



Executive Meeting Minutes

Date of Meeting: March 10, 2019 Location of Meeting: Ron E. Boardroom		Time of Meeting: 6pm – 8pm Snack Responsibility: Kaylee Marcoux
Invited Executive: Sarah Nunn, Tara Vatcher, Janine Hauk, Kelly Kirby, Chalsie Doiron, Kaylee Marcoux, Debra Dolhun,		
Regrets: Robyn Par, Krista Hannah, Cathy Mess, Lynnell Moss,		
Agenda Item	Content	Actions
1. Welcome	Meeting called to order at 6.11pm	
2. Approval of previous minutes	Motion to approve Feb 3 Meeting Minutes motioned by Debra, seconded by Tara, all in favor, motion passed.	
3. Approval of agenda	Motion to approve agenda by Debra seconded by Tara, all in favor, motion passed.	
4. Email motions	Motion: no email motions.	
5. Presidents corner	5.1. Bylaw changes & societies filing. Kelly from section has offered to talk to Sarah to discuss changes that are required to the next iteration. Too late for 2019 AGM – will be a summer task. Janine submitted 2016 approved by-laws. Sarah to connect with Kelly from section 5.2. AGM	Tabled. Sarah to draft email for Janine.

	<p>Janine and Lynnell booked curling club. May 4th 6pm-10pm. \$300 non-for profit rate. Quote for ice cream from marble slab \$5.99. will ask Hannah to supply tea and coffee and some baking and store ice cream in her freezer. Notice of meeting by April 4. Save the date email this week.</p> <p>5.3. Meeting schedule – Janine to book room for June – completed.</p> <p>5.4. Competition:</p> <ul style="list-style-type: none"> ● Planning meeting for comp – Friday March 8th, Sarah’s house – completed. ● Lynnell will look at meetings for volunteers to explain the roles – still needs to be done. Suggest Tuesday 19th and Thursday 21st prior to comp at Genesis Place at 5.15pm – will go out with final schedule to membership ● Chalsie will go to Costco and buy snacks for volunteers. Skate Canada allowance \$100 per day. ● Team gave suggestions for coupons from local businesses (Wendy’s, Extreme pits, Booster juice in GP, Tims, McDonalds, Subway) ● Discussion re: raffle items and donation letter ● Friday ice from 6-7.30pm on Friday 22nd clashes with competition. Discussion to use credit on another session or cancel. <p>Email motion: Cancel the session on Friday the 22nd and credit the families accounts. Motioned by Debra, Seconded by Tara.</p> <p>5.5. Next competitions applied for 2019/2020.</p> <p>5.6. Board members confidentially agreements. Template on Skate Canada website, ah to put together on ASC format and send to everyone. We should sign every June after AGM. Can include key sign out on this sheet</p> <p>5.7 Contract committee (Debra, Cathy and Sarah.) Mid term reviews to arrange Feb – 2 coaches attended. Letters of Intent – 3rd week March for most coaches, Core coaches due by April. Contract drafted by May and signed by June.</p>	<p>Remove item</p> <p>Lynnell/Sarah to arrange sessions.</p> <p>Chalsie – food</p> <p>Team effort</p> <p>Tabled.</p> <p>Tabled until AGM.</p> <p>Tabled</p>
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<p>6. VP's corner</p>	<p>6.1. Survey results ailed results to the board for review.</p> <ul style="list-style-type: none"> ● Suggested improvements <ul style="list-style-type: none"> ○ CanSkate introduction session – look at potential, laces, helmets etc at info session. Intro session on day 1 when the kids are on the ice, or maybe week 2? ○ Can we put updates on-line for each level – work in progress at the moment. Program cheat sheet to develop – on front page. Dumb down explanation of program levels. ○ More information on the website re equipment – information for new parents (where to get skates sharpened, what kinds of skates, video from Kaylee on how to tie your skates). Some links can be used to Skate Canada page ○ Equipment information prior to first session – could include in the first day of skating email. Info session? – leaflet to be developed. Suggested that there are volunteers in the room on the first day of skating. <p>Discussion on helmets – Lynnell will ask skate Canada is they have any resolutions.</p>	<p>Tabled</p>
<p>7. Finance / Treasurer Corner</p>	<p>7.1. Book keeper Roxanne is too busy to fit us in. Deb has a contacts for 2 other book-keepers</p>	<p>Debra.</p>
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Wine Survivor. teams in total. \$50 per team as a credit on family account 73.65 on wine (average \$12/bottle). Club profit = \$326.35</p> <p>8.2. Other fundraising 50 – Gala –need to get licence – future task.</p> <p>8.3. Competition planning. March 22-24, 2019</p>	<p>Sarah & Tara to complete ALGC forms.</p> <p>Tabled</p> <p>Janine to email 6 families that have not met volunteer requirements.</p>

	<ul style="list-style-type: none"> • Shifts – still missing shifts. Janine to email members that have not met volunteer requirements first. • Raffle table – donation letter – Deb to send letter to Tara – completed. Need raffle licence – week prior. Deb will look for the template for raffle tickets. Ticket bags and extra tickets are in the cage at G.P. <p>8.4. Alberta winter games 2020</p> <p>Ask about opportunities to work a casino shift or two to help the winter games. Ask Shauna from the City of Airdrie about the winter games – ongoing. Chalsie was in touch with the 2020 games promotions – Feb 12th will take skating shots – photo's completed.</p>	<p>Debra to find template for raffle.</p> <p>Tabled</p>
9. Test Chair	9.1. Updates h test: Feb 21	Tabled
10. Administration	<p>10.1. Home and garden show. 2 pairs of tickets to give away – Those who volunteer for competition shifts above and beyond have a chance to win – winners emailed.</p> <p>10.2. Ice requests – for spring and fall power camps. City of Airdrie have sent out an email asking for users to wait until decisions have been made. Completed</p> <p>10.3. Keys for office, cages etc. We need a process for keys distribution.</p> <p>10.4. Shredding day in Airdrie – April / May – need to confirm date</p> <p>10.5. Program fees – Spring & Fall ing is set 6 weeks, continuation of fees from fall/winter program. nell will email out info - completed.</p>	<p>Completed, remove item.</p> <p>Tabled Tabled</p> <p>Completed, remove item.</p>
11. Director of Skating	<p>11.1. Program schedule and overview : Fall program must be submitted by March to city – will send to board prior to request. Needs to include competition days we applied for.</p> <p>11.2. Plaque's need to be updated at the Plainsman Arena</p> <p>11.3. Registration numbers – increased (stops this week, week 5)</p> <p>18: 400. Update on numbers will be emailed next week by Lynnell - completed</p>	<p>Lynnell.</p> <p>Tabled</p> <p>Completed, remove item.</p>

	<p>11.4 \$100 credit for survey participation drawn during meeting – credit to be placed on uplifter account. Summary of survey sent by Lynnell. Discussion at next meeting.</p> <p>11.5 Alberta AGM (May 3-5 Banff)/ National AGM (May 23-25 Ottawa)</p> <p>Discussion. Alberta AGM is the same weekend is the ASC AGM. Some interest from the coaches regarding National.</p> <p>11.6 Ice users meeting June – Director of Skating and President / VP.</p> <p>11.7 Power Skating on-line module – Chalsie and Lynnell gave feedback. All power coaches to complete. Will need to rework the report cards. Max numbers now 30.</p>	<p>Tabled</p> <p>Tabled</p> <p>Tabled</p> <p>Tabled</p>
12. Coaches corner	<p>12.1. Gala April 13.</p> <ul style="list-style-type: none"> ● Costumes arrived. 1 child has pulled out. ● Info to all participants re: hair, makeup, pictures. ● \$5 a ticket – design emailed to Janine. 6 per family max. (2 different tickets for different shows) ● Updated budget – discussion on coach’s fees. Lynnell to work with Kelly & Kaylee on budget. ● Guest skaters all confirmed. ● Call out for Volunteers after comp call out. 6 parents signed up already. ● Board leads met with Kaylee and Kelly. ● Decorations day – 30th March. <p>12.2. Showcase: Celebration for pre-intro. Mini Gala on the last day of skating session. Planning will begin for the last day of skating.</p>	Kelly, Kaylee
13. Website & Social Media	<p>13.1. No other updates.</p> <p>13.2. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie to look at options</p>	

14. Program assistants' corner	14.1. What is the budget for the year end gifts for the PA's for the AGM? access to dropbox and budget during meeting. Kelly to ask question by email.	Kelly.																									
15. Other items	<p>15.1. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.2. Skate Canada Scrapbook page h anniversary of AB Skating. To be done by March 15, 2019. Can ask Anita for historical piece. Sarah to do – completed.</p> <p>15.3. Vacant positions</p> <ul style="list-style-type: none"> ● Sec ● Past president: Sarah to ask Kelly from section. <p>15.4. Conflict resolution & Policy updates – outstanding</p>	<p>Tabled</p> <p>Completed, remove item.</p> <p>Outline positions in AGM invite.</p> <p>Tabled</p>																									
<p>Motion: to adjourn the meeting by Debra motioned, seconded by Tara, all in favour, motion passed. Meeting adjourned at 8.05pm</p>																											
<p>Future meetings:</p> <table border="1"> <thead> <tr> <th>Meeting Type</th> <th>Date</th> <th>Time</th> <th>location</th> <th>Snack responsibility</th> </tr> </thead> <tbody> <tr> <td>Board Meeting</td> <td>April 7</td> <td>10am-1pm</td> <td>Ron E. Boardroom</td> <td>Sarah Nunn</td> </tr> <tr> <td>Planning meeting</td> <td>April 24</td> <td>7.30pm -9pm</td> <td>Sarah's house</td> <td></td> </tr> <tr> <td>AGM</td> <td>May 4</td> <td>6pm-10pm</td> <td>Airdrie Curling Club</td> <td>Ice cream!</td> </tr> <tr> <td>Board meeting</td> <td>June 2</td> <td>6pm-10pm</td> <td>Ron E. Boardroom</td> <td>Lynnell</td> </tr> </tbody> </table>			Meeting Type	Date	Time	location	Snack responsibility	Board Meeting	April 7	10am-1pm	Ron E. Boardroom	Sarah Nunn	Planning meeting	April 24	7.30pm -9pm	Sarah's house		AGM	May 4	6pm-10pm	Airdrie Curling Club	Ice cream!	Board meeting	June 2	6pm-10pm	Ron E. Boardroom	Lynnell
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