updated the website with Laiken's bio in the Coaches section
- Jen and Jessica met to discuss the Awards Banquet and the actual awards
- Coach Breleigh, who had recently taken her Canskate course and was also our Yoga Instructor, decided we were not a good fit for her and resigned on May 4th. The Club is actively looking for a substitute yoga instructor.
We are down one CanSkate coach but fortunately, she was still on a trial period so no contract had been made.
- McAfee antivirus was purchased for the Club's computer on 2022-05-08 first year was \$33.69 taxes included. Subsequent years are \$104.99/year
- As per Extraordinary Board Meeting Dated May 8th, 2022. Coach Yelena Belousovski (Lena) will be coaching with MRSC starting May 11th on Mondays and Tuesdays. She will

continue to coach as temporary until September 2022 when she will get a permanent contract if she decides to stay and The Club decides to hire her.

- Breeann organized the list of awards for the Year End Banquet; her and McKenna organized the trophies to have them engraved.
- Jessica registered to attend Skate Canada National's AGM as a Club Delegate
- Jessica picked up the trophies and dropped them off to Phil's Engraving at Haney Place Mall to have them engraved. She also ordered the keepsake trophies for the ceremony.
- Jessica is meeting with Cathy O'Connor from City of Maple Ridge on May 24th at 1:15 PM. A gift will be presented to Cathy on behalf of MRSC because she is retiring this year and she has been working with us for a long time.
- Laura and Tracy will take care of Coaches gifts for the Awards Ceremony
- Jessica registered the Club with Uplifter Inc. We used a referral code from Connaught SC giving us \$10 off our monthly fee for the first 6 months and by going live within 30 days, we will receive an additional \$20 off the monthly fees for 12 months.
- Awards Ceremony preparations underway
- MRSC's 2022 AGM was held on May 18th at 7:30PM via Zoom. A new BoD was elected. Some positions were renewed. Tawnie Hayne and Tracy Boyes left the BoD as their terms ended. The Secretary position is vacant as of now.
- May's BoD meeting was held following the AGM. Only 4 current members were able to attend.
- Jessica has been working on UPLIFTER to set the Summer 2022 Season.
- Jessica attended a meeting with Cathy O'Connor from CMR to discuss Figure Skating allocation
- Jessica filed the 2022 BC Societies Annual Report on 05/24/2022
- An application for Bambora (now Worldline) credit card merchant was submitted on May 27. This is for our new Uplifter registration system.
- Breeann Derrick and McKenna Kwast (coaches) met with Jen and Jessica to give their resignation notice effective August 12, 2021. They will send a letter to the BoD with the official resignation. They both enjoyed coaching at MRSC but it is time for them to continue their studies and follow a different path. They will both finish the Summer Season and then leave the Club.
- Jessica attended the 2022 Skate Canada National AGM on May 28, 2022 at 7:00AM PST
- The BoD is actively looking for new coaches.
- Registration for summer programs will open on June 6th using Uplifter

June 2022

- May's timesheets calculated, hours submitted, payroll taxes submitted
- Ads for new Provincial Coach and Director of Skating posted in Skate Canada BC/YK site
- Transferred \$8219.02 from PayPal to General - June 4th
- Uplifter is enabled to take live registrations as of June 5th. Summer registrations open June 6th
- BoD to meet with prospect coaches - June 7th
- Jessica updated website with Summer Registration posts and schedule as well as Year End Awards banquet
- Jen, Laura and Jessica met with Shannon and Nikolai Balabardin and Lena Belousovski to interview them as potential coaches for the Club.
- MRSC hosted the 2022 Awards Ceremony at Golden Ears Winter Club Lounge. We had around 130 attendees. The theme for the night was: Red Carpet. Canuck Place's Tracie Seely attended and we presented her with a cheque for \$1750.80
- Board meeting held on June 15
- Timesheets calculated, hours submitted, payroll taxes submitted

July 2022

- Fall/Winter 2022-2023 schedule is being worked on between new coaching staff and BoD
- Breeann created a coaching schedule for the Summer Season.
- Jessica created timesheets for the Summer Season.
- New contracts for 2022-2023 season are being worked on along with a coaching payment rate table which apply for all full time coaches.
- Summer Skating Season started on July 19
- Jen and Jessica are finalizing the Coaching and Directors' contracts for the 2022/2023 Season. They will be delivered the last week of the current month.
- Planet Ice offered us ice on Wednesdays 3:30-4:30 pm for the Fall/Winter Season at a rate of \$287.50 + GST. We have taken the ice. Andrea is reviewing the calendar to make sure we only take the dates we need.
- Jen and Jessica meet to finalize the schedule. CMR is behind with their contracts so we don't have them yet.
- Timesheets calculated, hours submitted, payroll taxes submitted

August 2022

- Jessica meets with Lena to discuss Head Coach position rather than Skating Director
- Jessica is creating the schedule to upload
- PA training letter created by Shannon and sent by Jessica
- PA training on last Wednesday of Summer Skate
- CanSkate letter to be given to all CanSkate parents before season starts
- Email sent to all former JA/SSD skaters regarding registration and new coaches
- Registration opened August 19
- Hired new coach. Igor Koroshev to cover Tuesdays and Thursdays. Specializes in Dance and Skills
- Insurance renew requested
- Timesheets calculated, hours submitted, payroll taxes submitted
- All registrations have been sent to Skate Canada as they happen. Jessica has been adjusting registrations for some skaters that needed to modify the dates.
- Andrea reviewed and signed the contracts for our Fall Ice through CMR

September 2022

- Jessica meets with Lena to discuss Head Coach position rather than Skating Director
- CMR came back with a correction for our contracts, we had to change the ice clean time on Mondays and reschedule the day. Most parents had no issue with this. For the ones that we affected (JA) we offered Thursday as a stand alone session since Monday didn't work for them anymore.
- Andrea reviewed and signed the contracts again
- Jen and Jessica have been rearranging and cleaning up the coaches room and bulletin boards
- Ongoing registrations with a lot of changes but registrar is keeping up
- Board meeting September 21st 7:00 pm via Zoom

- Daria Taylor attended a Sports Network in person meeting regarding guidelines for signage. She submitted a vote for the club.
- Winter 2023 schedule is being prepared
- Timesheets picked up

October 2022

- September's payroll done
- BC Coast Club Info updated
- Jen decorated the bulletin board for Fall/Halloween
- Jessica is creating the Ledger of Accounts for Uplifter
- Andrea received an email from RM Flames Hockey regarding last minute unused ice. All ice users were copied and they want to create a group where we can email everyone if we have ice that won't be used and give everyone the chance to swap it. Once there is an agreement between two parties, CMR will be copied so they can make changes to the month's invoices.
- Planet Ice emailed regarding our Spring Ice requests. Andrea will look into it and we will talk about it during this month's board meeting.
- Jessica purchased Halloween candy for all programs.
- Jessica emailed CMR regarding our contracts for January - March 2023
- Timesheets collected
- Schedule and pricing for Winter season are on the works

November 2022

- October's payroll done
- Transferred \$2,416.96 from PayPal to General (Nov 4). This leaves PayPal with \$500 in it. We are not currently using PayPal for payments
- Jessica submitted cheque to City of MR for October invoice
- Jessica submitted one Star 1 Assessment
- Finalized Winter schedule. Jessica is creating the items for Uplifter. Registrations open November 30
- Sent Spring Ice request to Planet Ice
- Jingle Blades Competition - Simulation was organized Nov 23
- CanSkate PAs Christmas dinner was organized for November 28. Appreciation gifts purchased by Jessica
- Registration for the Winter 2023 season opened Nov 30. Jessica has been helping parents who email for assistance.

December 2022

- Timesheets collected. November's payroll done
- Coaches/BoD Christmas dinner set for December 7th. Jen purchased Coaches appreciation gifts.
- Jessica submitted cheque to City of MR for November invoice
- Jessica met with Bookkeeper Tonya Leader to review ledgers/Uplifter
- Winter 2023 registration is ongoing. Jessica has been replying to parents' emails assisting them with registration
- New skaters registrations have been submitted to Skate Canada
- Timesheets collected. December's payroll done

- Andrea and Jessica have been working on Spring Ice Allocation with Planet Ice. Contracts are almost ready.

January 2023

- Canskate registrations are full. We need to consider adding another full time coach to increase our CanSkate numbers on Thursdays.
- Jessica submitted cheque to City of MR for December invoice
- Lena has been organizing and coordinating the coaches for all classes including the ones Kate and Laiken are going to be away. Coach Angelique has been added to the rotation as a guest coach for most days needed. The plan is to add her to the team for Spring.
- Spring schedule is almost ready. We will decide when to get it out and open registrations during January's board meeting.
- Skate Canada registrations reviewed and sent in Membership site
- Andrea and Jessica reviewed the contract for Spring Ice Allocation. Contract has been signed and paid - Jan 9
- Registrations for Spring season will open mid February
- Jessica reviewed stock for Star1-5 assessment papers.
- Jessica and Lena organized Simulation for January 31 for skaters attending Winterskate
- Timesheets collected
- Star 6- Gold skaters will be able to assess at Kerrisdale on Sunday February 26th

February 2023

- January Coaches hours submitted
- January's payroll done and cheques handed out
- Jessica created social media posts, emails and website updates for WinterSkate competition
- Jessica priced Spring season and created season and registrations for Uplifter, she's also uploading schedule to the website
- Jessica submitted cheque to City of MR for January invoice
- BoD and coaches are organizing a Showcase for the last day of skating. Skaters will be choreographing their own numbers so the coaches won't deviate from their lessons. Only JA and SSD will be choreographed by the coaches.
- Andrea is inquiring about the venue to hold the year end ceremony
- Jessica created posters and ads for the 2023 Showcase in benefit of Canuck Place Children's Hospice. We will take cash donations at the door.
- Jessica sent files to MinutePress Man for more CanSkate Progress Report Cards, also for printing posters for showcase.
- MinutePress Man order has been paid for and picked up.
- Registrations for Spring 2023 opened February 22nd. Jessica has been replying to emails and calls from parents and helping with registrations.
- Star 6-Gold Assessments in Kerrisdale have been rescheduled for March 26 due to snowstorm
- Jessica created a Club Assessments Application form which is now online under Assessments
- Daria prepared papers for upcoming Star 1-5 assessments. They have been rescheduled from Feb 28 to March 7
- Timesheets collected

March 2023

- January payroll done and cheques handed out
- Jessica has been working on decorations for Spring Showcase
- Andrea will pick up handouts from Canuck Place in Abbotsford
- Coaches Shannon and Nikolai announce to BoD that they won't be able to cover Spring or Summer due to scheduling conflict with their home club Kerrisdale.
- Skate Canada Activity lists have been updated and will continue to do so until registration is finalized (Jessica)
- Eve offered to coordinate volunteers for the Ice Show. Emails sent out
- The 2023 Spring Ice Show went well. We coordinated for a last minute videographer which will be covered by the Club. We had a good crowd considering that CanSkate was not included in the event. Donations totalled \$793.75 which will be matched by MRSC for a total of \$1587.50
- Jessica deposited the cash collected at the Spring Showcase in our General account.
- Coach Kate emails the BoD regarding her injury and lets us know that it hasn't healed so she won't be able to coach during Spring.
- Coach Igor and Coach Lena become interim directors of CanSkate, and JA & SSD respectively. Jessica created interim contracts for them
- Spring Season started; Jessica is assisting during CanSkate to organize parents of first time skaters
- Timesheets collected