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| **Date of Meeting**: | November 5, 2017 | **Time of Meeting**: | 6:00 PM – 9:00 PM |
| **Location of Meeting**: | Ron Ebbeson Arena | **Snack Responsibility**: | Cathy Mess |
| **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:** | Sarah Nunn |
| **Absent:** |  | | |

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| Meeting called to order at 6:03 PM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Happy Birthday, Kaylee! (November 18th) | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Deb seconded by Cathy, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   An email motion will be made for approval of October Meeting Minutes to give Board Members more time to review the minutes.  The AGM Meeting Minutes are pending a more thorough review and amendments. Minutes will be voted on next year at the Annual AGM. | | |  |  | |
| **ACTION ITEMS**  **Completed**   * Club Bulletin board update (Jackie and Andrea) – October 19th * Christmas Parade Registration (Janine)– Registered for December 2nd   **Outstanding**   * Bingo status (Sarah) **14.2** * Updated Test Chart with Summer Tests (Kaylee) | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) | | | | | |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email Skate Canada Policy to the Board for review.) * Photo day for coaches (Lynnell) | | | | | |
| 1. **Email Motions**   An email motion was made to register to participate in the 2018 Airdrie Home & Garden Show and approve the following costs: Registration fees:  $688.80 and Business Card Magnets:  $250.00 for 1000 (can be used for other things as well). Chalsie motioned, Jeanine seconded, 6 yes votes and 4 no response. Motion approved. | | |  |  | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Financials/AGM Final Spend/Budget (Cathy, Sandy)* **6.2**   In Progress   * 1. Andrea will be absent at next board meeting. | | |  | Cathy will get the financial information ready to distribute.  Jeanine Schill will take care of agenda and meeting minutes for the next meeting. | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Board Member Appreciation Dinner*   Christmas Dinner – December 3rd at 5:00PM at State and Main | | |  | Jacki will make reservation for approximately 15 people. | |
| * 1. *Board Meeting and Brunch*   December 10th 10:00AM-1PM – Location TBA  Brunch after the meeting – Location TBA | | |  | The Ron Ebbesen Board room has become unavailable on the 10th. Janine will send out email with new location/time/date - TBA | |
| * 1. *2017-2018 Budget*   In progress | | |  |  | |
| * 1. *Social Media*   In progress | | |  |  | |
| * 1. *Upcoming Deadlines Brainstorm*   Sandy asked each Board member to make a list of tasks in my role and timelines for these things to happen*.* | | |  | Jeanine Schill will send out an email to Board Members requesting this information. | |
| * 1. *Task Distribution Brainstorm*   This will be discussed at future meeting after task lists are received. | | |  |  | |
| * 1. *Wine Survivor (14.2 Fundraisers)*   Priorities are:   1. Continue to sell tickets until November 17, 2017 2. Draw names (November 20th -24th) 3. Announce winners | | |  | Janine will send out an email to members advising if they want to participate as an individual but don’t have enough people for a full team to contact Andrea. | |
| 1. **Vice Presidents Corner** | | |  |  | |
| * 1. *Competition Accommodation Project*   Ongoing | | |  |  | |
| 1. **Admin Corner**    1. *Volunteer Cheques*   Reconciliation of volunteer cheques is ongoing | | |  |  | |
| * 1. *Marketing*   We are registered for the Home and Garden Show | | |  |  | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Core Values/Vision*   No Update | | |  |  | |
| * 1. *FlexaFit Program - Dryland Training*   No Update | | |  |  | |
| * 1. *Coaches’ Contracts*   Jeanine advised that she is having difficulty getting a response from some coaches regarding their outstanding contracts and schedule B’s. | | |  | Jeanine will send a list of outstanding documents to Lynnell so she can follow up directly with the coaches. | |
| * 1. *City Meeting / Ice Users*   Lynnell attended the meeting representing the Airdrie Skating Club. Representatives from Hockey and Ringette were also in attendance. Rogers is the main sponsor for Hometown hockey. The city is looking for “feel-good” stories that go with this year’s theme. Jeanine mentioned that the fact that all three ice-users worked together to raise the rinks is a great story that highlights teamwork of all three organizations working together for a good cause. The city is also trying to put together a community fundraiser BBQ that the three ice-user groups will have the opportunity to participate in. | | |  |  | |
| 1. **Coaches’ Corner**   Kaylee reported that we have new iPod bags. | | |  |  | |
| 1. **Financial Corner**   Financials in progress | | |  |  | |
| 1. **Program Assistant Corner**   The Port of Call has been chosen as the location of the next PA team builder. They have swimming and waterpark. $100.00 deposit is required for the venue. Cost is $30.00 per participant. Food is included in the cost. A motion to approve the costs for the PA team builder was made by Deb, Seconded by Andrea. All in favor, motion approved. | | |  |  | |
| 1. **Test Chair Corner**   More photos are needed for the bulletin boards. | | |  | Chalsie and Lynnell will send Jacki more photos with signed photo releases to use on bulletin boards. | |
| 1. **Fundraising & Volunteer Corner**    1. *Casino (November 3rd and 4th, 2017)*   Sarah absent. Update to be provided at next meeting.   * 1. *Other Opportunities for Fundraising in 2017/2018*  1. Bingos – Sarah is looking into this. 2. Plainsman mini golf – on ice mini golf tournament. This would take place right when the ice is being taken out. Lynnell sent pictures to some of the board members.   Ideas include the following:   1. Work with mini golf organization for set up. 2. Face painters, food trucks, and other activities. 3. We could look into it as an end of the year team/club wide event. 4. It could be free to members. Outside participants pay. 5. We could use the event for marketing, fundraiser, etc. 6. Wine Survivor – (Sandy)   This will be a profit sharing opportunity for the members.  Dates/Details include the following:   1. Sell Tickets (October 16th to November 17th ) 2. Draw names (November 20th -24th) 3. Print 60 books of tickets with 6 tickets per book. 4. Tickets cost $25.00 each or $150.00 per book. 5. Profit share portion is $50 per book sold. 6. ASC will buy the wine. (Minimum 40 bottles) 7. Club members can participate by selling entries. Each book of 6 will be a team. 8. Open to all members. 9. An AGLC license has been obtained. 10. We have 6 tickets spoken for the Wine Survivor (tickets have been ordered through Staples and should be here Monday – the cost was $35) 11. Competitions   There was a discussion about possibly hosting a competition every other year. Sarah asked for a calendar of events that would preclude hosting a competition so we can bid for those that don’t have conflicts for ice time. We would only want Genesis Place. We need to pick a weekend and talk to City of Airdrie for ice time.   1. Alberta Winter Games 2020   The Alberta Winter games may highlight skaters who may be involved in the Alberta Winter Games 2020.  We will extend an invitation to the competition in 2018. | | |  |  | |
| * 1. *Parades and Events 2017/2018*   Christmas Parade – Registered for December 2nd, 2017   1. Tara volunteered the use of her truck driven by someone else 2. Christmas tree and other decorations are in the office at Genesis Place 3. Candy canes suggested to hand out at the parade 4. Theme this year is “The good ole hockey game” 5. Nets and pucks available for use for decorating | | |  |  | |
| **In Camera: None** | | | | | |
| Meeting Adjourned: 6:57PM. Motion to approve by Chalsie, 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 | November 5th @ 6:00PM | REA Board Room | | | Cathy Mess |
| Monthly Board Meeting | December 10th @ 10:00AM | REA Board Room | | | Christmas Brunch |
| Monthly Board Meeting | January 7th@ 6:00PM | REA Board Room | | | Kaylee Marcoux |
| Monthly Board Meeting | February 4th, 10:00AM | REA Board Room | | | Tara Vatcher |
| Monthly Board Meeting | March 4th, 6:00PM | REA Board Room | | | Sarah Nunn |
| Annual General Meeting | April 28th, 6:00 PM | TBA | | | AGM Dinner |