



Executive Meeting Minutes

Date of Meeting: Sept 8, 2019 Location of Meeting: AECON Room, G.P.		Time of Meeting: 10am-12noon Snack Responsibility: Tara Vatcher,	
Invited Executive: Sarah Nunn, Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Cathy Mess, Lynnell Moss, Debra Dolhun, Tammy Schmidt, Janine Hauk.			
Regrets: Janine Hauk, Krista Hannah, Tammy Schmidt			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 10:09am		
2. Approval of previous minutes	Motion to approve Aug 6 Meeting Minutes, motioned by Tara, seconded by Cathy, all in favor, motion passed.		
3. Approval of agenda	Motion to approve agenda by Tara seconded by Robyn, all in favor, motion passed.		
4. Email motions	Motion: Coach contract votes – confidential 7 th August: Cathy motioned to have a contract with C.W. Perry for the use of our cage at Plainsman, Tara seconded. 2 other votes: Yes.		
5. Presidents corner	5.1. Bylaw changes & societies filing - For planning meeting 5.2. Mission Statement – will look to do those as a group – Oct 18 planning meeting. Watch video from Skate Canada – go through membership site (need membership number) Same site for the respect in sport training. Was Sept 1 but there has been difficulties receiving a code to take the course. 5.3. Conflict resolution & Policy updates – outstanding - Tabled	5.4 Sarah to contact Skate Canada to determine who the Tec Rep	

	<p>5.4. Next competition - Feb 2020. Competition name kept the same, confirmed ice. Need planning meeting with Tech Rep.</p> <p>5.5. Board members confidentially agreements and uploaded by Sarah. Template on Skate Canada website downloaded and shared with board members. Chalsie to add template to website.</p> <p>5.6. Vacant positions discussed. The current vacant positions are the PA coordinator, Secretary and Test Chair.</p>	<p>5.6 Sarah to draft an email for board to review structured like a job advertisement</p>
6. VP's corner	<p>6.1. Survey results</p> <ul style="list-style-type: none"> • Suggested improvements – summer project. - Tabled <p>6.2. Contract committee (Debra, Cathy and Sarah) - All contracts sent. Outstanding contract are Nicole P. and Melissa M.</p>	
7. Finance / Treasurer Corner	<p>7.1. Book keeper / accountant</p> <ul style="list-style-type: none"> • Revisions sent to book keeper – redoing package for the accountant. • 2018/19 accounts started by book keeping and she is up to October <p>7.2 New financial processes - Cathy & Deb/Sarah.</p> <ul style="list-style-type: none"> • CC limit from \$10K to \$25K – minutes signed by board members at the meeting. Deb has submitted everything to ATB and now it's awaiting processing. ATB has confirmed all documents are in. • Janine drops off to the book keeper monthly • Still some intermittent issues with paying Skate Canada via credit card <p>7.3 Budget planning / overview – September working meeting set for Sept 13/19 at 7:30pm at Lynnell's house.</p>	<p>7.1 Cathy will email revisions</p> <p>7.2 Lynnell to email out to all coaches to remind / direct coaches where to email and timelines for same, including receipts.</p> <p>Janine to follow up with Skate Canada as to inconsistency of credit card processing.</p>
8. Fundraiser and Volunteer Corner	<p>8.1. Fundraising plan:</p> <ul style="list-style-type: none"> • Wine survivor – Oct/Nov – Robyn has an action plan together and will email it out. • Spring “president of the patio” with beers and coolers – Robyn to plan for Feb. <p>8.2. Competition planning. Feb 2020</p> <p>8.3. Alberta winter games 2020</p>	<p>8.1 Robyn to email out details shortly</p> <p>8.5 Sarah and Tara to confirm with Main Street Sarah to request Janine to add it to Uplifter</p>

	<p>There are likely two casinos and if the club members volunteer a shift or two to help the winter games, then there will a return on funds to the club</p> <p>8.4. Casino – November 2020 (2020/2021 fundraising year) - table</p> <p>8.5. Potentially other fundraising ideas.</p> <ul style="list-style-type: none"> ● 9 November– met with Graham from Main Street BBQ to discuss the event. Selling tickets for \$30 (dinner and a drink). Other options for additional funds will be possibly 50/50, a wine basket, etc. ● New Ap for non-profit and local business linkage for fundraising – would be good if this was connected business (i.e. Canadian tire, east side sports) – Tara and Sarah to look for more information about it. <p>8.6. Bottle drive – Aug 24 – \$1548.15 plus \$154.81, plus \$20 donation, plus \$11 donation, plus \$13.35 donation of bottles. All of the credits have gone to the skaters at \$45 per skater.</p> <p>8.7. AGLC information re: board completed by Cathy.</p>	<p>Fundraising plans will be shared with the parents at the parent meeting.</p>
<p>9. Test Chair</p>	<p>9.1 Aug 10 test for 1 skater x 2 tests and all passed r 1-5 batch – about to be updated. September 2019 - new StarSkate system will be implemented this fall – star 6 -Gold</p> <p>9.2 Cleaning up the test paperwork still in progress. Two tests for a skater are missing at Skate Canada from 2017. Tara motioned and Cathy seconded for ASC to cover the costs of these two Star 5 dance tests that are believed to have been done but there are no records to validate same. Tests records of current ASC skaters continue to be reviewed for gaps in recording. If additional gaps are found with skaters’ tests, this decision applies to any further missing tests.</p> <p>9.3 Chalsie has completed her Star 6 to Gold evaluators” certification, and Lynnell is half-way through.</p>	<p>9.2 Lynnell will advise if any further discrepancies are found.</p>
<p>10. Administrator Corner</p>	<p>10.1. Registration is slow and there is an advertising campaign with radio and bold signs will be up for the last two weeks of September. Discussion had that we as a club should pursue participating in the Airdrie Fest for next year.</p> <p>10.2. Lost keys – returned lost keys from Sandy Bartley. Keys not labelled; City of Airdrie advised they were not too concerned about copied keys.</p>	<p>10.1 Cathy will follow up with Janine with refund for the cancelled showcase.</p>

11. Director of Skating	<p>11.1. Program and registration overview – ongoing – need advertising.</p> <p>11.2. Parent meetings arranged for Sept 12 at Genesis. Information has gone out to parents.</p> <p>11.2 Skate Canada in contact with the club regarding power for local hockey organisation – Lynnell was in a conference call for a new power skating licence and it was determined that as far as Skate Canada, it is not considered a conflict of interest as long as the coaches are transparent and the club agrees. Lynnell has a meeting with AMHA on Monday to discuss.</p> <p>11.3 Booth for Airdrie 2020 all things sports trade show – cancelled</p> <p>11.4 Survey for Power Camp 2019. 16 responses and every single one was extremely positive, 100% up in exceptional rating will come back.</p>	
12. Coaches corner	<p>12.1. Gala plans for 2019/20 – update/overview. Discussion on the planning meeting about a celebration instead. Tabled</p> <p>12.2. There was a coaches’ meeting for planning for the upcoming season.</p>	
13. Website & Social Media	<p>13.1. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie completed</p> <p>13.2. Update website with new board members – all board members have sent picture/selfie to Chalsie with the exception of Robyn.</p> <p>13.3. Update the website with the board members policies – Chalsie has been updating website.</p> <p>13.4. Pictures from comp – to paper and on social media completed</p>	<p>13.3 Robyn to send a picture to Chalsie</p> <p>Sarah to lock contracts folder in DropBox and then all of board will have access.</p>
14. Program assistants’ corner	<p>14.1. Lockers will be cleaned and locks distributed by Cathy.</p> <p>14.2. Chalsie noted that the PA training went well and the amount spent was less than \$270. Coach Shannon was present and all PAs enjoyed the session.</p>	14.1 Cathy will wipe out lockers the week before CanSkate begins
15. Other items	<p>15.1. The notice boards Chalsie and Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.2. Cage clean out – stuffies and mitts need washing – Krista volunteered</p>	15.2 Krista to wash mitts and stuffies
Motion: to adjourn the meeting by Tara motioned, seconded by Cathy, all in favour, motion passed.		

Meeting adjourned at 11:24am

Future meetings:

Meeting Type	Date	Time	location	Snack responsibility
Planning Meeting.	Fri Sept 13.	7:30pm.	Lynnell's house	everyone
Board meeting	Sun Oct 6	6pm-8pm	REA Boardroom	Robyn
Planning meeting	Fri Oct 18	8pm (after skating)	Sarah House	everyone 😊
Board meeting	Tues Nov 5	7pm-9pm	REA Boardroom	Krista
Board meeting	Sat Dec 14	6pm-7pm	TBD (drinks afterwards)	Christmas meeting
Board meeting	Sun Jan 5	10am-12 noon	REA Boardroom	Leona
Board meeting	Sun Feb 2	6pm-8pm	REA Boardroom	Chalsie
Board meeting	Sun Mar 8	10am-12 noon	REA Boardroom	Kelly
Board meeting	Sun Apr 5	6pm-8pm	REA Boardroom	Tammy
Board meeting	Sun May 3	10am-12 noon	REA Boardroom	Lynnell
AGM	May-ish	7pm	TBD	n/a
Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah