



# Executive Meeting Minutes

<b>Date of Meeting:</b> November 18, 2019	<b>Time of Meeting:</b> 6 – 8 pm
<b>Location of Meeting:</b> Ron E. Boardroom	<b>Snack Responsibility:</b> Tara Vatcher
<b>Invited Executive:</b> Sarah Nunn, Cathy Mess, Debra Dolhun, Tara Vatcher, Lynnell Moss, Janine Hauk, Kelly Kirby, Chalsie Doiron, Kaylee Marcoux	
<b>Regrets:</b> Janine Hauk, Chalsie Doiron.	

Agenda Item	Content	Actions
1. Welcome	Meeting called to order at 6.13pm	
2. Approval of previous minutes	Motion to approve October 14 <sup>th</sup> Meeting Minutes by Debra, seconded by Tara, all in favor, motion passed.	
3. Approval of agenda	Motion to approve agenda by Cathy seconded by Debra, all in favor, motion passed.	
4. Email motions	<p>Oct 25, 2018:  <b>Motion</b> by Cathy for the following board positions:            1. Sarah Nunn to move to President for the interim. 2. Debra Dolhun to move to Vice President for the interim. 3. Tara Vatcher to move to Fundraising/Volunteer Director for the interim.            Second by Debra. All in Favour. Motion passed.</p> <p>Nov 13, 2018:  <b>Motion</b> by Debra to add \$50 to the Voip line account. Seconded by Tara. All in favour, motion passed.</p>	
5. Presidents corner	<p>5.1. Bylaw changes &amp; societies filing.            Kelly from section has offered to talk to Sarah to discuss changes that are required to the next iteration.            Minutes from 2016 AGM have been sent by Sandy. They are missing test achievements. Then they can be posted, and filed with societies.</p>	Lynnell to fill in test achievement names. AGM minutes then complete.

	<p>5.2. AGM  Within 30 days of the last skate session – bylaw. Canskate finish sooner than star skate, the Gala date can be within 30 days of starskate.  Discussion on having after the gala, but given family attendance this may not be ideal. Evening event only, after dinner desserts. Build your own sundae!  Golden Rod. Balzac Hall are two good options where we can bring our own desserts.</p> <p>5.3. Locked door incident at G.P.  Kelly gave overview of the incident. Janine contacted the City to discuss the incident. The City will deal with the repair bill for this incident.</p> <p>5.4. Contract update  Contracts will be signed with new executive and saved to dropbox and given to coaches. Currently coaches do not have a signed copy. The board will complete these asap. Melissa needs new contract. Natasha’s contract for on and off ice schedule B’s should be combined to be consistent with the others. There is no contract for Roxanne the book keeper as yet.</p>	<p>Janine and Lynnell to get a couple of quotes/options.</p> <p>Sarah, Debra, Tara and Cathy to finalise contracts asap.</p>
<p>6. VP’s corner</p>	<p>6.1. Survey results  Action plan: Deb to pull out the positive and negative results and then come up with a plan.</p>	<p>Deb will PDF it and send to the team.</p>
<p>7. Finance / Treasurer Corner</p>	<p>7.1. Finances – interim plan  Cathy dealing with finance for the interim.  <b>Motion</b> to have Deb and Sarah with signing authority, Tara seconded, all in favour. Motion passed.</p> <p>7.2. Book keeper  Need to get a contract for the book keeper. This was done historically. The board feel that a book keeper is needed to keep the finances / records in check.</p>	<p>Board to email ATB with the minutes and any other information required to update banking signatures.</p> <p>(in contracts above)</p>

	<p>7.3. Parade budget information should be on the tracking sheets - outstanding Parade budget for Dec 1, 2018. \$100. Can't hand out any adverts or candy. \$35 fee for entry. \$50 for coffee/ hot chocolate.</p>	
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Pub Night feedback 94 tickets sold in total. Made over \$2000 including the event, raffle and 50/50. Most report a fun social evening. Perhaps a social night should be organised once per year as a small fundraiser.</p> <p>8.2. Wine Survivor. Plan on the same 70/30% split for skater/club for the profits. Last year was \$25 a ticket with teams of 6, which included a \$15 bottle of wine. Sarah will pull the AGLC licence from last year to see what we made. Lynnell to practice ticket sales on uplifter - electronic ticket preferred, but need to check the notes can be downloaded with team name and participants. Plan: Market in Dec. Sales in Jan - Pull tickets mid Feb/family week. "to help with the Jan/after Christmas blues!"</p> <p>8.3. Other fundraising Bottle drive Jan 5 - lose plan (weather dependant) 50/50 - Gala -need to get licence</p> <p>8.4. Competition planning Update from Janine needed for shifts on sign up genesis. Idea: could we give credits to use for next year? We need to know how much money Skate Canada are going to give us. The City of Airdrie did a tourism calculation: distance travelled, income for the city. The last competition we hosted, the city benefitted by \$500K</p> <p>8.5. Christmas Parade</p>	<p>Sarah: AGLC licence info. Lynnell: practice with tickets on uplifter</p> <p>Will ask Janine for the spreadsheet to see how many shifts need to be filled.</p> <p>Sarah: ask Skate Canada about the grant for the competition.</p> <p>Ask Janine if anyone signed up to volunteer for parade. Email membership with</p>

	<p>Set up at Tara's house again. Times same as last time. All decorations already with Tara. Budget already discussed.</p> <p>8.6. Alberta winter games 2020          Opportunities to work a casino shift or two to help the winter games. This could be beneficial for the club as far as publicity and potential grants once the games are completed. Discussion on helping out with the skating events and potentially giving members credits for doing a casino.</p>	details.
9. Test Chair	<p>9.1. Updates          Deb has the binder. Keys for display cases too 😊          Upcoming tests: Mid Dec - Calata for the Star 5 and up.</p>	
10. Administration	<p>10.1. Volunteer sign up</p> <p>10.2. Program descriptions for website: Lynnell to assist Janine - outstanding</p> <p>10.3. Keys for office, cages etc.          Discussion on some type of secure box in the office or lockbox with a code.          Make sure door locked - reminder for coaches already sent.</p>	
11. Director of Skating	<p>11.1. Hiring update - coaches          No update - remove item.</p> <p>11.2. Program schedule          No changes. The intro will be cancelled as of Jan. Co-sharing this session for this program to make more cost effective.</p>	
12. Coaches corner	<p>12.1. Gala          Registration: Canskate: 4 (1 about to register), Intro: 27 Star: 33 (potentially another 5). Total: 64 registered. Almost all measured. Wait for Tuesday for final numbers - considering budget, numbers of seats available and volunteer time. Discussion on 1 verse 2 shows.          Ticket pricing: \$5 or \$7 a seat (discussion on discount 5 for \$25, or 3 for \$20). Could sign up/pay for seats in uplifter.          Kelly asked for Volunteer roles to be filled internally then to send</p>	<p>Sarah &amp; Deb to check contract re: amounts paid to coaches for gala positions.</p> <p>Kaylee and Kelly to provide 2 budgets outlining cost difference between 1 show vs 2</p>

	<p>out to Gala members for filling spots. Kelly also asked about credit designation for Gala roles - Sarah felt we needed to wait until the Janine H could show an update on the Sign-up Genesis regarding how many spots were remaining.</p> <p>Solos/pairs - those who qualify for sectionals will be added in. Other features will be drawn out of a hat. (solo/doubles/trio's) Features practice session would be at the expense of parent. Picture info - to arrange in January.</p>	shows.
13.Website & Social Media	<p>13.1. Skater of the week feedback Positive feedback.</p> <p>13.2. Other updates Newspaper articles that Chalsie arranged. Interviews with Jaden, Ben and Heather. Okotoks competition - goal is to get some coverage for this event too.</p>	
14.Program assistance corner	<p>14.1. Update Team building event idea: Kidnap breakfast, Wake up kids and take them for breakfast in the PJ's. Smitties will open up earlier. Adult cost \$14 for breakfast. 2 hour rental for van/limo- unknown cost. Dec 15/16 - Christmas theme. Gift exchange <b>Motion:</b> Tara motioned for \$500 budget, Cathy seconded. All in favour. Motion passed.</p>	<p>Cathy to pull last years budget for PA team building.</p> <p>Kelly will look at costs of van/limo, etc.</p>
15.Other items	<p>15.1. Storage locker The parade float materials are stored in the locker. Other items can be stored there too (old paperwork, old raffle tickets etc)</p> <p>15.2. The notice boards Kelly &amp; Lynnell will work on it. They have some materials in mind.</p> <p>15.3. Skate Canada Scrapbook page 50<sup>th</sup> anniversary of AB Skating. To be done by March 15, 2019. Can ask Anita for historical piece. Sarah to do.</p>	<p>Kelly &amp; Lynnell</p> <p>Sarah</p>

	<p>15.4. Vacant positions</p> <ul style="list-style-type: none"> <li>• Test chair</li> <li>• Sec</li> <li>• Director at large x 2</li> <li>• Past president: Kaylee to send on email from section about past president scenario.</li> </ul> <p>Discussion around “expression of interest”. Asking why people are interested in volunteering. Informal chat (interview) with candidates. (Note: this process was in place previously)</p> <p>15.5. Conflict resolution &amp; Policy updates - outstanding</p> <p>15.6. Parents contact / forum - to investigate/sharpening/advice - what would be a good venue - facebook group, others?</p> <p>15.7. Tara is going to make vinyl letters for the green signs for Can Skate</p>	<p>Expression of interest e-mail to send out - Sarah to draft it.</p> <p>Kaylee to send information from section re: past president.</p> <p>Lynnell and Sarah</p> <p>Chalsie to look at options</p>
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**Motion:** to adjourn the meeting by Cathy, seconded by Tara, all in favour.  
Meeting adjourned at 8.38pm

<b>Future meetings:</b>				
<b>Meeting Type</b>	<b>Date</b>	<b>Time</b>	<b>location</b>	<b>Snack responsibility</b>
Board meeting	Dec 16	10am-1pm	Ron E. Boardroom	Pot luck
Board meeting	Jan 6	6pm - 9pm	Ron E. Boardroom	Kelly Kirby
Board meeting	Feb 3	10am-1pm	Ron E. Boardroom	Cathy Mess
Board meeting	Mar 10	6pm-9pm	Ron E. Boardroom	Kaylee Marcoux
Board Meeting	April 7	10am-1pm	Ron E. Boardroom	Sarah Nunn
AGM	Before May 17		TBD	