



# Executive Meeting Minutes

<b>Date of Meeting:</b> Aug 6 , 2019 <b>Location of Meeting:</b> Echo Room, G.P.		<b>Time of Meeting:</b> 7pm – 9pm <b>Snack Responsibility:</b> Cathy	
<b>Invited Executive:</b> Sarah Nunn, Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Cathy Mess, Lynnell Moss,			
<b>Regrets:</b> Debra Dolhun, Leona Le Lievre, Tammy Schmidt, Janine Hauk, Kelly Kirby,			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 7.09 pm		
2. Approval of previous minutes	Motion to approve July 9 Meeting Minutes, motioned by Cathy, seconded by Robyn, all in favor, motion passed. Amend 9.1. – new StarSkate system will be implemented this fall – star 6 -Gold		
3. Approval of agenda	Motion to approve agenda by Krista seconded by Robyn, all in favor, motion passed.		
4. Email motions	<b>Motion:</b> July 13: contract motions for existing coaches – recommendations from the contract committee. Tara motioned, Debra seconded. 2 votes yes, 2 none votes, passed. July 14: New coaches – recommendations from the contract committee. Cathy motioned, Robyn seconded, 2 votes yes, 2 none votes, passed.		
5. Presidents corner	5.1. Bylaw changes & societies filing. cussion on letter from Service Alberta – Sarah has contacted Service Alberta and Kelly from the Section.	Sarah	

	<p>5.2. Mission Statement – will look to do those as a group – Oct 18 planning meeting. Watch video from Skate Canada – go through membership site (need membership number) Same site for the respect in sport training (Due Sept 1)</p> <p>5.3. Conflict resolution &amp; Policy updates – outstanding - Tabled</p> <p>5.4. Next competition - Feb 2020. Competition name kept the same, confirmed ice. Tabled for now</p> <p>5.5. Board members confidentially agreements. Template on Skate Canada website downloaded and shared with board members. All to sign. Send to Chalsie to upload on our website.</p>	<p>Sarah to Send out final copies, All – sign declaration and email to Sarah Chalsie to upload templates onto website under board section.</p>
6. VP's corner	<p>6.1. Survey results</p> <ul style="list-style-type: none"> <li>• Suggested improvements – summer project.</li> </ul> <p>6.2. Contract committee (Debra, Cathy and Sarah)</p> <p>Update – all contracts ready to be sent.</p>	<p>Tabled.</p> <p>Cathy/Deb/Sarah</p>
7. Finance / Treasurer Corner	<p>7.1. Book keeper / accountant</p> <ul style="list-style-type: none"> <li>• Revisions sent to book keeper – redoing package for the accountant.</li> <li>• 2018/19 accounts started by book keeping.</li> </ul> <p>7.2 New financial processes</p> <ul style="list-style-type: none"> <li>• CC limit from \$10K to \$25K – minutes signed by board members at the meeting.</li> </ul> <p>7.3 Budget planning / overview – September meeting.</p>	<p>Cathy</p> <p>Cathy &amp; Deb/Sarah.</p>
8. Fundraiser and Volunteer Corner	<p>8.1. Fundraising plan:</p> <ul style="list-style-type: none"> <li>• Wine survivor – Oct/Nov – Robyn to put plan of action together – will have draft ready for September meeting.</li> <li>• Spring “president of the patio” with beers and coolers – Robyn to plan for Feb.</li> </ul> <p>8.2. Competition planning. Feb 2020</p>	

	<p>8.3. 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.</p> <p>8.4. Casino – November 2020 (2020/2021 fundraising year) - table</p> <p>8.5. Potentially other fundraising ideas.</p> <ul style="list-style-type: none"> <li>● 9, 16, 23 November potential dates – met with Graham from Main Street BBQ to discuss the event. Selling tickets. Could partner with Air106. Deb has the contact for the band: Station 4</li> <li>● New Ap for non-profit and local business linkage for fundraising – would be good if this was connected business (i.e. Canadian tire, east side sports) – Tara and Sarah to look for more information about it.</li> </ul> <p>8.6. Bottle drive – Aug 24<sup>th</sup> – in pencil. mail city and bottle depot (Tara/Sarah) then message out by social media. a's to give notice to residents – sticky notes – cost of printing sticky notes – Krista to get quote. 30 per page, \$3.99 first page, \$1.99 for there after – discussion re: benefits to this and notice period. Tara and Sarah to do by this the weekend.</p> <p>8.7. AGLC information re: board. ed to update – completed by Cathy.</p>	<p>Sarah to email Shauna.</p> <p>Tara to follow up with Graham.</p> <p>Tara/Sarah</p>
<p>9. Test Chair</p>	<p>9.1 Aug 10 planned for Vivo 1 skater x 2 tests r 1-5 batch – about to be updated. ptember 2019 - new StarSkate system will be implemented this fall – star 6 -Gold</p> <p>9.2 Cleaning up the test paperwork still in progress</p>	<p>Lynnell and Deb</p>
<p>10. Administrator Corner</p>	<p>10.1. Registration 10.2. Contract with C.W. Perry for the cage for Plainsman.</p>	<p>Janine</p>

	10.3. Lost keys – returned lost keys for a coach. Keys not labelled; City of Airdrie advised they were not too concerned about copied keys.	
11. Director of Skating	11.1. Program and registration overview – ongoing – need advertising. 11.2. Skate Canada in contact with the club regarding power for local hockey organisation – Lynnell will arrange a conference call. Potential pilot for power skating & duel licensing. 11.3. Booth for Airdrie 2020 all things sports trade show. Sept 15 – volunteers needed for shifts – Coaches first, then board members – Lynnell to arrange when back from vacation.	Lynnell
12. Coaches corner	12.1. Gala plans for 2019/20 – update/overview. Discussion on the planning meeting about a celebration instead. TBD.	
13. Website & Social Media	13.1. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie to look at options 13.2. Update website with new board members – board members to send picture/selfie to Chalsie - 13.3. Update the website with the board members policies – Chalsie has been updating website. 13.4. Pictures from comp – to paper and on social media.	All – send pictures Chalsie to post
14. Program assistants' corner	14.1. No updates	Kelly/Janine
15. Other items	15.1. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress. 15.2. Cage clean out – stuffies and mitts need washing – Krista volunteered	Krista volunteered
<b>Motion:</b> to adjourn the meeting by Cathy motioned, seconded by Tara, all in favour, motion passed. Meeting adjourned at 8.25 pm		

**Future meetings:**

<b>Meeting Type</b>	<b>Date</b>	<b>Time</b>	<b>location</b>	<b>Snack responsibility</b>
Board meeting	Sun Sept 8	10am-12 noon	REA Boardroom	Tara
Board meeting	Sun Oct 6	6pm-8pm	REA Boardroom	Robyn
Planning meeting	Fri Oct 18	8pm (after skating)	Sarah House	everyone 😊
Board meeting	Tues Nov 5	7pm-9pm	REA Boardroom	Krista
Board meeting	Sat Dec 14	6pm-7pm	TBD (drinks afterwards)	Christmas meeting
Board meeting	Sun Jan 5	10am-12 noon	REA Boardroom	Leona
Board meeting	Sun Feb 2	6pm-8pm	REA Boardroom	Chalsie
Board meeting	Sun Mar 8	10am-12 noon	REA Boardroom	Kelly
Board meeting	Sun Apr 5	6pm-8pm	REA Boardroom	Tammy
Board meeting	Sun May 3	10am-12 noon	REA Boardroom	Lynnell
AGM	May-ish	7pm	TBD	n/a
Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah