



Executive Meeting Minutes

Date of Meeting:	November 6 , 2016	Time of Meeting:	10:00 AM – 12:00 PM
Location of Meeting:	Ron Ebbesen Board Room	Snack Responsibility:	Sarah Nunn
Invited Executive:	Sandy Bartley, Cathy Mess, Dawn Halvorson, Jacki Martel, Debra Dolhun, Melissa Murphy, Sarah Nunn, Andrea Bianchini		
Coaches Rep:	Kaylee Marcoux	Director of Skating:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Jeanine Schill, Chalsie Doiron
Absent:			

Meeting called to order at 10:04AM

AGENDA ITEM	ACTION REQUIRED
1. Welcome & Introductions Andrea Bianchini – Secretary	
2. Kudos & Congratulations Happy Birthday Kaylee (Nov 18 th)	
3. Approval of agenda Motion to approve by Debra, seconded by Melissa, all in favour, motion passed.	
4. Review & Approval of Previous Minutes Motion to approve by Debra, seconded by Sarah, all in favour, motion passed.	
Previous Month and Outstanding Action Item Review	
<ul style="list-style-type: none"> • Jeanine to look into getting license for raffle at competition – Done • Sandy to get Test Chart printed and Sandy & Lynnell to hand off Test Information to Jacki. This will be transferred once test chart updates (up to level senior bronze) are complete. Sandy is currently working on the chart and will pass the information to Jacki. - Outstanding • Lynnell to send dates/times to board for the Board/Coach Yoga team builder – On hold • Cathy and Janine will follow up on PayPal information for competition announcement – Done • Dawn to follow up on transfer of stuff on Saturday after the bottle drive. - Done • Jeanine to finalize Cash Calendar process and send to board for review. Printing completed and payment will be made this week. - Done • Dawn to come up with suggestions/ideas for a team builder. 	
5. Priority Agenda Items	
5.1. <i>Santa Clause Parade</i> Charlsey said she could do it with 3 volunteers. (Marina, Robyn and Michelle.) Silver and Blue decorations. Budget	Cathy to follow up with Charlsey and see what she needs for support

for the supplies is \$300. Motion to approve budget amount by Sarah, seconded by Cathy, all in favour, motion passed.

5.2. *Competition & Planning Meeting Schedule*

Items to be discussed during planning meeting on Sunday, November 20th. Sarah's house. 10:30 AM:

- High level update on progress
- Need a vote on company sponsorship levels
- Completed tasks & assign 30 day tasks

Lynnell, Kaylee and attending parents to check out Mondor jackets while at the competition and come back to the board with recommendation

Sandy to give Janine and Deb a quick tutorial on Movie Maker at next planning meeting

6. **Standing Items**

6.1. *Club Jackets*

Board reviewed two skating jacket designs. Preferences on the designs are divided. Brand of jackets we are looking at is Mondor, as East Side Sports is able to order them for us. Lynnell suggested that board members look at jackets during the Edmonton competition. She will follow up with the board after the competition. The price for adding club Logo is approximately (one time embroidery set up fee of \$50, \$10.00 per logo and \$5 skater's name).

6.2. *Social Media*

Everyone is really enjoying the Spotlight Skater videos. Coaches capture video of skaters during sessions. Videos are turned into a mini movie using Microsoft Movie Maker, which usually comes standard with MS Windows software. Janine offered to take over creating videos and captions. Deb volunteered to do back up. Sandy to do tutorial during next planning meeting.

Planning Meeting on Sunday, November 20th at Sarah's house. 10:30 AM

7. **President's Corner**

7.1. *Ice User Group – City of Airdrie*

Vote on new, proposed policy

We as a club support the new policy "as is" without changes.

Motion to support the proposed policy by Sarah, seconded by Cathy, all in favour, motion passed.

7.2. *November 25th Potluck Meeting*

Andrea will put together a list of who is bringing what Food list and distribute to the group prior to the meeting.

7.3. *Skate Sharpening Kiosk in Genesis*

Update

They will be stocking some items like laces, gellies, etc. Lynnell will follow up with sharpener to give feedback on the sharpening he did.

7.4. *Future Surveys*

Airdrie Skating Club will be conducting a survey.

Lynnell to draft survey questions and send them to Sandy for review

To promote participation, we will offer a skating club gift certificate in the amount of \$150.00 to one participant selected by random draw. Lynnell will draft three surveys for CanPower, CanSkate and STARSkate. One overall winner will be chosen.

Motion to approve the gift certificate amount by Sarah, seconded by Deb, all in favour, motion passed.

- 7.5. *Planning Meetings for November and December:*
Sunday November 20th. Sarah's house. 10:30 AM.
Sunday December 11th, Sarah's house, 10:30 AM.

8. **Vice President Corner**

- 8.1. *Grant Opportunities*
We were awarded the Ice Theatre grant of \$500

9. **Admin Corner**

- 9.1. *Outstanding cash calendar information*
Need to finalize plan, as Jeanine has finished building it. Need to move this over to Sarah now for communication to the membership.

- 9.2. *Belly Dancing Session*
Reviewed the possibility of having this as part of the team builder. Half of the kids in belly dancing while the other half does different activity. Gift certificate for \$250, max 15-17 people.

10. **Director of Skating Corner**

- 10.1. *Team Building – Coaches/Board*
Trying to find a day & time that will work for everyone and she will continue to work with Melissa

- 10.2. *STARSkate Team Builder*
Discussed a separate team building event for all of the STARSkaters. Sandy will review budget for this event. A suggestion was made to look at using the Belly Dancing certificate as part of the team building event with half of the kids doing another activity and then switching. (45 mins for each event.)

- 10.3. *PA Program*
Program Assistant participation is down this season. Current PA participation is approximately 8-10 people. As a result, there are more coaches on the ice. We are bringing more coaches on to help with sessions and fill the gaps. A request for an increase to adult PA pay to min wage. Prior to voting, clarification is required about the adult PA job description and qualifications. Lynnell, Kaylee and Dawn to work on this and submit a proposal.

- 10.4. *Registration & Financial Update*

Sarah to draft the calendar announcement / communication and send to Janine.

Janine to review options for Genesis place as venue and will find out if we can do two (45 min) sessions back to back with two groups of kids.

Registration is lower this year than last year; this is including day time registrations. Programs are not yet at maximum capacity.

10.5. *Incentives*

CanSkate and Prep program incentive budget being drafted. Incentives purchased include: finger puppets, tattoos, candy, colouring sheets. Approx. price \$1000.00. Sandy asked if the incentives fit within the current budget. Lynnell to review budget and if it is not already included in the budget then a motion will be sent via email.

10.6. *Report Cards - Game Plan*

Janine will call Chris at Windgate to book a room, as there are no rooms available at Ron Ebbesen or Genesis on this day (December 11th)

10.7. *Competition Update*

Sarah and Lynnell had initial planning meeting with Genesis staff. They noted their appreciation for the strong working relationship with Genesis; we look forward to maintaining that relationship. Genesis advised that they will remove glass between visitor and away bench.

Specific questions to ask during next meeting include:

How many people on the ice? What does live streaming mean? What equipment is required? In addition, we will find out if there are any rooms we can use without additional expense, Wi-Fi and possibly the use of copier. Discussed the possibility of designating City of Airdrie as sponsors in trade for above mentioned extra amenities.

11. **Coaches' Corner**

11.1. Test Assessment Update

Kaylee, Chalsie and Lynnell completed the assessors course and can assess tests for Airdrie Skating Club skaters, STAR 1-5.

11.2. Gala

Will fall into June this year because of the timing of Easter. Looking into available options for Gala date. Janine will follow up regarding available options.

12. **Financial Corner**

Update on Raising the Rinks Payments
\$11,204 for 2016 and \$11,204 for 2017

13. **Program Assistant Corner**

One team builder will be for PAs only. This will include approximately 6-8 kids and chaperon. Sandy will verify the overall budget. There is a training session in January for PAs. The team building event is tentatively planned around the January training date. A suggestion was made to consider Lavish Glam Company for the small group of PAs.

Sandy to verify and communicate overall budget for PA this year.

14. Test Chair Corner

High Test Day update

Kaylee, Chalsie and Lynnell will be working with Jacki to plan an upcoming test date in conjunction with Wayne’s Friday session so they can complete dance assessments. First assessment is tentatively planned for the 3rd week of November; exact date to be announced. Skaters will be required to sign up and pay fees in advance. Jacki will fill out test sheets and provide them to the coaches, with Skate Canada numbers, prior to the test date.

Kaylee and Lynnell to coordinate upcoming test assessment day with Jacki

15. Fundraising & Volunteer Corner

15.1. *Cash Calendar Fundraiser*

Jeanine has completed the cash calendars and is waiting for the copies to be paid for before picking them up from UPS.

16. In Camera (*no in camera meeting required*)

Meeting Adjourned: 12:13 PM

Motion to approve by Deb, seconded by Melissa, all in favour, motion passed.

PLANNED FUTURE MEETING DATES

Monthly Board Meeting attendance is mandatory but Planning meetings are not

Meeting Type	Date and Time	Location	Snack Responsibility
Planning Meeting	November 20 th @10:30AM	Sarah’s Residence	Attendees
Planning Meeting	December 11 th @10:30AM	Sarah’s Residence	Attendees
Report Cards	December 11 th @10:30AM	Windgate Hotel	N/A
Monthly Board Meeting	November 25 th @ 7:30 PM	Ron Ebbesen	Pot Luck