



# Executive Meeting Minutes

<b>Date of Meeting:</b>	June 5, 2016	<b>Time of Meeting:</b>	6:30 – 9:00 PM
<b>Location of Meeting:</b>	Ron Ebbesen Board Room	<b>Snack Responsibility:</b>	Justina Labute-Jarché
<b>Attendees:</b>	Sandy Bartley, Jeanine Schill, Cathy Mess, Jacki Martel, Kaylee Marcoux, Chalsie Doiron		
<b>Coaches Rep:</b>	Kaylee Marcoux	<b>Operations:</b>	Lynnell Moss
<b>Administrator:</b>	Janine Hauk	<b>Regrets:</b>	Sarah Nunn, Dawn Halvorson, Chalsie Doiron, Justina Labute-Jarché
<b>Absent:</b>	Leanne Bayko, Ellen Swainson		

Agenda Item	Discussion	Action Required
Meeting Called to Order @ 6:39 PM		
1.	Welcome & Introductions	Welcome Jacki Martel as our new Director at Large and Kaylee Marcoux as this year's Coaches Rep
2.	Kudos & Congratulations	Jacki Martel – Happy Birthday on June 11 <sup>th</sup> !
3.	Approval of Agenda	<i>Motioned by Jeanine, seconded by Lynnell, all in favour</i>
4.	Review and Approval of Previous Minutes	Motion to approve previous month's minutes with amendments <i>Motioned by Jeanine, seconded by Kaylee, all in favour</i>
5.	Priority Agenda Items	<ul style="list-style-type: none"> <li>- Jacki to test and see if iPod will play music through her amp for music for float</li> <li>- Jacki will ask Walmart about deal on freezies</li> <li>- Cathy to get dimensions of flatbed truck</li> <li>- Janine will send an email out to members to see who wants to be in the parade</li> <li>- Cathy will organize who is going to buy what for the parade and plan a meeting to get organized</li> <li>- Sandy to reach out to Anita to see what she thinks about caterers</li> </ul>
	<p>Parade (July) – Committee; Cathy (PM), Sandy, Jeanine, Sarah</p> <ul style="list-style-type: none"> <li>- Accepted into the July parade</li> <li>- Deb Dolhun &amp; husband offered to help</li> <li>- Andy to build frame ahead of time; need dimensions</li> <li>- Need to buy some flags, Canada Day stuff and decorations for the float</li> <li>- Need to buy boxes of freezies. Cost is \$4.00 per 100 at Walmart – may be able to get deal on bulk purchase</li> <li>- Need to buy more beads and Mardi Gras regalia, but there are some in cages</li> <li>- Build boards out of white foam core sheets and paint them. Will include ASC logo, website, etc. Perhaps we should include "sponsors"?</li> <li>- Need to figure out who is on float, who wants to walk &amp; hand out freezies, need some some power kids on float</li> <li>- Max 4 power, STAR/CanFig max 6, CanSkate max 6, 3-4 adults – may need to do a draw if there is a lot of interest</li> <li>- Jacki and Jeanine to lend wagons to carry coolers with freezies</li> </ul> <p>Competition (Need a PM for this event)</p> <ul style="list-style-type: none"> <li>- What do we need to do right away               <ul style="list-style-type: none"> <li>o 30 days: Hotels, Vendors, Food (ask Anita and Sarah what they think)</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>o 60 Days; Volunteers (\$200 Fundraising, \$200 Volunteer cheques), Photos</li> <li>o 90 Days; Raffles, Donations</li> </ul> <p>Volunteer/Fundraising</p> <ul style="list-style-type: none"> <li>- Will need to work with Sarah &amp; Anita to finalize options</li> <li>- Perhaps WestJet ticket draw, bottle drive from bars (ask Frank)</li> </ul> <p>PA Program</p> <ul style="list-style-type: none"> <li>- Hand-out given outlining idea on how PA incentive system will work</li> </ul>	<ul style="list-style-type: none"> <li>- Sarah to provide an update on any progress made for competition</li> <li>- Lynnell to ask about Westjet tickets for fundraiser</li> <li>- Lynnell to send Sandy new PA System</li> </ul>
6.	Standing Items		
	6.1. President's Corner: Sandy	<p>Email motions passed in May 2016:</p> <ul style="list-style-type: none"> <li>- Appoint Chalsie Doiron as Registrar and Lynnell Moss as Test Chair. Motioned by Leanne, seconded by Cathy. 3 Yes votes and 2 No Responses.</li> <li>- Operations Director Role reclassified as Director of Skating. Motioned by Cathy, seconded by Sarah. 3 Yes votes and 3 No Responses.</li> <li>- Contract Committee recommendations for 2016-2017 &amp; 2016-2018 Contracts. Motioned by Jeanine, seconded by Cathy. 4 Yes votes and 1 No Response.</li> <li>- Contract Committee recommendation for change to Administrator contract. Motioned by Cathy, seconded by Leanne. 3 Yes votes and 2 No Responses.</li> <li>- Program Equipment Purchase of \$1081.00 CDN. Motioned by Lynnell, seconded by Jeanine. 6 Yes votes and 1 No response.</li> </ul> <p>Test Chair Position</p> <ul style="list-style-type: none"> <li>- Once Lynnell becomes Director of Skating she will need to step down as Test Chair so we need to find someone for that position</li> </ul> <p>Planning Meetings</p> <ul style="list-style-type: none"> <li>- June 17<sup>th</sup> (Friday night @ 7:00 PM); Lynnell's house</li> </ul> <p>Fee setting 2016-2017</p> <ul style="list-style-type: none"> <li>- Canskate, Power &amp; CanFigure fees as presented; motioned by Lynnell, seconded by Jeanine, all in favour</li> <li>- We will need to wait and see what comes from Lynnell's discussion with Charlsey before finalizing STAR fees</li> </ul> <p>Contract Committee</p> <ul style="list-style-type: none"> <li>- Update on contract renewals</li> </ul>	<ul style="list-style-type: none"> <li>- Jeanine will talk to Melissa Murphy</li> <li>- Lynnell needs to speak to Charlsey about syncro possibly wanting our Tuesday evening ice</li> </ul>
	6.2. Vice President Corner: Jeanine	<p>Club Insurance Renewal</p> <ul style="list-style-type: none"> <li>- Submitted and they sent LOI until we receive our official certification</li> </ul> <p>Recommendation on music/electronic purchases</p> <ul style="list-style-type: none"> <li>- Samsung tablets were approx \$250-\$280</li> <li>- Convertible Laptops – ASUS</li> <li>- 64 GB \$369 but probably only need 32 GB iPod Touch x 2</li> </ul>	<ul style="list-style-type: none"> <li>- Janine will email Helen and Ron about getting our own access to WiFi</li> </ul>

			<ul style="list-style-type: none"> <li>- Sandy to ask DTS about convertible laptops</li> <li>- Jeanine to look into cost of 32 GB</li> </ul>
6.3. Admin Corner: Janine	<p>Boardroom bookings for board meetings</p> <p>CanFigure Description/Document for new &amp; invited skaters</p> <ul style="list-style-type: none"> <li>- Lynnell has this done for Janine</li> </ul>	<ul style="list-style-type: none"> <li>- Janine will RE boardroom for evenings and will change to morning if needed</li> <li>- Lynnell to send this to Janine</li> </ul>	
6.4. Operations Corner: Lynnell	<p>Ice User Meeting - June 15<sup>th</sup></p> <ul style="list-style-type: none"> <li>- Won't be asking for more ice, as we can't afford it</li> <li>- Asking to move Saturday programs to Genesis only if we won't lose the ice</li> </ul> <p>Fall/Winter Programming</p> <ul style="list-style-type: none"> <li>- Need motion to change wording on minimums; motioned by Cathy, seconded by Jacki, all in favour</li> </ul> <p>Ice Summit Dissemination</p> <ul style="list-style-type: none"> <li>- Lynnell &amp; Kaylee have a written summary of information they got from Ice Summit and will send that to Sandy</li> </ul> <p>Team Coaching Update</p> <ul style="list-style-type: none"> <li>- Lynnell demonstrated an example of a schedule and gave explanations of how things will be structured and billed</li> </ul> <p>Summer Ice</p> <ul style="list-style-type: none"> <li>- Janine and Lynnell have already cancelled the sessions that did not meet minimum requirements. Janine has contacted parents to see if they can move into sessions we are keeping</li> </ul> <p>Program Equipment Update</p> <ul style="list-style-type: none"> <li>- Ordered a good chunk of equipment needed but still looking for some items that are hard to find at a reasonable price</li> <li>- Harness at Genesis. At some point Lynnell would like Engineer to come in and assess whether we can put it where she's thinking or not</li> </ul>	<ul style="list-style-type: none"> <li>- Lynnell to email Sandy Ice Summit summary</li> <li>- Lynnell will reach out to Dawn to see if she would mind washing all the stuffed animals</li> <li>- Janine will send an email out to board/members to ask for stuffed animal donations</li> <li>- Lynnell to ask Melinda if she has the Engineer contact info</li> </ul>	
6.5. Coaches' Corner: Kaylee	<p>Ice Summit Dissemination</p> <ul style="list-style-type: none"> <li>- Kaylee gave her debrief with Lynnell</li> </ul> <p>Gala 2016</p> <ul style="list-style-type: none"> <li>- Went well considering she was away and Chalsie was having her baby</li> <li>- Communication was a little chaotic due to the situation</li> <li>- Comments/feedback from coaches <ul style="list-style-type: none"> <li>o Did not like the way dress rehearsal was done – wanted a true replication of what gala day would be like, not another practice</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>o Soloists not getting time to practice. Perhaps we need to require soloists to either do Spring Skate or sign up for a minimum of two ice pick-ups during Spring</li> <li>o Ice Summit gave Kaylee an idea to give PA's a group number in gala as another incentive</li> <li>o Chalsie and Kaylee working on putting a gala binder together so next year it's very clear and structured</li> </ul> <p>- Kaylee and Chalsie would appreciate the board having a committee to do stuff like order costumes, etc.</p>	
	6.6. Financial Corner: Cathy		
	6.7. PA Corner: Dawn		
	6.8. Test Chair Corner: Lynnell		
	6.9. Fundraising Corner: Sarah		
	6.10 Volunteer Corner: Leanne		
7.	Old Business		
8.	New Business		

**At this time, contracted individuals are free to leave prior to the In Camera discussion**

9.	In Camera:	No in-camera	
10.	Date of Next Meeting	July 10, 2016	Snack: Justina
Meeting adjourned @ 10:00 PM – Jeanine, Cathy, all in favour			

**UPCOMING DATES:**

<b>Date</b>	<b>Description / Key Agenda Item</b>	<b>Comments</b>
June 5, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Sandy/Cathy
July 10, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Justina
August 7, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Chalsie
September 11, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Lynnell
October 2, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Jacki
November 6, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Sarah
December 4, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Pot Luck