



Executive Meeting Minutes

Date of Meeting:	January 10, 2016	Time of Meeting:	6:30-9:00
Location of Meeting:	Ron Ebbesen Board Room	Snack Responsibility:	Cathy Mess
Attendees:	Ellen Swainson, Sandy Bartley, Stephan Jarcho, Justina Labute-Jarcho, Cathy Mess, Jeanine Schill, Leanne Bayko, Dawn Halvorson, Sarah Nunn		
Regrets:	Tammy Pearson and Melinda da Costa		
Coaches' Rep:	Chalsie Doiron	Operations Coordinator:	Lynnell Moss
Administrator:	Janine Hauk		
Absent:			

Agenda Item		Discussion	Action Required
Meeting Called to Order @ 6:28pm			
1.	Welcome & Introductions	-None at this time	
2.	Kudos & Congratulations	-Happy Birthday Sarah	
3.	Approval of Agenda	-Sandy motioned to approve the minutes with additions, Cathy seconded by, all in favor.	
4.	Review and Approval of Previous Minutes	-Cathy motion to approve previous month's minutes with amendments, Sandy seconded, one apposed motion passed.	
5.	Standing Items		
	5.1. Corner:	1. Contract Negotiations 2016/2017: -The board discussed how to best improve the contract negotiation process -Chalsie motioned that the current	Ellen: to send a copy of all contract documents to

		<p>contract committee go forward into the new contract season, Sandy seconded, all in favor</p> <p>2. Proposed Discount for Families with Multiple Participants:</p> <ul style="list-style-type: none"> -The board discussed how to best offer a family discount. -Should the club offer a discount, there was concern about whether or not the club could continue to offer a discount with overhead costs increasing year after year -board decided to readdress the discount at the next meeting 	<p>the Contract Committee for their review</p> <p>Ellen: to send an email to all contractors for their feedback about their contracts</p> <p>Chalsie: to send an email to all coaches about the contract timeline and will email the Coordinators about moving to a 2-year contract</p>
	<p>5.2. Vice President Corner:</p>	<p>-Nothing at this time</p>	
	<p>5.3. Administrator's Corner: Janine</p>	<p>1. Spring Ice:</p> <ul style="list-style-type: none"> -Ice is confirm for April 18- May 23, 2016 -Sarah motioned that the board use the same methodology and formula as was used for Fall and Winter, in setting the Spring Fees, Sandy seconded all in favor- <p>2. Gala 2016:</p> <ul style="list-style-type: none"> -Ice is confirmed for May 28, 2016 <p>3. Declined Payments - December and January Numbers:</p> <ul style="list-style-type: none"> -currently there is only one of the nine outstanding payments to be still collected 	

		<p>4. Gala 2016 Registration Numbers:</p> <ul style="list-style-type: none"> -currently there are only 14 registered -the board decided that it would still meet ordering deadlines if we extend the Gala Registration date to Jan 29. -Board will re-evaluate whether or not to run Gala and in the future and the feasibility of doing so -Sandy motioned that if Gala is to proceed, there needs to be 50 registrations, Cathy seconded, all in favor 	
	<p>5.4. Operations Coordinator:</p>	<p>1. Current Registration Numbers:</p> <ul style="list-style-type: none"> -It was decided to open up the waitlist -The waitlist was opened up because the longer that the skaters are held off, the more it is prorated and the less money the board club is making -programs are all sitting at 95% or high enrollment <p>2. \$1500 Office Updating Budget: Spending Update</p> <ul style="list-style-type: none"> -benches have been ordered -approx. \$900 has been spent on the benches and a few pieces of artwork -Lynnell wanted to let the board know that she is planning to purchase a Keurig/Tassimo -Ellen suggested that the club purchase a starter pack of pods <p>3. Saturday 8:30 AM Conditioning Class Update:</p> <ul style="list-style-type: none"> -Board discussed offering a pick-up pass for a harness lesson and conditioning, during the conditioning class. A regular 	

pick-up pass purchased for the conditioning session, may include a harness lesson, if the schedule allows.

4. Yoga Instructor:

~~-The board contracts yoga through **In Energy?**, and there has not been a yoga teacher available for the last few off ice sessions Dec. 10 & 11 sessions, and the first week of January.~~

~~-Coaches have been covering the yoga classes.~~

~~-The manager of Yoga Gym Playground has asked that the board -transfer our contract to her company.~~

5. Spring Coaching Staff:

~~-Kaylee and Lynnell are confirmed for Spring~~
Not all coaches have replied regarding their availability for Spring, as they are still working out their schedules.

6. Summer Ice:

~~-the program CanSkate~~ filled last year

~~-Lynnell asked that the board consider offering parents more flexibility in booking-registering for the summer program, such as booking-registering in just a camp (Monday-Thursday/Friday) or registering in consecutive Saturday sessions. Monday, a Tuesday-Friday block or five consecutive Saturdays block~~

~~-Lynnell offered to build a 2 or 3-day summer STARSkate program for the Board to review.~~

~~-Lynnell emphasized the importance of having evening classes to support parent schedules~~

~~-Another option is to promote the Vivo~~

		<p>Summer Camp</p> <p>-Lynnell would like to offer bracelets as an incentive <u>for our group programs -</u> (Siliconeband.ca), an order of 5000 could last several years</p>	
	<p>5.5. Coaches' Corner: Chalsie</p>	<p>1. Gala Theme Update:</p> <p>-Tthis year's theme is, "Broadway Baby!"</p> <p>-Lynnell will be participating in an advisory role</p> <p>-Chalsie-Kaylee has sent out an email to all coaches to set a planning meeting to determine costuming, groups, solos</p> <p>2. Picture day/Photographer:</p> <p>-Chalsie has booked the Photographer for April 21, <u>and Janine has booked the Ron Ebbessen board room to for the same date for 5-10pm.</u></p> <p>2. Gala Costume:</p> <p>-Ffitting and ordering deadline was discussed, orders could be extended to the first week of February</p> <p>3. Missing Report Cards:</p> <p>-a few report cards that had not been picked up last season have gone missing</p>	
	<p>5.6. Financial Corner:</p>	<p>1. EFT</p> <p>-Hhas been set up and contractors need to be contacted to submit banking information</p> <p>-Aa test run will be done to confirm that EFT will work</p> <p>2. A Night at the Races: Final Expenses and Revenue Report</p> <p>-Ttotal profit \$6,682.42</p> <p>-Ellen asked that there is a time set aside for thank you cards to be written and</p>	

		signed to all the businesses who donated	
	5.7. PA Corner:	<p>1. PA Training and Team Builder:</p> <ul style="list-style-type: none"> -board discussed booking a pizza and movie night at Genesis -date to be determined once Dawn, Kelly and Ellen have had a chance to discuss further <p>2. PA Time Sheet Update:</p> <ul style="list-style-type: none"> -Dawn mentioned that all timesheets are <u>have not been in</u>g handed in -board discussed whether or not PA's should be responsible for their timesheets and what Skate Canada recommendations are -board discussed how to improve the PA model for the Fall and to share those strategies with parents at the AGM 	
	5.8. Test Chair Corner:	<p>1. Crossfield Test Day Report</p> <ul style="list-style-type: none"> -90% success rate -Evaluator was late, because of a miscommunication -Lynnell suggest that we host a Low Test Day in <u>January-March</u> -Lynnell has contacted Wayne about Test Days <u>and partnering</u>, and has not heard from him yet -Star 4 and up, will be invited to compete in Leduc -Calgary is hosting a Star 4 competition in March -Sunsation in Edmonton, is coming up <u>Lethbridge and Sunsational (Edmonton) are possible upcoming competitions for STAR 1 and up skaters.</u> 	

		<p>2. Skate Canada Records Update:</p> <ul style="list-style-type: none"> -as skater's test, their results are posted to Skate Canada -in preparation for the test day, many of the test details were not available to the club, from Skate Canada, as their database was hacked and they have yet to fully restore their records 	
<p>5.9. Fundraising Corner:</p>	<p>1. AGLC information requirements:</p> <ul style="list-style-type: none"> -when the application was made, the liquor and raffle license was included -at this time nothing further is needed -Sarah offered to take care of the Thank-you cards -Sarah would like to send out a questionnaire to all members to evaluate the event and how they would like to see volunteering happen in the future -the club will be planning for the StarSkate Championships in 2017 -Sarah would like have an information evening, to learn more about how the competition comes together in the summer -Sarah would like to have parent volunteer requirements and information available before fall registration begins -the club's Casino is scheduled for November 2017 		<p>Ellen: to forward a list of all sponsors, to Stephan</p> <p>Stephan: to post all event sponsors to the website</p>
<p>6.10 Volunteer Coordinator: Leanne</p>	<p>1. Jacket Update:</p> <ul style="list-style-type: none"> -Leanneea has called the supplier and she has not responded about when the date for the jacket pick-up, and the supplier has yet to respond about jacket pick-up dates. 		

6.	Old Business	<p>1. New Cage Organization Date -did not take place</p> <p>2. La Rochelle Skate Service Request: -Denis says that hosting a private sharpening has more problems, then being contracted out by the club -Denis suggests that like other hockey clubs, the club would only have to contract his services, like a coach or other service provider -Ellen suggest Denis contact the City</p>	Ellen: to send out an email, to re-schedule
7.	New Business	-nothing at this time	
8.	In Camera:	-nothing at this time	
9.	Date of Next Meeting	February 7, 2016	Snack: Tammy

Sandy motioned to adjourn the meeting, seconded by Stephan, all in favor

Meeting adjourned @ 9:39pm

UPCOMING DATES:

Date	Description / Key Agenda Item	Comments
Mar 6, 2016	Ron Ebbesen	Snack: Sarah
April 3, 2016	Ron Ebbesen	Snack: Tammy
May 1, 2016	Ron Ebbesen	Snack: Jeanine S.
June 5, 2016	Ron Ebbesen	Snack: Justina