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| **Date of Meeting**: | July 09, 2017 | **Time of Meeting**: | 4:30 PM – 6:30 PM |
| **Location of Meeting**: | Echo Room Genesis Place | **Snack Responsibility**: | Chalsie Doiron |
| **Invited Executive:** | Sandy Bartley, Jacki Martel, Andrea Bianchini, Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, and Tara Vatcher | | |
| **Coaches Rep:** |  | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Andrea Bianchini, Lynnell Moss, Sarah Nunn, Kaylee Marcoux |
| **Absent:** |  | | |

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| Meeting called to order at 4:39 PM. | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Happy 150th Birthday to Canada! In recognition of Canada’s 150th Skate Canada is supporting Skate for Day – Cathy suggested we look into this further to see if this is an opportunity for more exposure for the club | | |  |  | |
| 1. **Approval of agenda**   Motion to approve by Cathy, seconded by Chalsie, all in favour, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve June Meeting Minutes by Jackie, seconded by Deb, all in favour, motion passed.  A Motion to approve AGM Meeting Minutes was not made at this time pending more thorough review | | |  | Jeanine will go through the June Minutes, AGM Minutes and the Agenda to change any reference of ACS to ASC | |
| **ACTION ITEMS**  **Completed**   * AGM Meeting Minutes to Board for Review (Board) * Home and Garden Show Registration/Follow up (Janine)   **New**   * Update documents to change ACS to ASC (Jeanine) * Bookkeeper contract (Cathy and Sandy) **7.4** * Email to Board for Planning Meeting Action Items (Jeanine) **7.3, and 7.5** * Draft “Song of the Summer” contest wording for our social media sites (Sandy) **7.6**   **New – cont’d**   * Update PA Binder and locker assignments (Kelly) **13** * Provide PA Program information and documents to Kelly (Janine) **13** * PA Budget Email Motion (Cathy/Sandy) **13** * Low Test Day in August (Chalsie) **14** * Casino Spreadsheet for Board Positions (Jeanine/Sarah) **15.1** * Add mini-golf under 15.2. for future consideration (Andrea) **15.2** * Bingo status (Jeanine) **15.2** * Christmas Parade (Cathy/Sarah) **15.3**   **Outstanding**   * Updated Test Chart (Jackie, Janine and Kaylee) * Competition Accommodation project (Jeanine) **8.1** * Club Bulletin board update (Jackie, Janine and Lynnell) * Award plaques purchase and display (Andrea, Jackie and Lynnell) * ASC Standing Banners (Lynnell) * Competition Checklists (Board) * Financials/AGM Final Spend/Budget (Cathy, Sandy) **12** | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) **12** * Core Values/Vision for (Club, Coaches, and Program) Project (Lynnell) **10.1** | | | | | |
| * Equipment List (Lynnell) **10.2** | | | | | |
| * Bullying and Harassment Policy Draft and Review (Sandy, Lynnell, Jeanine) * Photo day for coaches (Lynnell) | | | | | |
| 1. **Email Motions**   No current motions | | |  |  | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Ivivva Team Builder – (Deb)*   With Ivivva transitioning to a web-based business model, all existing spots have been filled so we are unable to use this Team Building opportunity. | | |  |  | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Board Member/Core Coach Appreciation Dinner*   Date to be set during second week of September | | |  |  | |
| * 1. *Ice User Meeting*   Sandy provided an update on the meeting and next steps in terms of presentation to Council in August with ASC in attendance | | |  |  | |
| * 1. *Planning Meeting Schedule*   Budget for next year needs to be finalized. An action list will be solicited in advance for all items and the meeting will be 7 pm on July 28th at Sandy’s. Technology, on and off ice equipment were a few items of note. | | |  | Sandy to send an email to coaches asking for wish list for budgetary items | |
| * 1. *Financials*   Sandy and Cathy need to have the bookkeeper contract signed. | | |  | Cathy will reach out to Roxana to see if Wednesday will work. | |
| * 1. *Budget Setting*   This will be more tangible after the planning meeting. | | |  |  | |
| * 1. *Social Media Idea*   Sandy suggested “Song of the Summer” contest to provide a video opportunity to open our season. The winner would be the “Star” | | |  | Sandy to create social media post to advertise this | |
| 1. **Vice Presidents Corner** | | |  |  | |
| The Competition Accommodation project Jeanine will need to contact each Best Western as they are individually owned – this is pending responses from Holiday Inn Express and Coast Plaza. | | |  |  | |
| 1. **Admin Corner** | | |  |  | |
| * 1. *Volunteer/Fundraising Requirements*   No items | | |  |  | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Core Values/Vision*   Club, Coaches, and Program  Lynnell was absent  Lynnell did email the coaches and now needs to present something to the board | | |  |  | |
| * 1. *Equipment Purchase*   Dryland, STARSkate, and Competitive Skate  Possibly group program purchases  This will be requested for the Planning meeting.  Chalsie did speak to Athetadesk briefly. There is still much to learn however it is being beta tested with the Summer Skate Camp and has been well received | | |  |  | |
| * 1. *Yoga Team Builder*   Update on Melissa’s availability/dates | | |  |  | |
| * 1. *Synchro Skating*   One of the ASC coaches inquired about marketing synchro teams through the Airdrie Skating Club. This item was tabled for further discussion at the next meeting. Chalsie submitted that this can be removed as it was discussed amongst the coaches and is not being pursued | | |  |  | |
| 1. **Coaches’ Corner**   Kaylee was absent | | |  |  | |
| 1. **Financial Corner**   Update  Cathy confirmed that once the contract with the Bookkeeper was in place she would commence working on the Financials.  Cathy presented the final Gala budget. There was a profit of approximately $2000 | | |  |  | |
| 1. **Program Assistant Corner**   Kelly received the PA Binder from Dawn and it requires significant updating.  Kelly has confirmed that September 10th will be the on and off ice training sessions. | | |  | Janine will provide Kelly with the program protocols and last year list.  Cathy will look at the last year budget for the training session and provide to Sandy so an email motion can be made.  Kelly will look at the locker assignment process and timing as well as go to the Plainsman to ensure we have combinations for all the locks. | |
| 1. **Test Chair Corner**   Jackie confirmed that everything is in order and up to date. | | |  | Chalsie will confirm if there is a low test day for Junior Bronze in August | |
| 1. **Fundraising & Volunteer Corner**   Sarah was absent  Jeanine requested that all Board members in attendance populate the Board volunteer positions by July 10th, 2017.   * 1. *Casino (November 3rd and 4th, 2017)*   The Casino will be our main fundraising event this year.  We have filed the required paperwork with ALGC. The accountant is currently working on the financials to be submitted to ALGC once completed.  Things to keep in mind:   1. Casino shift times are quite long. For example, some shifts run from 6:45PM to 4:00AM. For this reason, it has been recommended that annual volunteer requirements will be met by completing (1) shift. 2. We have to hire a casino advisor for the weekend. The advisers need to be paid for their time. The payment for advisor as well as meals for volunteers will be paid out of the earnings. 3. We have 25 shifts per day for two days. There are a total of 50 shifts including Board member shifts. Since volunteer positions at Casino are limited, we will create alternative opportunities for members who want to complete annual volunteer requirements. 4. Some positions need to be filled by Board Member including:    * Banker    * Account room supervisor    * General Manager and Alternative General Manager. 5. Paid Board members cannot participate in the Casino. 6. Volunteer shifts need to be added to sign up Genius.    1. *Other Opportunities for Fundraising in 2017/2018* 7. Bingos – Update 8. Bottle Drive – Update 9. Plainsman mini golf | | |  | Jeanine will follow up with Sarah on the status of the spreadsheet  Jeanine will follow up with Sarah on status of the Bingo and the preferred format (host or guest) | |
| * 1. *Parades and Events 2017/2018*   Christmas Parade – Cathy will register for parade and pass info to Sarah | | |  |  | |
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| **In Camera: None** | | | | | |
| Meeting Adjourned: 5:33 PM. Motion to approve by Cathy, Seconded by Tara, 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** |
| Monthly Board Meeting | July 9th @4:30PM | Echo Room Genesis Place | | | Chalsie Doiron |
| Planning Meeting | July 28th @ 7:00 PM | Sandy’s House | | | Attendees |
| Monthly Board Meeting | August 20th @ 10:00 AM | Aecon - Genesis Place | | | Lynnell Moss |
| Monthly Board Meeting | September 10th@ 5:00PM | REA Board Room | | | Kelly Kirby |
| Monthly Board Meeting | October 15th @ 10:00AM | REA Board Room | | | Andrea Bianchini |
| Monthly Board Meeting | November 5th @ 6:00PM | REA Board Room | | | Cathy Mess |
| Monthly Board Meeting | December 10th @ 10:00AM | REA Board Room | | | Christmas Brunch |
| Monthly Board Meeting | January 7th@ 6:00PM | REA Board Room | | | Kaylee Marcoux |
| Monthly Board Meeting | February 4th, 10:00AM | REA Board Room | | | Tara Vatcher |
| Monthly Board Meeting | March 4th, 6:00PM | REA Board Room | | | Sarah Nunn |
| Annual General Meeting | April 28th, 6:00 PM | TBA | | | AGM Dinner |