



Executive Meeting Agenda October 2020

Date of Meeting: October 4, 2020			Time of Meeting: 6:00pm		
Location of Meeting: Virtual Zoom Meeting (COVID 19)			Snack Responsibility: N/A		
Invited Executive: Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Lynnell Moss, Debra Dolhun, Janine Hauk, Annette Loff, Tammy Schmidt, Keri Keough, Kelly Kirby, Sarah Nunn					
Regrets:					
Agenda Item		Content			Actions
1. Welcome		Meeting called to order at <u>6:05</u> pm.			
2. Approval of previous minutes		Motion to approve September minutes by <u>Krista</u> seconded by <u>Robyn</u> . All in favour, motion approved.			
3. Approval of agenda		Motion to approve October agenda by <u>Sarah</u> seconded by <u>Tara</u> . All in favour, motion approved.			
4. Email motions		Email motion on Oct 10/20: Tara motioned, seconded by Sarah for the September bottle drive to be a 60/40 split with 60% to the participating skater's account. AIFC.			

President's Corner	5.1. Societies filing Update: Deb has not received anything from Societies	5.1
	5.2. Contract Committee Update: One additional CanSkate Coach has been hired.	5.2
	5.3 Conflict resolution & Policy updates: Safe Sport has new national guidelines for addressing conflicts, which include using a 3 rd party to address complaints.	5.3
	5.4 Survey results - Suggested improvements:	5.4 Tabled
	5.5 Office and Cage Clean up: Deb, Lynnell, Krista, and Annette cleaned and organized space.	5.5 Complete
	5.6 Future Board Meetings: <i>November 1 @ 10am</i> <i>December 6 @ 6pm</i> <i>January 3 @10am</i> <i>Feb 7 @ 6pm</i> <i>March 7 @ 10am</i>	

<p>6. VP's corner</p>	<p>6.1 COVID Grant Update: Two grants applied for. The club is not eligible for one grant as we are outside the city limits, and there has not been a reply from the other grant. Lynnell reported that Okotoks club received a grant. Sarah to contact the Okotoks club to see what grant they were eligible for.</p>	<p>6.1. Sarah to follow up with Okotoks</p>
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<p>7. Finance / Treasurer Corner</p>	<p>7.1 Financial Update: Annette and Janine presented income statement for 2019/2020. Sarah motioned board to accept income statement provided by bookkeeper and with categories of allocated expenses for financials, seconded by Robyn. AIFC.</p> <p>7.2. GIC Update: GIC needs to be renewed by Nov 3. Annette had received GIC rate options. Same presented. Sarah motioned to renew GIC at cashable lowest rate of 0.35% seconded by Krista. AIFC.</p> <p>7.3 Budget Planning: Budget Meeting planned for Wednesday October 14, 2020 @8pm via zoom</p>	<p>7.1.</p> <p>7.2 Anette to follow up with the bank</p> <p>7.3 All board members</p>
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<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Bottle Drive: Update from Tara on September bottle drive. Bottle drive raised almost \$3,000, \$1,750 went to the club and each skater who participated got \$76 applied to their account.</p> <p>8.2. Update from Businesses: Krista reported that the club received a \$20 gift card from Coop. Annette will be sending a letter to Save On Foods.</p> <p>8.3. AGLC Casino Update: Deb has not received any further information from AGLC, but club is still hoping to be awarded a casino in the first quarter.</p> <p>8.4. AGLC Bingos: Update from Krista following her conversation with the AGLC Bingo rep, who stated that the club would need to contact the bingo halls to ask if the hall could accept another organization and the club would need to ensure there is a separate bank account.</p> <p>8.5. Wine Survivor: Robyn updated that the info has been uploaded and there are currently 6 teams already.</p> <p>8.6. Fundraising Plan for winter: Discussion regarding more fundraising ideas: Bingos, Pre-Pack Meat (Bacon/Sausage), bottle drives. Volunteer cheques need to be requested but there needs to be volunteering opportunities for parents in lieu of their volunteer cheques being cashed. Robyn, Tara and Sarah will get together and brainstorm some ideas.</p>	<p>8.1</p> <p>8.2 Krista to send letter template to Annette for Save On Foods</p> <p>8.3 Deb</p> <p>8.4 Krista to contact the Bingo Barn, which is the closest to Airdrie, followed the next closest.</p> <p>8.5 Robyn</p> <p>8.6 Robyn, Tara & Sarah</p>
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<p>9. Test Chair</p>	<p>9.1.Cleaning up the test paperwork update: Lynnell reported that there are plans to begin testing soon for low tests and there will hopefully be a high test day elsewhere that ASC skaters can attend. For Skills, Lynnell and Tammy are now qualified to test up to Gold.</p> <p>9.2 Testing Update related to COVID restrictions: For Star 6 and up, Clubs are to contact judges directly to arrange test days. As there are less competitions this year, there will be greater focus on testing.</p>	<p>9.1 Lynnell</p> <p>9.2 Lynnell</p>
<p>10. Administrator Corner</p>	<p>10.1. Location of financial records update: Now that the office has been cleaned up, there is capacity to place the previous years' financial records in same. Lynnell will speak to the coaches to hear what they need for storage in the office as well, but no locked box is required at this time.</p> <p>10.2.Drop Box: Currently Drop Box is full. It is possible that ASC could have a second free drop box account.</p>	<p>10.1 Lynnell</p> <p>10.2 Janine to contact Drop Box to request a second account.</p>
<p>11. Director of Skating</p>	<p>11.1. Registration Update: Lynnell reported that the club has approximately 150 registrants with more coming in.</p> <p>11.2.ASC Skater Disciplinary policy wording Update: Safe Sport National Guidelines will cover as well. See notes in President's Corner</p> <p>11.3 Phase II Skate Canada Update: no update at this time</p> <p>11.4 Safe Sport: see above.</p>	<p>11.1</p> <p>11.2 Completed</p> <p>11.3</p> <p>11.4 Completed</p>

12. Coaches corner	12.1 Celebration plans Fall 2020 Season Update: Cost of medals – Lynnell Cost of Lawn signs – Lynnell and Annette	12.1 Tabled																				
13. Website & Social Media	13.1. Website and Social Media is up to date.	13.1																				
14. Program Assistants' Corner	14.1. Update: Kelly reported that there will be 5 PAs and one spare, all from last year. Zoom meeting with PAs went well.	14.1																				
15. Other items	15.1 Storage Unit: Annual payment for storage unit will be due near the end of October. Contents of unit include supplies for the parade float designed specifically for a semi flatbed and the podium. Decision made to discontinue the use of the storage unit and dispose of the float supplies and podium, as a cost-saving measure.	15.1 Deb to contact storage facility to advise the contract will not be renewed and to arrange to empty out the unit. Krista, Tara, Sarah and Deb to go to storage unit on Oct 19 to empty it out.																				
<p>Motion: <u>Sarah</u> motioned to adjourn meeting and <u>Tara</u> seconded.</p> <p>Meeting adjourned at <u>8:03 pm</u></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>November 1/20.</td> <td>10am</td> <td>Zoom</td> <td></td> </tr> <tr> <td></td> <td>December 6/20</td> <td>6pm</td> <td>Zoom</td> <td></td> </tr> <tr> <td></td> <td>January 3/21</td> <td>10am</td> <td>Zoom</td> <td></td> </tr> </tbody> </table>			Meeting Type	Date	Time	location	Snack responsibility	Board meeting	November 1/20.	10am	Zoom			December 6/20	6pm	Zoom			January 3/21	10am	Zoom	
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