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| **Date of Meeting**: | January 7, 2018 | **Time of Meeting**: | 6:00 PM – 9:00 PM |
| **Location of Meeting**: | Ron Ebbeson Arena | **Snack Responsibility**: | Skip the dishes |
| **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 6:05 PM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Happy Birthday to Chalsie on January 2nd!  Happy Birthday to Sarah on January 24th! | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Jeanine seconded by Deb, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve December Meeting Minutes by Andrea Seconded by Jeanine, all in favor, motion approved.  The AGM Meeting Minutes are pending a more thorough review and amendments. Minutes will be voted on next year at the Annual AGM.   1. **Email Motions**   A motion was made by Sarah Nunn to apply to host the Calgary StarSkate Invitational on December 7-9, 2018 and to request ice time from the City of Airdrie for this event. The motion was seconded by Deb Dolhun. There were a total of 7 yes votes and 3 no response. Motion passed. | | |  | Lynnell will confirm schedule.  Janine will email about ice availability at Genesis Place.  Sarah will put in the application. | |
| **ACTION ITEMS**  **Completed**   * Hometown Hockey Participation * Competition Accommodation Project – Deb will be managing for the 2017/2018.   **Outstanding**   * Kaylee will send the most up to date chart to Jacki. Jacki will keep the chart updated going forward. | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) – Jeanine will put it in a Word document and distribute to Board. | | | | | |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email what Skate Canada has currently and make changes to the ASC Policy for the Board to review.) | | | | | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Financials/AGM Final Spend/Budget (Cathy, Sandy)*   Roxanna has completed the bookkeeping and Cathy sent everything to the accountant. | | |  |  | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Upcoming Deadlines / Task Brainstorm*   We will be making an annual timeline of tasks/responsibilities that need to be completed for the year ahead. | | |  | Jeanine will send out targeted emails to Board members. | |
| * 1. *AGM Planning 2018*  1. Venue Options (Sarah) 2. Catering Options (Jacki) 3. Actual spend from last year (Sandy) 4. Estimated number of people = 5. Special Recognition (List)    1. Sandy’s daughter Jaime for announcing. | | |  | Sarah will contact the City for a list of possible venues and get quotes.  Jacki will look into catering options for the venues that Sarah finds.  Sandy will confirm the amount spent last year so we can compare with the new options. | |
| 1. **Vice Presidents Corner**    1. *Contract Committee (Deb, Sandy, Cathy, Jeanine)*   Templates will be sent to the Contract Committee for upcoming conversations with coaches and dates will be set. | | |  | Jeanine will send out email template to Contract Committee Members. | |
| 1. **Admin Corner** | | |  |  | |
| * 1. *First Week of CanSkate*   Janine needs help for the first week of CanSkate. Tara, Deb, and Sandy volunteered to help out. | | |  |  | |
| * 1. *Expired Account Credits*   Janine contacted members who had credits on their account beyond the maximum time allowed to find out if they wanted to donate the credits. Donated credits are used to help families in need. | | |  |  | |
| 1. **Director of Skating Corner**    1. *Collaboration on Power Programs*   Ringette and AMHA have expressed an interest in collaborating on Power Programs. | | |  |  | |
| * 1. *Core Values/Vision/Mission/Goals*   Lynnell has attended some seminars about crisis intervention in sport and advised that the emergency action plan should be updated to include information to support crisis intervention. Lynnell is working with Deb to find synergies and alignment with our core values and anti-bullying policies. | | |  | No defined action items/deadline | |
| * 1. *FlexaFit Program - Dryland Training*   Signe is planning another trip to Alberta for the Ice Summit. We discussed possibly hosting another Boot Camp on (May 19th/20th) while she is here. This item was tabled for further discussion at the next meeting. | | |  | Lynnell will touch base with Signe about her schedule and estimated costs and send email to the Board. | |
| * 1. *Hometown Hockey*   We had several skaters and coaches participate in the parade and stay until the game started. It was a good networking opportunity. | | |  |  | |
| * 1. *Coaches Photo*   Sandy and Lynnell are looking into economical options for photographers and locations including Burt Church. Back up pictures can be done at the rink when coaches are present for programing with personal camera. | | |  | Sandy/Lynnell will be contacting photographers. | |
| * 1. *Program Review*   Lynnell reviewed the program numbers. CanSkate registration numbers are currently much lower than capacity.  Contributing factors may include competition with other learn to skate programs. ASC needs to distinguish how being in a Skate Canada approved program gives new skaters advantages over other learn to skate programs. Information can be provided through social media, advertising, new creative marketing ideas, radio live broadcasts and Home and Garden Show.  Suggestions include:   1. Testimonials from parents/skaters 2. Coach to skater ratios 3. Quality over price 4. What skaters can expect to learn/become proficient in   The Power Program is 80-90% full. We may look at realigning some of the programs based on demand. | | |  |  | |
| 1. **Coaches’ Corner**    1. *Power Pilot Program*   Program has been going well with positive feedback. Lynnell and Chalsie are waiting on Skate Canada to provide additional feedback.   * 1. *Gala 2018*   Date: June 2nd, 2018  Theme: Heros and Villains  Coaches: Kaylee, Ashley, Lynnell, Chalsie and Tammy.  Fee: $150.00 (includes costume) A motion by Deb to approve the Gala fee, was seconded by Sarah. All in favor, motion approved.  Costumes potentially will be measured and ordered at the store next to Sobey’s depending on if there is a fee.  Gala Decorations needed:   1. We need more Christmas lights. LED White/Clear enough to go around the perimeter of the ice (approximately 570 feet.) 2. We need more curtains/black material to cover the boards around the perimeter of the arena.   WestJet Ticket Fundraiser (GALA)   1. Andrea will apply for WestJet ticket to use as fundraiser for Gala. 2. Sarah will apply for raffle license ($5 per ticket/600 tickets) – Beginning sales April 28th at AGM– Winner drawn after Gala on June 2nd) 3. Sandy will have the raffle tickets printed. 4. Gala participants sell raffle tickets (5 tickets per family). Remaining tickets offered for sale at AGM and Gala. | | |  | Gala coaches are looking into options for costumes.  Andrea will shop around at the after Christmas sales.  Chalsie will look into getting more black material. | |
| * 1. *Group Routines*   Kelly is working with StarSkate Prep skaters in preparation for events week on March 6, 8, and 10. Skaters will be performing group routines and solos during regular skating sessions. | | |  |  | |
| 1. **Financial Corner**    1. *Financials*   No Update | | |  |  | |
| 1. **Program Assistant Corner**    1. *PA Team Building/Pool Party*   Scheduled for January 28th – Port O’Call  Time: 12:00pm – 2:30 pm | | |  |  | |
| 1. **Test Chair Corner**   No Update | | |  |  | |
| 1. **Fundraising & Volunteer Corner**    1. *Opportunities for Fundraising in 2017/2018* 2. Calgary StarSkate Invitational on December 7-9, 2018   Email motion to apply to host this event passed.   1. Bingos – Sarah is looking into this. 2. 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. Alberta Winter Games 2020   No Update | | |  | Lynnell will confirm schedule.  Janine will email City about ice availability at Genesis Place.  Sarah will put in the application. | |
| * 1. *Parades and Events 2017/2018*   Janine will monitor to ensure we are able to apply and  participate in the Canada Day Parade | | |  |  | |
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| Meeting Adjourned: 8:35PM. Motion to approve by Deb, Seconded by Sarah, 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 | 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 |