



Executive Meeting Minutes

Date of Meeting:	October 21, 2018	Time of Meeting:	3 PM -5 PM
Location of Meeting:	Ron E boardroom	Snack Responsibility:	Janine Hauk
Invited Executive:	Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, Tara Vatcher,		
Coaches Rep:		Director of Skating:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	
Absent:	Sandy Bartley		

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Meeting called to order at 3:08pm	
AGENDA ITEM	ACTION REQUIRED
1. Welcome & Introductions	
2. Kudos & Congratulations	
3. Review & Approval of Previous Minutes Motion to approve September Meeting Minutes by Debra, seconded by Sarah, all in favor, motion passed.	
4. Approval of agenda Motion to approve agenda by Sarah seconded by Debra, all in favor, motion passed.	
5. Email Motions Motion to sponsor Janine Hawk son on the Airdrie Xtreme AAA hockey team for \$300. Motioned by Sarah, seconded by Debra, 4 in favour, 3 no response. Motion by Sarah to put Debra in the Test Chair role for the remainder of the term, Cathy seconded. 3 votes, motion passed.	
ACTION ITEMS	

- 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 – completed.
- Jeanine to upload the “timelines document” onto new dropbox, and circulate the passwords – completed.
- 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 – Sarah & Lynnell – on-going – put in Sarah’s corner and remove from here.
- 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 – put in finance corner – remove.
- Chalsie and Kaylee to move pylons from GP to Plainsman on Wed during farmers market – waiting until after PA clinic – completed.
- Parade & budget, Jeanine will email the total spend on Parade to the board – outstanding – information should be in the tracking sheets.
- 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. Lynnell to pick up the contract this week.
- Equipment needed before next gala/competition - Tradeshow stands and curtains – Lynnell – quote coming. In progress.
- Jeanine to check missing contracts - Contract committee to contact new coaches. Quick turnaround needed.
- Chalsie, Kaylee and Janine working together on the skater of the week – first one planned – move to the website section.
- Sarah to send competition shift schedule to Janine for when prep skaters start – completed.
- Lynnell to reword web information (program descriptions) for Janine to look at – on-going.
- Gala: Kelly and Kaylee to give Janine a breakdown of additional ice that may be required – completed.
- Flexafit: Lynnell to look at options for piggy-backing off Calata in the fall – could be available to skaters, but through 3rd party, depends on space – completed.
- Lynnell will share safe sport training link with the board – now on info centre as a link and emailed to board. Completed.

Action Items:

See items below.

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.

Discrepancy from the bank records and the statements reported by Jeanine but she stated she was not certain what the amount of the discrepancy was.

Jeanine reported that Sandy had provided the club financials to someone else to review but Jeanine stated she was not certain who that individual was.

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.

Do coaches need separate contracts when core coaches have one contract with both rates outlined? Contract committee to consider/review this.

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. Completed.

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

6. **Presidents 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.

The Society by-laws were approved by the members, and Skate Canada, but they have not been filed with corporate registries. 1999 by-laws were the last ones to be filed. The board were unaware of this issue.

A "red-lined version" of changes to the 2016 by-laws were sent out for review. The changed bylaws should be filled asap.

Discussions on By-law #10 - "any program" interpretation from AGLC (via Skate Canada). Section state coaches cannot sit on the board and vote. Discussion on the concerns with this and the changes that would need to happen in the by-law.

6.2. *Timelines*

Need to have a focused meeting time to formulate timeline

Planning meeting on hold

6.3. *Finances*

Society returns for the year filed - completed. Confirmation received.

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 - sent to Janine - completed.

7.2. *Championship Competition - March 2019*

Hardwire connection planned.

Discussion between city and section re: glass removal for competition. Section needs more pains removed (due to rink design).

7.3. *Bingo Fundraiser*

Outstanding

Board asked to look at this and other by-laws to ensure entire document is reviewed not just the changes proposed so far. Combine the review with a budget meeting - Thursday 25th Oct, 7-9pm, Janine to book room at Wingate hotel - can project onto wall.

Board members can contact Kelly for more information or questions surrounding the AGLC interpretation.

In the interim, coaches sit on the board but with no vote.

Jeanine will file the red lined version with the societies/Alberta Gov.

Sarah to continue to work with the city and Skate Canada to move it forward. (Note: this will need to be resolved before the 2020 games)

7.4. *Alberta Winter Games 2020*

No update

7.5. *Parades and Events 2017/2018*

Booked in for the Christmas Parade. David Vatcher has offered to drive his truck again.

7.6. *Opportunities for Fundraising in 2018/2019*

Raffle Table at Competition

1. Sept 15 – bottle drive 10am-1pm

Successful! \$60 per child and approx \$1000 for club.

2. Pub Night – Booked for November 17 @ Fitzsimmons Brewery 7pm-11pm. Just waiting for caterer to confirm.

Pub games for prizes - some will require AGLC license.

\$30 a ticket. Includes: Tour of brewery, 3 samples (or a pint) and a bar snack.

3. Raffle for travel vouchers – to apply for AGLC permit ASAP when society proof arrives. Draw at Nov 17 event.

4. Wine Survivor. Start selling in Jan

6 people in team – flat rate per book sold for the skater for their account.

5. Save on receipts – 10% back from receipts. Box to drop of receipts.

6. Cards - % of money back.

7. Bacon Sales reassess after Christmas

7. **Test Chair Corner**

Debra meeting with Jacki and Lynnell to hand over and train.

8. **Vice Presidents Corner**

9.1. No updates

10. **Admin Corner**

10.1. Busy moving kids between programs based on abilities.

10.2. Competition sign up set up. 3 volunteers for pub night added and waiting for gala numbers to add in before opening up to membership.

11. **Director of Skating Corner**

11.1. *Flexa-fit*

Individuals can sign up through the Glencoe club – invite emailed to eligible members.

Another bottle drive planned for Jan 2019 (weather dependent)

Online info (facebook) = Chalsie

Tickets on uplifter = Janine

AGLC licenses = Sarah

Board members = details/games

Discussion on concerns with the voucher. Will run a “beer themed raffle”

Debra has offered to run the wine survivor. (Need to look at last year’s information)

Sarah & Tara to look into cards and Save-on Foods receipts.

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. Still not available.

11.4. *Hiring Update - Coaches*

11.5. *Mission statement, goals and core values*

Will work with Sarah to incorporate into parent's handbook
and updated policies.

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

Information from the City: likely ice fees will increase approx.
21% over 3 years.

12. Coaches' Corner

12.1. *Coaches Photos*

Kaylee will look at some other options – ask coaches to send in
their own photos. Give some parameters. Could ask Chalsie to
take pictures at the next coaches meeting.

12.2. *Gala*

Kelly & Kaylee to share Gala Coordinator this year.
Ice time – discussion on existing ice for star skaters and
additional ice for others.

Gala Date April 13. Practices week prior

Theme: turning back the hands of time.

2 shows rather than 1?

Tickets: could increase to \$7

VIP: not the best seats! 220 people in stands

Registration open tomorrow. Hoping for 55 minimum reg.

Goodie bags & stars in dressing rooms, rather than box of
goodies in each room

Kids can do their own dressing room signs

Budget for costumes \$60 each. Quote from Airdrie business
(Attitude) = \$70 per. That includes measuring, steaming etc.

Picture day – adding volunteer role

Wind up – after show wind up.

Fundraising to offset costs?

Look at bringing in the community – photography student,
volunteer credits or band (to play O'Canada) from high school.

50:50 draw on the day.

After Gala Party – or combine with AGM and awards

Put out the sign-up tomorrow.

Volunteers – discussion on why this
should not be included in the
volunteer credits. We usually get many
volunteers for this. Hold off adding to
credits for now.

Potential for combining the party
event with the AGM & awards
ceremony – great way to celebrate!

Debra motioned for total Gala fee for \$135 per child, seconded by Tara, all in favor, motion passed.

13. Financial Corner

13.1. Financials/Budget

17/18 year – discrepancy. Unknown amount.

The financial documents are currently with Sandy, who has asked someone else to look at the financial documents – Jeanine stated that she did not know who this person is. Concerns discussed about the board not knowing who this party is.

Concerns raised because the existing book keeper is not being used.

Concerns also raised that the accounts still have not been seen by the board.

Jeanine stated that she and Sandy believe that a book keeper won't be required when the accounts are under control.

In January it will be submitted to the accountant.

14. Program Assistant Corner

- 14.1. Arranged training session:
16 skaters registered and 4 coaches.
Lockers were assigned.

15. Board Member At-Large

15.1. Skater Retention Strategies (Deb)

Draft survey shared with the group.

19 responses received so far. 67 skaters (star, prep etc) from the last 2 years.

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?

The board would prefer to see professional help to get the finances under control.

Team building event for Jan – Kelly will research and report back.

Deb to send a reminder with a close by date of Nov 1, 2018.

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

Jeanine asked that the meeting be arranged, and she would make herself

available. Sarah apologized for not getting to it.

Board – motion for vote of non-confidence in the president, motioned by Debra, seconded by Tara. 1 abstain, 3 votes in favor. Motion carried.

Meeting Adjourned: 6.17pm

In Camera:

Out of Camera:

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	November 18 th 6-10pm	Ron E. Boardroom	Tara Vatcher
Monthly Board Meeting	December 16 th 10am-1pm	Ron E. Boardroom	Potluck or Brunch
Monthly Board Meeting	January 6 th 6pm-10pm	Ron E. Boardroom	Kelly Kirby
Monthly Board Meeting	February 3 rd 10am-1pm	Ron E. Boardroom	Cathy Mess
Monthly Board Meeting	March 10 th 6pm-10pm	Ron E. Boardroom	Kaylee Marcoux
Monthly Board Meeting	April 7 th 10am – 1pm	Ron E. Boardroom	Sarah Nunn
Annual General Meeting	May 4 th or 11 th (BEFORE MAY 17 TH)	TBA	AGM Dinner