



Executive Meeting Minutes

Date of Meeting:	May 1, 2016	Time of Meeting:	6:30 – 9:00 PM
Location of Meeting:	Ron Ebbesen Board Room	Snack Responsibility:	Jeanine Schill
Attendees:	Sandy Bartley, Jeanine Schill, Cathy Mess, Justina Labute-Jarche, Sarah Nunn, Dawn Halvorson, Stephan Jarche, Leanne Bayko and Kaylee Marcoux		
Coaches Rep:	Chalsie Doiron	Operations:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	
Absent:	Ellen Swainson		

Agenda Item		Discussion	Action Required
Meeting Called to Order @ 6:27PM			
1.	Welcome & Introductions		
2.	Kudos & Congratulations	<ul style="list-style-type: none"> ▪ Janine Hauk – Happy Birthday on May 27th! 	
3.	Approval of Agenda	<ul style="list-style-type: none"> ▪ Leanne motioned to approve the agenda, Cathy seconded, all in favor 	
4.	Review and Approval of Previous Minutes	<ul style="list-style-type: none"> ▪ Jeanine S. motioned to approve previous month's minutes with amendments, Stephan seconded, all in favor 	
5.	Priority Agenda Items	<p>1. Gala 2016:</p> <ul style="list-style-type: none"> ▪ Update provided from Kaylee ▪ Leanne is planning to send out a spreadsheet to parents, so that they can choose slots to volunteer for Gala. Leanne has also been recruiting volunteers whenever she is at the rink ▪ The 24 box seat tickets will be identified in some manner, even if they are written on at the time of pick up ▪ Doors will open at 12:30 with show to begin at 1:00 PM ▪ Leanne and Sandy have offered to volunteer for Picture Day/Ticket Sales ▪ Cathy will go to Costco to pick up flowers and chips and water for skater's snack ▪ Board discussed how much to sell the flowers for, it was suggested \$2.00/flower and \$5.00 for/3 flowers ▪ Sarah and Jeanine S. will work on making and painting stars and marquee sign ▪ Leanne has made arrangements for a friend to donate their curtains ▪ Leanne has a contact who might be able to video the Gala and has sent that information to Sandy for her to follow up on 	<p>Stephan: to look into the use of the light trees</p>

		<ul style="list-style-type: none"> ▪ Sandy and Cathy will look for lights and fabric for around the ice ▪ Guest skaters are booked ▪ Ashley has agreed to do the On-line program, as a resumé to the board ▪ Jamie Marcoux has offered to be the MC for Gala ▪ Kaylee and Chalsie will provide information for the Online Program to Ashley, so that she can work on the Gala Program (i.e., order of skate, etc.) <p>2. Parade:</p> <ul style="list-style-type: none"> ▪ Sarah, Jeanine, Leanne and Cathy offered to be on the Parade Committee ▪ Sarah and Jeanine have developed a plan for the float ▪ Their idea has plans to incorporate an ice rink appearance (boards and podium), and to also include Mardi Gras parade theme. ▪ Plan to have skaters/volunteers handing out freezies dressed in Mardi Gras regalia ▪ Jeanine S. motioned for a \$1000.00 budget for a parade float, Cathy seconded, all in favor <p>3. Competition:</p> <ul style="list-style-type: none"> ▪ Cathy, Jeanine S, Sarah, Sandy, Lynnell and Justina have offered to be on the Competition Committee ▪ Priority tasks: <ul style="list-style-type: none"> ○ Contact Corporate Sponsors ○ Contact hotels to secure rates ○ Arranging vendors <p>4. Volunteer/Fundraising:</p> <ul style="list-style-type: none"> ▪ Board discussed what kind of volunteer requirements (hours and funds) were needed and how to inspire parents to participate ▪ Amounts and maximums to be finalized at another date <p>5. PA Program:</p> <ul style="list-style-type: none"> ▪ Lynnell is working out how the PA program will be structured and will engage with Dawn and the CanSkate Coordinators. Lynnell is hoping to have a report to send by May 8 	
6.	Standing Items		
	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"> ▪ \$3600 will be spent to send Lynnell and Kaylee to the Ice Summit <p>2. Section AGM: April 30 in Edmonton</p> <ul style="list-style-type: none"> ▪ Leanne and Jeanine S. attended <p>3. AGM Debrief:</p> <ul style="list-style-type: none"> ▪ \$9200.00 was spent on the AGM, in large because there were many more families in attendance than past AGM's. \$5800 was on spent food, \$1200 was spent on flowers 	

	<ul style="list-style-type: none"> ▪ Coaches received feedback from CanSkate families said they were very impressed with the AGM ▪ Sarah received a thank you note from the Golf Course, saying how much they appreciated the members and that the skaters were very polite ▪ Sandy suggested that it might be a good idea to consider fundraising for the AGM in future or charge a nominal fee to off-set costs of higher attendance ▪ It was felt that the podium could be in a better place to improve visibility to those who were speaking ▪ The awards and slide show were really enjoyed by the families ▪ It was suggested that Wayne Lumley should be invited next year <p>4. Planning Meetings:</p> <ul style="list-style-type: none"> ▪ Sandy would like recommend regularly scheduled planning meetings that are open to anyone to attend but is not required. Every third Friday evening of the month was suggested and location TBD ▪ Jeanine S. suggested that only three big items be discussed per planning meeting, so that presentations can be made in an orderly manner at the board meeting <p>5. Fee setting 2016-2017:</p> <ul style="list-style-type: none"> ▪ A Fee Setting discussion is planned for after the contract committee meetings <p>6. Purchases of Equipment:</p> <ul style="list-style-type: none"> ▪ Lynnell is working on a list of toys and equipment that would be needed at each arena and an approximate cost. Sandy will send out an email motion once the list is complete ▪ There have been discussions about the need for new technology for playing music ▪ Jeanine asks that Lynnell send a list of the coaches' needs for music and she will look at her Spotify account to see if it those needs are possible ▪ Through Uplifter and Skate Canada, coaches can now create digital report cards. Jeanine is looking into the costs of tablets for each core coach ▪ Jeanine will look into the cost for two music devices, three tablets and a laptop/tablet combo <p>7. Meeting Times:</p> <ul style="list-style-type: none"> ▪ Board discussed other times for the Sunday meeting times ▪ Next meeting will be June 6, 2016 at 6:30 pm <p>8. Contract Committee:</p> <ul style="list-style-type: none"> ▪ The contract committee will be meeting to discuss LOI's and put contracts and schedules together 	
6.2. Vice President Corner:	<ul style="list-style-type: none"> ▪ Nothing at this time 	

	6.3. Admin Corner:	<ul style="list-style-type: none"> ▪ Information regarding program descriptions is needed from Lynnell to begin building the Fall/Winter programs in Uplifter 	
	6.4. Operations Corner:	<ul style="list-style-type: none"> ▪ May 2, advertising will be done for Summer Programs ▪ June 15, adverting will be sent out for Fall/Winer Programs ▪ Chalsie is going to send information out to the Echo and other outlets, regarding the Gala, as well as other highlights through out the year <p>1. Ice User Meeting</p> <ul style="list-style-type: none"> ▪ Ron would like to sit down with Lynnell to discuss ice needs prior to the user meeting, sometime this week <p>2. Team Coaching:</p> <ul style="list-style-type: none"> ▪ Coaches would like to sit with all STAR and CanFigure parents to discuss the Team Coaching concept at the end of August ▪ During the Team Coaching meeting there will also be a discussion about PA training <p>3. Extending the Season:</p> <ul style="list-style-type: none"> ▪ Lynnell discussed the pros and cons of continuing through until the end of May ▪ Extending the season could potentially make it difficult for skaters to participate in other activities, could cause difficulty with the City as many other users try to use the vacant times ▪ Lynnell suggests that extending the season may not work at this time ▪ If the summer registration is not hitting minimums, Lynnell suggests that the summer programs be cancelled <p>4. Provincial AGM:</p> <ul style="list-style-type: none"> ▪ Lynnell attended a component workshop and the presenter asked which coaches choreographed stroking and music. He promoted that is valuable for clubs to have choreographed stroking sessions and shared music and plans ▪ Leanne went to a session about bullying in skating and how to implement procedures to prevent bullying in the sport - suggesting team building and conversations 	
	6.5. Coaches' Corner:	<p>1. Skater Awards:</p> <ul style="list-style-type: none"> ▪ For each of the Skater of the Year Awards (4), Chalsie suggests that it would be nice to have plaques at the arena for display 	
	6.6. Financial Corner:	<ul style="list-style-type: none"> ▪ Nothing at this time 	
	6.7. PA Corner:	<ul style="list-style-type: none"> ▪ Nothing at this time 	
	6.8. Test Chair Corner:	<ul style="list-style-type: none"> ▪ Kristen is available for a test day 	

		<ul style="list-style-type: none"> ▪ Lynnell will discuss with the coaches which skaters will be able to test and then will choose a day 	
	6.9. Fundraising Corner:	<ul style="list-style-type: none"> ▪ Nothing at this time 	
	6.10 Volunteer Corner:	<ul style="list-style-type: none"> ▪ Discussed under the Priority Items 	
7.	Old Business	<ul style="list-style-type: none"> ▪ Nothing at this time 	
8.	New Business	<p>Club Correspondence</p> <ul style="list-style-type: none"> ▪ Sandy discussed the importance of responding to email in a timely manner ▪ Meeting minutes are to be sent out by the Secretary no later than the Sunday following the monthly meeting and edits should be submitted the following week, while everything is fresh in our minds 	
9.	In Camera:	<ul style="list-style-type: none"> ▪ Not at this time 	
10.	Date of Next Meeting	June 5, 2016	Snack: Justina
Dawn motioned to adjourn the meeting, Stephan seconded, meetig adjourned @ 9:11 PM			

UPCOMING DATES:

Date	Description / Key Agenda Item	Comments
April 10, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Sandy
May 1, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Jeanine
June 5, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Justina
July 3, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Chalsie
August 7, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Lynnell
September 4, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Jacki
October 2, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Cathy
November 6, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Sarah
December 4, 2016	Monthly Board Meeting - Ron Ebbesen	Snack: Dawn