



Executive Meeting Minutes

Date of Meeting:	July 10, 2016	Time of Meeting:	10:00 AM – 1:00 PM
Location of Meeting:	Aecon #2 – Genesis Place	Snack Responsibility:	Chalsie Doiron
Invited Executive:	Sandy Bartley, Jeanine Schill, Cathy Mess, Sarah Nunn, Dawn Halvorson, Jacki Martel, Leanne Bayko, Kaylee Marcoux, Chalsie Doiron and Ellen Swainson		
Coaches Rep:	Kaylee Marcoux	Operations:	
Administrator:	Janine Hauk	Regrets:	Dawn Halvorson, Lynnell Moss
Absent:	Ellen Swainson		

Agenda Item	Discussion	Action Required
Meeting Called to Order @ 10:10 AM		
1.	Welcome & Introductions	
2.	Kudos & Congratulations	
3.	Approval of Agenda	Jeanine, Cathy second, all in favour
4.	Review and Approval of Previous Minutes	Motion to approve previous month's minutes Jeanine, Cathy, all in favour
5.	Priority Agenda Items Music & Equipment - Update on WiFi coverage in arenas o Coaches have not yet had an opportunity to test WiFi on the ice surfaces in both rinks - Update on music & technology equipment purchases - Hold off on tablet purchases until we know the situation on WiFi but can go ahead with iPod purchases – all agreed 64 GB. - Options for getting better WiFi - Need to see where we're at with current situation and then will investigate further if needed Volunteer/Fundraising - Will be finalized at planning meeting on Friday, July 15th PA Program - Finalize process for PA program & update from Lynnell on how it will be communicated to parents - Need to set date for PA training. Prefer end of September and should be on a Sunday. Need one hour of room, one hour of ice and then another hour of room	Coaches to test WiFi on all ice surfaces and let us know this week. Janine will price out and purchase two iPods. Sandy, Jeanine & Cathy to look at Thorncliffe & Red Deer websites Janine will find out what ice is available on 3 rd and 4 th Sunday of September. Also need to book rooms.
6.	Standing Items Competition - Hotels, vendors & food – update o July 27 th is Windgate grand opening that we've been invited to. A board member should attend to see if we are able to negotiate some good rates for the competition o Assign tasks to individuals for 30 & 60 day tasks	Sarah to attend the Windgate grand opening Sandy to send donation letter to board to start asking for donations from local businesses

		<ul style="list-style-type: none"> - Sarah still looking into food options and will send an email to board with recommendations soon 	<p>Sandy to create business cards for ASC to hand out at businesses</p> <p>Sarah will have proposal for volunteer / fundraising for competition ready for July planning meeting</p>
	<p>6.1. President's Corner: Sandy</p>	<p>Parade Debrief</p> <ul style="list-style-type: none"> - Was a lot of work but a lot of fun. Float looked great and was a wonderful team builder for volunteers. We should add this as a volunteer option for this coming season. We will need approximately 10,000 freezies next July - Winter parade will be less extravagant - \$1402.17 was total spend on parade and we will never have to spend close to that much again now that we have rink built and paid for, as basis for our future floats <p>Test Chair Position</p> <ul style="list-style-type: none"> - Update on this position and recruitment for other position <p>Decision to combine Volunteer/Fundraising position and make Volunteer position a Director at Large</p> <ul style="list-style-type: none"> - Leanne motioned, Sarah seconded, all in favour – motioned passed <p>Move Leanne Bayko from Volunteer Director to Secretary</p> <ul style="list-style-type: none"> - Chalsie motioned, seconded by Cathy, all in favour – motion passed <p>Move Jacki Martel to Test Chair and open up Director at Large</p> <ul style="list-style-type: none"> - Leanne motioned, Cathy seconded, all in favour – motion passed <p>Planning Meetings</p> <ul style="list-style-type: none"> - July 15th at Sandy's at 6:00 PM to finalize fees and volunteer/fundraising items for Uplifter <p>Fee setting 2016-2017</p> <ul style="list-style-type: none"> - Will be finalized on Friday, July 15th at the planning meeting <p>Board, member and coach participation in fundraising/volunteer events</p> <ul style="list-style-type: none"> - Need to ensure we have board and coach engagement in and there needs to be more team building and opportunities for us to get to know each other and get invested in the club <p>Monday, August 8th reschedule next board meeting if necessary</p> <p>Meeting attendance</p> <ul style="list-style-type: none"> - It is important to attend as many meetings as possible but we need to be flexible in rescheduling meetings when required <p>Meeting Minutes process – need to close the loop on getting the final copy posted to the website.</p>	<p>Once we have confirmation of people putting their names forward for Director at Large positions, Janine will send out an email to membership to see if anyone else is interested in putting their names forward</p> <p>Janine to see if board room is available</p>

		<ul style="list-style-type: none"> - Sandy will work with Leanne to come up with a process going forward <p>Additional domain email addresses</p> <ul style="list-style-type: none"> - Currently have 6 (admin, president, VP, media, fundraising & volunteer) - To purchase more we would have to upgrade to Unlimited Business (11.67/mo vs. 8.75/mo and an additional 2.25/mo for each extra email address) - We can pare this down and get rid of VP, Fundraising & Volunteer and create directorofskating@airdrieskatingclub.com and events@airdrieskatingclub.com 	Sandy to create these emails
6.2. Vice President Corner: Jeanine	<p>Grant opportunities – Jeanine is going to start looking into these</p> <p>Pictures from competition still haven't been distributed</p> <p>Need to get Andrea Bianchini set up with pictures and information to update the display cases in the arenas</p> <p>The ASC logo is no longer imprinted on either ice surface at Genesis and we need to investigate as to why and how we go about getting that back</p>	<p>Sandy will upload pictures from Dropbox</p> <p>Janine will send link to competition pictures</p> <p>Jacki will take charge of this</p> <p>Jeanine will email Lynnell about ice logo and see if she can talk to Ron</p>	
6.3. Admin Corner: Janine	Need fees and volunteer/fundraising info		
6.4. Operations Corner: Lynnell	<p>Ice Users Steering Committee</p> <ul style="list-style-type: none"> - Implications, who needs to be there, commitment and requirements <p>Team Building – board/coach</p> <ul style="list-style-type: none"> - Yoga team builder for board members - \$200.00 maximum budget <ul style="list-style-type: none"> o Leanne motioned, Chalsie, all in favour <p>Team Coaching Update</p> <ul style="list-style-type: none"> - Setting meeting dates Sep 6 & 8 for parent meetings - Email is being drafted to go out to parents and Lynnell has sent draft email to coaches for feedback <p>Parent Meetings</p> <p>Coaching Level Changes</p> <ul style="list-style-type: none"> - Lynnell passed her Level III and just needs to resubmit a video <p>Update on new coaches/ideas</p> <ul style="list-style-type: none"> - Met with power coach that is involved in hockey - Lynnell met with a coach who was a novice competitor who's coaching certification has expired. She just wants to volunteer. She will come out the last week of Summer to give it a try 	<p>Sandy follow up with Lynnell to see if we have advertised for more coaches</p> <p>Lynnell will contact Melissa to set date and let Janine know so we can book room</p>	

		<ul style="list-style-type: none"> - Another potential coach applied – psychologist. Lynnell will be meeting with her in July - Current ASC skater is taking her CanSkate course this weekend <p>Schedule changes for Fall/Winter</p> <ul style="list-style-type: none"> - Decision to keep all CanSkate sessions from last year due to membership numbers <p>Test Day Planning</p> <ul style="list-style-type: none"> - Will seek external high test days <p>Competitive Program Caveat</p>	
	6.5. Coaches' Corner: Kaylee	<p>Summer so far has gone really well. Lots of good comments from parents. Got all kids up and skating in one week.</p> <p>PA's were a big help</p>	
	6.6. Financial Corner: Cathy	Covered parade financials	
	6.7. PA Corner: Dawn		
	6.8. Test Chair Corner: Lynnell		
	6.9. Fundraising Corner: Sarah	<p>Bottle Drive Update</p> <ul style="list-style-type: none"> - \$596.75 + 10% = \$59.67 - Works really well with having a van meet us at meeting place. Hope to be able to have it Plainsman again. Looking at having a some kind of incentive like a BBQ and games after at the park at the arena. We would supply hot dogs, etc. - Looking at September 17th as our next bottle drive 	<p>Leanne to contact Brewster's and Canadian Brewhouse</p> <p>Jacki to contact the Tim Hortons</p> <p>Sarah to contact Pour and Original Joes and City of Airdrie to see if we could use the park to have a BBQ</p> <p>Chalsie to contact Makayla to see about Rickys and will contact Smitty's herself</p>
	6.10 Volunteer Corner: Leanne	When do we want to do another jacket order	Chalsie is going to look into a new jacket place while looking into getting jerseys for Advanced Power
7.	Old Business	Nothing at this time.	
8.	New Business	Nothing at this time.	

At this time, contracted individuals are free to leave prior to the In Camera discussion

9.	In Camera:		
10.	Date of Next Meeting	August 7, 2016	Snack: Lynnell

Meeting adjourned @ 12:35 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: Leanne
July 10, 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