



# Executive Meeting Minutes

<b>Date of Meeting:</b> Dec 14, 2019 <b>Location of Meeting:</b> Sarah's house.		<b>Time of Meeting:</b> 6pm-7pm <b>Snack Responsibility:</b> all
<b>Invited Executive:</b> Sarah Nunn, Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Cathy Mess, Lynnell Moss, Debra Dolhun, Tammy Schmidt, Janine Hauk, Annette Loff, Denika Falloon.		
<b>Regrets:</b>		
Agenda Item	Content	Actions
1. Welcome	Meeting called to order at 6.31pm	
2. Approval of previous minutes	Cannot motion or approve minutes – no quorum	
3. Approval of agenda	Cannot motion or approve minutes – no quorum	
4. Email motions	None this month	
5. Presidents corner	5.1. Mission Statement and Bylaw changes & societies filing - For future planning meeting 5.2. Respect in sport training - all are completed for board members with the exception of new board member, Annette – completed. 5.3. Conflict resolution & Policy updates – outstanding – Tabled until after Christmas 5.4. Feb 28 2020. Need planning meeting with Tech Rep.	Tabled

	5.5. AGM has been tentatively set for May 2 <sup>nd</sup> , 2020. Note paperwork needed: AGM minutes from 2018 & 2019, finances, bylaws. Doors Open at 6:30 Starts at 7:00-9:00	
6. VP's corner	6.1. Survey results - Suggested improvements – Lynnell and Deb to review info. 6.2. Contract committee (Deb, Cathy and Sarah) - All contracts sent. Outstanding contract is Melissa M. Dryland coaches and insurance. – In progress	
7. Finance / Treasurer Corner	<p>7.1. Book keeper / accountant</p> <ul style="list-style-type: none"> <li>● 2017/2018 financials and the coding/ line item review/update</li> <li>● 2018/19 accounts started by book keeping and she is up to October 2019.</li> </ul> <p>7.2 New financial processes - Cathy &amp; Deb/Sarah.</p> <ul style="list-style-type: none"> <li>● ASC exploring changing banks. Deb presented info from ScotiaBank and Robyn brought print info from RBC but plans to follow up with RBC for more detail. Janine and Debra looked at the charges – difficult because of the number of transactions we have (uplifter etc). ATB confirmed that we shouldn't have been paying fees! Debra is going to see if we can get the monies back retroactively.</li> <li>● SOCAN - Janine working with the new company that took over the company</li> <li>● Skate Canada paid by cheque.</li> </ul> <p>7.3 GIC – Deb reported that GIC is currently in a cashable GIC. Deb and Robyn reported on information collected from RBC and Scotia Bank. More exploration to occur with RBC. Deb and Robyn to continue working.</p> <p>7.4 Coaches Contracts- Pay Dates Needs to be Reviewed</p> <ul style="list-style-type: none"> <li>● 15<sup>th</sup> and 30<sup>th</sup> coaches can charge by monthly-this needs to be changed</li> <li>● In order to cross reference payments so no over charging takes place</li> <li>● Wording in contract renewal needs to be reviewed before sending out again in the next contract cycle.</li> </ul> <p>7.5 Accounts – will need to be voted at the next meeting.</p>	<p>Deb &amp; Robyn – Banks</p> <p>Janine – SOCAN</p> <p>Tabled</p> <p>Tabled</p>

	<ul style="list-style-type: none"> <li>● PA account needs to be pulled into main account</li> <li>● All other miss. Accounts will need to be pulled into main account.</li> <li>● Credits for uplifter – updating policy for using the credits within the fiscal year. (discussion on bottle drives and profit sharing)</li> </ul>	
8. Fundraiser and Volunteer Corner	<p>8.1. Fundraising plan:</p> <ul style="list-style-type: none"> <li>● Holiday Season Wine Down – 60 participants, just AGLC to update</li> <li>● Spring “president of the patio” with beers and coolers – Robyn (Feb.)</li> </ul> <p>8.2. Competition planning. Feb 2020 – as noted above, Sarah is awaiting word on who the Tech Rep will be</p> <p>8.3. Alberta winter games 2020</p> <ul style="list-style-type: none"> <li>● <u>Building judges risers in stands</u> – need to book volunteer dads. There is some lumber in the cage, but would need to be pulled out to see what is there. More information is needed.</li> <li>● <u>Casinos</u> – 2 casinos for the winter games, which we need volunteers for: March 21-22, if the club members volunteer a shift or two to help the winter games, then there will a return on funds to the club. (Same weekend as Starskate Championship). Discussion</li> <li>● <u>Shifts at the games</u> – need volunteers to sign up to work the games weekend.</li> </ul> <p>8.4. other fundraising.</p> <ul style="list-style-type: none"> <li>● 9 November–Main Street BBQ,</li> <li>● New Ap for non-profit and local business linkage for fundraising – would be good if this was connected business (i.e. Canadian tire, East Side Sports) – Tara and Sarah to look for more information about it.-Tabled</li> <li>● Tara contacted Pauls Pizza and ASC will be selected for a Monday for March 2<sup>nd</sup>.</li> </ul>	<p>Tabled</p> <p>Outstanding: Sarah will talk with Jeremy and Anita to find out exactly what is required and allowed by the city.</p> <p>Outstanding: Sarah will contact Shawna regarding number of shifts and potential return for ASC. Sarah to follow up with Anita regarding volunteer</p>
9. Test Chair	<p>9.1 Cleaning up the test paperwork - update</p> <p>9.2 Chalsie has completed her Star 6 to Gold evaluators” certification, and Lynnell is half-way through – update</p> <p>9.3 Star 1 to 5 test month in planning stage – likely for for December.</p>	Tabled
10. Administrator Corner	10.1. Janine registered the ASC for the Home & Garden Show April 25-26	

	<p>10.2. Picked up 2018-19 year end from the bookkeeper and will have both 2017-18 and 2018-19 statements corrected and ready for the board to look at by January 1</p> <p>10.3. FYI - Subway donated our last day of skating cookies again this season</p> <p>10.4. We need everyone to get receipts/invoices in in a timely matter and will need to use up gift certificates in Uplifter within a year to track properly through the accounting system – reminders to familes to use by the end of the year.</p> <p>10.5. We received our spring ice which runs from May 4 – June 15<sup>th</sup> now we will need to get fees set</p> <p>10.6. For winter, we cancelled Mondays 7:00 – 8:00 pm (Intermediate power session), Wednesdays 1:30 – 2:15 pm (Canskate) and Fridays 1:30 – 2:15 pm (CanSkate)</p> <p>10.7. A skating parent has offered to donate a 10 week registration and skate Canada fee – Janine may know of someone / potential draw TBD.</p>	
11. Director of Skating	<p>11.1. Comp – Lots of kids got personal bests!</p> <p>11.2. Program and registration overview – doing ok. Hoping to keep the same schedule for coaches.</p> <p>11.3. ASC selling badges/ribbons to other clubs – need invoices</p> <p>11.4 Club jackets – Janine will send out an email about ordering jackets. Deb to send pictures for email out to families - done</p> <p>11.5 Cage storage requests – pre set contract ready to go with Global Sports Academy but waiting for dustin to get back to Lynnell.</p> <p>11.6 ASC Skater Disciplinary policy currently speaks only to the conduct of skater and not to the conduct of the parent or guardian. Lynnell to change wording of this policy should be changed to be inclusive of the parent or guardian or family member of an ASC skater. Lynnell is still working on updating the wording.</p>	
12. Coaches corner	<p>12.1. Gala plans for 2019/20 – update/overview. Discussion on the planning meeting about a celebration instead. Tabled</p>	
13. Website & Social Media	<p>13.1. Update website with new board members – Annette and Denika</p> <p>13.2. Update the website with the board members policies – Chalsie has been updating.</p>	

	13.3. Dropbox: Sarah to lock contracts folder in DropBox and then all of board will have access.	Outstanding: Sarah to look at options		
14. Program assistants' corner	1 No report			
15. Other items	15.1. The notice boards Lynnell –has begun – Plainsman looks great.			
<b>Motion:</b> Meeting adjourned at 7.15pm				
<b>Future meetings:</b>				
<b>Meeting Type</b>	<b>Date</b>	<b>Time</b>	<b>location</b>	<b>Snack responsibility</b>
Board meeting	Sun Jan 5	10am-12 noon	REA Boardroom	Deb
Board meeting	Sun Feb 2	6pm-8pm	REA Boardroom	Chalsie
Board meeting	Sun Mar 8	10am-12 noon	REA Boardroom	Kelly
Board meeting	Sun Apr 5	6pm-8pm	REA Boardroom	Tammy
Board meeting	Sun May 3	10am-12 noon	REA Boardroom	Lynnell
AGM	May-ish	7pm	TBD	n/a
Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah