



Executive Meeting Agenda

Date of Meeting:	April 10, 2016	Time of Meeting:	6:30 – 9:00 PM
Location of Meeting:	Ron Ebbesen Board Room	Snack Responsibility:	Ellen Swainson
Attendees:	Ellen, Swainson, Sandy Bartley, Stephan Jarche, Justina Labute-Jarcho, Jeanine Schill, Sarah Nunn, and Dawn Halvorson and Cathy Mess		
Coaches Rep:		Operations:	
Administrator:	Janine Hauk	Regrets:	Lynnell Moss, Chalsie Dorion and Leanne Bayko
Absent:			

Agenda Item		Discussion	Action Required
Meeting Called to Order @ 6:30 pm			
1.	Welcome & Introductions	- nothing at this time	
2.	Kudos & Congratulations	-congratulations to all the skaters who were so successful at the Lethbridge competition	
3.	Approval of Agenda	- Jeannie S. motioned to approve the agenda, Sarah seconded, all in favor	
4.	Review and Approval of Previous Minutes	-Dawn motioned to approve previous month's minutes, Cathy seconded, all in favor	
5.	Priority Agenda Items	<p>1. Multiple Participant Family Discount re-visit:</p> <ul style="list-style-type: none"> -proposed discount of 8% for families with 3 or more participants -Sarah motioned effective Fall 2016 to approve a discount of 8% for families with 3 or more participants, Cathy seconded, all in favor <p>2. Gala 2016:</p> <ul style="list-style-type: none"> - doors to open at 12:30, with show to begin at 1:00 PM -no one will be able to stand in the stairwell as it is a fire hazard -volunteers are in place for Picture Day/Ticket Sales -decorations, lighting, black curtains, black fabric is available for the boards -guest skaters are being booked - Coach Ashely is very eager to help with online Gala Program, board discussed that this would be a great opportunity for Ashley to show the board what she can do in consideration of hiring her for graphics materials for website, Facebook, events, etc. -videographer/photographer from Lethbridge has offered to help with the Gala 	<p>Sandy: to email board with further details on multi-family discount</p> <p>Stephan: to look into the rental of a video camera to record Gala</p>

		<ul style="list-style-type: none"> - Stephan offered to take care of videoing Gala, to be uploaded to Youtube -all board members are asked to assist with set up/take down 	
6.	Standing Items	- Nothing at this time	
	6.1. President's Corner:	<p>1. Ice Summit 2016 Skate Canada AGM May 24-27 in St. John's:</p> <ul style="list-style-type: none"> - Kaylee and Lynnell are registered for the Ice Summit and flights/hotels have been booked <p>2. Section AGM: April 30 in Edmonton</p> <ul style="list-style-type: none"> -Leanne, Kelly, Ellen and Jeanine S. will be attending <p>3. Club Board Positions up for Election 2016 to 2018 term:</p> <ul style="list-style-type: none"> - President: Ellen to re-run - Vice-President: Sandy to re-run - Volunteer Coordinator: Leanne to re-run - PA Coordinator: Dawn to re-run - Director at large position: Stephan will not be re-running - Need to know today if anyone will be stepping down from their position even though it is not up for election 	
	6.2. Vice President Corner:	<p>1. Proposed Changes to the Club Constitution:</p> <ul style="list-style-type: none"> -changes have been submitted to Skate Canada and Kelly Havixbeck will let us know if any adjustments need to be made or if they are approved as is, prior to our AGM - ASC is the first club in Alberta to have coaches on the board <p>2. Revenue Report:</p> <ul style="list-style-type: none"> - See attached below - from her review, Sandy feels that the club has made good decisions about fee setting <p>3. Administration Fee Breakdown:</p> <ul style="list-style-type: none"> - fee has been broken down and the planning committee now has a better understanding of what the administration fee covers. A recommendation for new admin fees will be submitted to the board prior to setting fees for 2016/2017 	
	6.3. Admin Corner:	<p>1. Fall Power Camp Fees, Volunteer Requirements, Fall/Winter Fees, Summer Pick-up Fees:</p> <ul style="list-style-type: none"> - Goal is to have fees set by April 20, 2016 	
	6.4. Operations Coordinator	- nothing at this time	
	6.5. Coaches' Corner:	<p>1. New Award Categories/Revised Names for Club AGM Awards:</p> <ul style="list-style-type: none"> -Lynnell and Chalsie will be going to choose awards 	
	6.6. Financial Corner:	<p>1. Year-end Financials:</p> <ul style="list-style-type: none"> -Cathy has met with Roxanna and final report is in rough draft 	

		-Cathy will be ready to present for the AGM	
6.7. PA Corner:	<ol style="list-style-type: none"> 1. Team Builder and PA Training Events Update: <ul style="list-style-type: none"> -bowling event and PA training went well 3. AGM Thank You's for PAs: <ul style="list-style-type: none"> -Dawn will look into movie passes to the Roxy/Landmark Films 4. Thank you for Sasha Williams <ul style="list-style-type: none"> - Dawn will continue to try to contact Sacsha to discuss how she would like to use her PA credits 	Dawn: to look into PA thank you for the AGM	
6.8. Test Chair Corner:	- 99% of the skaters passed their tests at the March test day		
6.9. Fundraising Corner:	<ol style="list-style-type: none"> 1. April 23, ASC AGM Venue and Caterer <ul style="list-style-type: none"> - Ellen reports that for \$1000 a florist is willing to prepare 10 centre pieces for the tables for the AGM -florist would like to be the official florist for our Gala and other events - Sarah reports that the venue will let us set up at 5:00 PM - AGM doors will open at 5:30 -the venue would like to have the order April 15, 2016 -projector and screen can be set up by the venue 		
6.10 Volunteer Coordinator:	<ol style="list-style-type: none"> 1. Spring Club Jacket Order: <ul style="list-style-type: none"> -an order has been placed and Leanne is still in discussion - 8 club jackets have been ordered, with 2 orders being paid for with club credits 2. Volunteer Coordination for Picture Day and Gala Event <ul style="list-style-type: none"> - volunteers are in place for Picture Day. -Jeanine S., Sandy, Leanne, Cathy and Ellen have all offered to help 3. Gala Volunteers: <ul style="list-style-type: none"> -Leanne still needs to contact parents for security, flower sales, dressing room Moms 		
7. Old Business	-nothing at this time		
8. New Business	<ol style="list-style-type: none"> 1. Competition Committee March 24-27, 2016: <ul style="list-style-type: none"> -Sarah, Cathy Jeanine, and Dawn have offered to be on the committee, however, all board members are asked to participate in the planning 2. Club Competition To-Do List: <ul style="list-style-type: none"> -talk to hotels about group rates -organize the evaluators breakfast/lunch/dinner 		

	<p>-contact local businesses (Genesis, etc)</p> <p>-contact vendors (dresses, skating gear, etc)</p> <p>-gift basket donations</p> <p>3. Club Correspondence:</p> <p>-Sandy would like to ask that board members respond more regularly to emails and that approved minutes are submitted on time so they can be uploaded to the website</p> <p>4. Cages, Toys & Music Technology:</p> <p>- Jeanine S. would like to propose that a storage unit be rented for the bigger items that are not being used very often (ie., competition podium)</p> <p>-Jeanine S. would like to propose a duplication of toys be purchased so that coaches are not having to drag items from one rink to the other. Would ask that coaches provide a full list of what is required and the board will itemize for record keeping purposes</p> <p>-Jeanine S. proposes the purchase of newer technology for music playing and using Spotify</p> <p>5. Planning Meeting:</p> <p>-Sandy proposes organizational meetings for board planning for both April 13 and 17</p> <p>6. Next regular board meeting</p> <p>- board discussed moving next meeting date, however, May 1 will continue to be the next meeting date</p>	<p>Jeanine S.: will look into fees for storage containers</p> <p>Sandy: to send out meeting reminders for upcoming meetings</p>
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At this time, contracted individuals are free to leave prior to the In Camera discussion

9.	In Camera:	<p>-Stephan motioned to go Into Camera, Jeanine seconded, all in favor</p> <p>In Camera: 8:35pm</p> <p>- Cathy motioned to go Out of Camera, Dawn seconded, all in favor</p> <p>Out of Camera: 9:04pm</p> <p>-Cathy motioned to approve recommendations as presented, Dawn seconded, all in favor</p>	
10.	Date of Next Meeting	May 1, 2016	Snack: Jeanine

Cathy motioned to adjourn the meeting, Dawn seconded, all in favor

Meeting adjourned @ 9:05 pm

UPCOMING DATES:

Date	Description / Key Agenda Item	Comments
May 1, 2016	Ron Ebbesen	Snack: Jeanine S.
June 5, 2016	Ron Ebbesen	Snack: Justina