



Executive Meeting Agenda

Date of Meeting:	March 6, 2016	Time of Meeting:	6:30 – 9:00 PM
Location of Meeting:	Ron Ebbesen Board Room	Snack Responsibility:	Sarah Nunn
Attendees:	Ellen Swaisnon, Sandy Bartley, Stephan Jarche, Justina Labute-Jarche, Jeanine Schill, Leanne Bayko, Sarah Nunn, Dawn Halvorson		
Coaches Rep:	Chalsie Doiron	Operations:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Cathy Mess, Melinda da Costa
Absent:			

Agenda Item	Discussion	Action Required
Meeting Called to Order @ 6:32 pm		
1.	Welcome & Introductions	- nothing at this time
2.	Kudos & Congratulations	- nothing at this time
3.	Approval of Agenda	-Sandy motioned to approve the agenda, Dawn seconded, all in favor
4.	Review and Approval of Previous Minutes	-Stephan motioned to approve previous month's minutes, Sarah seconded, all in favor
5.	Priority Agenda Items	<p>1. Multiple Participant Family Discount re-visit:</p> <p>-the board discussed the following:</p> <ul style="list-style-type: none"> · proposed discount of 5% for families with 3 or more participants · a 5% discount to be applied to any registrations past two members in a family (discount to apply to third, fourth, fifth, etc. family members) · volunteer requirement cap for two children (third member not requiring volunteer commitment) · fundraising commitment will still apply for all members in a family (no cap on this) <p>-the board discussed the importance of understanding the club's yearly budget and income before discounts can be discussed</p> <p>-the board needs to make a decision on this at the next meeting (April 10).</p> <p>2. Gala 2016:</p> <p>-this year there are 250 possible Gala tickets available (250 seats/ 68 participants= approximately 3 tickets per skater)</p> <p>-Ellen suggests that the 52 extra tickets for lottery + 24 player's box seats</p> <p>-doors will open at 12:30 with the show to begin at 1:00 PM.</p> <p>-event tickets will read doors will not open until 12:30</p> <p>3. Volunteers for Picture Day/Ticket Sales May 5th</p>

Stephan: to look into Live Streaming Gala

Ellen: will speak with Tamara about her flower contact

		<p>-Jeanine S, Ellen, Sandy, Leanne and Sarah (to float) have offered to volunteer to help with picture day/ticket sales</p> <p>4.Flowers: -the board feels that it is important to still offer flowers and to advertise the flower sales in advance</p> <p>5. Decorations, Lighting, Black Curtains/Fabric: -the board members will go through the cages to take stock of decorations. - Ellen proposes that March 19, be the day to go through the cages. sorting will begin at the Plainsmen and then moving to Genesis</p> <p>6. Guest Skaters: -Chalsie has contacted Holly Henderson, who has offered to help to find: a singles female from the junior development team. -Ellen has offered to contact a pairs team. -Tammy Schmidt's son and his partner have offered to come as a dance team.</p> <p>7.Gala Program: -Ashley will be contacted to ask if she might be willing to take on the program</p> <p>8.Videographer/Photographer: -Stephan has offered to take photos for Gala day -Ellen will contact videographer</p> <p>9.Security -Board member husbands will be available to help</p> <p>10.Set up/take down -due to our insurance, board members can be the only ones on the ice to help with set up and take down</p>	<p>Ellen: to send out an email reminder to board members about cage day</p> <p>Ellen: to contact videographer Ellen: to look into booking a pairs team for gala</p>
6.	Standing Items		
	6.1. President's Corner:	<p>1.Ice Summit 2016" Skate Canada AGM May 24-27, 2016 in St. John's: -proposal for the club to pay for airfare and accommodations for one board member, any canfigure/starskate program coordinators wanting to go and operations coordinator to attend Skate Canada AGM (due to extensive changes being made to the StarSkate program to be enacted Fall 2016) -air fare approx. \$800/person, accommodation \$253 per room (two per room) -Jeanine S motioned to pay for airfaire/hotel/registration to send three coordinators (Lynnell, Kaylee and Kelly) and one board member, to attend Skate Canada AGM in St. Johns, Sarah seconded, all in favor -Ellen asks that board members contact her via email to let her know that they are interested and available to attend</p> <p>2.Section AGM: April 30 in Edmonton</p>	

		<p>- Leanne Bayko will be attending, Jeanine S has expressed her interest as well and will double check her availability</p> <p>-if there is no other interested board members club, will pay for one coach to attend</p> <p>3. April Board Meeting</p> <p>-next Board meeting: to be changed to Sunday, April 10 instead of April 3 as that date falls during the Chinook Open Competition weekend</p> <p>4. Club Board positions up for election 2016 to 2018 term:</p> <ul style="list-style-type: none"> · President: Ellen to re-run · Vice-President: Sandy to re-run · Volunteer Coordinator: Leanne to re-run · PA Coordinator: Dawn to re-run · Director at large position: Stephan will not be re-running 	
	<p>6.2. Vice President Corner:</p>	<p>1. Proposed Changes to the Club Constitution</p> <p>-Sarah motioned to ratify the change to Bylaw 9: the restricted bylaw definition (allowing Lynnell to step into the test chair position for the interim) effective immediately, Leanne seconded by, all in favor</p> <p>-Leanne motioned to move Lynnell into the role of Test Chair, Sarah seconded, all in favor</p> <p>Summary of the changes that will be made to the bylaws:</p> <ul style="list-style-type: none"> - associate members to be changed to registrants -some formatting and grammar changes have been made -proper terminology was used -President, VP, Secretary, Treasure, Test Chair and Registrar have had "Director" removed from the title -Bylaw 10 to change, allowing coaches to be on the board -clarification for Bylaw 14 -move the responsibility of creating and sending out the Agenda from Secretary to President role -Bylaw 35 moving forward to include a bursary option or specific sport charities -Committee listings were taken out -once all the changes have been made Sandy will send the bylaws to Kelly at Skate Canada, for her review. Once those changes have been made they will be posted to the website <p>2. Sandy posted an ad to promote the website on Facebook and so far there have been many hits/visits</p>	<p>Sandy: will send the bylaws to Kelly at Skate Canada, for her review</p>
	<p>6.3. Administrator's Corner:</p>	<p>1. Fees:</p> <ul style="list-style-type: none"> -Janine is requesting input for fees for Summer and Fall Power Camps, as soon as possible -deadline for setting Summer and Fall fees will be set for March 11 	<p>Ellen: to send out an email motion to approve summer and fall fees</p>

		<p>2. Music Playing Cheques:</p> <p>-there have been 10 cheques that have not been cashed</p> <p>3.Summer Pick up Fees: - suggestion of by the hour and off ice fees</p>	<p>Leanne: to send an email out to parents to ask for music players for test day (3 slots)</p>
	6.4. Operations Coordinator:	<p>1.Registration Numbers: -890 members -1600 spots in program, up from 1450</p> <p>2.PA and Coaching Ratios -coaches are suggesting that there be a minimum of 4 PAs on the ice and that the PAs be 12 years of age and up - coaches suggest that if a skater is 9-11 years of age, and are not quite ready to PA, that they be invited to training in the following year -oaches feel that it would be in a skater's best interest to have more coaches, ideally 1:5/6 ratios -Sarah motioned to advertise and hire for a maximum of 4 additional CanSkate coaches, seconded by Sandy, all in favour</p>	
	6.5. Coaches' Corner:	<p>1. New Award Categories/Revised Names for Club AGM awards -some of the new awards this year will be:</p> <ul style="list-style-type: none"> · Best Sportsmanship · Most Dedicated · Most Improved STARskater · Most Improved STAR 2-5 · Most Improved Sr. Bronze & Up · Excellent Artistry · Most Improved CompetitiveSkate · First axle · Superior spinner · Ultimate Jumper · Most Improved Star Prep · Most Improved Competitive Prep · Prep Skater of the Year · CanSkater of the Year · Program Assistant Awards <p>2. Gala Update: - Picture date has been rescheduled to May 5, to ensure that costumes will be in -scheduling is still being worked on</p> <p>4. StarSkate Parent Concern Re: Allergies: -a parent has asked that a reminder be sent to all members to be mindful of nut/seed/peanut allergies, and to wash hands during nutrition breaks</p>	
	6.6. Financial Corner:	<p>1. Annual Signing -year-end has been dropped off to Roxanna</p>	

	6.7. PA Corner:	1. Team builder and PA Training and Event: -bowling has been booked for March 19 - PA training is scheduled for March 21 - Subway will be provided as a snack for all in attendance - Stephan motioned to approve a budget of \$250.00 for subs and water for PA training, seconded by Leanne, all in favor	
	6.8. Test Chair Corner:	1. March 24 @ 4:00-9:30 PM low test day update -test day has been approved and ice is booked -gift cards: mileage cheque and gift card for Kristen -food and thank you cards need to be coordinated and purchased for Test Day.	Sandy: to email Leanne and Lynnell to coordinate gift cards and food
	6.9. Fundraising Corner:	1. April 23, ASC AGM Venue and Caterer -Sarah suggests that the AGM be hosted at the Hampton Inn Suites, as they have a banquet room and set up available 2. Volunteer Incentives: -Sarah would like to see that some percentage of a skaters' fundraising efforts, go specifically towards the skater. ie. for every cash calendar sold a predetermined percentage goes to the skater	Sarah: to send out details about the AGM options
	6.10 Volunteer Coordinator:	1. Spring Club Jacket Order: -one parent has inquired -Leanne asked that an email be sent out to parents asking about jacket order requests	Leanne: to coordinate with Janine to send out an email about jacket orders
7.	Old Business	nothing at this time	
8. 6	New Business	nothing at this time	
At this time, contracted individuals are free to leave prior to the In Camera discussion			
9.	In Camera:	-nothing at this time	
10.	Date of Next Meeting	April 10, 2016	Snack: Ellen

Lynnell motioned to adjourn the meeting, Sarah seconded, all in favor

Meeting adjourned @ 9:06 pm

UPCOMING DATES:

Date	Description / Key Agenda Item	Comments
April 10, 2016	Ron Ebbesen	Snack: Ellen
May 1, 2016	Ron Ebbesen	Snack: Jeanine S.
June 5, 2016	Ron Ebbesen	Snack: Justina