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| **Date of Meeting**: | December 10, 2017 | **Time of Meeting**: | 6:00 PM – 9:00 PM |
| **Location of Meeting**: | Ron Ebbeson Arena | **Snack Responsibility**: | Free Form |
| **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:** | Andrea Bianchini; Lynnell Moss; Chalsie Doiron; Sarah Nunn |
| **Absent:** |  | | |

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| Meeting called to order at 6:07 PM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations** | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Jackie seconded by Deb, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve November Meeting Minutes by Tara, Seconded by Deb, 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. | | |  |  | |
| **ACTION ITEMS**  **Completed**   * Board member appreciation dinner – December 3rd * Christmas Parade – December 2nd * Wine Survivor – November 24th   **Outstanding**   * Bingo status (Sarah) **14.2** * Updated Test Chart with Summer Tests (Kaylee) | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) – Jeanine will put in word | | | | | |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email Skate Canada Policy to the Board for review.) * Photo day for coaches (Lynnell) – Lynnell is trying to set something up for on the Christmas Break – Sandy will discuss with Lynnell * Upcoming Brainstorm Deadlines **7.5** * Task Distribution Brainstorm **7.6** | | | | | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Financials/AGM Final Spend/Budget (Cathy, Sandy)* **6.2**   Budget is almost finalized | | |  | Janine still needs passwords – Cathy will provide  Jeanine will provide word document for Financial Roadmap meeting and new process | |
| 1. **President's Corner** | | |  |  | |
| * 1. *2017-2018 Budget*   Everything is up to date | | |  |  | |
| * 1. *Upcoming Deadlines / Task Brainstorm* | | |  | Jeanine will send targeted emails | |
| 1. **Vice Presidents Corner** | | |  |  | |
| * 1. *Competition Accommodation Project*   It was discussed that it may make sense to have this designated to an individual – Deb Dolhun offered to take this on for the 2017/2018 season | | |  | Put in Sandy’s corner. | |
| 1. **Admin Corner**    1. *Volunteer Cheques*   Will only probably end up cashing 2 cheques  Discussed flagging with Skate Canada those who are delinquent and leave our program | | |  | Janine will follow up with Larry to see if we can have our January Board meeting upstairs and have our New Year Kickoff meal prior to | |
| 1. **Director of Skating Corner**   Ringette and AMHA have expressed an interest in collaborating  on Power Programs | | |  |  | |
| * 1. *Core Values/Vision*   Crisis intervention in Sport – Lynell has attended some seminars and is working with Deb in the hope of finding synergies and alignment with our core values and anti-bullying policy. | | |  |  | |
| * 1. *FlexaFit Program - Dryland Training*   Jeanine indicated that Lynnell has been in conversation with Signe but they have not been able to connect due to scheduling conflicts | | |  |  | |
| * 1. *Coaches’ Contracts* | | |  | Lynnell has the list and will follow up | |
| * 1. *Hometown Hockey*   Hometown Hockey - need volunteer for Parade of Athletes and other roles | | |  | Janine will send out another email | |
| 1. **Coaches’ Corner**   Power Pilot program – Lynnell and Chalsie have been available  to and have spoken with parents and the feedback has been  positive.  Gala – need to ask for more ideas – maybe use Instagram  Coaches for Gala – Kaylee, Ashley, Lynnell, Chalsie and Tammy | | |  |  | |
| 1. **Financial Corner**   Continuing to work Roxanna | | |  | Roxanna is missing one piece of backup which was Lynnell.  Cathy is going to review what Lynnell has sent and if applicable send to Roxanna | |
| 1. **Program Assistant Corner**   January 28th – booked – Port O’Call  12:00 – 2:30 pm | | |  | Kelly will email Janine so a planning email can go out | |
| 1. **Test Chair Corner**   Nothing to update – may be a high test day in the New Year | | |  |  | |
| 1. **Fundraising & Volunteer Corner**    1. *Casino (November 3rd and 4th, 2017)*    2. *Other Opportunities for Fundraising in 2017/2018* 2. Bingos – Sarah is looking into this. 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   A successful fundraiser. Discussion on perhaps doing this earlier in the season   1. Competitions   No update   1. Alberta Winter Games 2020   No update | | |  | $5100 in ticket sales  $2375.34 for wine  $36.75 in printing  $1700 distributed in credits  Club made $987.91 | |
| * 1. *Parades and Events 2017/2018*   Janine will monitor to ensure we are able to apply and  participate in the Canada Day Parade | | |  |  | |
| **In Camera: Entered 7:24 pm Closed 7:32 pm** | | | | | |
| Meeting Adjourned: 7:24 pm. Motion to approve by Deb, Seconded by Cathy, 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 | January 7th@ 6:00PM | REA Board Room | | | Overtime Lounge |
| 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 |