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| **Date of Meeting**: | September 10, 2017 | **Time of Meeting**: | 5:00PM – 8:00 PM |
| **Location of Meeting**: | Ron Ebbeson Arena | **Snack Responsibility**: | Kelly Kirby |
| **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:** | Kaylee Marcoux | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Cathy Mess |
| **Absent:** |  | | |

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| Meeting called to order at 5:16 PM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Happy Birthday, Cathy! | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Jacki, seconded by Chalsie, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve August Meeting Minutes by Tara, Seconded by Jeanine, all in favor, motion approved.  The AGM Meeting Minute approval is pending a more thorough review and amendments. These will be redistributed for review prior the next meeting. | | |  |  | |
| **ACTION ITEMS**  **Completed**   * Equipment List (Lynnell) * Update documents to change ACS to ASC (Janine) * Email to Board for Planning Meeting Action Items (Jeanine) * Draft “Song of the Summer” contest wording for our social media sites (Sandy) * PA Binder Updated (Kelly) * Provide PA Program information and documents to Kelly (Janine) * PA Budget Email Motion (Cathy/Sandy) * Casino Spreadsheet for Board Positions (Sarah) * Award Engraving (Andrea) * ASC Standing Banners (Lynnell) * Competition Checklists (Board) * Email Board with Bottle Drive lunch budget for approval (Cathy). * Casino Spreadsheet for Board Positions (Sarah)   **Outstanding**   * Locker assignments (Kelly) **12.2** * PA Budget Email Motion (Cathy/Sandy) * Bingo status (Jeanine) **14.2** * Christmas Parade (Janine) **14.3** * Updated Test Chart with Summer Tests (Kaylee) * Competition Accommodation project (Jeanine) **7.1** * Club Bulletin board update (Jackie and Andrea) – October 4th/5th | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) | | | | | |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email Skate Canada Policy to the Board for review.) * Photo day for coaches (Lynnell) | | | | | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Financials/AGM Final Spend/Budget (Cathy, Sandy)* **6.2**   2. *Core Values/Vision for (Club, Coaches, and Program) (Lynnell)* ***9.1*** | | |  |  | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Board Member/Core Coach Appreciation Dinner*   Appreciation Dinner will be on Saturday October 21st  We will also plan a Board Member/Core Coach Summer BBQ after Gala. | | |  | Kaylee will send an email to core coaches to invite them to dinner on October 21st. | |
| * 1. *Financials*   The accountant is currently waiting for information from Cathy before she can begin working on financials. | | |  |  | |
| * 1. *Budget Setting*   Pending completion of the financials. | | |  |  | |
| * 1. *Social Media Idea*   Pick a song for the next social media contest. | | |  |  | |
| 1. **Vice Presidents Corner** | | |  |  | |
| * 1. *Competition Accommodation Project*   The Competition Accommodation Project is ongoing. Jeanine suggested we have one person take on booking for the club prior to each competition. That person would book a block of rooms. The designated person can shop for rates at a good hotel with pool or waterslide. Complimentary breakfast is also nice, if available. | | |  |  | |
| 1. **Admin Corner**    1. *Staples Account*   Account has been set up.   * 1. *Administrative Equipment*   Janine needs a new Laptop for the club. Information will be distributed to the Board for an email vote. She will purchase it this week.   * 1. *Uplifter Update*   Uplifter now accepts MasterCard Debit  Fees for Beanstrean and Uplifter are higher than budgeted amounts for these services.   * 1. *Receipt Tracking*   Janine asked for all receipts to be sent directly to her. She will enter them into the spreadsheet and then forward the receipt to Cathy for payment. | | |  | Sandy will send laptop product info/pricing for an email vote.  Janine will contact Uplifter to review contract and pricing. | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Core Values/Vision*   No updates | | |  |  | |
| * 1. *Equipment Purchase*   The equipment list has been created. Budget is in place for equipment; nothing needs to be submitted to the board at this time. | | |  |  | |
| * 1. *Flex Fit Workshop*   Price has been set for flexfit workshop  Member price is $220.00  Nonmember price is $250.00 | | |  | Lynnell to draft email to let members know that registration is open.  Lynnell will ask Sydney what type of equipment is required for the camp. | |
| * 1. *Canada 150 Skating Day*   Given to Program Coordinators. | | |  |  | |
| * 1. *Yoga Team Builder*   This has been postponed. | | |  |  | |
| * 1. *Parent Meetings*   Two parent meetings took place in August. Core coaches and Board members were there. The parents that attended actively participated in the sessions and had good questions. | | |  |  | |
| * 1. *Coaches’ Contracts*   ASC will be hiring three new coaches and dance coach. | | |  |  | |
| * 1. *Fall/Winter 2016-2017*   Registrations are open. Several programs are close to full. Two programs have been cancelled due to low registration. | | |  |  | |
| * 1. *Athletadesk Program*   Schedules are being built week to week.  There is a per-payment charge though PayPal and Athletadesk.  The software is being used by coaches to bill skaters for individual and group lessons. | | |  |  | |
| 1. **Coaches’ Corner**   Kaylee will be moving toys. She will reach out to the Board members for assistance when she is ready to do it.  Kelly will be gone from November 14th – 24th | | |  |  | |
| 1. **Financial Corner**    1. *Financial Update*   Cathy Absent | | |  |  | |
| 1. **Program Assistant Corner**    1. *PA Clinic*   Training was completed on September 10th, 2017.  Five Coaches and 9 skaters attended.  Kelly has asked the PAs for ideas on what they would like to do for their refresher this year. The coaches will look at their ideas and plan something. We may look to book ice time during Spring Session.   * 1. *Lockers*   Lockers will be assigned during the first week of October. | | |  |  | |
| 1. **Test Chair Corner**   No Updates | | |  | Sandy will forward high test day email | |
| 1. **Fundraising & Volunteer Corner**    1. *Casino (November 3rd and 4th, 2017)*   Application was received on time and accepted.  Set deadlines to allow the parents to sign up for shifts.   * 1. *Other Opportunities for Fundraising in 2017/2018*  1. Bingos – Sarah is looking into this. 2. Bottle Drive/Hot Dog Lunch – September 16th, 2017 Everything is booked. Chalsie is going to do the BBQ. 3. Plainsman mini golf – on ice mini golf tournament. This would take place right when the ice is being taken out. Lynnell sent pictures to some of the board members.   Ideas include the following:   1. Work with mini golf organization for set up. 2. Face painters, food trucks, and other activities. 3. We could look into it as an end of the year team/club wide event. 4. It could be free to members. Outside participants pay. 5. We could use the event for marketing, fundraiser, etc. 6. Wine Survivor – (Sandy)   This will be a profit sharing opportunity for the members.  Dates/Details include the following:   1. Sell Tickets (October 16th to November 17th ) 2. Draw names (November 20th -24th) 3. Print 60 books of tickets with 6 tickets per book. 4. Tickets cost $25.00 each or $150.00 per book. 5. Profit share portion is $50 per book sold. 6. ASC will buy the wine. (Minimum 40 bottles) 7. Club members can participate by selling entries. Each book of 6 will be a team. 8. Open to all members. 9. An AGLC license is required. 10. Competitions   Discussion about hosting a competition every other year. Sarah asked for a calendar of events that would preclude hosting a competition so we can bid for those that don’t have conflicts for ice time. We would only want Genesis Place. We need to pick a weekend and talk to City of Airdrie for ice time.   1. Alberta Winter Games 2020   New item for discussion. | | |  | Janine will open up the shifts on sign up Genius to let the membership sign up for positions.  Janine will send out reminder for the bottle drive.  Lynnell will talk to Jeremy at City of Airdrie regarding Plainsman Mini Golf.  Sandy will put together plan, poster, ticket view and email to Board.  Sarah will get AGLC license. | |
| * 1. *Parades and Events 2017/2018*   Christmas Parade – The registration is not yet open. Cathy will keep checking on it. | | |  |  | |
| **In Camera: None** | | | | | |
| Meeting Adjourned: 7:15 PM. Motion to approve by Sarah, Seconded by Tara, all in favor, 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 | 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 |