



Executive Meeting Minutes

Date of Meeting:	August 08, 2018	Time of Meeting:	7:00 PM – 9:00 PM
Location of Meeting:	Genesis Place – Aecon Room	Snack Responsibility:	Lynnell Moss
Invited Executive:	Jacki Martel, Andrea Bianchini, Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, Tara Vatcher, and Toni Doel		
Coaches Rep:		Director of Skating:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Toni Doel, Andrea Bianchini, Cathy Mess
Absent:			

Meeting called to order at 7:08 PM

AGENDA ITEM

ACTION REQUIRED

1. **Welcome & Introductions**

2. **Kudos & Congratulations**

Wildrose competition

Add to website the success of the kids skating at Wildrose Competition

3. **Approval of agenda**

Motion to approve agenda by Jacki seconded by Debra, all in favor, motion passed.

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

Motion to approve July Meeting Minutes by Jacki, seconded by Sarah, all in favor, motion approved.

5. **Email Motions**

A motion was made hire ADR institute of Alberta at a cost of \$500.00 for a meeting on July 26th, 2018.

Motion made by Sarah, seconded by Deb, 6 yes votes and 4 no response. Motion approved.

ACTION ITEMS

Completed

Outstanding

- Lynnell will look into cost of equipment and requirements for City approval to mount TV streaming videos outside office – Team lead changed - Still outstanding (move to Lynnell’s corner)
- Sandy and Chalsie will set a date to get together to go over social media resources and passwords – Janine has offered and has been helping already – Chalise has all the passwords, Janine Met – Completed.
- Cathy will contact the accountant regarding the possibility of claiming GST that we pay for ice fees – We don’t qualify – task completed. Remove item.
- Kaylee will put a photo of Tanisha’s award on the website. Kaylee is waiting for pictures – Kaylee has emailed 3 times – Janine will try and contact her.

- Lynnell/Sandy/Chalsie will update the ASC website with Skate Canada and ASC Policies – Janine and Lynnell will do this task (move to Jeanine’s corner)
- Lynnell will talk to Janine about how to make review/acceptance of key guidelines a mandatory part of registration (once per year) – completed.
- Jeanine will email proposed Bylaw changes to the Board for review – Jeanine will revise this based on the feedback from the AGLC – completed, Jeanine emailed to team.
- Jeanine will follow up with Board Members on upcoming deadlines/brainstorming project – Timeline.
- Lynnell will review Core Values/Vision/Mission/Goals and make recommendations to the Board for any changes or updates – ongoing, in contact with Skate Canada and Safe Sport (Move into Lynnell’s corner)
- 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.
- Cathy will file society returns for the year – not completed.

6. Priority Agenda Items:

6.1. *Financial Process (Jeanine)*

2017/2018 records are gathered so that a society return can be filed by Jan 2019. Sandy is reviewing the financials, going to try and get to Roxanne (book keeper) by end of August.

6.2. *Contract Committee*

Still need to put the completed contracts into drop box.

6.3. *Social Media/Website/Online Content Management (Chalsie)*

Facebook/Instagram promotion - like and share the pages to get \$ off registration fees. Motion to promote the Instagram and Facebook Page. Like and share the skating club page from Aug 16th – Sept 15th for a draw - prize \$250 off registration or credit on account. Debra motioned, Tara second, motion approved.

7. President's Corner

7.1. *Secretary Position*

Jeanine to draft up an email after mid Sept. letting membership know of the vacant position.

7.2. *Bylaw Changes*

Review the Bylaws for next meeting.
Only potential change flagged so far - AGLC terms re: paid members and unpaid members.

7.3. *Global Sports*

Wait until the next ice users meeting for 2019/2020.

7.4. *Awesome kid*

Good opportunity to recognize children 6-14 years – look at potential person for nomination. Probably better coming from Coaches that know the skaters – deadline Sept 15.

7.5. Lynnell/Sandy/Chalsie will update the ASC website with Skate Canada and ASC Policies – Janine and Lynnell will do this task (move to Jeanine’s corner)

Action Items:

Chalsie will organize the promotion and announcement.

Jeanine to draft up an email

ALL – review Bylaw changes

Jeanine will resend email.

We don't currently have a conflict resolution process – 4 guidelines on Skate Canada's website. Link to the website from the ASC skating webpage. Jeanine recommends we have a standing committee for this – 3 people/roles. Potential for a 3rd party club? Would this be an option for the next stage after an internal investigation? Concerns that some individuals would be uncomfortable in this role.

Timelines

Need to have a focused meeting time to formulate timeline
Planning meeting at Sarah's house to complete this task.

Sarah to look into what other clubs have and look at options.

Jeanine to upload onto new dropbox, circulate the passwords and send a doodle poll.

8. **Fundraising & Volunteer Corner**

8.1. *Volunteer/Fundraising Requirements for 2018/2019*
Need to add shifts for skating comp – plan to add this when prep skaters start. Sarah

8.2. *Championship Competition – March 2019*
Admission fees for championship – discussion on waving these for volunteers.

8.3. *Bingo Fundraiser*
Outstanding

8.4. *Alberta Winter Games 2020*
No update

8.5. *Parades and Events 2017/2018*
Canada Day Parade – went well.

8.6. *Opportunities for Fundraising in 2018/2019*

- Raffle Table at Competition
1. Sept 8 – bottle drive 10am-1pm
 2. Pub Day
 3. 50/50 Draw
 4. Curling Club Tournament
 5. Bacon Sales (or other items/coupon booklets)
 6. Wine Survivor. (We can sell tickets on uplifter).
 7. Plainsman mini golf

9. **Test Chair Corner**
4 skaters test Thursday, Friday from summer skate.

10. **Vice Presidents Corner**
10.1. No updates

11. **Admin Corner**
11.1 Registrations ongoing.

Sarah to email Jeremy for update on wifi.
Sarah to email section for update.

Sarah & Tara to arrange the bottle drive.

Jacki will get hot dogs, etc.

12. **Director of Skating Corner**

12.1. *Program Schedule for 2018/2019*

Completed and sent to the coaches today. Some conflicts with floods to work out – need confirmation with Helen.

12.2. *Power Skating Opportunities*

New training is coming on-line. All power coaches will need to take this course before the September 1st.

12.3. *Hiring Update - Coaches*

2 coaches email correspondence. 2 other potential coaches.

13. **Coaches' Corner**

13.1. Coaches Photos

Kaylee will look at some other options.

Could do this during the PA session. Coaches were going to be invite to the PA training session.

Incentives, badges counted. Needs help moving pylons from GP to Plainsman.

Chalsie and Kaylee to move items on Wed during farmers market.

14. **Financial Corner**

14.1. *Financials/Budget*

Sandy and Jeanine to work on this before it goes to Roxanne.

14.2. *Canada Day Parade*

Total Spend/Budget.

Jeanine will email the total spend on Parade to the board.

15. **Program Assistant Corner**

Tentatively – September 9th 11.30am -2.15pm

Can Skate Coaches mandatory, and coaches meeting afterwards.

Lockers – ready for PA's.

Motion for a budget of \$300 for feeding participants for the PA training sessions. Motioned Kelly, Seconded Jackie, all in favor.

Contract committee will contact coaches to invite them to the PA session.

16. **Board Member At-Large**

16.1. *Skater Retention Strategies (Deb)*

Began conversation 2 months ago. Debra would like some direction from board on finding out information – Short survey.

Feedback survey question “would you like to be contacted”.

Survey monkey would be confidential or could use ASC website.

Timeline – 2 years.

What about the same thing for coaches?

Debra to draft a survey.

17. **New Item: Equipment order**

Storage container at the farm – Sandy to look at some options to purchase storage container.

Lynnell to contact Anita for a storage quote.

Tradeshow display curtains and stands – Lynnell to look into options (need before competition and gala)

Sandy – quote for storage container

Lynnell – Tradeshow stands and curtains, and quote for storage from Anita.

Meeting Adjourned: 8: 38 PM. Motion to approve by Jacki, Seconded by Kaylee, all in favor, motion passed.

In Camera: 8:38pm

Out of Camera: 10.30pm

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	August 8 th 7:00 PM	Genesis Aecon Room	Lynnell Moss
Monthly Board Meeting	September 9 th – Evening	TBA	Jeanine Schill
Planning meeting	September 23 rd	Sarah’s House	All.
Monthly Board Meeting	October 14 th -Morning	TBA	Janine Hauk
Monthly Board Meeting	November 18 th -Evening	TBA	Toni Doel
Monthly Board Meeting	December 18 th - Morning	TBA	Potluck or Brunch
Monthly Board Meeting	January 6 th - Evening	TBA	Kelly Kirby
Monthly Board Meeting	February 3 rd - Morning	TBA	Cathy Mess
Monthly Board Meeting	March 10 th - Evening	TBA	Kaylee Marcoux
Annual General Meeting	May (BEFORE MAY 17 TH)	TBA	AGM Dinner