



Executive Meeting Minutes

Date of Meeting: June 2, 2019 Location of Meeting: Ron E Boardroom		Time of Meeting: 6pm – 8.30pm Snack Responsibility: Sarah Nunn	
Invited Executive: Sarah Nunn, Tara Vatcher, Janine Hauk, Kelly Kirby, Chalsie Doiron. Debra Dolhun, Robyn Parsons, Krista Hannah, Cathy Mess, Leona Le Lievre, Tammy Schmidt.			
Regrets: Lynnell Moss,			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 6.09 pm		
2. Approval of previous minutes	Motion to approve March 10 & April 10 Meeting Minutes, motioned by Debra, seconded by Cathy, all in favor, motion passed.		
3. Approval of agenda	Motion to approve agenda by Cathy seconded by Debra, all in favor, motion passed.		
4. Email motions	Motion: no email motions		
5. Presidents corner	5.1. Bylaw changes & societies filing. First draft of bylaws completed at last planning meeting – will review again in person (much easier than by email). Once reviewed we can send to Skate Canada for first review. 5.2. Board training Mission Statement – will look to do those as a group – Oct planning meeting.	Sarah to arrange planning meeting to do mission statement tabled	

	<p>5.3. Conflict resolution & Policy updates – outstanding</p> <p>5.4. AGM – Feedback assert rather than dinner – overall fine. Easier. Venue great. Just made quorum. discussed options and ideas for next year.</p> <p>5.5. Next competition - Feb 2020. Competition name, confirmed ice.</p> <p>5.6. Board members confidentially agreements. Template on Skate Canada website downloaded and shared with board members. need to agree to content, then sign every June after AGM.</p> <p><u>code of conduct for club board of directors</u> amendments: remove “figure”</p> <p><u>conflict of interest policy</u> amendments: remove “figure” page 2, formatting – indented bullets after first statement.</p> <p>to make the motion to accept the code of conduct for board members and the conflict of interest policies with the discussed changes. Cathy seconded. All in favour. Motion passed.</p>	<p>tabled</p> <ul style="list-style-type: none"> ● Sarah to Send out final copies ● All – sign declaration and email to Sarah ● Chalsie to upload templates onto website under board section.
<p>6. VP’s corner</p>	<p>6.1. Survey results</p> <ul style="list-style-type: none"> ● Suggested improvements – summer project. <p>6.2. Contract committee (Debra, Cathy and Sarah)</p> <p>Letters of Intent – have gone out to Coaches, letters have to be back by June 15th No decisions on new coaches can be made until letters of intent are emailed back.</p>	<p>Tabled.</p> <p>Cathy/Deb/Sarah</p>
<p>7. Finance / Treasurer Corner</p>	<p>7.1. Book keeper / accountant</p> <p>Churchill, Michelson, and Wylie – questions about the statement for our AGM need to be resolved and then post to the website for members. Cathy will drop everything off for the end of last year (June 1st 2018 - May 31st 2019).</p>	<p>Cathy & Debra to arrange to meet with the book keeper/ accountant</p>

	<p>We will drop off info with the book keeper on a quarterly basis and review our finances at the board level quarterly rather than annually.</p> <p>7.2 Receipts process All receipts must go to Cathy and Janine – scanned in and emailed. Hard copy in the finance tray in office for Janine to collect.</p> <p>7.3 New financial processes</p> <ul style="list-style-type: none"> ● Refined process <ul style="list-style-type: none"> ○ all payments by Janine ○ review of coaches time sheets by Lynnell, coaches bills paid by Janine. ○ Janine and Lynnell’s bills paid by Cathy. ○ Cathy will audit account spending monthly and CC bills biweekly. ● Limiting cheques – All coaches paid by EFT Discussion on the payments to the city, on average \$18K/month. <p>Tara motioned to increase the club CC limit from \$10K to \$25K, seconded by Debra. All in favour, motion passed</p>	<p>Janine to email the city to ask about transfers.</p> <p>Cathy to look into increasing the CC limit.</p>
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Volunteer credits: draft for review move credits for parade etc. Credits = 8 for CanFigure, 12 for StarSkate. this year we need to focus on the competition: Include set up and tear downs. Includes raffle prizes. include disclaimer “if you can’t make it, contact the board and they will assist”</p> <p>fundraising plan:</p> <ul style="list-style-type: none"> ● Instead of wine survivor – “president of the patio” Christmas theme...with beers and coolers ● Remove parade and gala from volunteer plan. <p>8.2. Competition planning. Feb 2020 8.3. Alberta winter games 2020</p>	<p>Tara</p> <p>Tabled</p> <p>Tabled</p>

	<p>Ask about opportunities to work a casino shift or two to help the winter games. Ask Shauna from the City of Airdrie about the winter games – ongoing. 8.4. Casino – November 2020 (2020/2021 fundraising year)</p> <p>8.5. Potentially other fundraising ideas.</p> <ul style="list-style-type: none"> ● Comedian contacted the club to see if interested – Janine to contact the curling club, Tara to contact the comedian to look at 3 dates in Nov – 9, 16, 23. Could potentially do as a profit sharing rather than volunteer credits. i.e. \$5 per ticket sold to families. ● All State Insurance– discussed. Declined. <p>8.6. Bottle drive – Aug 24th – in pencil. Idea’s to give notice to residents – sticky notes, social media</p> <p>8.6. AGLC application ed to update – Sarah to do and email.</p>	<p>Tabled</p> <p>Tara to contact comedian Janine to contact the curling club for space.</p>
<p>9. Test Chair</p>	<p>9.1. <u>h test</u>: Planned June 20, 21st @ Huntington Hills – eligible kids have been contacted. Another option for high test at end of July at Lake Bonavista club. <u>r 1-5 batch</u> – about to be updated. <u>ptember 2019</u> – Star 1-10 Gold to be done at the club. All dance and free skate tests will still be done through judges. aning up the test paperwork still in progress</p>	<p>Lynnell and Deb</p>
<p>10. Administrator Corner</p>	<p>10.1. Ice requests – City of Airdrie – all in. preparing for ice users meeting. 10.2. Shredding day in Airdrie – April / May – need to confirm date – Janine emailed out – remove item. 10.3. All ice requests, or <u>any other communication with city staff</u> must come through our Administration – reminder given, remove item 10.4. Volunteer requirements already discussed – send to Janine ready for Fall/winter season.</p>	<p>Janine & Lynnell.</p>

11. Director of Skating	<p>11.1. Program and registration overview – spring going great.</p> <p>11.2. Plaque’s need to be updated at the Plainsman Arena – done, remove item.</p> <p>11.3. \$100 credit for survey participation drawn during meeting – credit to be placed on uplifter account. Summary of survey sent by Lynnell. Discussion at next meeting. reminder after Gala with AGM reminder – done, remove item</p> <p>11.4. Alberta AGM (May 3-5 Banff) – Lynnell & Marisa. Friday/Saturday. Lynnell to take proxy vote. Lynnell past info to coaches – past, remove item.</p> <p>11.5. Ice users meeting June – Admin and President to attend – June 19th.</p> <p>11.6. Power Skating on-line module – Chalsie and Lynnell gave feedback. All power coaches to complete. Will need to rework the report cards.</p> <p>11.7. Home and Garden show – feedback. Booth was in a better location. Worth continuing with. Lots of registrations afterwards.</p>	
12. Coaches corner	<p>12.1. Gala April 13 - feedback vised budget for Gala – just over \$2000 profit azing feedback from families. Worked well, but a long day – recommend book R.E arena. Recommend not using other ice, recommend separate week from winter skate/spring skate – may depend on ice availability. Advantage to having at the end of winter, meant we had more participants, so participant numbers could be lower. tions: Team competition or other celebration alternate years to Gala? Big gala event every 2 years could make more sense. Could look at this competition event as part of a fundraiser event – to discuss at next meeting.</p> <p>12.2. Showcase: Celebration for pre-intro. Mini Gala on the last day of skating session. Planning will begin for the last day of skating – good feedback, completed.</p>	Kelly
13. Website & Social Media	<p>13.1. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie to look at options</p>	<p>Tabled</p> <p>All – send pictures Chalsie to post</p>

	<p>13.2. Update website with new board members – board members to send picture/selfie to Chalsie.</p> <p>13.3. Update the website with the board members policies</p>																																																			
14. Program assistants' corner	<p>14.1. Gifts x 15 PA gifts. 7 were new PA's and therefore received the bracelet. The bill was \$2014.74.</p> <p>14.2. Spring was covered by PA's. Need to plan a training session for September. Need a date asap.</p>	Kelly/Janine																																																		
15. Other items	<p>15.1. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.2. Vacant positions – remove this item.</p> <ul style="list-style-type: none"> • Past president <p>15.3. Canada Day Parade Budget for parades x 2 = \$500. Still within budget. Suggestion that some kids could wear roller blades with the banner. Anita agreed to have the trailer at her location to decorate. Need to get a message to the membership to ask for volunteers/who wants to ride trailer!</p>	Deb to confirm with Anita Sarah to draft email.																																																		
<p>Motion: to adjourn the meeting by Debra motioned, seconded by Leona, all in favour, motion passed. Meeting adjourned at 8.02 pm</p>																																																				
<p>Future meetings:</p> <table border="1"> <thead> <tr> <th>Meeting Type</th> <th>Date</th> <th>Time</th> <th>location</th> <th>Snack responsibility</th> </tr> </thead> <tbody> <tr> <td>Board meeting</td> <td>Tues July 9</td> <td>7pm-9pm</td> <td>TBD</td> <td>Debra</td> </tr> <tr> <td>Board meeting</td> <td>Tues Aug 6</td> <td>7pm-9pm</td> <td>TBD</td> <td>Cathy</td> </tr> <tr> <td>Board meeting</td> <td>Sun Sept 8</td> <td>10am-12 noon</td> <td>TBD</td> <td>Tara</td> </tr> <tr> <td>Board meeting</td> <td>Sun Oct 6</td> <td>6pm-8pm</td> <td>TBD</td> <td>Robyn</td> </tr> <tr> <td>Planning meeting</td> <td>Fri Oct 11</td> <td>8pm (after skating)</td> <td>Sarah House</td> <td>everyone 😊</td> </tr> <tr> <td>Board meeting</td> <td>Wed Nov 6</td> <td>7pm-9pm</td> <td>TBD</td> <td>Krista</td> </tr> <tr> <td>Board meeting</td> <td>Fri Dec 6</td> <td>7pm-9pm</td> <td>TBD</td> <td>Christmas meeting</td> </tr> <tr> <td>Board meeting</td> <td>Sun Jan 5</td> <td>10am-12 noon</td> <td>TBD</td> <td>Leona</td> </tr> <tr> <td>Board meeting</td> <td>Sun Feb 2</td> <td>6pm-8pm</td> <td>TBD</td> <td>Chalsie</td> </tr> </tbody> </table>			Meeting Type	Date	Time	location	Snack responsibility	Board meeting	Tues July 9	7pm-9pm	TBD	Debra	Board meeting	Tues Aug 6	7pm-9pm	TBD	Cathy	Board meeting	Sun Sept 8	10am-12 noon	TBD	Tara	Board meeting	Sun Oct 6	6pm-8pm	TBD	Robyn	Planning meeting	Fri Oct 11	8pm (after skating)	Sarah House	everyone 😊	Board meeting	Wed Nov 6	7pm-9pm	TBD	Krista	Board meeting	Fri Dec 6	7pm-9pm	TBD	Christmas meeting	Board meeting	Sun Jan 5	10am-12 noon	TBD	Leona	Board meeting	Sun Feb 2	6pm-8pm	TBD	Chalsie
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Board meeting	Sun Apr 5	6pm-8pm	TBD	Tammy
Board meeting	Sun May 3	10am-12 noon	TBD	Lynnell
AGM	May-ish	7pm	TBD	n/a
Board meeting	Sun June 7	6pm-8pm	TBD	Sarah