



Executive Meeting Minutes

Date of Meeting:	October 2, 2016	Time of Meeting:	6:00 PM – 8:30 PM
Location of Meeting:	Ron Ebbesen Board Room	Snack Responsibility:	Cathy Mess
Invited Executive:	Sandy Bartley, Jeanine Schill, Cathy Mess, Dawn Halvorson, Jacki Martel, Kaylee Marcoux, Chalsie Doiron, Debra Dolhun, Melissa Murphy, Noel Ganduri, Sarah Nunn		
Coaches Rep:	Kaylee Marcoux	Operations:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Noel Ganduri
Absent:			

Meeting called to order at

AGENDA ITEM

ACTION REQUIRED

1. **Welcome & Introductions**

2. **Kudos & Congratulations**

Happy Birthday Jeanine (Oct 30th)

3. **Approval of agenda**

Motioned by Cathy, seconded by Melissa, all in favour. Motion passed.

4. **Review & Approval of Previous Minutes**

Motioned by Jeanine, seconded by Cathy, all in favour. Motion passed.

• **Previous Month's and Outstanding Action Item Review**

- Lynnell needs to get Arena plans for Sarah - Done
- Jeanine to look into getting license for raffle at competition – This week
- Sandy to get Test Chart printed and Sandy & Lynnell to hand off Test Information to Jacki – Jacki will see if the test chart is on the flash drive that Sandy gave her and let her know
- Lynnell to send dates/times to board for the Board/Coach Yoga team builder – On hold
- Cathy will follow up on Paypal information for competition announcement – Outstanding due to issues getting it set up. Janine will see if she can figure it out
- Sarah will follow up on the hotel information for competition to provide to Anita for announcement - Done
- Janine will ask Air 106 if they could send us the audio file of our ad so we can add a picture with the audio to social media (Send to Sandy) - Done
- Jeanine will send photos from AIR 106 day to Sandy - Done
- Lynnell to submit pertinent information to Sandy about the new coaches - Done
- Sandy to put together contract offers and send to new coaches – Done, Nicole Gledhill outstanding to get signed contract submitted

- Not sure who, but someone was going to try to transfer stuff on Saturday after the bottle drive, if accessible - Outstanding
- Janine will purchase more totes with lids and Lynnell will let her know how many - Done
- Jeanine will send Jacki an email on times to pick up bottles from State & Main & OJ's - Done
- Janine to send email to members letting them know they must RSVP for bottle drive so we have BBQ numbers and commitment - Done

5. **Priority Agenda Items**

5.1. *Board Meeting Schedule*

Janine has sorted out room bookings with Helen

5.2. *Competition & Planning Meeting Schedule*

September 29th @ 7:00 PM on-site meeting went well and we were able to sort out placement of photographer, vendors, podium, volunteers, data specialists, music specialists and judges

6. **Standing Items**

6.1. *Competition*

Finalize announcement requirements (sanction number, hotel information, Paypal information)

6.2. *Club Jackets*

Sandy needs to send jackets back to MEE – general consensus is that jackets are too expensive

Melissa will follow up with East Side Sports and see if we can find jackets to order through them since they are local

6.3. *Social Media*

Monthly spotlight has turned into weekly spotlight and we will use a random name picker tool to draw names each week from different programs. Kaylee and Chalsie will be responsible for interviewing and capturing video of the skaters on the ice.

7. **President's Corner**

7.1. *New Coaches*

Three new CanSkate coaches have been offered contracts and all but one has signed.

7.2. *Skate Sharpening Kiosk in Genesis*

They would like to collaborate with us and see what items they could potentially offer in their kiosk for figure skating. We suggested mittens, skate guards, gellies, etc., but most importantly getting extensive training and practice on figure skate sharpening. He has already taken the training but needs some old figure skates to practice on. We said we were pretty sure we could find some old skates for them and once they are confident in their abilities, we would be happy to promote them on social media and our website. We also gave them a heads up on the competition in March.

7.3. *Future Surveys*

Recommended to send out surveys in December and March and to include fundraising preferences as one of the topics. December 1st and March 1st are the decided dates to send out surveys and we will have the chance to win a discount off of our programs for all those who participate.

8. **Vice President Corner**

8.1. *Grant Opportunities*

Applied for the Ice Theatre grant (\$250 - \$1000)

9. **Admin Corner**

9.1. *Outstanding cash calendar information*

Cash calendar details were sorted out and Jeanine will work on finalizing

- Jeanine to finalize Cash Calendar process and send to board for review

9.2. *First day of group programs – what does Janine need?*

Volunteers to help with checking kids in. Dawn will assist Monday & Wednesday and Cathy on Saturday.

9.3. *Raffle item request from parent*

Parent has signed up for two volunteer spots at the competition and would like to make her third commitment a donation of a belly dancing class worth \$250. Board voted on using this for a team builder event. Jeanine motioned, Cathy seconded, all in favour. Motion passed.

10. **Director of Skating Corner**

10.1. *Team Building – Coaches/Board*

Trying to find a day & time that will work for everyone and she will continue to work with Melissa

10.2. *PA Program*

PA training has been completed and even though we have less PA's this year, we will be able to make it work and feel we have committed, interested leadership this year.

- Dawn to come up with suggestions/ideas for a team builder

A team builder needs to be organized for PA's in early January.

10.3. *Registration*

Evening sessions are good and Power registration is picking up now that hockey schedules have been sent out. Definitely decrease in registration from last year.

11. **Coaches' Corner**

11.1. *Incentives*

Still trying to find a good replacement of candy for incentives in our programs and coaches will work together to find a good alternative that fits within the budget

12. **Financial Corner**

Nothing at this time

13. Program Assistant Corner

Request from coaches to have Adult Power Program Assistants set to receive minimum wage due to the specialized program. Requires further discussion.

14. Test Chair Corner

Nothing at this time

15. Fundraising & Volunteer Corner

15.1. *September bottle drive*

Bottle drive went very well and the kids had a lot of fun at the BBQ team builder afterward. Participants earned \$55 each with 60% of the overall profits being distributed.

15.2. *Cash Calendar Fundraiser*

Jeanine has figured out the formula and will finalize the process and present to the board.

16. In Camera (*no in camera meeting required*)

Meeting Adjourned: 8:50 PM (Cathy motioned, Kaylee seconded, 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
Competition Meeting	September 9 th @ 7:30 PM	Sarah Nunn Residence	Attendees
Monthly Board Meeting	September 11 th @ 6:00 PM	Lumley - Genesis	Jacki
Competition On-Site Meeting	September 29 th @ 7:00 PM	Genesis Place	N/A
Monthly Board Meeting	October 2 nd @ 6:30 PM	Ron Ebbesen	Cathy
Planning Meeting	October 21 st @ 7:30 PM	Sarah Residence	Attendees
Monthly Board Meeting	November 6 th @ 10:00 AM	Ron Ebbesen	Sarah
Monthly Board Meeting	November 25 th @ 7:30 PM	Ron Ebbesen	Pot Luck
This will replace our December board meeting			