



Executive Meeting Minutes

Date of Meeting: Feb 2, 2020
Location of Meeting: Ron E. Boardroom
Time of Meeting: 6pm-8pm
Snack Responsibility: Chalsie

Invited Executive: Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Lynnell Moss, Debra Dolhun, Janine Hauk, Annette Loff, Denika Falloon.

Regrets: Cathy, Tammy, Janine

Agenda Item	Content	Actions
1. Welcome	Meeting called to order at 7:03pm	
2. Approval of previous minutes	Motion to approve January minutes by Deb seconded by Krista. All in favour, motion approved.	
3. Approval of agenda	Motion to approve February Agenda by Deb seconded by Krista. All in favour, motion approved.	
4. Email motions	Registrations for CanSkate have increased significantly and a couple of coaches have had to reduce their availability to ASC. Debra motioned: to contract William Oddson for Can Skate Coaching 5 votes yes, 2 none votes – motion passed	
5. Presidents corner	5.1. Mission Statement and Bylaw changes & societies filing - For future planning meeting -Kelly Havixbeck has been sent Bylaw Changes. -We have asked her to respond by April.2/2019 5.2. Conflict resolution & Policy updates – outstanding – Tabled until after Christmas 5.3. Meeting dates revised with AGM considered. 5.4. Meeting Change from March 8 th to March 9 th 730pm 5.5. AGM has been booked by Janine for May 2 nd , 2020. It will follow the same timeline as last year. Doors Open at 6:30 Starts at 7:00-9:00 * Note paperwork needed: AGM minutes from 2018 & 2019, finances, bylaws. 5.6. Feb 28 2020 competition. Ongoing planning -Next Planning Meeting will be: February 10, 7:30pm at Deb’s House	5.2. Tabled 5.3. Completed 5.4. Completed 5.5. Completed 5.6. Sarah to send official email/invite about this

<p>6. VP's corner</p>	<p>6.1. Survey results - Suggested improvements: 6.2. New Formation of Contract Committee Update: 6.3. Outstanding Contract Update: <i>-Melissa M. Dryland coaches and insurance.</i> 6.4. Coaches Contracts: <i>- Pay Dates Needs to be Review</i> <i>15th and 30th coaches can charge bi monthly-this needs to be changed</i> <i>In order to cross reference payments so no over charging takes place</i> <i>Wording in contract renewal needs to be reviewed before sending out again in the next contract cycle.</i> 6.5. Update on Mid-Point Reviews for February:</p>	<p>6.1. Tabled 6.2. Tabled 6.3 Tabled 6.4 Tabled 6.4 Tabled 6.5. Deb & Sarah will send an email out in the coming weeks about this. More info to come</p>
<p>7. Finance / Treasurer Corner (Janine's Update)</p>	<p>7.1. Book keeper / Accountant a. 2017/2018 financials and the coding/ line item review/update: b. Update on alignment of Gala with Financials: c. 2018/2019 Financials Update: has gone back to book keeper for feedback <i>-When we go to 2019/2020 the Book keeper said it should be much easier</i> 7.2 New financial processes Update (Cathy & Deb/Sarah): <i>-Janine is working with Madison/Jorge from ATB Calgary now to help rectify all of our banking needs</i> <ul style="list-style-type: none"> • Update on all Banking Items (Deb/Janine): • Update on Monies back retroactively from ATB Fees: <i>-ASC exploring changing banks. Deb presented info from ScotiaBank and Robyn brought print info from RBC but plans to follow up with RBC for more detail. Janine and Debra looked at the charges – difficult because of the number of transactions we have (uplifter etc.).</i> <ul style="list-style-type: none"> • Separate account for Casino's Update: <i>-AGLC will be sending us a letter soon about our account</i> • SOCAN Update: Completed • Update from ATB on EFT: <i>EFT-Had been paying Coaches by this and ATB had been charging \$20 per EFT. This can't be happening ATB is looking into how they can change this.</i> • Over Draft on Credit card Update: </p>	<p>7.1. a. Completed b. Completed 7.2. Sarah & Deb to find old meeting minutes, sign them and re submit them for Credit Card Limit Approval</p>

	<p>7.3. GIC Update: <i>-Deb reported that GIC is currently in a cashable GIC. Deb and Robyn reported on information collected from RBC and Scotia Bank. More exploration to occur with RBC..</i></p> <p>7.4 Accounts Voting:</p> <ul style="list-style-type: none"> • PA account needs to be pulled into main account • All other misc. accounts will need to be pulled into main account. • Credits for uplifter – updating policy for using the credits within the fiscal year. (discussion on bottle drives and profit sharing) 	<p>7.3.Tabled</p> <p>7.4.Tabled</p>
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Fundraising plan:</p> <ul style="list-style-type: none"> • Holiday Season Wine Down – 60 participants, - Profit of Holiday Season Wine Down was \$457.51 • Spring “President of the Patio” Update: <i>- beers and coolers – Robyn (Feb.) -End date will be March 20th to coincide with Winter and Spring Registrations. - Will stay at 4 -people/team with a \$25 credit. -Chalsie will work to promote this on FB, INSTA, & Webpage</i> <p>8.2. Alberta winter games 2020</p> <ul style="list-style-type: none"> • Building judges risers in stands Update: No need to build any risers Speakers Update: Brand new system being installed • Casinos Update: Weekend of March 21st -Keep this as a possible fundraising back up • Potential Return for Club Update (Sarah): <i>-2 casinos for the winter games, which we need volunteers for: March 21-22, if the club members volunteer a shift or two to help the winter games, then there will a return on funds to the club. (Same weekend as Starskate Championship).</i> • Volunteer Update for running Casino (Sarah): • Update on Shifts at the games for Volunteers: These have now been filled 	<p>8.1. Holiday Season Wine Down: Completed</p> <p>Spring President of the Patio: Robyn to update dates and email team for a check over</p> <p>8.2. Completed</p> <p>-Sarah to draft an email asking membership if anyone is interested. Sarah to send email to Janine.</p> <p>Completed</p>

	<p>8.3. Other fundraising.</p> <ul style="list-style-type: none"> • New App for non-profit and local business linkage for fundraising Update (Tara & Sarah): • Pauls Pizza has been confirmed for March 2nd <ul style="list-style-type: none"> -Promotion of this event Chalise -Tara will provide Janine the information a week before this date. Janine to send info out to everyone in an email. 	<p>8.3.Tabled</p> <p>-Sarah to draft an email to update Membership with Pizza & AGM as well as Casino</p>
9. Test Chair	<p>9.1. Cleaning up the test paperwork update:</p> <p>9.2. Star 1 to 5 test month in planning stage update: -Feb 13th Test Date approx. 7 skaters attending</p>	9.1.Tabled
10. Administrator Corner	<p>10.1. Home & Garden Show April 25-26 Update (Janine): - Has Booth been confirmed? Booth has now been confirmed</p> <p>10.2 Reminder to everyone to continue to get receipts/invoices in a timely matter Will need to use up gift certificates in Uplifter within a year to track properly through the accounting system. Send reminders to families to use by the end of the year.</p> <p>10.3. Set Spring Session Fees (May 4 – June 15th): -Tara motioned to add 3.5% rounded up to the nearest dollar to all group programs come Spring 2020. Deb Second. Motion Passed.</p> <p>10.4. Star Skate Spring Fee update TBD</p> <p>10.5. Update on Nomination for a 10-week registration and Skate Canada Fee: <i>-A skating parent has offered to donate a 10-week registration and skate Canada fee – Janine may know of someone / potential draw TBD</i></p>	<p>10.1. Completed</p> <p>10.2.Completed</p> <p>10.3.Completed</p> <p>10.4.Tabled</p> <p>10.5.Janine is working on finding a family for this</p>

<p>11. Director of Skating</p>	<p>11.1. Sylvan Lake Competition (Feb 7th-9th)Update: <i>-Hotel at Comfort Inn</i> 11.2. Lethbridge Competition (March 6th-8th) Update: 11.3. Program and Registration Overview: 11.4. ASC selling of badges/ribbons: 11.5 Cage storage requests: – Update on contract with Global Sports Academy: Done 11.6 ASC Skater Disciplinary policy wording Update:</p>	<p>11.1.Tabled 11.2.Tabled 11.3.Tabled 11.4.Tabled 11.5.Completed 11.5. Tabled</p>
<p>12. Coaches corner</p>	<p>12.1. Gala/Celebration plans for the 2019/2020 Season:</p>	<p>12.1.Tabled</p>
<p>13. Website & Social Media</p>	<p>13.1. Update website with new board members (Annette and Denika) 13.2. Update the website with the board members policies 13.3. Dropbox: Sarah to lock contracts folder in DropBox and then all of board will have access. 13.4. Denika To PDF December Minutes and send them to Chalsie once approved for Posting on Website</p>	<p>13.1.Tabled 13.2.Tabled 13.3.Tabled 13.4. Completed</p>
<p>14. Program Assistants' Corner</p>	<p>14.1 Winter update:</p>	<p>14.1.Tabled</p>
<p>15. Other items</p>	<p>15.1. Notice Boards Update: 15.2 Certain Bingo Halls will transfer Volunteer Credits to Sports Organization. Look into this for the future 15.3 Feedback on STAR 1-3 Pilot information: <i>-meant to provide an additional opportunity to these young skaters to have a competition close to home. At the end of this season, the Section will be collecting feedback on this pilot, which will help to determine the next steps forward for the 2020-2021 season.</i> 15.4. Change of Dates for Upcoming Board Meetings -Next meeting has been changed from Sunday March 8th to Monday March 9th 7:30-9:30 @REA Boardroom -May 3rd meeting has been cancelled and will coincide with AGM on May 2nd</p>	<p>15.1.Tabled 15.2.Tabled 15.3. Sarah to send email requesting feedback 15.4. Completed</p>

Motion: Tara motioned to adjourn meeting and Robyn seconded.

Meeting adjourned at 8:11 pm

Future meetings:

Meeting Type	Date	Time	location	Snack responsibility
Board meeting	Mon Mar 9	7:30-9:30	REA Boardroom	Denika
Board meeting	Sun Apr 5	6pm-8pm	REA Boardroom	Tammy
AGM	May 2	7pm	Curling Club	n/a
Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah