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| **Date of Meeting**: | June 11, 2017 | **Time of Meeting**: | 6:00 PM – 8:00 PM |
| **Location of Meeting**: | Genesis Place | **Snack Responsibility**: | Jeanine |
| **Invited Executive:** | Sandy Bartley, Sarah Nunn, Andrea Bianchini, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, and Tara Vatcher | | |
| **Coaches Rep:** | Kaylee Marcoux | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Cathy Mess, Jacki Martel |
| **Absent:** |  | | |

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| Meeting called to order at 6:10 PM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Welcome to Kelly Kirby!  Happy Belated Birthday to Tara Vatcher on June 1st!  Happy Birthday to Jacki on June 11th! | | |  |  | |
| 1. **Approval of agenda**   Motion to approve by Deb, seconded by Sarah, all in favour, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve March Meeting Minutes by Jeanine, seconded by Sarah, all in favour, motion passed.  Motion to approve May Meeting Minutes with amendments by Sarah, seconded by Andrea , all in favour, motion passed. | | |  |  | |
| **Previous Month and Outstanding Action Item Review**   * Kaylee completed the test chart except for last test. She will get last test information from Jacki and send the Chart to Janine for printing. - Outstanding * Jeanine is working on an ACS External Competition Accommodation Project. She will negotiate an agreement with a hotel brand that has worked well for us in the past for the entire year. - Outstanding * Club Bulletin boards are being updated. Jacki and Andrea working on Plainsman Bulletin Boards. Sarah will update the Ron Ebbesen bulletin board. Approved budget of $100 for display cases. – Outstanding * Award plaques will be engraved and hung in the display case. Andrea will have the plaques engraved. Janine will purchase (3) new plaques for the upcoming year. Kaylee provided a list of awards recipients. Jacki will provide a list of the tests passed. - Outstanding * Sandy requested that AGM meeting minutes be sent to board as soon as possible so they can be reviewed while information is still fresh in our minds. Sandy will forward word version of AGM Agenda. – Outstanding * Lynnell asked the Board to consider purchasing bulletin boards like Skate Canada have for marketing. The signs would be used to provide potential members with program information and for Q&A Sessions at the arenas. Lynnell will review the tool kit for using Skate Canada Logo on our signs. Lynnell will get pricing and present to the board for approval. - Outstanding * There needs to be a policy/process in place for declined credit cards. Board agreed on the process and Janine will write it up and send it out. – Complete * Volunteer requirements need to be released at the same time as 2017/2018 Registration. Registration release deadline is before the end of June. Sarah will provide volunteer requirements to Janine. Janine will post registration and volunteer requirements. – Outstanding * Sarah needs help creating checklists from each category of the competition. These checklists will be used for hosting the next competition. Board members will create and send competition checklists to Sarah. - Outstanding * Cathy working with the accountant to finalize the financials. The board will review AGM final spend/budget after financials are available. – Outstanding | | | | | |
| 1. **Email Motions**   No current motions | | |  |  | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Ivivva Team Builder –( Deb)*   Ivivva stores are closing in the next couple months. Market Mall location is closing on August 20th. We have a gift certificate for 10-15 kids for a yoga session. | | |  | Lynnell has the gift certificate at her house. She will find it. | |
| * 1. *Canada Day Parade – (Deb)*   Deb asked if ACS is planning to participate in the Canada Day Parade this year. Cathy submitted our name and we were placed on a waiting list. No updates have been provided and since it is so close to the parade, we are not planning on being in the parade this year. | | |  |  | |
| * 1. *Volunteer Requested – (Andrea)*   Andrea is going on family holiday in July. Jeanine volunteered to take meeting minutes in July. | | |  | Jeanine will take meeting minutes in July. | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Board Member/Core Coach Appreciation Dinner*   Jeanine suggested that we plan the appreciation dinner closer to the beginning of the season. She suggested the second weekend in September. | | |  | Sandy will finalize a date for the Board/Core Coach Appreciation Dinner during the second weekend in September | |
| * 1. *Contract Committee*   The contract committee met with Lynnell to review the feedback and suggestions from the coaches’ mid-year reviews. | | |  |  | |
| * 1. *Board/Planning Meeting Schedule*   The Board Meeting dates/times are tentatively scheduled through April 2018. | | |  |  | |
| 1. **Vice Presidents Corner**   *Financial Processes*  With changes in Board positions, it’s important to have core accounting processes documented. In recent years, some of the core processes were lost during transition. Core processes include but are not limited to the following:   1. Financials we create and report. These should be placed on website. 2. ALGC also requires annual reporting and financial reporting. 3. Jeanine has been talking with the bookkeeper to determine how frequently she needs to receive paperwork, if it would be better to have it monthly, quarterly, or annually.   We have a financial spreadsheet which will be kept by Janine Hauk. Cathy and Jeanine will put together a financial process manual in place. | | |  | Janine Hauk will keep the monthly spreadsheet.  Cathy/Jeanine will create a financial process manual. | |
| 1. **Admin Corner** | | |  |  | |
| * 1. *Fall/Winter Fees*   Registration will open on June 21st for everything. Volunteer requirements will be announced at the same time. | | |  | Janine will open registration on June 21st for all Programs.  Sarah will get the volunteer requirements to Janine. | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Core Values/Vision for (Club, Coaches, and Program)*   Lynnell would like the coaches and board members to provide her with key words that represent the club, programs, and board to align our vision as an organization. She will send out an email to coaches and board asking for participation. Deadline for ideas/submissions will be July 09, 2017. Jeanine reminded Lynnell that the philosophy of the club is the Boards’ responsibility so all should align with that. | | |  | Lynnell will send out an email to Board Members and coaches asking for ideas of key words that represent the club. Deadline for reply is July 9th, 2017. | |
| * 1. *Coaching Planning*   The Contract Committee has sent out letters of intent to the coaches. Signed letters are being gathered by Sandy. The committee will review how many coaches we have. We may need more coaches to fill the program needs. | | |  | Sandy is gathering letters of intent. | |
| * 1. *Program Scheduling Changes*   We are waiting to hear back from AMHA before making any program schedule changes. | | |  |  | |
| * 1. *Equipment Purchase*   Lynnell is compiling the list of equipment to submit to the Board for approval and budgeting. The focus this year is on Dryland equipment. STARSkate and Competitive Skate equipment will be considered as well. | | |  | Lynnell will compile list of equipment and submit to Board for approval and budgeting. | |
| * 1. *Marketing/Signage*   Marketing Ideas – Public Skating/Home and Garden Show  The deadline for Registration for The Home and Garden Show for next Summer is November.  Lynnell will look into finding Public skating events where we can set up a table and promotional information for the club.  Parent and tots sessions are a good place to share information with parents of young children who are interested in skating. | | |  | Janine will look into registration at the Home and Garden Show for next Summer.  Lynnell will look for upcoming Public Skating events. | |
| * 1. *Summer Session Numbers*   We currently have 6 registrations for Summer. 1-2 more people are planning to sign up. | | |  |  | |
| * 1. *Gala Practice Ice*   Three skaters used ice for 30 minutes for testing during Gala week. Pick up passes are generally are for 1 hour ice. A request has been made to refund ½ of the fees paid for the pick-up pass to the skaters that didn’t use the full amount of ice.  There was a recent incident involving younger girls and older girls. The younger girls were treated badly about being on the ice during Gala and told that they didn’t belong there. | | |  | Jeanine and Lynnell are writing an ACS Handbook Policy regarding behaviors of skaters with other skaters. Will be brought to the board for approval. | |
| * 1. *Yoga Team Builder*   Lynnell will confirm with Melissa about her availability for Yoga Team Builder during the Second week of September. | | |  | Lynnell will confirm Melissa’s availability during the second week of September. | |
| * 1. *Nashville*   Lynnell attended training in Nashville. This was a unique learning experience. There was an emphasis on branding for the club and key positions such as using arm bands to designate the head coach on the ice. | | |  |  | |
| * 1. *Coaching Meeting*   There is a new program available for coach scheduling and billing that parents can access through a portal. The program is called Atheletadesk. Each coach can have their own log in and enter their hours into the program for billing purposes. | | |  | Lynnell will set a coaches meeting to discuss new program. | |
| * 1. *Synchro Skating*   One of the ASC coaches inquired about marketing synchro teams through the Airdrie Skating Club. This item was tabled for further discussion at the next meeting. | | |  |  | |
| 1. **Coaches’ Corner**    1. *Gala Debrief*   Charlsey wanted to thank the volunteers and Board members for their help with Gala.  Most of the skaters that signed up for Gala participated with the exception of two skaters who due to missing practices or arriving late for performances.  Things that went well include:   1. Balloon arches made by coaches looked good and were a cost-effective decoration. 2. The other decorations were also very cost-effective as they were either things we already had or a minimal cost items. 3. The costume quality was good and the arrival was timely.   Suggestions for next year include:   1. The committee requests to purchase more decorations for next year such as: 2. More curtains for around the boards or black material that can be used to make curtains. 3. More (clear) Christmas lights 4. More set up time for Gala is recommended but take down time was adequate. 5. A suggestion was made to complete some of the training on dryland verses on ice for learning dance moves.   Soloists:   1. We received feedback that the soloists didn’t get a lot of time during Spring Skate to practice their solos. A suggestion was made to consider letting the kids do their solo program with the music they have been practicing all year long instead of switching their music/program to fit a theme. 2. A suggestion was made to limit soloists to Star 2 and up.    1. Lynnell reminded everyone that the Gala is a celebration of our skaters of all levels and suggested keeping the draw the way it is to allow all skaters the opportunity to participate.   Photos:  We received some concerns about Gala photos this year. Feedback/Concerns included:   1. Back grounds and poses were not very flattering. 2. Lots of misspelling on the photos, names, etc. 3. Parents/Skaters are unable to see the photos prior to ordering as digital images are not immediately available during the photo sessions.   A suggestion was made to consider having sports photographer come out and take photos during the Gala next year. | | |  | **Future action item:**  September/October 2017 - Set a budget and designate someone to purchase more decorations for Gala. | |
| * 1. *Coaches Contracts*   Kaylee emailed all of the coaches to find out if anyone disagreed with the new contracts. | | |  |  | |
| 1. **Financial Corner**   N/A | | |  |  | |
| 1. **Program Assistant Corner**   Update | | |  |  | |
| 1. **Test Chair Corner**   Update | | |  |  | |
| 1. **Fundraising & Volunteer Corner**    1. *Competition Bidding 2017/ 2018*   November 2018 bidding is underway for competitions. Each region will be having an invitational. Estimated date of the competition is (November 24-26th). We need look at ice schedules to see if ice available prior to submitting a bid. Alternatively, we can look at hosting another competition in the Spring if no ice availability in November.  Janine will post the volunteer requirements at the same time as 2017/2018 Registration on June 21, 2017.   * 1. *Casino (November 3rd and 4th, 2017)*   The Casino will be our main fundraising event this year.  We have filed the required paperwork with ALGC. The accountant is currently working on the financials to be submitted to ALGC once completed.  Things to keep in mind:   1. Casino shift times are quite long. For example, some shifts run from 6:45PM to 4:00AM. For this reason, it has been recommended that annual volunteer requirements will be met by completing (1) shift. 2. We have to hire a casino advisor for the weekend. The advisers need to be paid for their time. The payment for advisor as well as meals for volunteers will be paid out of the earnings. 3. We have 25 shifts per day for two days. There are a total of 50 shifts including Board member shifts. Since volunteer positions at Casino are limited, we will create alternative opportunities for members who want to complete annual volunteer requirements. 4. Some positions need to be filled by Board Member including:    * Banker    * Account room supervisor    * General Manager and Alternative General Manager. 5. Paid Board members cannot participate in the Casino. 6. Volunteer shifts need to be added to sign up Genius. | | |  | Sarah will email section and confirm the date of section. She will send the dates to Janine/Lynnell so they reserve ice time required for those dates.  Janine will send out email letting everyone know about the casino volunteer opportunities and that spaces are limited.  Sarah will send a list of shifts to Janine. Janine will load Casino volunteer shifts into sign up Genius. | |
| * 1. *Other Opportunities for Fundraising in 2017/2018*  1. Bingos – Update 2. Bottle Drive – Update 3. WestJet Raffle Tickets – We need a specific event after March 24, 2017. We can apply once per year. Andrea will submit an application once we have the event in mind. | | |  |  | |
| * 1. *Parades and Events 2017/2018*   Canada Day Parade – Waitlisted for 2017, no available slots.  Christmas Parade | | |  |  | |
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| **In Camera: None** | | | | | |
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| Meeting Adjourned: 8:05PM. Motion to approve by Jeanine, Seconded by Sarah, all in favour, motion passed. | | | | | |
| **PLANNED FUTURE MEETING DATES** *Monthly Board Meeting attendance is mandatory but Planning meetings are not* | | | | | |
| **Meeting Type** | **Date and Time** | **Location** | | | **Snack Responsibility** |
| Monthly Board Meeting | June 11 @6:00 PM | Lumley Family Rm #1  Genesis Place | | | Jeanine Schill |
| Monthly Board Meeting | July 9th @ 4:30 PM | Echo Room Genesis Place | | | Chalsie Doiron |
| Monthly Board Meeting | August 13th @ 10:00 AM | TBA | | | Lynnell Moss |
| Monthly Board Meeting | September 10th 6:00PM | TBA | | | Kelly Kirby |
| Monthly Board Meeting | October 15th,  10:00AM | TBA | | | Andrea Bianchini |
| Monthly Board Meeting | November 5th , 6:00PM | TBA | | | Cathy Mess |
| Monthly Board Meeting | December 10th, 10:00AM | TBA | | | Christmas Brunch |
| Monthly Board Meeting | January 7th, 6:00PM | TBA | | | Kaylee Marcoux |
| Monthly Board Meeting | February 4th, 10:00AM | TBA | | | Tara Vatcher |
| Monthly Board Meeting | March 4th, 6:00PM | TBA | | | Sarah Nunn |
| Annual General Meeting | April 28th, 6:00 PM | TBA | | | AGM Dinner |