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| **Date of Meeting**: | March 4, 2018 | **Time of Meeting**: | 6:00 PM – 8:30 PM |
| **Location of Meeting**: | Ron Ebbeson Arena | **Snack Responsibility**: | Sarah Nunn |
| **Invited Executive:** | Sandy Bartley, Jacki Martel, Andrea Bianchini, Sarah Nunn, 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:** | Debra Dolhun, Janine Hauk, Chalsie Doiron |
| **Absent:** |  | | |

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| Meeting called to order at 6:05 PM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Happy Birthday to Sandy on April 22nd! | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Jeanine seconded by Sarah, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve January Meeting Minutes by Andrea Seconded by Jacki, all in favor, motion approved.  The AGM Meeting Minutes are pending a more thorough review and amendments. Minutes will be voted on at the Annual AGM on April 14th, 2018.   1. **Email Motions**   No email motions | | |  | Andrea will resend the AGM Meeting Minutes to the Board via email for review. | |
| **ACTION ITEMS**  **Completed**   * Janine purchased the Christmas Lights for Gala. * Spring fees were approved and registration has opened. * 2016 Financials are complete. * Coaches Meeting feedback provided to Lynnell. (Jeanine/Sandy). * Jeanine had our insurance amended with BFL for the Home and Garden Show. * Cathy checked with the accountant/bookkeeper to find out if we could claim GST. They advised that since we do not charge GST, we are not able to claim it.   **Outstanding** | | | | | |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email what Skate Canada has currently and make changes to the ASC Policy for the Board to review.) – Lynnell has added documentation to Athletadesk and will send this documentation to the Board. Lynnell is working on the Code of Conduct for Athletes and Parents as well as the Discipline Policy to make sure these are aligned. * Jeanine will follow up with Board Members on upcoming deadlines/brainstorming project. * Jeanine will talk to Eastside to see how our club products are doing. * Janine will advise the Board on an action plan for expired account credits as per the ASC Policy. * Lynnell will review Core Values/Vision/Mission/Goals and make recommendations to the Board for any changes or updates. * Kelly will send out an email to confirm PA commitments to the Spring Session. * Jeanine will forward the accounting process document to Janine and Cathy so that they can make any changes that have occurred and file in Dropbox | | | | | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Financials/Budget (Cathy, Sandy)*   Roxanna is working on 2017. She will forward the information to the accountant once completed. | | |  | Cathy will follow up with Roxanna on her progress. | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Mid-Year Reviews*   Mid-Year reviews were completed with approximately 1/3 of the coaches. There was a good mix of Sr. Coaches and Jr. Coaches. The feedback from Coaches was constructive and information will be passed on to the Director of Skating. | | |  |  | |
| * 1. *AGM Planning 2018*  1. Location: Apple Creek Golf Course 2. Date/Time: April 14th, 2018 at 6:00PM 3. Catering/Photographer/Center Pieces:    1. Apple Creek Golf Course Catering (Sarah)    2. Photographer/camera (Sarah)    3. Center Pieces (Sarah will find out what is supplied by the venue) 4. Slide Show:    1. Kaylee will create a slideshow or video of skaters to present at AGM.    2. We could ask parents to submit photos of their skaters for possible use in the slide show to [media@airdrieskatingclub.com](mailto:media@airdrieskatingclub.com). 5. Skater Awards:    1. Email has been sent to coaches for vote. (Kaylee)    2. Contact Quality Trophies to order awards/engraving. (Lynnell)    3. Medals for first tests passed (Jacki)    4. Certificates for complete sets (Jacki) 6. PA Awards:    1. Kaylee/Janine will shop for PA awards 7. Special Recognition (List)    1. Sandy’s daughter Jaime for announcing    2. Subway for their continued support    3. ASC Volunteers 8. Board Positions to be voted on at AGM:    1. President – Running Jeanine Schill    2. Vice-President – Running Toni Doel    3. Treasurer – Running Cathy Mess    4. Director at Large/PA Coordinator – Running Kelly Kirby    5. Director at Large – Running Debra Dolhun    6. Director at Large – Running Tara Vatcher | | |  | AGM Planning Meeting scheduled for March 16th, 2018 at 8:00PM at Sarah’s house.  Sandy will draft a “save the date” email will be sent to the membership.  Sarah will book catering, find out about decorations from venue, and make arrangements for Photographer.  Kaylee will shop for PA awards.  Kaylee will create the slide show presentation for AGM.  Jacki will prepare certificates and medals for first tests and complete sets.  Lynnell will contact Quality Trophies to order awards/engraving. | |
| * 1. *Succession Planning*   Jeanine Schill is running for a new position as President  Toni Doel is running for a new position as Vice-President  All other Board Members are planning to stay in current positions. | | |  |  | |
| * 1. *Letter of Intent/Upcoming Contract Renewals*   Letter of Intent template is being revised (Lynnell/Sandy) | | |  | Sandy will email the Letter of Intent template to Lynnell for revision. | |
| 1. **Vice Presidents Corner**    1. *Bylaw Changes*   Proposed changes will be emailed to the Board. (Jeanine) | | |  | Jeanine will email proposed Bylaw changes to the Board for review. | |
| * 1. *Fitness Classes*   A fitness instructor approached the Board to inquire if there are any issues with marketing her classes to Skating parents. There are no concerns with this as long as it is done independently from the Airdrie Skating Club. | | |  |  | |
| 1. **Admin Corner**   No Updates | | |  |  | |
| 1. **Director of Skating Corner**    1. *Collaboration for Power Programs with AHMA and Ringette*   Discussions are ongoing | | |  |  | |
| * 1. *Airdrie Life Magazine*  1. A photographer from the magazine will be taking photos of Skaters on Wednesday March 7th at 4:00PM. 2. There will be 2 hours of skating this day. No off ice. 3. Full hair, makeup, skating dresses, and jackets required. | | |  | Lynnell will notify participants about the Airdrie Life Magazine photos. | |
| * 1. *ASC Policies and Procedures*   The following policies and procedures were distributed by email and reviewed by the Board*.*   1. Bullying and Harassment Policy – covered under Skate Canada Respect in Sport Guideline. 2. Parent Code of Conduct 3. Athlete Code of Conduct 4. ASC Discipline Policy   The policies will be made more easily accessible to members by drop down menu on ASC Tab on website. (Lynnell/Sandy)  Policies need to be reviewed and accepted by participants/guardians each year during registration. | | |  | Lynnell/Sandy will update the ASC website with Skate Canada and ASC Policies.  Lynnell will talk to Janine about how to make review/acceptance of key guidelines a mandatory part of registration (once per year). | |
| * 1. *Airdrie Home and Garden Show*  1. Magnets and pens have been ordered. 2. Airdrie Skating Club Banner and info will be displayed. 3. Coordinators asked to come to the show to help out. 4. We have 4 tickets to give away. This will be done through a random draw of the early Spring Registrations. | | |  |  | |
| * 1. *Staff Planning*  1. Letter of intent results are needed for planning purposes 2. Ads for new coaches | | |  |  | |
| * 1. *Programs, Registration, and Revenue*  1. Fall/Winter Revenue Reviewed 2. Spring Registration: Power, pre-power, and CanSkate registrations are coming along well. We plan to have skaters from Innisvale and Crossfield register for our Spring Skate sessions this year. 3. We have a 30 days window to cancel any ice time that is not required. 4. April Ice time is required between Fall/Winter Skate and Spring Sessions. Lynnell will work with the city to secure ice time in Airdrie. 5. Summer Skate will take place at Dynamic Skate (Huntington). | | |  | Lynnell will work with the city to secure some April ice time in Airdrie. | |
| * 1. *FlexaFit Program - Dryland Training*   Signe agreed to charge $150.00 per hour for Spring Sessions  Dates of the course will be May 18th, 19th, and 20th.  Cost of Registration is $240.00 per person based on 25 participants.  There will be a bottle drive on May 5th to help offset costs for ASC participants. | | |  |  | |
| 1. **Coaches’ Corner** | | |  |  | |
| * 1. *Gala/Coaches Photos*   Kaylee will make arrangements with photographer to take Gala/Coaches photos during the week of May 14-17th. She will also confirm the venue.   * 1. *Gala 2018*   Date: June 2nd, 2018  Theme: Heros and Villains  Coaches: Kaylee/Chalsie  Fee: $150.00  Costumes:  Skaters have been measured and costumes ordered. Most costumes are expected to arrive in April. The latest arrival date expected is May 3rd.  Gala Decorations needed:   1. Chalsie’s mother is looking into prices for fabric/black material to cover the boards around the perimeter of the arena. (Chalsie) 2. Other decorations requested are any movie props with heroes and villans such as, Darth Vader/Storm Troopers, Evil Queen, Power Rangers, Super Girl, Princesses, etc.   WestJet Ticket Fundraiser (GALA)   1. Beginning sales April 14th at AGM– Winner drawn after Gala on June 2nd) 2. Gala participants sell raffle tickets (5 tickets per family). Remaining tickets offered for sale at AGM and Gala. | | |  | Kaylee will confirm date, venue, and photographer for Gala and Coaches photos during the week of May 14-17th.  Chalsie will follow up on the cost of ordered black material for the perimeter of the arena.  Sandy will have the raffle tickets printed on white card stock. | |
| * 1. *Awards and Recognition*   Tanisha Halvorson received an award and was featured in “Awesome Airdrie Kids”. | | |  | Kaylee will put a photo of her award on the ASC website. | |
| * 1. *STARSkate Prep Show Case*   The STARSkate Prep showcase will take place on March 6th, 8th, and 10th. Jeanine and Deb will hand out medals to participants and Chalsie is announcing. | | |  |  | |
| 1. **Financial Corner**    1. *Financials*   Casino funds were received in the amount of $43,477.90 | | |  |  | |
| 1. **Program Assistant Corner**   1 PA confirmed for Mondays  2 PAs have confirmed for Wednesdays  2 Others are reviewing their Spring schedules. | | |  |  | |
| 1. **Test Chair Corner**   High test day had 50/50 pass rate | | |  |  | |
| 1. **Fundraising & Volunteer Corner**      * 1. *Flexafit Bottle Drive – May 5th, 2018*   Bottle drive will be open to Flexafit registrants   1. Participants register for Flexafit first 2. Participate in Bottle Drive 3. Participants receive a credit on their accounts depending on the amount raised during the drive. 4. 100% of the proceeds will be divided between bottle drive participants. | | |  | Sarah will organize bottle drive and sent out information to Flexafit participants | |
| * 1. *Bingo Fundraiser*   A motion to apply for licensing passed. | | |  | Sarah will complete application for Bingo License. | |
| * 1. *Upcoming Opportunities for Fundraising in 2018/2019*  1. Calgary STARSkate Invitational on December 7-9, 2018   We have applied to host the STARSkate Invitational.   1. Championship Competition – March 2019   We’ve been approached by the Section to find out if we are open to applying to host another Championship competition. We will let the section know that we are willing to host a competition every year in either December or March.   1. Plainsman mini golf   No update   1. Alberta Winter Games 2020   No update | | |  | .  . | |
| * 1. *Parades and Events 2017/2018*   Janine will monitor to ensure we are able to apply and participate in the Canada Day Parade  There are Red/White Pompoms at Plainsman arena that can be used for the parade. | | |  |  | |
| **In Camera: Entered 8:31 pm Closed 8:45 pm** | | | | | |
| Meeting Adjourned: 8:45PM. Motion to approve by Jeanine, Seconded by Cathy, all in favor, 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  Planning Meeting | March 4th, 6:00PM  March 16th, 8:00PM | REA Board Room  Sarah Nunn’s House | | | Sarah Nunn  Everyone |
| Annual General Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Monthly Board Meeting  Annual General Meeting | April 14th, 6:00 PM  May 6th, 10:00AM  June 10th, 6:00PM  July 8th, 10:00AM  August 12th 6:00PM  September 10:00AM  October 6:00PM  November 10:00AM  December 6:00PM  January 10:00AM  February 6:00PM  March 10:00AM  April 6:00PM | Apple Creek Golf Course  TBA  TBA  TBA  TBA  TBA  TBA  TBA  TBA  TBA  TBA  TBA  TBA | | | AGM Dinner  Sandy Bartley  Debra Dolhun  Chalsie Doiron  Lynnell Moss  Jeanine Schill  Janine Hauk  Toni Doel  Andrea Bianchini  Kelly Kirby  Cathy Mess  Kaylee Marcoux  AGM Dinner |