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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**
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| 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 provideJeanine 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 chequesDiscussed 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 season1. Competitions

No update1. Alberta Winter Games 2020

No update |  |  $5100 in ticket sales$2375.34 for wine$36.75 in printing$1700 distributed in creditsClub 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 |