|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Meeting**: | October 15, 2017 | **Time of Meeting**: | 10:00AM – 12:30 PM |
| **Location of Meeting**: | Ron Ebbeson Arena | **Snack Responsibility**: | Andrea Bianchini |
| **Invited Executive:** | Sandy Bartley, Jacki Martel, Andrea Bianchini, Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, and Tara Vatcher | | |
| **Coaches Rep:** | Kaylee Marcoux | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Janine Hauk |
| **Absent:** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting called to order at 10:05 AM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Happy Birthday, Jeanine! (October 30th) | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Sarah seconded by Tara, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve September Meeting Minutes by Debra, Seconded by Sarah, all in favor, motion approved.  The AGM Meeting Minute approval is pending a more thorough review and amendments. | | |  |  | |
| **ACTION ITEMS**  **Completed**   * Locker assignments (Kelly) **12.2**   **Outstanding**   * Bingo status (Sarah) **14.2** * Christmas Parade (Janine) **14.3** * Updated Test Chart with Summer Tests (Kaylee) * Club Bulletin board update (Jackie and Andrea) – October 19th | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) | | | | | |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email Skate Canada Policy to the Board for review.) * Photo day for coaches (Lynnell) | | | | | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Financials/AGM Final Spend/Budget (Cathy, Sandy)* **6.2**   Janine will be the gate keeper of receipts. All receipts need to go to Janine as well as Cathy. She will be inputting them into the spreadsheet.  Lynnell will provide a weekly coach report on who was there and advise if someone covered someone else’s shift. | | |  |  | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Board Member/Coach Appreciation Dinner*   Reschedule for Christmas Dinner – December 2nd | | |  | Jacki will make a reservation at State and Main. | |
| * 1. *2017-2018 Budget*   Reviewed outstanding Budget items  Awards and plaques – Star State Gold Achievement  Beanstream spend information is missing from budget. | | |  | Cathy will send Beanstream annual spend information to Sandy for the budget. | |
| * 1. *Social Media brainstorm*   We need to focus on this and have a minimum commitment each week/month including but not limited to the following:   * Skater of the week. * Competitions * Random profiles of coaches – “meet the coaches”.   Chalsie will be the head of the social media team. Board members and coaches will submit information to Chalsie. She will make updates on social media. | | |  | Sandy will create a description of requirements for managing Facebook page, website, Instagram, twitter.  Sandy will send the description of role and passwords to Chalsie and provide some training on the website. | |
| * 1. *Upcoming Deadlines Brainstorm*   Sandy asked each Board member to make a list of tasks in my role and timelines for these things to happen*.* | | |  | Each Board member will create a list and email a copy to Jeanine/Sandy prior to the next meeting. | |
| * 1. *Task Distribution Brainstorm*   This will be discussed at future meetings. | | |  | Andrea will add this item to agenda | |
| * 1. *Wine Survivor (14.2 Fundraisers)*   Sandy provided some clarification about how the wine survivor fundraiser works.   1. Participants will get a team of 6 people together and gather $25.00 from each team member. 2. They will need to have $150.00 and names of team members to purchase a ticket. (Money is required to get a ticket.) | | |  | Sandy will compose an email for members about availability to pick up tickets at the rink. | |
| 1. **Vice Presidents Corner** | | |  |  | |
| * 1. *Competition Accommodation Project*   This project is ongoing; no updates provided | | |  |  | |
| 1. **Admin Corner**    1. *Appreciation*   Thanks to those that helped out with the first day of CanSkate.   * 1. *Staples Account*   We do have a business account now open at Staples and those that have signing authority are: Sandy, Andrea, Chalsie, Lynnell, Kaylee, Kelly & myself. Picture ID is required to use this.   * 1. *Volunteer Cheques*   We are still awaiting many volunteer cheques. Janine has been emailing parents to get signed up for the casino (5 families have not signed up)   * 1. *Marketing*   Home & Garden Show registration has opened. Lynnell is filling out the application for this.   * 1. *Keys for Display Cabinets*   We need to figure out who has keys for which display cabinets at the two rinks to determine if we need to call a locksmith to get any cabinets open.  We need to make sure we have keys for all cabinets and get them updated.  At CanSkate, we had many parents looking at the displays as there is nothing else to look at in that rink so we need to give them updated info.  Andrea/Jacki have keys for two display cases at Plainsman Arena and the third display case at the top of the stairs is open/unlocked. Neither Andrea nor Jacki have keys for Ron Ebbesen display case. We will need to get a new key made for this case. | | |  | Andrea/Jacki will update display cases at the Plainsman arena on October 19th, 2017.  Janine will have a key made for the Ron Ebbesen arena display case. | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Core Values/Vision*   No update provided. | | |  |  | |
| * 1. *FlexaFit Workshop*   The workshop was very well received by participants and coaches. The program focuses on fitness and flexibility with an emphasis on stretching muscles appropriately before and after skating.  We have an opportunity to incorporate this program as part of our dryland training for Airdrie Skating Club in the future. This type of training benefits skaters of all levels.  Costs associated with this training include:   1. Licensing costs/royalties 2. Coach certification fees 3. Recertification fees   We have merchandise from FlexaFit available for sale. Lynnell will have the merchandise available at ASC table at upcoming events such as the Home and Garden show. | | |  |  | |
| * 1. *Coaches’ Contracts*   No updates provided | | |  |  | |
| * 1. *Fall/Winter 2016-2017*   Lynnell advised that we have an opportunity to allow competitive skaters to register for an extra session on Friday evenings due to low current enrolment in the session. This is an opportunity to better utilize the ice time and provide competitive skaters with an option for a 5th ice session. | | |  |  | |
| 1. **Coaches’ Corner**   No updates | | |  |  | |
| 1. **Financial Corner**   Update provided under President’s Corner | | |  |  | |
| 1. **Program Assistant Corner**   Total cost for PA clinic was $493.45  PA Team building event will be held on January 7th from 10AM-1PM. Kelly is looking at options from the list of ideas provided from PAs.   * 1. *Lockers*   13 out of 20 lockers have been assigned.  A master combo list will be created for coaches. | | |  |  | |
| 1. **Test Chair Corner**   Kaylee will provide Jacki with info for Summer tests for the test chart. | | |  |  | |
| 1. **Fundraising & Volunteer Corner**    1. *Casino (November 3rd and 4th, 2017)*   Application was received on time and accepted.  Set deadlines to allow the parents to sign up for shifts.   * 1. *Other Opportunities for Fundraising in 2017/2018*  1. Bingos – Sarah is looking into this. 2. Plainsman mini golf – on ice mini golf tournament. This would take place right when the ice is being taken out. Lynnell sent pictures to some of the board members.   Ideas include the following:   1. Work with mini golf organization for set up. 2. Face painters, food trucks, and other activities. 3. We could look into it as an end of the year team/club wide event. 4. It could be free to members. Outside participants pay. 5. We could use the event for marketing, fundraiser, etc. 6. Wine Survivor – (Sandy)   This will be a profit sharing opportunity for the members.  Dates/Details include the following:   1. Sell Tickets (October 16th to November 17th ) 2. Draw names (November 20th -24th) 3. Print 60 books of tickets with 6 tickets per book. 4. Tickets cost $25.00 each or $150.00 per book. 5. Profit share portion is $50 per book sold. 6. ASC will buy the wine. (Minimum 40 bottles) 7. Club members can participate by selling entries. Each book of 6 will be a team. 8. Open to all members. 9. An AGLC license has been obtained. 10. We have 6 tickets spoken for the Wine Survivor (tickets have been ordered through Staples and should be here Monday – the cost was $35) 11. Competitions   Discussion about hosting a competition every other year. Sarah asked for a calendar of events that would preclude hosting a competition so we can bid for those that don’t have conflicts for ice time. We would only want Genesis Place. We need to pick a weekend and talk to City of Airdrie for ice time.   1. Alberta Winter Games 2020   The Alberta Winter games may highlight skaters who may be involved in the Alberta Winter Games 2020.  We will extend an invitation to the competition in 2018. | | |  | Sarah will compose email with outstanding shifts, address to the Century Casino, and dress code for event. | |
| * 1. *Parades and Events 2017/2018*   Christmas Parade – The registration is not yet open. | | |  |  | |
| **In Camera: None** | | | | | |
| Meeting Adjourned: 12:23 PM. Motion to approve by Deb, Seconded by Tara, all in favor, motion passed. | | | | | |
| **PLANNED FUTURE MEETING DATES** *Monthly Board Meeting attendance is mandatory but Planning meetings are not* | | | | | |
| **Meeting Type** | **Date and Time** | **Location** | | | **Snack Responsibility** |
| Monthly Board Meeting | November 5th @ 6:00PM | REA Board Room | | | Cathy Mess |
| Monthly Board Meeting | December 10th @ 10:00AM | REA Board Room | | | Christmas Brunch |
| Monthly Board Meeting | January 7th@ 6:00PM | REA Board Room | | | Kaylee Marcoux |
| Monthly Board Meeting | February 4th, 10:00AM | REA Board Room | | | Tara Vatcher |
| Monthly Board Meeting | March 4th, 6:00PM | REA Board Room | | | Sarah Nunn |
| Annual General Meeting | April 28th, 6:00 PM | TBA | | | AGM Dinner |