



# Executive Meeting Minutes

<b>Date of Meeting:</b> Nov 5, 2019 <b>Location of Meeting:</b> REA Boardroom.		<b>Time of Meeting:</b> 6pm-8pm <b>Snack Responsibility:</b> Krista Hannah	
<b>Invited Executive:</b> Sarah Nunn, Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Cathy Mess, Lynnell Moss, Debra Dolhun, Tammy Schmidt, Janine Hauk, Annette Loff, Denika Falloon.			
<b>Regrets:</b> Tammy Schmidt, Janine Hauk			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 7:10pm		
2. Approval of previous minutes	Motion to approve Oct 6 Meeting Minutes, motioned by Krista, seconded by Debra, 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	None this month		
5. Presidents corner	5.1. Mission Statement and Bylaw changes & societies filing - For future planning meeting 5.2. Respect in sport training - all are completed for board members with the exception of new board member, Annette. 5.3. Conflict resolution & Policy updates – outstanding – Tabled until after Christmas 5.4. Feb 28 2020. Need planning meeting with Tech Rep. ed to arrange ASC planning meeting for comp and assign roles – we have some tasks that we can begin work on without the Tech Rep known. First planning meeting	Sarah is waiting to hear who is the Tech Rep	

	<p>set for Nov 15<sup>th</sup> at 8pm at the Nunn home then a schedule for planning meetings will be scheduled after that.</p> <p>5.5. Vacant board positions filled. There are 3 other people interested in positions who would like to help with comp. We welcomed to Annette and Denika to the ASC board. Brief discussion regarding volunteer numbers.</p> <p>5.6. Book AGM date – AGM has been tentatively set for May 2<sup>nd</sup>, 2020. Note paperwork needed: AGM minutes from 2018 &amp; 2019, finances, bylaws. Doors Open at 6:30 Starts at 7:00-9:00?</p>	<p>Sarah will contact the other interested people to discuss project work.</p>
6. VP's corner	<p>6.1. Survey results - Suggested improvements – Lynnell and Deb to review info.</p> <p>6.2. Contract committee (Deb, Cathy and Sarah) - All contracts sent. Outstanding contract is Melissa M. Dryland coaches and insurance. – In progress</p>	<p>Deb and Lynnell to review info from survey and determine what is still relevant and bring to board</p>
7. Finance / Treasurer Corner	<p>7.1. Book keeper / accountant</p> <ul style="list-style-type: none"> <li>● Revisions sent to book keeper – Cathy has emailed it with the revisions</li> <li>● 2017/2018 financials and the coding/ line item review/update</li> <li>● 2018/19 accounts started by book keeping and she is up to October</li> </ul> <p>7.2 New financial processes - Cathy &amp; Deb/Sarah.</p> <ul style="list-style-type: none"> <li>● 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</li> <li>● SOCAN fees quarterly report has not come so Cathy will call tomorrow.</li> <li>● Janine to follow up with Skate Canada as to inconsistency of credit card processing. Lynnell will send a screen shot to Janine next time she uses her card to pay Skate Canada</li> </ul> <p>7.3 GIC – Deb reported that GIC is currently in a cashable GIC. Deb and Robyn reported on information collected from RBC and Scotia Bank. More exploration to occur with RBC. Deb and Robyn to continue working.</p> <p>7.4 Coaches Contracts- Pay Dates Needs to be Reviewed</p>	<p>Cathy – outstanding from planning meeting and need to meet with book keeper to go line by line</p> <p>See 7.3 Cathy: SOCAN report Janine – follow up with Skate Canada</p> <p>Budget: planning meeting</p> <p>Deb and Robyn to present comparison info via email for a vote.</p> <p>Contracts: Renewals are next year. We need to organize this before then</p>

	<ul style="list-style-type: none"> <li>● 15<sup>th</sup> and 30<sup>th</sup> coaches can charge by monthly-this needs to be changed</li> <li>● In order to cross reference payments so no over charging takes place</li> <li>● Wording in contract renewel needs to be reviewd before sending out again in the next contract cycle.</li> </ul>	
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Fundraising plan:</p> <ul style="list-style-type: none"> <li>● Holiday Season Wine Down – Robyn: Nov 1 start date. \$25 per person on a team of 4. It will be \$25 per team back to the skater via Uplifter. Plan to sell tickets from Nov 1 until Nov 30, draws from Dec 9 to 13.</li> <li>● Spring “president of the patio” with beers and coolers – Robyn (Feb.)</li> </ul> <p>8.2. Competition planning. Feb 2020 – as noted above, Sarah is awaiting word on who the Tech Rep will be</p> <p>8.3. Alberta winter games 2020</p> <ul style="list-style-type: none"> <li>● <u>Building judges risers in stands</u> – need to book volunteer dads. There is some lumber in the cage, but would need to be pulled out to see what is there. More information is needed.</li> <li>● <u>Casinos</u> – 2 casinos for the winter games, which we need volunteers for: March 21-22, if the club members volunteer a shift or two to help the winter games, then there will a return on funds to the club. (Same weekend as Starskate Championship). Discussion</li> <li>● <u>Shifts at the games</u> – need volunteers to sign up to work the games weekend.</li> </ul> <p>8.4. other fundraising.</p> <ul style="list-style-type: none"> <li>● 9 November–Main Street BBQ, \$30 (dinner and a drink). AGLC licences already got for 50/50 and a wine basket.</li> <li>● New Ap for non-profit and local business linkage for fundraising – would be good if this was connected business (i.e. Canadian tire, East Side Sports) – Tara and Sarah to look for more information about it.-Tabled</li> <li>● Tara contacted Pauls Pizza and ASC will be selected for a Monday for March.</li> <li>● Santa Claus Parade – discussion regarding start time change and same weekend as a competition. Decision made to withdraw from parade</li> </ul>	<p>Robyn and Sarah to get the AGLC licence and then send info Janine</p> <p>Sarah will talk with Jeremy and Anita to find out exactly what is required and allowed by the city.</p> <p>Sarah will contact Shawna regarding number of shifts and potential return for ASC. Sarah to follow up with Anita regarding volunteer</p> <p>All – advertise!</p> <p>Janine to ask city for a refund and ASC will withdraw</p>

9. Test Chair	9.1 Cleaning up the test paperwork - update 9.2 Chalsie has completed her Star 6 to Gold evaluators” certification, and Lynnell is half-way through – update 9.3 Star 1 to 5 test month in planning stage – likely for for December.	Tabled
10. Administrator Corner	10.1. Keys from Charlsey – Deb to drive out to Carstairs to collect keys on a Saturday morning.	Deb to get keys
11. Director of Skating	11.1. Program and registration overview. More registrations have come in and more advertising to come. 11.2. ASC has a provincial champion team after sectionals – Ben Vatcher and Heather Nunn for Ice Dance. Lynnell purchased the digital photos from sectionals for marketing. Discussion about club purchasing Star 1 and up competition photos at a future competition. 11.3. Lynnell offering to sell CanSkate and CanPower badges and ribbons to clubs still using them at cost. Cathy motioned, Deb, seconded.... All in favor, carried.  11.4 Club jackets – Janine will send out an email about ordering jackets. Deb to send pictures for email out to families. 11.5 Cage storage requests – Lynnell has been approached by Global Sports Academy and also by Ringette to store equipment. There is room for both parties’ equipment. Lynnell recommended that cage space be offered. Deb motioned and Tara seconded, all in favour carried. 11.6 ASC Skater Disciplinary policy currently speaks only to the conduct of skater and not to the conduct of the parent or guardian. Lynnell to change wording of this policy should be changed to be inclusive of the parent or guardian or family member of an ASC skater. Lynnell is still working on updating the wording.	Disciplinary policy to be updated by Lynnell
12. Coaches corner	12.1. Gala plans for 2019/20 – update/overview. Discussion on the planning meeting about a celebration instead. Tabled	
13. Website & Social Media	13.1. Update website with new board members – Annette and Denika 13.2. Update the website with the board members policies – Chalsie has been updating.	All – share FB page advert

	<p>13.3. Pictures from comp – to paper and on social media completed. Lynnell asked that everyone share the ASC info for registration to every FB page we each belong to.</p> <p>13.4. Dropbox: Sarah to lock contracts folder in DropBox and then all of board will have access.</p>	Sarah to look at options																																													
14. Program assistants' corner	1 No report																																														
15. Other items	15.1. The notice boards Lynnell –Advertisement posters in every rink. Planning on more items – in progress.																																														
<p><b>Motion: Cathy</b> motioned to adjourn the meeting at 9:21, Robyn seconded by, all in favour, motion passed. Meeting adjourned at 9:21.</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>Board meeting</td> <td>Sat Dec 14</td> <td>6pm-7pm</td> <td>TBD (drinks afterwards)</td> <td>Christmas meeting</td> </tr> <tr> <td>Board meeting</td> <td>Sun Jan 5</td> <td>10am-12 noon</td> <td>REA Boardroom</td> <td>Deb</td> </tr> <tr> <td>Board meeting</td> <td>Sun Feb 2</td> <td>6pm-8pm</td> <td>REA Boardroom</td> <td>Chalsie</td> </tr> <tr> <td>Board meeting</td> <td>Sun Mar 8</td> <td>10am-12 noon</td> <td>REA Boardroom</td> <td>Kelly</td> </tr> <tr> <td>Board meeting</td> <td>Sun Apr 5</td> <td>6pm-8pm</td> <td>REA Boardroom</td> <td>Tammy</td> </tr> <tr> <td>Board meeting</td> <td>Sun May 3</td> <td>10am-12 noon</td> <td>REA Boardroom</td> <td>Lynnell</td> </tr> <tr> <td>AGM</td> <td>May-ish</td> <td>7pm</td> <td>TBD</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	Board meeting	Sat Dec 14	6pm-7pm	TBD (drinks afterwards)	Christmas meeting	Board meeting	Sun Jan 5	10am-12 noon	REA Boardroom	Deb	Board meeting	Sun Feb 2	6pm-8pm	REA Boardroom	Chalsie	Board meeting	Sun Mar 8	10am-12 noon	REA Boardroom	Kelly	Board meeting	Sun Apr 5	6pm-8pm	REA Boardroom	Tammy	Board meeting	Sun May 3	10am-12 noon	REA Boardroom	Lynnell	AGM	May-ish	7pm	TBD	n/a	Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah
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