



Executive Meeting Minutes

Date of Meeting: December 16, 2018 Location of Meeting: Ron E. Boardroom		Time of Meeting: 10 – 1 pm Snack Responsibility: Pot luck	
Invited Executive: Sarah Nunn, Cathy Mess, Tara Vatcher, Lynnell Moss, Janine Hauk, Kelly Kirby, Chalsie Doiron, Kaylee Marcoux, Chalsie Doiron.			
Regrets: Janine Hauk, Debra Dolhun,			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 10.16am		
2. Approval of previous minutes	Motion to approve November 18 th Meeting Minutes by Cathy, seconded by Tara, all in favor, motion passed.		
3. Approval of agenda	To add in the AGM minutes for 2016 “Successful testing season” Motion to approve agenda by Tara seconded by Cathy, all in favor, motion passed.		
4. Email motions	Dec 11, 2018 Motion by Debra to purchase costumes for gala (Budget of \$65 per skater). Seconded by Tara. All in favour, motion passed. Discussion: Gala fee was already approved and therefore no other votes/motions are required.		
5. Presidents corner	5.1. Bylaw changes & societies filing. ly from section has offered to talk to Sarah to discuss changes that are required to the next iteration. M minutes to submit with bylaws in interim.	Work with Janine to get old bylaw changes submitted.	

	<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. evening event only, after dinner desserts. Build your own sundae!</p> <p>5.3. Contract update Contracts are done and sent and saved to dropbox. There is no contract for Roxanne the book keeper as yet – recommend 3 quotes before deciding on book keeper.</p>	<p>Janine and Lynnell to get a couple of quotes – in progress.</p> <p>Book keeper quotes.</p>
6. VP's corner	<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>
7. Finance / Treasurer Corner	<p>7.1. Finances – interim plan Why dealing with finance for the interim. Contacted ATB to have Deb and Sarah with signing authority. ATB replied back, waiting confirmation.</p> <p>7.2. Book keeper Deb 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. Quotes in process.</p> <p>7.3. Parade budget information should be on the tracking sheets – outstanding parade budget for Dec 1, 2018. \$50 for coffee/ hot chocolate. Sarah to submit receipt for coffee. Event well attended, and good feedback from parents and kids.</p>	<p>Board to email ATB with the minutes and any other information required to update banking signatures.</p> <p>(in contracts above)</p>
8. Fundraiser and Volunteer Corner	<p>8.1. 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. Janine and Lynnell tried out the tickets uplifter</p>	

	<p>Sarah & Tara: AGLC licence Licences from last year – facebook. Date 19-22 Feb draws. (Tuesday to Friday)</p> <p>8.2. Other fundraising Bottle drive Jan 5 2019 – lose plan (weather dependant) \$50 – Gala –need to get licence</p> <p>8.3. Competition planning Date from Janine needed for shifts on sign up genesis. Idea: could we give credits to use for next year? Need to know how much money Skate Canada are going to give us.</p> <p>8.4. Alberta winter games 2020 Ask about opportunities to work a casino shift or two to help the winter games. Ask Shauna from the City of Airdrie about the winter games.</p> <p>8.5. Email to membership – bottle drive and wine survive, competition shifts, and raffle prizes needed (re-gifting unwanted Christmas gifts!)</p>	<p>Tara to set up – cancel if weather is bad.</p> <p>Will ask Janine for the spreadsheet to see how many shifts need to be filled. Sarah: ask Skate Canada about the grant for the competition.</p> <p>Tara and Sarah to draft email.</p>
<p>9. Test Chair</p>	<p>9.1. Updates Lynnell has the binder and has been cleaning it up. Shifts: Mid Dec – Thorncliff Greenview for the Star 5 and up – very successful. Shift days at the club during sessions in Dec for star 5 and below.</p>	
<p>10. Administration</p>	<p>10.1. Volunteer sign up – There are still a few people that haven't signed up. Janine is following 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> <p>10.4. Cookies from Subway – donated. All groups got them, but short some of the star groups. Janine bought extra to cover the numbers (\$31.50).</p> <p>10.5. Ice time: Requested ice time for spring and fall power camps. City of Airdrie have sent out an email asking for users to wait until decisions have been made.</p> <p>10.6. Finances/ receipts reminder - All receipts should be copied to Janine and Cathy. Equipment receipts to Lynnell as they come under her equipment budget.</p>	
11. Director of Skating	<p>11.1. Program schedule sharing intro, and prep with can skate for 8.45am Saturday session for this program. Cancelled two day time sessions from Jan.</p> <p>11.2. Plaque’s need to be updated at the Plainsman Arena</p> <p>11.3. Mix up on Dryland – Friday Dec 7th – Discussion on how to prevent this in the future using the scheduler system.</p> <p>compensation back to parents – ask Janine to credit those families.</p> <p>11.4. Registration numbers 2013: approx. 400 2014-2017: approx. 800 2018: 400. Update on numbers will be emailed next week.</p>	
12. Coaches corner	<p>12.1. Gala Total: 84 registered. Best skaters contacted. Other features will be drawn out of a hat. (solo/doubles/trio’s) Picture info – to arrange in January</p>	

	<p>photographer contacted – still to confirm dates – potential for Sunday 31 March.</p> <ul style="list-style-type: none"> - Need costumes ordered - Need to contact City for photographer space (potential dryland rooms) - Team decided on 2 shows - Media role - Chalsie <p>ticket pricing: \$5 each. Will be done in uplifter.</p>	
13. Website & Social Media	<p>13.1. Skater of the week feedback positive feedback.</p> <p>13.2. Other updates photok competition – Picture sent and printed in newspaper.</p>	
14. Program assistants' corner	<p>14.1. Update ra's rather than Smitty's – deal is 7-9\$. plan to do a breakfast in your PJ's!</p> <p>2 PA schedule for Jan – email sent to assistants for their availability.</p>	Cathy to pull last years budget for PA team building.
15. Other items	<p>15.1. Clean up! Office and files stored at Sarah & Cathy Houses – first week of Jan.</p> <p>15.2. The notice boards Kelly & Lynnell – waiting until new year. Advertisement posters in every rink.</p> <p>15.3. Skate Canada Scrapbook page h anniversary of AB Skating. To be done by March 15, 2019. Can ask Anita for historical piece. Sarah to do.</p> <p>15.4. Vacant positions</p> <ul style="list-style-type: none"> ● Sec ● Director at large x 2 ● Past president: Kaylee to send on email from section about past president scenario. 	<p>Kelly & Lynnell</p> <p>Sarah</p> <p>Expression of interest e-mail to send out – Sarah to draft it.</p> <p>Kaylee to send information from section</p>

	15.5. Conflict resolution & Policy updates – outstanding	Lynnell and Sarah		
	15.6. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others?	Chalsie to look at options		
	15.7. Tara is going to make vinyl letters for the green signs for Can Skate			
Motion: to adjourn the meeting by Cathy, seconded by Tara, all in favour. Meeting adjourned at 12.44pm				
Future meetings:				
Meeting Type	Date	Time	location	Snack responsibility
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	