



Executive Meeting Agenda

Date of Meeting: February 7, 2016	Time of Meeting: 6:30 – 9:00 PM
Location of Meeting: Rob Ebbeson Board Room	Snack Responsibility: Sandy
Attendees: Ellen Swainson, Sandy Bartley, Stephan Jarcke, Justina Labute-Jarcke, Cathy Mess, Leanne Bayko, Dawn Halvorson, Sarah Nunn	
Coaches Rep: Chalsie Doiron	Operations: Lynnell Moss
Administrator:	Regrets: Janine Hauk, Jeanine Schill and Melinda da Costa
Absent:	

Agenda Item		Discussion	Action Required
Meeting Called to Order @ 6:41pm			
1.	Welcome & Introductions	-nothing at this time	
2.	Kudos & Congratulations	-Happy Birthday to Kelly	
3.	Approval of Agenda	-Sandy motioned to approved the agenda, Leanne seconded, all in favor	
4.	Review and Approval of Previous Minutes	-motion to approve the minutes to be done via-email	
5.	Standing Items		
	5.1. President's Corner:	<p>1. AGM 2016 Planning:</p> <p>-Sarah motioned for the approval of a \$4500 budget for the AGM, venue and food, Cathy seconded, all in favor</p> <p>-April 23, 2016 proposed as the date for the AGM</p> <p>-Sarah offered to help with the caterer</p> <p>2. Board Positions Up for Election for 2016-2018 Term:</p> <p>-President, Vice President, PA Coordinator, Volunteer Coordinator, Director of Website/Online Media</p> <p>-Ellen asks that board members who are up for re-election this year to let her know whether or not they are interested in running for another term by February 21, 2016.</p> <p>2. Alberta Section AGM:</p> <p>-to be held April 30, 2016 in Edmonton</p> <p>3. Contract Negotiations for 2016/2017:</p> <p>-coaches have expressed that they do not want to negotiate during Gala</p> <p>-board discussed ways to make the contract negotiations more fluid and open</p>	<p>Ellen: to arrange venue and meal</p> <p>All Board and Coaches: are asked to email Ellen about their interest in going to the Section AGM</p> <p>Ellen: to email Contract Committee</p>

		<p>-board discussed how to make the One-On-One meeting with coaches more effective and to have a contract offer available before that meeting</p> <p>-it was suggested that the process might be best done in the following order:</p> <ol style="list-style-type: none"> 1. Letter of Intent 2. a drafted contract and schedule B 3. a one-on-one discussion and negotiations <p>-LOI's are tentatively due March 31, 2016.</p> <p>4. Schedule Ice User's Meeting:</p> <p>-President, Vice-President, Administrator and Operations Coordinator typically attend</p>	construct a proposed Contract negotiation schedule
	5.2. Vice President Corner:	<p>1. Proposed Changes to Club Bylaws:</p> <p>-club members must receive notice a minimum of 30 days prior to our AGM</p> <p>-currently there are two vacant positions, board discussed the elimination of: Director at Large and Assistant Test Chair position</p> <p>-Leanne motioned to proceed with amending Bylaw 7, revising the Restricted Member Status allowing coaches to hold any vacant board position, Sarah seconded, all in favor</p> <p>2. Paid Website/Online Media Position</p> <p>-Chalsie motioned that we sub-contract out our online website and media, Sarah seconded, all in favor</p>	Sandy: to review ASC Constitution to make revision to any bylaws that would be contrary to Bylaw 7.
	5.3. Administrator's Corner:	<p>1. 2015 Tax Receipts Issued:</p> <p>-there have been some technical difficulties but Uplifter has resolved them and receipts have been printed and sent out</p> <p>2. Spring Registration:</p> <p>-ongoing</p> <p>3. Construction of Summer and Fall Camps in Uplifter</p> <p>-ongoing</p> <p>4. Declined Credit Card Payment Collection:</p> <p>- there were seven declined in February.</p> <p>5. Needs:</p> <p>-fees set for Summer and Fall Power Camp,</p> <p>-volunteer and fundraising requirements for 2016/2017 season</p> <p>7. Advertising Budget 2016-2017:</p> <p>-need to prepare advertising calendar for City of Airdrie as the Not for Profit locations are booking up faster than in the past</p> <p>-currently the \$1,800.00 budget has been exceeded</p> <p>-Dawn motioned to set the advertising budget to \$2,500.00 for the 2016-2017 year, Sandy seconded, all in favor</p>	<p>Ellen, Cathy and Sandy: to work on fees for board review and approval</p> <p>Leanne and Sarah: to work on volunteer requirements, for board review and approval</p>
	5.4. Operations Coordinator:	<p>1. Current registered participant numbers:</p>	

	<p>it was suggested that if members register early then there will be the offer of a club jacket</p> <p>2. AGM Awards</p> <ul style="list-style-type: none"> -there needs to be the purchasing of more awards as there are many more STARSkaters this year -coaches would like to find more ways to celebrate the skater and promote the free skate program -potential award: first axel <p>3. Spring Session:</p> <ul style="list-style-type: none"> -the Spring program is filling -Charlsey and Ashely have said that they are planning to bring their skaters from Crossfield -Melissa (yoga instructor) has been contracted and has passed her police check <p>4. Office Update Budget: Spending Update:</p> <ul style="list-style-type: none"> -benches and calendars have been purchased <p>5. Saturday 8:30 AM Conditioning:</p> <ul style="list-style-type: none"> -seven have registered -some of the coaches have shared that the Pick-up Pass are available for purchase <p>6. Minimum Requirements for Summer 2016:</p> <ul style="list-style-type: none"> -Canfigure and STARSkaters must to do a minimum of a three-week commitment and those weeks do not have to be consecutive -Canskate has no minimum <p>5. Scheduling for 2016-2017</p> <ul style="list-style-type: none"> -Lynnell suggests that there will be very little change. -CanSkate will be dropped on Monday to develop three distinct, competitive sheet times -Skate Canada has recommended that if sessions are too long, the skaters do not use the time well. -shortening practises to 30-45 minutes will make the training time more productive -there will be 7- 8 blank spots, for senior skate time -the wish is that the all Saturday skating be moved to Genesis where a stationary off ice harness can be used -once a skater understands how to be in the harness it will be more possible for skaters to use pole harness, safely <p>6. Redesignation Changes:</p> <ul style="list-style-type: none"> - STARSkate Ice designation will be changed in the 2016-2017 season to reflect the changes happening in Skate Canada, and our club. - CanFigure will now be: STARSkate Prep/Competitive Prep -Rec STAR will now be: STARSkate -STARSkate will now be: STARSkate Competitive. This will be broken down by freeskate skills and competition levels instead 	<p>Coaches: to discuss their category ideas and bring them back to the board for their approval</p>
--	--	--

		<p>of test levels. This is more in keeping with the LTAD and Skate Canada.</p> <ul style="list-style-type: none"> -Competitive will remain the same -Lynnell discussed the changes that the club should make to help skaters transition into a competitive stream -skaters will need to skate and train off-ice more, to obtain the results that they want to achieve. -pathways must be communicated to the parents so that they can understand what kind of commitment they will be needing to make -Cathy motioned to accept the proposed ice schedule as presented with fees to be determined at a later date, Sandy seconded, all in favor -Chalsie motioned to approve a \$500 budget for dietician Marissa Salon, to deliver a workshop for skaters, Cathy seconded, all in favor 	
5.5. Coaches' Corner:		<ol style="list-style-type: none"> 1. Gala Update: <ul style="list-style-type: none"> -sizing, grouping, group themes are done. -grouping criteria: <ul style="list-style-type: none"> · firstly, skaters were split by CanFigure / STARSkate / Competitive Skate · the main criteria for splitting groups was age, and if any groups were too large, coaches used a secondary test criterion 2. Gala Meeting: <ul style="list-style-type: none"> -one planned with low attendance, and one impromptu meeting with much higher attendance 3. Soloists: <ul style="list-style-type: none"> -of the eligible skaters with a solo (STAR 2 and up), 50% will be drawn to showcase in gala. If a skater wishes to do a duet with another skater, that will still count as one solo spot. -skaters doing a solo in gala will have a selection of "themed music" to choose from to do their solo to. 4. Things to be Done: Coaches: <ul style="list-style-type: none"> -Group Moms, Script, Guest skaters, Schedules, Costume Ordering, picture day (currently have 3 coaches who can attend), Set-up (curtains), choreography, selecting soloists 5. Things to be Done: Board: <ul style="list-style-type: none"> -volunteers needed for: picture day monies, tickets (selling/taking), props, set-up/take-down, security, M/C (Kaylee is currently looking into MC from Aire 106) 6. Checklist: <ul style="list-style-type: none"> · Decorations <ul style="list-style-type: none"> ▪ Props ▪ Black Curtains (ask Larry) ▪ Lighting ▪ Black Fabric (boards) · Flowers · Dressing Room Snacks/Supplies · Monies for the Guest Skaters (\$800 budget) · Program 	

		<ul style="list-style-type: none"> · Video/Photography <p>7. Gala Committee: -Stephan, Jeanine S., Sarah, Tammy, Cathy, Leanne (Committee Chair)</p> <p>8. Gala Budget: -Sarah motioned for a budget \$800.00 for Gala Guest skater (s), Leanne seconded, all in favor</p>	
	5.6. Financial Corner:	<p>1. A Night at the Races: Final Expenses and Revenue Report -tabled</p> <p>2. Starskate Deficit Update Tabled</p>	
	5.7. PA Corner:	<p>1. PA Training -coaches would like to have a training session for older skaters -tentative training book for March 21, 6:00-7:00pm</p> <p>2. PA Team Builder -board would like to have something booked for the end of March -Cathy motioned for a \$1000 budget for a PA Training Session, Sarah seconded</p> <p>3. PA time sheet update -all time sheets are in</p>	
	5.8. Test Chair Corner:	<p>1. March Low Test Day: -scheduled for March 24, 5:00-9:00 pm, at Genesis, on the Rockyview ice -the evaluator, ice time and Wayne have been confirmed</p>	
	5.9. Fundraising Corner:	<p>1. Reimbursement of “A Night at the Races” tickets -Sarah motioned to reimbursed two tickets to Leanne Bayko due to her role on the board, Cathy seconded, all in favor</p> <p>2. Hosting StarSkate Championships March 2017: -tabled</p> <p>3. Casino Fall 2017: -tabled</p> <p>4. Lethbridge Competition: -Sarah will book 15 rooms in Lethbridge for the club</p>	
	6.10 Volunteer Coordinator:	<p>1. Next Jacket Order: -tabled</p> <p>2. Music Playing Schedule -tabled</p>	
6.	Old Business	<p>1. Proposed Discount for Families with Multiple Participants -tabled</p> <p>2. New Cage Organization Date</p>	

		-will be scheduled by email 3. Club Bulletin Board Update -on hold	
7.	New Business	1. Skater team builder event -team builder will at Lazer Quest -Cathy motioned for a budget of \$2500 to host the team building event, Dawn seconded all in favor	Ellen: to look into booking the skater team builder
At this time, contracted individuals are free to leave prior to the In Camera discussion			
8.	In Camera:	-Cathy motioned to go Into Camera, Stephan seconded, all in favor In Camera: 9:40 pm -Cathy motioned to go Out of Camera, Sarah seconded, all in favor Out of Camera: 9:41 pm -Sandy motioned to declare the test chair position vacant, Sarah seconded, one opposed, one abstained, five in favor, motion passed	
9.	Date of Next Meeting	March 6, 2016	Snack: Sarah

Dawn motioned to adjourn the meeting, Sarah seconded, all in favor,
Meeting adjourned @ 9:43 pm

UPCOMING DATES:

Date	Description / Key Agenda Item	Comments
April 3, 2016	Ron Ebbesen	Snack: Tammy
May 1, 2016	Ron Ebbesen	Snack: Jeanine S.
June 5, 2016	Ron Ebbesen	Snack: Justina