



Executive Meeting Minutes

Date of Meeting: January 06, 2019 Location of Meeting: Ron E. Boardroom		Time of Meeting: 6 – 9 pm Snack Responsibility: Kelly Kirby	
Invited Executive: Sarah Nunn, Cathy Mess, Tara Vatcher, Lynnell Moss, Janine Hauk, Kelly Kirby, Chalsie Doiron, Kaylee Marcoux, Debra Dolhun, Robyn Par, Krista Hannah			
Regrets: Cathy, Robyn			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 6:10pm Welcome new board members!		
2. Approval of previous minutes	Motion to approve December 16 th 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: Director at large motion 2 nd Jan 2019: Tara motioned to bring on Krista Hannah and Robyn Parsons as directors at large. Debra seconded. 3 of 3 votes: Yes – motioned passed.		
5. Presidents corner	5.1. Bylaw changes & societies filing. ly from section has offered to talk to Sarah to discuss changes that are required to the next iteration. AGM minutes to submit with bylaws in interim. 5.2. AGM	Work with Janine to get old bylaw changes submitted.	

	<p>thin 30 days of the last skate session – bylaw. Canskate finish sooner than star skate, the Gala date can be within 30 days of StarSkate.</p> <p>ening event only, after dinner desserts. Build your own sundae!</p> <p>5.3. Contract update</p> <p>ove book keeper discussion to finances.</p>	<p>Janine and Lynnell to get a couple of quotes – in progress.</p>
<p>6. VP’s corner</p>	<p>6.1. Survey results</p> <p>tion plan: Deb to pull out the positive and negative results and then come up with a plan – Emailed results to the board for review.</p> <p>Results overview:</p> <ul style="list-style-type: none"> ● Majority felt we kept people informed with information ● Reasons for leaving - 43% dissatisfied – this is the focus of feedback ● What we did well – good feedback ● What we didn’t do well <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. 	<p>ALL: Review survey results. Suggestions for further improvements at the next meeting.</p>
<p>7. Finance / Treasurer Corner</p>	<p>7.1. Finances – interim plan</p> <p>thy dealing with finance for the interim. Contacted ATB to have Deb and Sarah with signing authority. ATB replied back, waiting confirmation.</p> <p>7.2. Book keeper</p> <p>ed to get a contract for the book keeper. This was done historically. The board feel that a book keeper is needed to keep the finances / records in check.</p> <p>otes in process.</p>	<p>Board to email ATB with the minutes and any other information required to update banking signatures.</p> <p>Ask Cathy to contact Roxanne and arrange to have 2018 finances looked at and finalised.</p>

	<p>otes were very expensive. One accountant suggested we only needed an overview. Suggested we continue with Roxanne and make sure we collect any other records she may have from the club.</p> <p>7.3. Parade budget information should be on the tracking sheets – outstanding parade budget for Dec 1, 2018. \$50 for coffee/ hot chocolate. Sarah to submit receipt for coffee. Event well attended, and good feedback from parents and kids.</p>	<p>Receipts submitted. Remove item.</p>
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Wine Survivor. on the same 70/30% split for skater/club for the profits. Last year was \$25 a ticket with teams of 6, which included a \$15 bottle of wine. Janine and Lynnell tried out the tickets uplifter Sarah & Tara: AGLC licence Updates from last year – facebook. Feb 19-22 Feb draws. (Tuesday to Friday)</p> <p>8.2. Other fundraising Little drive Jan 5 2019 – 18 kids in total. Filled the truck! \$50 – Gala –need to get licence – future task.</p> <p>8.3. Competition planning. March 22-24, 2019 date from Janine needed for shifts on sign up genesis. as:</p> <ul style="list-style-type: none"> ● Could we give 2 credits for each extra shift to use for next year? ● Could we offer volunteer hours to high school students? Janine to contact Parent school council at Bert Church to ask if students need community service credit ● Kid shifts – remove for next year – have some of the skaters “give back” ● Board member morning/afternoon responsible and back up to cover shifts ● Open the invite to CanSkate, Adult/Teen, Intro to figure/ intro to pre. To volunteer? (after those that need shifts have all signed up.) 	<p>Sarah & Tara to do this week.</p> <p>To put on uplifter account when moneys confirmed.</p> <p>Will ask Janine for the spreadsheet to see how many shifts need to be filled.</p> <p>Janine will contact Bert Church.</p>

	<ul style="list-style-type: none"> • Email to draft after Janine has contacted outstanding skaters to ask members for any volunteers to help fill shifts. <p>we need to know how much money Skate Canada are going to give us. Kelly section re: min age for kids in roles for shifts.</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.</p> <p>8.5. Email to membership –wine survivor, competition shifts, and raffle prizes needed (re-gifting unwanted Christmas gifts!) affle prizes – Tara will collect.</p>	<p>Sarah: ask Skate Canada about the grant for the competition.</p> <p>Tara and Sarah to draft email.</p>
<p>9. Test Chair</p>	<p>9.1. Updates</p> <p>test sheets updated as far as possible – missing some records from 2015 onwards, including test summery sheets. This could have an impact on skaters that are in the club or that have moved on. Lynnell is trying to following up and will need to send copies of these to Skate Canada when they are located.</p> <p>lylee has a box of records at the house that could include test sheets – bring to Lynnell.</p> <p>h test day held in mid-Dec – Thorncliff Greenview for Sr. Bronze and up, and low test days held at the club during sessions in Dec for star 5 and below– very successful.</p> <p>coming high test: Feb. Date TBD</p>	<p>Kaylee to drop a box of files off with Lynnell.</p>
<p>10. Administration</p>	<p>10.1. Accepted into home and garden show. We applied for a better location which was confirmed. The better location is more expensive: \$636- \$731 increase (plus tax)</p>	

	<p>10.2. Still waiting for confirmation for the ice requests from City for spring and fall power camps. City of Airdrie have sent out an email asking for users to wait until decisions have been made.</p> <p>10.3. Volunteer sign-up sheets – Janine will follow up with those that need credits and send list for competition to Tara and Sarah.</p> <p>10.4. Program descriptions for website: Lynnell to assist Janine – outstanding</p> <p>10.5. Keys for office, cages etc. We need a process for keys where people sign to say they have received one. We could include a contract clause for handing back keys for those on a 1 year contract. bra and Janine will find time to figure out which keys we have.</p> <p>10.6. Finances/ receipts reminder - All receipts should be copied to Janine and Cathy. Equipment receipts to Lynnell (as well) as they come under her equipment budget.</p> <p>10.7. Further paperwork that doesn't need to be kept – anything with names needs to be shredded. Kelly to bring container to office for confidential materials. April / May next free paper shredding day in Airdrie.</p> <p>10.8. Board members confidentially agreements – need to print and sign each year – Sarah.</p>	<p>Janine to send list from sign up genesis to Tara and Sarah</p> <p>Janine will get 8 office keys cut.</p> <p>Kelly to bring container for the office for confidential paper waste.</p>
<p>11. Director of Skating</p>	<p>11.1. Program schedule : Fall program has to be submitted by March to city</p> <p>11.2. Plaque's need to be updated at the Plainsman Arena ed updating. Wait this year and pay for one engraving next year? – all agreed.</p>	<p>Sarah to contact Andrea</p>

	<p>ere are extra plaques – Sarah to contact Andrea</p> <p>11.3 Registration numbers 2013: approx. 400 14-2017: approx. 800 18: 400. Update on numbers will be emailed next week. gistration influx prior to Jan.</p> <p>11.4 Power skating – impact from AMHA scheduling. Hoping to resolve/discuss with hockey group.</p> <p>11.5 Lynnell has to send out information on the Lethbridge comp. Fairfield hotel blocking for 14 rooms. For every room night booked, the club we receive a % back for the club.</p> <p>11.6 Survey for the group programs for the fall 10 week. Offering a credit for uplighter account. \$100 credit for the one survey for group 10 week program – Debra Motions, Krista, seconded, all in favour – motion passed.</p>	<p>Lynnell to email updated numbers to the group.</p> <p>Lynnell to send out LB competition information.</p> <p>Lynnell to work with Janine on the survey/sending it to membership.</p>
<p>12. Coaches corner</p>	<p>12.1. Gala April 13. Total: 84 registered. Best skaters contacted. Other features will be drawn out of a hat. (solo/doubles/trio's) Picture info – to arrange in January Photographer contacted – still to confirm dates – potential for Sunday 31 March.</p> <ul style="list-style-type: none"> - Costumes ordered. Feb 22 – ship date. Casting lists will be emailed to the skaters with the practice schedule. - Ice times – double check whether ice needs cancelling. - Features – everyone can be accommodated with one of their choices - Need to contact City for photographer space (potential dryland rooms) - Team decided on 2 shows. 10.30-12. 1-2.30 - Media role – Chalsie 	<p>Confirm room for photographer</p> <p>Confirm 2nd guest skater slot.</p>

	<ul style="list-style-type: none"> - Guest skaters – Permission from Calalta for Savanna Martel and Kobi Chant. Working on a second guest skater slot. - Ticket pricing: \$5 each. Will be done in uplifter. <p>12.2. Celebration for pre-intro. Mini Gala on the last day of skating session. Planning will begin for the last day of skating.</p>	
13. Website & Social Media	<p>13.1. Coaches looking at a potential Team newsletter – dietitian features etc.</p> <p>13.2. Instagram’s are being posted on Twitter.</p>	
14. Program assistants’ corner	<p>14.1. Update a’s rather than Smitty’s – deal is 7-9\$. Date TBD plan to do a breakfast in your PJ’s!</p> <p>2 PA schedule for Jan – the first 2 week schedule sent out, can update as needed.</p>	
15. Other items	<p>15.1. Clean up! Office and files stored at Sarah & Cathy Houses – first week of Jan – completed file clean up.</p> <p>15.2. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.3. Skate Canada Scrapbook page n anniversary of AB Skating. To be done by March 15, 2019. Can ask Anita for historical piece. Sarah to do. Chalsie – old stuff.</p> <p>15.4. Vacant positions</p> <ul style="list-style-type: none"> ● Sec ● Past president: Kaylee to send on email from section about past president scenario. <p>15.5. Conflict resolution & Policy updates – outstanding</p>	<p>Kelly & Lynnell</p> <p>Sarah</p> <p>Kaylee to send information from section</p> <p>Lynnell and Sarah</p> <p>Chalsie to look at options</p>

	<p>15.6. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? – Lynnell to send out contact info for Cam again.</p> <p>15.7. Tara is going to make vinyl letters for the green signs for Can Skate – done.</p>	
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Motion: to adjourn the meeting by Debra motioned, seconded by Tara, all in favour, motion passed.
Meeting adjourned at 8.33pm

Future meetings:				
Meeting Type	Date	Time	location	Snack responsibility
Board meeting	Feb 3	10am-1pm	Ron E. Boardroom	Cathy Mess
Board meeting	Mar 10	6pm-9pm	Ron E. Boardroom	Kaylee Marcoux
Board Meeting	April 7	10am-1pm	Ron E. Boardroom	Sarah Nunn
AGM	Before May 17		TBD	