



# Executive Meeting Minutes April

<b>Date of Meeting:</b> April 19 <sup>th</sup> , 2020		<b>Time of Meeting:</b> 3:00pm	
<b>Location of Meeting:</b> Virtual Zoom Meeting (CoVid19)		<b>Snack Responsibility:</b> N/A	
<b>Invited Executive:</b> Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Lynnell Moss, Debra Dolhun, Janine Hauk, Annette Loff, Denika Falloon, Tammy Schmidt, Cathy Mess			
<b>Regrets:</b> Tammy Schmidt			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 3:04 pm		
2. Approval of previous minutes	Motion to approve March Minutes by Krista seconded by Tara. All in favour, motion approved.		
3. Approval of agenda	Motion to approve April Agenda by Tara seconded by Robyn. All in favour, motion approved.		
4. Email motions	4.1. Deb motioned to accept the 2017-2018 and the 2018-2919 financial statements and finalize them. -This was seconded by Denika. -6 yes, 1 no response= motion passed.		
President's Corner	5.1. Mission Statement and Bylaw changes & societies filing - For future planning meeting: -Bylaws are completed and ready to go. New Bylaw meeting date to be set	5.1. Tabled	

	<p>5.2. Conflict resolution &amp; Policy updates:</p> <p>5.3. Board Leadership Training:</p> <p>5.4. March 21-22 Casino Update:  <i>-4 people volunteered for casino but it was canceled due to Covid-19. Waiting to hear if they announce a new date.</i></p> <p>5.5. Update on Nomination for a 10-week registration and Skate Canada Fee:</p> <p>5.6. AGM Planning:  <i>-Postponed until further notice</i>  <i>-Picture Slide Show will be sent out to skaters until we can all meet at AGM</i></p> <p>5.7. Meeting Schedule (Starting Aug-Prelim Plan)</p> <p>5.8. Succession Planning and Positions</p>	<p>5.2. Tabled</p> <p>5.3. Tabled</p> <p>5.4. Tabled</p> <p>5.5. Sarah to look into this</p> <p>5.6. -Deb to contact Skate Canada about AGM and Quorum numbers?  -Sarah and Deb to draft an email to membership and include a slide show of kids from Coaches.</p> <p>5.7. Tabled</p> <p>5.8. Tabled</p>
<p>6. VP's corner</p>	<p>6.1. Survey results - Suggested improvements:</p> <p>6.2. New Formation of Contract Committee Update:  <i>-Current Members: Deb, Cathy and Sarah</i>  <i>-There has yet to be new interest shown in joining this committee</i></p>	<p>6.1. Tabled</p> <p>6.2. Tabled</p>

	<p><b>6.3. Outstanding Contract Update:</b>  <i>-Both Dryland coaches and insurance</i>  <i>-Dryland coaches will need to acquire their own insurance</i>  <i>-Dryland teachers are currently looking into the implications of this</i></p> <p><b>6.4.a. Coaches Contracts:</b>  <i>- Pay Dates Needs to be Review</i>  <i>15<sup>th</sup> and 30<sup>th</sup> coaches can charge bi monthly-this needs to be changed</i>  <i>In order to cross reference payments so no overcharging takes place</i>  <i>Wording in contract renewal needs to be reviewed before sending out again in the next contract cycle.</i>  <i>-looking to streamline invoice process for coaches</i>  b. <i>-Ask coaches to send in letters of intent (Give them 4 weeks)</i></p> <p><b>6.5. Update on Mid-Point Reviews for February:</b>  <i>-Contract Committee have completed all but one of these</i>  <i>-The last one was canceled due to COVID19</i></p>	<p>6.3. Tabled</p> <p>6.4.a. Contract Committee to draft something up</p> <p>b. Contract Committee to send out emails asking coaches for their Letters of Intent. Giving coaches a 4-week window to respond</p> <p>6.5. Contract Committee will offer a Zoom Meeting with the last Coach. Deb to send this Zoom Meeting follow up email out</p>
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<p>7. Finance / Treasurer Corner (Janine's Update)</p>	<p>7.1. Book keeper / Accountant:  <i>-Credit Card on hold until COVID Crisis passes</i>  <i>-Book Keeper is currently working on 19/20 Financials</i></p> <p>7.2.a. New financial processes Update (Cathy &amp; Deb/Sarah):  <i>-Janine is working with Madison/Jorge from ATB Calgary now to help rectify all of our banking needs</i></p> <p>b. Update on all Banking Items (Deb/Janine):  <i>-ASC exploring changing banks. Deb presented info from Scotiabank and Robyn brought print info from RBC but plans to follow up with RBC for more detail. Janine and Debra looked at the charges – difficult because of the number of transactions we have (uplifter etc.)</i></p> <p>c. Separate account for Casino's Update:  <i>-AGLC will be sending us a letter soon about our account</i>  <i>-We now have this letter and it is due on May 23<sup>rd</sup></i></p> <p>d. Update from ATB on EFT:  <i>-EFT Had been paying Coaches by this and ATB had been charging \$20 per EFT. This can't be happening ATB is looking into how they can change this</i></p> <p>e. Over Draft on Credit card Update:  <i>- Sarah &amp; Deb to find old meeting minutes, sign them and re submit them for Credit Card Limit Approval</i>  <i>-Janine now has a Debit card for deposits only</i></p> <p>7.3. GIC Update:</p> <p>7.4. Accounts Voting:</p> <ul style="list-style-type: none"> <li>• PA account needs to be pulled into main account</li> <li>• All other misc. accounts will need to be pulled into main account.</li> <li>• Credits for uplifter – updating policy for using the credits within the fiscal year. (discussion on bottle drives and profit sharing)</li> </ul>	<p>7.1. Tabled</p> <p>7.2.a. Tabled</p> <p>b. Tabled</p> <p>c. Cathy &amp; Deb to do AGLC Letter</p> <p>d. Tabled</p> <p>e. Tabled</p> <p>7.3. Tabled</p> <p>7.4. Janine will talk to bookkeeper about how to close the PA account</p>
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	<p><b>7.5. Current Financial Situation:</b>  <i>-We have a dryland room refund coming from the City for the Months of March/April</i>  <i>-All coaches have been paid now for their group programs</i>  <i>-Skate Canada has been paid up to date</i>  <i>-We will still have a SOCAN quarterly fee due</i>  <i>-All skater refunds have been completed</i>  <i>-Still a few outstanding cheques that need to be cashed from the competition we held</i>  <i>-All Skating tests have been paid for</i></p> <p><b>7.6. COVID Planning &amp; Contractors:</b>  <i>-Moved to in camera</i></p>	<p>7.5. Tabled</p> <p>7.6. Moved to in camera</p>
<p>8. Fundraiser and Volunteer Corner</p>	<p><b>8.1. Fundraising plan:</b></p> <ul style="list-style-type: none"> <li>• Spring “President of the Patio”: Postponed</li> </ul> <p><i>-Robyn to update dates and email team (March 21-April 16<sup>th</sup> Final Daw Date)</i>  <i>- Will stay at 4 -people/team with a \$25 credit.</i>  <i>-Chalsie will work to promote this on FB, INSTA, &amp; Webpage</i></p> <p><b>8.2. Other fundraising.</b></p> <ol style="list-style-type: none"> <li>a. New App for non-profit and local business linkage for fundraising Update (Tara &amp; Sarah):</li> <li>b. <i>Competition Profit: was \$11 693.78</i></li> </ol> <p><b>8.3. Gift Cards for AGM Raffle Next Steps: Postponed</b></p> <p><i>-AGLC License?</i></p>	<p>8.1. Sarah to cancel this license</p> <p>8.2.a. Tabled</p> <p>8.2.b. Completed</p> <p>8.4. Sarah to cancel AGLC licenses for Gift Card Raffles.</p>

9. Test Chair	<p>9.1.Cleaning Test Paperwork update:</p> <p>9.2. Star 1 to 6 Test Update: -Star online training has been re- vamped. New material came out April 2020</p>	<p>9.1. Tabled</p> <p>9.2. Competed</p>
10. Administrator Corner	<p>10.1.Home and Garden Show Update:</p> <p><i>-looking at October for new date</i> <i>-They have kept out money but if the new date does not work for us they will refund our money back</i></p>	10.1. Tabled
11. Director of Skating	<p>11.1.Program and Registration Overview:</p> <ul style="list-style-type: none"> <li>-waiting on ice allocation from city for fall session</li> <li>-submitted our start and end dates to City</li> <li>-waiting on Special Events Calendar from City</li> <li>-waiting on Skate Canada Calendar</li> </ul> <p>11.1.a. -Lynell has been talking with AMHA about collaborating over a Power Skating Program for Atom City Teams (possibly up to 12 teams) -She will draft up a schedule and send to board for input/approval</p>	<p>11.1.a. Tabled</p> <p>11.1.b. Lynell will send an email to board members for us to vote on before sending to AMHA.</p>

	<p>11.2. ASC selling of badges/ribbons: -Invoice for Okotoks:</p> <p>11.3. ASC Skater Disciplinary policy wording Update:</p>	<p>11.2. Lynell to follow up with this.</p> <p>11.3. Tabled</p>
13. Website & Social Media	<p>13.1. Update the website with the board members policies</p> <p>13.2. Dropbox: Sarah to lock contracts folder (DropBox - not able to do this without paying for it) and then all of board will have access.</p>	<p>13.1. Chalsie to Follow up</p> <p>13.2. Tabled</p>
14. Program Assistants' Corner	<p>14.1. Winter update: Postponed</p> <p>- Board to put together a little year-end thank you gift for PA's</p>	<p>14.1. -Chalsie to fill out thank you cards.</p> <p>-Deb to pick up Dollar Store treats.</p> <p>-Robyn to drop off on door step.</p>

15. Other items	15.1. Notice Boards Update:  15.2. Certain Bingo Halls will transfer Volunteer Credits to Sports Organization	15.1. Tabled  15.2. Tabled															
<p><b>Motion:</b> Debra motioned to go into camera at 4:49pm Cathy Seconded. Debra Motioned to come out of camera at 5:25pm</p> <p>Cathy Motion to adjourn meeting at 5:25pm and Tara seconded.</p> <p>Meeting adjourned at <u>5:25pm</u></p>																	
<p><b>Future meetings:</b></p> <table border="1"> <thead> <tr> <th>Meeting Type</th> <th>Date</th> <th>Time</th> <th>location</th> <th>Snack responsibility</th> </tr> </thead> <tbody> <tr> <td>AGM</td> <td>May 2</td> <td>7pm</td> <td>Curling Club</td> <td>n/a</td> </tr> <tr> <td>Board meeting</td> <td>Sun June 7</td> <td>6pm-8pm</td> <td>REA Boardroom</td> <td>Sarah</td> </tr> </tbody> </table>			Meeting Type	Date	Time	location	Snack responsibility	AGM	May 2	7pm	Curling Club	n/a	Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah
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