



# Executive Meeting Minutes

<b>Date of Meeting:</b>	June 10, 2018	<b>Time of Meeting:</b>	10:00 AM – 12:00 PM
<b>Location of Meeting:</b>	Ron Ebbeson Arena	<b>Snack Responsibility:</b>	Debra Dolhun
<b>Invited Executive:</b>	Jacki Martel, Andrea Bianchini, Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, Tara Vatcher, and Toni Doel,		
<b>Coaches Rep:</b>		<b>Director of Skating:</b>	Lynnell Moss
<b>Administrator:</b>	Janine Hauk	<b>Regrets:</b>	Andrea Bianchini, Tara Vatcher,
<b>Absent:</b>			

Meeting called to order at 10:10 AM	
AGENDA ITEM	ACTION REQUIRED
1. <b>Welcome &amp; Introductions</b>	
2. <b>Kudos &amp; Congratulations</b> Happy Birthday to Tara on June 1 <sup>st</sup> ! Happy Birthday to Jacki on June 11 <sup>th</sup> !	
3. <b>Approval of agenda</b> Motion to approve agenda by Cathy seconded by Sarah, all in favor, motion passed.	Board members reminded to add items to the agenda prior to meeting, rather than at the meeting.
4. <b>Review &amp; Approval of Previous Minutes</b> Motion to approve May Meeting Minutes by Cathy, seconded by Chalsie, all in favor, motion approved.	Board members reminded to look at meeting minutes prior.
5. <b>Email Motions</b> A motion was made to purchase in-ice-textile logo for Shane Ice at Genesis Place at a total cost of \$479.86. Motioned by Sarah, seconded by Deb, 6 yes votes and 3 no response. Motion approved.  A motion was made to approve Coaches Contracts as recommended by the contract committee. Motion made by Cathy, seconded by Sarah, 6 yes votes and 1 no response. Motion approved.	All are now signed by Jeanine and Sandy. Jeanine will email each coach to arrange to have the coaches sign their contracts.
<b>ACTION ITEMS</b>	
<b><u>Completed</u></b>	

- An email was sent to skating parents asking for any feedback they may have regarding participation in Spring Skate.
- Sandy will give Toni a confidentiality agreement to sign – Jeanine to scan and put in drop box
- Sandy will email the Letter of Intent Template to Lynnell for revision.
- Janine will summarize plan for expired account credits as per the ASC Policy – see admin section below.

**Outstanding**

- Lynnell will look into cost of equipment and requirements for City approval to mount TV streaming videos outside office.
- Sandy and Chalsie will set a date to get together to go over social media resources and passwords – Janine has offered and has been helping already.
- Cathy will contact the accountant regarding the possibility of claiming GST that we pay for ice fees.
- Kaylee will put a photo of Tanisha’s award on the website. Kaylee is waiting for pictures – Kaylee has emailed 3 times.
- Lynnell/Sandy will update the ASC website with Skate Canada and ASC Policies – Janine and Lynnell will do this task.
- Lynnell will talk to Janine about how to make review/acceptance of key guidelines a mandatory part of registration (once per year).
- Jeanine will email proposed Bylaw changes to the Board for review – Jeanine will revise this based on the feedback from the AGLC.
- Jeanine will follow up with Board Members on upcoming deadlines/brainstorming project.
- Lynnell will review Core Values/Vision/Mission/Goals and make recommendations to the Board for any changes or updates - ongoing

**6. Priority Agenda Items:**

6.1. *Gala - Review of Event and Gala Budget*

- All receipts are in. Without factoring in costume returns, overall profit is approximately \$1500.
- Overall, great feedback from attendees.
- Improvements for next year
  - Ensure roles are more clearly defined, rather than assuming board members or coaches are responsible for particular roles.
  - Discussion on programs – how many for the future? Sell these items?

6.2. *Financials/Budget (Cathy)*

Cathy has the financials.

Cathy looked into the GST rebate. 40% of our revenue needs to be government funded in order to qualify – we do not qualify.

No CRA #, because we are a non-for profit. We do not file taxes, we file an annual society return.

6.3. *Financial Process (Jeanine)*

No further updates, in progress.

6.4. *Contract Committee*

Emailing coaches to sign their contracts. Jeanine still waiting for 2 responses. If they don’t email this week, Jeanine will follow up by phone.

**Action Items:**

Coaches to share a binder with roles, responsibilities, costumes, photos, programs etc and will load onto the drop box.

Lynnell to put the Gala in the timeline for planning purposes.

File society returns for this year.

Jeanine emailing coaches to sign contracts.

6.5. *Social Media/Website/Online Content Management (Chalsie)*

Chalsie to work with Janine on this.

Gala pictures and brochure to post on line / social media sites. Need to update on a weekly basis to build social media.

7. **Fundraising & Volunteer Corner**

7.1. *Volunteer/Fundraising Requirements for 2018/2019*

Volunteer commitments shared with the board. Some minor wording changes, and a couple of additions suggested for clarity. Concerns that the grant from the Championship Competition may be small and therefore a fundraiser in November is planned to make up for the potential shortfall.

7.2. *Championship Competition – March 2019*

Skate Canada AB have contacted Genesis directly to arrange for live streaming.

No further contact with Skate Canada. Sarah will follow up on how much the grant is.

Need volunteer positions and sign up sheet ready for registration

7.3. *Bingo Fundraiser*

Its down to the Bingo facilities assigned to determine the number of shifts we are expected to work. AGLC advised to speak to / arrange with Bingo directly to determine commitment level.

Discussions on possible cash sharing options with club and skate families.

7.4. *Alberta Winter Games 2020*

No update

7.5. *Parades and Events 2017/2018*

Theme: Celebrating All That is Canada

Float Build – Plan of Action:

- a. No candy or leaflets this year at all. Plan to find Canada T-shirts at the dollar store and add the ASC logo for marketing.
- b. Kaylee will check that the build is still OK for her grandparents farm
- c. Cathy has contacted the truck driver – he can drop of Saturday and drive it to the event Sunday.
- d. Sarah to draft email for Janine to send to the membership for the build and participation

8. **Test Chair Corner**

There is a test day June 21<sup>st</sup> at another club in Calgary, but only 2 skaters are signed up. Still waiting for confirmation, they have a judge.

Janine and Chalsie to upload recent Gala pictures.

Sarah will update information and share with the board by email.

Sarah to send championship positions / shift list for Janine to upload prior to registration.

Sarah to follow up.

Sarah & Debra to buy t-shirts and do the transfers.

Kaylee to confirm times.

Janine to email membership.

Jackie to follow up with Heather Glazier from the AB section about updating test chart/sheet.

Test sheets from the section are not being updated for the area. This makes it challenging for Jackie and the coaches to put skaters in for tests.

Discussion about whether this is worth communicating to parents then they understand why the high test days can be more last minute/challenging.

## 9. **President's Corner**

### 9.1. *Summer Meetings*

Booked for July 11<sup>th</sup> and Aug 8<sup>th</sup>.

Aug meeting will focus on populating the timeline.

### 9.2. *Agenda Order/Restructure*

Fundraising has been moved to the beginning. There is a need to be more fluid / flexible about the order of items – the order may change depending on urgency, and on schedules

### 9.3. *Bylaw Changes*

Jeanine is working on these. The changes will include increasing the director at large positions and moving away from the specific duties – this will include job descriptions.

## 10. **Vice Presidents Corner**

10.1. No new items

## 11. **Admin Corner**

### 11.1 Account credits

Jeanine will summarize plan for expired account credits as per the ASC Policy. This relates to Jump Start monies. Jeanine has been calling the families with outstanding credits to see if there are other activities the funds can be applied to, so that Jeanine can do a transfer to another organization. The funds are already allocated, and therefore cannot be returned to the charitable organization. It is approximately \$3000. Action:

### 11.2 Fees!

Lynnell to send out schedule to Jeanine. Aim to have the registration open by the end of June

### 11.3 Email overload.

Jeanine suggested a “whats app” messenger on the phone for quick easy issues that could be discussed quickly rather than by email. Discussions on the long gmail strings and the disadvantages of that.

## 12. **Director of Skating Corner**

### 12.1. *Program Schedule for 2018/2019*

Ice users meeting June 13<sup>th</sup>. Proposed schedules are built.

Discussions about another private group (Global – contracted to Rockyview Schools) that would like more sessions. Lynnell presented the pros and cons of this could impact ASC ice times. This is currently only a hockey program, but this could change in the future.

Janine to send proposed changes to the board for review.

Jeanine will track the monies separately and continue to contact the families on a regular basis.

Jeanine to set up a whats app messenger group.

Lynnell will update after the ice users meeting.

### 12.2. *Power Skating Opportunities*

AMHA have approached ASC to look at a potential collaboration for power skating sessions. Teams would rotate through the program, AMHA would be billed directly. Each team member would require a Skate Canada to ensure they are covered by insurance, so Lynnell has calculated this as part of the costs.

Lynnell has calculated various options and will share these estimates with the board.

No decisions have been made yet, discussions are still in progress.

### 12.3. *Ice Summit – News from Skate Canada*

The coaches that attended found the summit to be very useful.

One item was brought to the board for consideration. “The Rule of 2” will be introduced in time from Skate Canada. No conversations with an individual skater unless there are 2 coaches or a coach and a board member who has completed the leadership respect in sport. This could effect the one to one meeting coaches have been having with skaters to set goals.

### 12.4. *Fee Discounts*

Tentative fees are calculated. There are no cost increases for ice this year.

10% discount – discussion on the success of this for spring – agreed this is a good way to encourage sign up early.

Cathy motioned to implement 10% discount for skaters that register before July 31<sup>st</sup>. Seconded by Sarah, all in favour, motion passed

Other \$ incentives.

Discussions on other clubs that offer large discounts for skating multiple sessions per week. Discussed the minimum sessions, and whether this should be relaxed with more incentives to sign up for further sessions. This could help with retention of skaters.

Examples using the minimums currently in place:

Star 1 = 2 day min, 3<sup>rd</sup> day discount

Star 2+ = 3 day min, 4<sup>th</sup> day discount

Star Active = 2 day min, 3<sup>rd</sup> day discount

Comp Age 9 and below = 3 day min, 4<sup>th</sup> day discount

Comp Age 9+ = 4 day min, 5<sup>th</sup> day discount.

(Need to consider the availability of sessions)

### 12.5. *Hiring Update - Coaches*

Lynnell is interviewing 2 new coaches this week

### 12.6. *FlexaFit Program - Dryland Training*

Total was approx. \$7000. This was divided between the 3 day workshop (\$5585.00) and the spring session for the additional dryland (\$2400.00) was taken from the spring skating budget.

Lynnell will share the cost estimates with the board.

Further discussion of Fees and potential incentives / discounts at the planning meeting.

\$3185 loss in total.

13. **Coaches' Corner**

13.1. Coaches Photos

No update

14. **Financial Corner**

14.1. *Financials*

Update Provided - Under Priority Items

15. **Program Assistant Corner**

New Canskate coaches will be on the ice when the PA training sessions occur.

16. **Board Member At-Large**

16.1. *Skater Retention Strategies*

Discussion about Synchronized skating – do we need to consider this or work closely with other clubs. Is this a reason why skaters have left?

Reasons Skaters love to skate with ASC – the list of items from the spring skate kids is in the office – still to be reviewed.

Further discussions and considerations at next meeting.

**In Camera: None**

Meeting Adjourned: 1 PM. Motion to approve by Chalsie, Seconded by Cathy, all in favor, motion passed.

**PLANNED FUTURE MEETING DATES**

*Monthly Board Meeting attendance is mandatory but Planning meetings are not*

<b>Meeting Type</b>	<b>Date and Time</b>	<b>Location</b>	<b>Snack Responsibility</b>
Planning meeting	June 22 <sup>nd</sup> , 7:00 PM	Sarah Nunn's house	N/A
Monthly Board Meeting	July 11 <sup>th</sup> , 7:00 PM	Genesis Aecon Room	Chalsie Doiron
Monthly Board Meeting	August 8 <sup>th</sup> 7:00 PM	Genesis Aecon Room	Lynnell Moss
Monthly Board Meeting	September 10:00 AM	TBA	Jeanine Schill
Monthly Board Meeting	October 6:00 PM	TBA	Janine Hauk
Monthly Board Meeting	November 10:00 AM	TBA	Toni Doel
Monthly Board Meeting	December 6:00 PM	TBA	Andrea Bianchini
Monthly Board Meeting	January 10:00 AM	TBA	Kelly Kirby
Monthly Board Meeting	February 6:00 PM	TBA	Cathy Mess
Monthly Board Meeting	March 10:00 AM	TBA	Kaylee Marcoux
Annual General Meeting	April 6:00 PM	TBA	AGM Dinner