



Executive Meeting Minutes

Date of Meeting: February 3, 2019 Location of Meeting: Ron E. Boardroom		Time of Meeting: 10am – 1pm Snack Responsibility: Cathy Mess
Invited Executive: Sarah Nunn, Cathy Mess, Tara Vatcher, Lynnell Moss, Janine Hauk, Kelly Kirby, Chalsie Doiron, Kaylee Marcoux, Chalsie Doiron. Debra Dolhun, Robyn Par,		
Regrets: Krista Hannah		
Agenda Item	Content	Actions
1. Welcome	Meeting called to order at 10.10am	
2. Approval of previous minutes	Motion to approve Jan 6 Meeting Minutes motioned by Debra, seconded by Tara, all in favor, motion passed.	
3. Approval of agenda	Motion to approve agenda by Debra seconded by Tara, all in favor, motion passed.	
4. Email motions	Motion: no email motions.	
5. Presidents corner	5.1. Bylaw changes & societies filing. Kelly from section has offered to talk to Sarah to discuss changes that are required to the next iteration. Too late for 2019 AGM – will be a summer task. Janine submitted 2016 approved by-laws. 5.2. AGM ine and Lynnell booked curling club. May 4 th 6pm-10pm. \$400 cost. Check into Hannah’s restaurant and the cost to open the bar.	Sarah to connect with Kelly from section. Janine to enquire with curling club Janine to book room for June.

	<p>5.3. Meeting schedule – book June, rest after AGM.</p> <p>5.4. Planning meeting for comp – Friday March 8th, Sarah’s house Lynnell will look at meetings for volunteers to explain the roles.</p> <p>5.5. Next competitions applied for 2019/2020. Dec and Feb dates on the ice users meeting. Unlikely we will be granted Feb 2020 based on the games.</p> <p>5.6. Board members confidentially agreements. Template on Skate Canada website, Sarah to put together on ASC format and send to everyone. We should sign every June after AGM. Can include key sign out on this sheet</p> <p>5.7 Contract committee (Debra, Cathy and Sarah.) Mid term reviews to arrange Feb – optional for coaches. Deb to send invite. Letters of Intent – 3rd week March for most coaches, Core coaches due by April. Contract drafted by May and signed by June.</p>	<p>Sarah & Lynnell.</p> <p>Janine and Lynnell</p> <p>Sarah.</p> <p>Contract committee.</p>
<p>6. VP’s corner</p>	<p>6.1. Survey results Lynnell emailed results to the board for review.</p> <ul style="list-style-type: none"> ● ALL: Review survey results. Suggestions for further improvements at the next meeting. ● Suggested improvements <ul style="list-style-type: none"> ○ CanSkate introduction session – look at potential, laces, helmets etc at info session. Intro session on day 1 when the kids are on the ice, or maybe week 2? ○ Can we put updates on-line for each level – work in progress at the moment. Program cheat sheet to develop – on front page. Dumb down explanation of program levels. ○ More information on the website re equipment – information for new parents (where to get skates sharpened, what kinds of skates, video from Kaylee on how to tie your skates). Some links can be used to Skate Canada page 	<p>Chalsie to update the website.</p> <p>Janine and Lynnell will look at the email to parents.</p>

	<ul style="list-style-type: none"> ○ Equipment information prior to first session – could include in the first day of skating email. Info session? – leaflet to be developed. Suggested that there are volunteers in the room on the first day of skating. <p>Discussion on helmets – Lynnell will ask skate Canada if they have any resolutions.</p>	
7. Finance / Treasurer Corner	<p>7.1. Finances – interim plan</p> <p>Board to email ATB with the minutes and any other information required to update banking signatures for Debra and Sarah. – completed.</p> <p>7.2. Book keeper</p> <p>The board feel that a book keeper is needed to keep the finances / records in check. Cathy contacted Roxanne to arrange to have 2018 finances looked at and finalised.</p> <p>How close are we from monthly updates? – closer once reconciled by Roxanne. Cathy will follow up on a date with Roxanne. Discussion regarding uplifter reports and what needs to be produced from it to assist with the monthly report.</p> <p>What other help for Cathy? – Train other board members? Discussion on the role “payroll” = Cathy, tracking receipts = Janine. Bookkeeper = Roxanne</p> <p>Discussion re: Robyn to sit with the Cathy and look at what the job entails and potential improvements</p>	<p>Cathy</p> <p>Cathy and Robyn to meet.</p>
8. Fundraiser and Volunteer Corner	<p>8.1. Wine Survivor.</p> <p>6 teams of 6, \$25 a ticket which included a \$15 bottle of wine.</p> <p>Feb 19-22 Feb draws. (Tuesday to Friday)</p> <p>Posters – promote by email, print out and put on notice boards.</p> <p>8.2. Bottle drive - \$1547.28. \$60 per child and \$465 to the club</p> <p>8.3. Other fundraising</p> <p>\$50 – Gala –need to get licence – future task.</p>	<p>Janine to send out email.</p> <p>Sarah to print posters.</p>

	<p>8.4. Competition planning. March 22-24, 2019</p> <ul style="list-style-type: none"> • Shifts – Sarah to contact Kelly re: raffle table space, shift times, grant, vendors, 50/50 • Raffle table – donation letter – Deb to send to old letter to Tara. <p>Ask membership by email for any donations – same email with the call for additional volunteer shifts – Sarah & Janine</p> <p>Need raffle licence – week prior</p> <ul style="list-style-type: none"> • Skate Canada – Lynnell to see if can meet Feb 13. <p>8.5. Alberta winter games 2020</p> <p>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 – ongoing. Chalsie was in touch with the 2020 games promotions – they asked if they could take pictures of all local sports clubs. Feb 12th will take skating shots – email to membership once confirmed.</p>	<p>Sarah</p> <p>Deb and Tara</p> <p>Lynnell</p> <p>Sarah</p> <p>Chalsie</p>
<p>9. Test Chair</p>	<p>9.1. Updates</p> <p>Lee dropped a box of files off with Lynnell, contained binders and papers. Copying and saving into drop box. Missing records still not resolved, in progress.</p> <p>coming high test: Feb 21</p>	<p>Lynnell</p>
<p>10. Administration</p>	<p>10.1. Home and garden show. 2 pairs of tickets to give away – Those who volunteer for competition shifts above and beyond have a chance to win.</p> <p>10.2. Ice requests – for spring and fall power camps. City of Airdrie have sent out an email asking for users to wait until decisions have been made. Completed.</p> <p>10.3. Program descriptions for website: Lynnell to assist Janine – completed.</p>	<p>Include in email.</p>

	<p>10.4. Keys for office, cages etc. We need a process for keys where people sign to say they have received one – at review. Extra keys that came with the PA binder – Kelly to give to Janine. bra and Janine will find time to figure out which keys we have - done</p> <p>10.5. Shredding day in Airdrie – April / May – need to confirm date Kelly to bring container for the office for confidential paper waste – completed.</p> <p>10.6. Program fees – Spring & Fall ing is set 6 weeks, continuation of fees from fall/winter program. power camp – based on competitive market. Lynnell recommends that the fall power camp fees stay same. Lynnell will email out info.</p>	Lynnell
11. Director of Skating	<p>11.1. Program schedule and overview : Fall program must be submitted by March to city – will send to board prior to request. Needs to include competition days we applied for.</p> <p>11.2. Plaque’s need to be updated at the Plainsman Arena ere are extra plaques – Sarah to contact Andrea – completed.</p> <p>11.3. Registration numbers – increased (stops this week, week 5) 18: 400. Update on numbers will be emailed next week by Lynnell. Registration influx prior to Jan.</p> <p>11.4. Power skating – impact from AMHA scheduling. Hoping to resolve/discuss with hockey group. Discussion at ice users meeting in June – remove item.</p> <p>11.5. Lynnell to send out information on the Lethbridge comp. Fairfield hotel blocking for 14 rooms. For every room night booked, the club we receive a % back for the club – completed.</p>	<p>Lynnell</p> <p>Lynnell</p> <p>All to review</p>

	<p>11.6 \$100 credit for survey participation drawn during meeting – credit to be placed on uplifter account. Summary of survey sent by Lynnell. Discussion at next meeting.</p> <p>11.7 Alberta AGM (May 3-5 Banff)/ National AGM (May 23-25 Ottawa)</p> <p>Discussion. Alberta AGM is the same weekend as the ASC AGM. Some interest from the coaches regarding National.</p> <p>11.8 Ice users meeting June – Director of Skating and President / VP.</p> <p>11.9 Power Skating on-line module – Chalsie and Lynnell gave feedback. All power coaches to complete. Will need to rework the report cards. Max numbers now 30.</p>	<p>Lynnell to inform all Power Skating coaches.</p>
<p>12. Coaches corner</p>	<p>12.1. Gala April 13.</p> <ul style="list-style-type: none"> ● Updated budget – discussion on coach’s fees. Past Lynnell has done the budget and has had access to coach’s fees. Lynnell to work with Kelly & Kaylee on budget. ● Guest skaters contacted. Synchro team to confirm. ● Emails sent re: costumes and photo times. ● When should the tickets go on-sale? – same week costumes arrive. ● Call out for Volunteers after comp call out. ● Board leads to meet with Kaylee and Kelly. <p>12.2. Showcase: Celebration for pre-intro. Mini Gala on the last day of skating session. Planning will begin for the last day of skating.</p>	<p>Lynnell, Kelly, Kaylee</p>
<p>13. Website & Social Media</p>	<p>13.1. No other updates.</p> <p>13.2. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie to look at options</p>	

14. Program assistants' corner	<p>14.1. Update Cora's – Feb 3. Breakfast & gift exchange – successful. Budget for PA's \$1000 includes: training, and celebration. End of year gifts is under the AGM budget. Admin tracking sheet has 2 PA items – PA development and another? Janine and Cathy to confirm.</p> <p>14.2 PA schedule for remaining year send out.</p>	Janine and Cathy – PA budget																									
15. Other items	<p>15.1. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.2. Skate Canada Scrapbook page anniversary of AB Skating. To be done by March 15, 2019. Can ask Anita for historical piece. Sarah to do.</p> <p>15.3. Vacant positions</p> <ul style="list-style-type: none"> ● Sec ● Past president: Sarah to ask Kelly from section. <p>15.4. Conflict resolution & Policy updates – outstanding</p>	<p>Kelly & Lynnell</p> <p>Sarah</p> <p>Sarah</p> <p>Lynnell and Sarah</p>																									
<p>Motion: to adjourn the meeting by Cathy motioned, seconded by Debra, all in favour, motion passed. Meeting adjourned at 12.30pm</p>																											
<p>Future meetings:</p> <table border="1" data-bbox="178 1068 1890 1243"> <thead> <tr> <th>Meeting Type</th> <th>Date</th> <th>Time</th> <th>location</th> <th>Snack responsibility</th> </tr> </thead> <tbody> <tr> <td>Comp. Planning Meet</td> <td>Mar 8</td> <td>7.45-9.30pm</td> <td>Sarah's house</td> <td>all</td> </tr> <tr> <td>Board meeting</td> <td>Mar 10</td> <td>6pm-9pm</td> <td>Ron E. Boardroom</td> <td>Kaylee Marcoux</td> </tr> <tr> <td>Board Meeting</td> <td>April 7</td> <td>10am-1pm</td> <td>Ron E. Boardroom</td> <td>Sarah Nunn</td> </tr> <tr> <td>AGM</td> <td>May 4</td> <td>6pm-10pm</td> <td>Airdrie Curling Club</td> <td>Ice cream!</td> </tr> </tbody> </table>			Meeting Type	Date	Time	location	Snack responsibility	Comp. Planning Meet	Mar 8	7.45-9.30pm	Sarah's house	all	Board meeting	Mar 10	6pm-9pm	Ron E. Boardroom	Kaylee Marcoux	Board Meeting	April 7	10am-1pm	Ron E. Boardroom	Sarah Nunn	AGM	May 4	6pm-10pm	Airdrie Curling Club	Ice cream!
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