



# Executive Meeting Minutes

<b>Date of Meeting:</b>	September 09, 2018	<b>Time of Meeting:</b>	6:00 PM – 9:00 PM
<b>Location of Meeting:</b>	Board room, Wingate hotel	<b>Snack Responsibility:</b>	Jeanine Schill
<b>Invited Executive:</b>	Jacki Martel, Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, Tara Vatcher,		
<b>Coaches Rep:</b>		<b>Director of Skating:</b>	Lynnell Moss
<b>Administrator:</b>	Janine Hauk	<b>Regrets:</b>	Cathy Mess
<b>Absent:</b>			

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Meeting called to order at 6.05pm

## AGENDA ITEM

## ACTION REQUIRED

1. **Welcome & Introductions**
2. **Kudos & Congratulations**  
 Airdrie Life article – looks great. Thank you to the coaches for working with the magazine.  
 To post on-line: Wishing Canpower kids good luck in their hockey evaluations.
3. **Review & Approval of Previous Minutes**  
 Motion to approve August Meeting Minutes by Debra, seconded by Chalsie, all in favor, motion passed.
4. **Approval of agenda**  
 Motion to approve agenda by Jackie seconded by Kelly, all in favor, motion passed.
5. **Email Motions**  
 Motion to approve the pickup pass fees, which align with the increase to our fees in the 2018-2019 season -  
 Figure Skating Pick Up Pass – Members - \$23.00  
 Figure Skating Pick Up Pass – Non-Members - \$25.00  
 Power Skating Pick Up Pass - \$30.00  
 Motion Tara, Second Chalsie, Yes 9, No 0. Motion approved.  
  
 A motion was made to book a mediator. Sarah Motioned, Toni Second, Yes 7, No 0. Motion approved.

## ACTION ITEMS

- Congratulations - Add to website the success of the kids skating at Wildrose Competition – Completed.
- Chalsie will organize the promotion and announcement for social media competition/draw – Completed.  
 (Chalsie to repost on Instagram, 1 week left before draw, approx. 60 draws)

- Kaylee will put a photo of Tanisha’s award on the website – Completed.
- Jeanine will follow up with Board Members on upcoming deadlines/brainstorming project – Timeline – put under president’s corner.
- Lynnell/ Chalsie will put Gala into the timeline for planning purposes. Coaches to share a binder with roles, responsibilities, costumes, photos, programs etc. and will load onto the drop box – ongoing, waiting for some feedback from coaches. On google drive – Lynnell will put this in dropbox. Deadlines also need to go in the timeline.
- Jeanine to upload the “timelines document” onto new dropbox, and circulate the passwords
- Conflict resolution, Sarah to look into what other clubs have and look at options for ASC. – Research done, to write draft for the next meeting.
- Competition: Sarah to email Jeremy for update on wifi and email section for update – not completed.
- Awesome kid, Jeanine will resend email – completed - coaches in discussion.
- Vacant positions – hold for now.
- Reevaluating the role of finance – split to finance and treasurer – Sarah to talk to Cathy about the change in role, and her preferences.
- Chalsie and Kaylee to move pylons from GP to Plainsman on Wed during farmers market – waiting until after PA clinic.
- Parade & budget, Jeanine will email the total spend on Parade to the board – outstanding.
- Kaylee contacted coaches to invite them to the PA session – Kaylee invited most of existing coaches on slack. Most responded – completed. (Note: Does not include new coaches.)
- Skater retention, Debra to draft a survey – completed. In Debra’s corner.
- ALL – review Bylaw changes – Jeanine will send out again – all review before next meeting.
- Quote for storage from Anita - \$59/month for a 5 x 9, with 10% discount, next is 5 x 10, \$73.50 plus 10% discount.

Motion to purchase the larger storage unit at Airdrie storage – purchase for a year and then re-evaluate – Deb motion, Jackie Second, all in favour, motion passed.

- Equipment needed before next gala/competition - Tradeshow stands and curtains – Lynnell – quote coming. In progress.

**Action Items:**

- 5.1. *Financial Process (Jeanine)*  
2017/2018 records are gathered so that a society return can be filed by Jan 2019 – almost completed and about to go to accountant.
- 5.2. *Contract Committee*  
Still need to put the completed contracts into drop box.  
Most signed - Currently there are still some contracts pieces missing  
No contract for Melissa for dryland  
Natasha – needs contract for dryland and Canskate.  
2 new coaches have been interviewed by Lynnell. They need to be contacted by the contract committee to propose rates and contracts.
- 5.3. *Social Media/Website/Online Content Management (Chalsie)*  
Facebook/Instagram promotion - like and share the pages to get \$ off registration fees. Like and share the skating club page

– Jeanine to check missing contracts.  
Contact committee to contact new coaches to propose contracts.

Chalsie, Kaylee and Janine working together on the skater of the week.

from Aug 16<sup>th</sup> – Sept 15<sup>th</sup> for a draw - prize \$250 off registration or credit on account.

More difficult to see who has shared the page in Facebook because of privacy settings, but much easier with Instagram.

Skater spotlight to restart. Discussion on the PA being added into the rotation.

## 6. **President's Corner**

### 6.1. *Bylaw Changes*

Review the Bylaws for next meeting.

Only potential change flagged so far - AGLC terms re: paid members and unpaid members.

### 6.2. *Awesome kid*

Good opportunity to recognize children 6-14 years – look at potential person for nomination. Probably better coming from Coaches that know the skaters – deadline Sept 15.

### 6.3. *Timelines*

Need to have a focused meeting time to formulate timeline

Planning meeting at Sarah's house to complete this task.

### 6.4. *Finances*

Cathy will file society returns for the year – not completed.

Jeanine and Sandy are assigned to this item.

## 7. **Fundraising & Volunteer Corner**

### 7.1. *Volunteer/Fundraising Requirements for 2018/2019*

Need to add shifts for skating comp – plan to add this when prep skaters start. Sarah

### 7.2. *Championship Competition – March 2019*

Admission fees for championship – discussion on waving these for volunteers. This may all be waved for now.

### 7.3. *Bingo Fundraiser*

Outstanding

### 7.4. *Alberta Winter Games 2020*

No update

### 7.5. *Parades and Events 2017/2018*

Canada Day Parade – went well.

### 7.6. *Opportunities for Fundraising in 2018/2019*

Raffle Table at Competition

1. Sept 15 – bottle drive 10am-1pm

Sarah to send competition shift schedule to Janine for when prep skaters start.

Sarah & Tara to arrange the bottle drive.

Jacki will get hot dogs, etc.

Sarah to bring BBQ

2. Pub Day/ Curling Club Tournament – November

3. Bacon Sales (or other items/coupon booklets) – Wait until after Christmas

4. Wine Survivor. (We can sell tickets on uplifter), potential for fall – Flexa-fit workshop fundraiser.

Congrats to post “congratulations to the skaters that passed their tests”

Chalsie – facebook, Kaylee - Instagram

## 7. Test Chair Corner

All skaters from summer passed tests. Nothing else to report.  
Congrats on social media

## 8. Vice Presidents Corner

9.1. No updates

## 10. Admin Corner

10.1. Registered for home and garden show - completed

10.2. Survey for power camp – emailed to participants

10.3. Website info: Janine requested better information for the website on what each program means (lots of confusion with registering this year, and as such lots of moving around)

10.4. Advertising options – flyers? Discussion.

Lynnell to reword web information for Janine to look at.

## 11. Director of Skating Corner

### 11.1. Flexa-fit

Calata will be booking her in the fall, Lynnell will look at options to try and piggy back on this.

Lynnell to look at options for Flexi-fit

### 11.2. Program Schedule for 2018/2019

None cancelled, full enough that no cancelations required.

Pre-program and intro program are doing well - registrations

Power camp 2-6 and Pre-power 1- good feedback and consistent for numbers

### 11.3. Power Skating Opportunities

New training is coming on-line. All power coaches will need to take this course before the September 1<sup>st</sup> – Update: not released yet.

Another course will be mandatory as annual training for ethics. Coaches recommend the board take the safe sport training. Lynnell will share link shared with board.

Lynnell will share safe sport training link with the board.

### 11.4. Hiring Update - Coaches

2 coaches email correspondence. 2 other potential coaches.

### 11.5. Mission statement, goals and core values

Lynnell will review Core Values/Vision/Mission/Goals and make recommendations to the Board for any changes or updates – ongoing. Will work with Sarah to incorporate into parents handbook and updated policies.

- Skate Canada policies – link
- Mission statement
- ASC policies / Handbook
- Dispute resolution policy

## 12. Coaches' Corner

### 12.1. *Coaches Photos*

Kaylee will look at some other options.

Could do this during the PA session. Coaches were going to be invite to the PA training session.

### 12.2. *Coach participation in events*

We'd like to encourage more attendance. Kaylee has asked / invited coaches to attend PA training session and bottle drive.

### 12.3. *Gala*

Kelly & Kaylee to share Gala Coordinator this year. Looking at opening registration October 9, closed by Nov 10, all groups finalized Nov 21, ordered Dec 3<sup>rd</sup>.

Gala Date April 13.

Gala Committee to pull together.

Gala week – on regular ice, can we get ice elsewhere?

Discussion on costs – itemized to account for additional ice for those members that are not schedules to skate? Need to look at options.

Kelly and Kaylee to give Janine a breakdown of additional ice that may be required.

## 13. Financial Corner

### 13.1. *Financials/Budget*

Already discussed.

## 14. Program Assistant Corner

### 14.1. Arranged training session: September 9<sup>th</sup> 11.30am -2.15pm

Can Skate Coaches mandatory, and coaches meeting afterwards.

So far 8 skaters registered and 4 coaches.

Lockers at Plainsman will be assigned after this.

## 15. Board Member At-Large

### 15.1. *Skater Retention Strategies (Deb)*

Draft survey shared with the group.

Deb will work with Janine to get email addresses and send out.

Targeting prep level and up.

Once survey closes, results can be tabulated and shared with the board.

**16. Update on action items resulting from Coaches Meeting:**

1. The core coaches will have a coaches meeting - please arrange this and share the meeting date with the board so that we know this action item has been completed.
2. The coaches will sign their contracts -2 outstanding contracts.
3. The coaches will forward the recent complaint to Safe Sport Canada - as coaches they are required to take this action.
4. The process / policy for complaints is being written/ developed by the board - this will incorporate information from Safe Sport Canada and Skate Canada.
5. There needs to be a mechanism / process for coaches to approach the board with concerns (discussions about the work environment) - The board will add this action item to the board agenda.
6. There needs to be a parent / coach meeting arranged with a 3rd party (not on the board), so that issues can be resolved. We did not discuss the 3rd party - suggestions?

Coaches met this week – completed.

Contract committee need to look at respond to email regarding this.

Both complaints were filed with safe sport. Wait for a response.

Ongoing, draft for next meeting. Will incorporate the coaches concerns using this same process

Oct 1 skating schedule expands, Sarah to base the doodle poll on the reduced skating schedule and send out

Meeting Adjourned: 8.28. Motion to approve by Tara, Seconded by Kelly, all in favor, motion passed.

**In Camera: No in camera**

**Out of Camera:**

**PLANNED FUTURE MEETING DATES**

*Monthly Board Meeting attendance is mandatory but Planning meetings are not*

<b>Meeting Type</b>	<b>Date and Time</b>	<b>Location</b>	<b>Snack Responsibility</b>
Planning meeting	September 23 <sup>rd</sup> 3pm	Sarah’s House	All.
Monthly Board Meeting	October 14 <sup>th</sup> 10am-1pm	Ron E. Boardroom	Janine Hauk
Monthly Board Meeting	November 18 <sup>th</sup> 6-10pm	Ron E. Boardroom	Tara Vatcher
Monthly Board Meeting	December 16 <sup>th</sup> 10am-1pm	Ron E. Boardroom	<b>Potluck or Brunch</b>
Monthly Board Meeting	January 6 <sup>th</sup> 6pm-10pm	Ron E. Boardroom	Kelly Kirby
Monthly Board Meeting	February 3 <sup>rd</sup> 10am-1pm	Ron E. Boardroom	Cathy Mess
Monthly Board Meeting	March 10 <sup>th</sup> 6pm-10pm	Ron E. Boardroom	Kaylee Marcoux
Monthly Board Meeting	April 7 <sup>th</sup> 10am – 1pm	Ron E. Boardroom	Sarah Nunn
Annual General Meeting	May 4 <sup>th</sup> or 11 <sup>th</sup> (BEFORE MAY 17 <sup>TH</sup> )	TBA	AGM Dinner