



# Executive Meeting Minutes

<b>Date of Meeting:</b>	November 25, 2016 In lieu of December 2016	<b>Time of Meeting:</b>	7:30 PM – 9:30 PM
<b>Location of Meeting:</b>	Genesis Place	<b>Snack Responsibility:</b>	Pot Luck
<b>Invited Executive:</b>	Sandy Bartley, Jeanine Schill, Cathy Mess, Dawn Halvorson, Jacki Martel, Debra Dolhun, Melissa Murphy, Sarah Nunn, Chalsie Doiron, Andrea Bianchini, ASC Coaches		
<b>Coaches Rep:</b>	Kaylee Marcoux	<b>Director of Skating:</b>	Lynnell Moss
<b>Administrator:</b>	Janine Hauk	<b>Regrets:</b>	Janine Hauk, Lynnell Moss, Sarah Nunn
<b>Absent:</b>			

Meeting called to order at 8:05PM

## AGENDA ITEM

## ACTION REQUIRED

1. **Welcome & Introductions**  
Airdrie Skating Club Coaches
2. **Kudos & Congratulations**  
Happy Birthday Andrea (December 20<sup>th</sup>)
3. **Approval of agenda**  
Motion to approve by Jeanine, seconded by Melissa, all in favour, motion passed.
4. **Review & Approval of Previous Minutes**  
Motion to approve by Chalsie, seconded by Jacki, all in favour, motion passed.

### Previous Month and Outstanding Action Item Review

- Sandy to get Test Chart printed and Sandy & Lynnell to hand off Test Information to Jacki. This will be transferred once test chart updates (up to level senior bronze) are complete. Sandy is currently working on the chart and will pass the information to Jacki. - Outstanding
- Sarah to draft the calendar announcement/communication and sent to Janine for Cash Calendar event.- Done
- Lynnell, Kaylee and Dawn to work together and submit a proposal for adult PA compensation - Outstanding
- Cathy to follow up with Charlseay and see what she needs for support of the Santa Clause Parade – Done
- Janine to review options for Genesis place as venue for STARSSkate Belly Dance team builder. - Outstanding (Janine to provide update to the Board at the next meeting)
- Coaches and attending parents to check out Mondor jackets while at the next competition and come back to the board with recommendation. Melissa will provide Eastside Sports with Airdrie Skating Club Logo and pay set up fee (\$50.00 for the printing set up) for clothing items. Motion to approve by Melissa, seconded by Melissa, all in favour, motion passed.

- Sandy to give Janine a quick tutorial on Movie Maker at the next planning meeting. – Done
- Lynnell to draft survey questions and send them to Sandy for review. – Done
- Janine will call Chris at Windgate to book a room for report card day December 11<sup>th</sup>. - Done
- Sandy to verify and communicate overall budget for PA this year. – Done (\$1,000.00 Training)
- Kaylee and Lynnell to coordinate upcoming test assessment day with Jacki. –Open

## 5. Priority Agenda Items

### 5.1. *Santa Clause Parade*

The application has been submitted and fees paid. Currently waiting for city to approve/deny application to participate in the parade.

Update to be emailed once approval is received from the City.

### 5.2. *Competition & Planning Meeting Schedule*

Upcoming meeting dates and times

Announcement email to be sent to club members about upcoming competitions.

### 5.3. *Cash Calendars*

Volunteers for pick up and drop off times still needed, please contact Cathy. The goal is to sell 1,000.00 calendars. Update on last count was approximately 500 calendars have been picked up for sale. Deadline for drop off of calendars is November 30<sup>th</sup>, 2016 so tickets can be included in all draws. \*Tickets will still be accepted after the deadline.

Sarah/Jeanine collecting and compiling tickets.

## 6. Standing Items

### 6.1. *Club Jackets*

Board reviewed two skating jacket designs. Preferences on the designs are divided. Brand of jackets we are looking at is Mondor, as East Side Sports is able to order them for us. Lynnell suggested that board members look at jackets during the Edmonton competition. She will follow up with the board after the competition. The price for adding club Logo is approximately (one time embroidery set up fee of \$50, \$10.00 per logo and \$5 skater's name).

Lynnell, Kaylee and attending parents to check out Mondor jackets while at the competition and come back to the board with recommendation.

Melissa will provide Eastside sports with ASC Logo and pay the set-up fee. (\$50.00)

### 6.2. *Social Media*

Sandy reviewed the type of information that can be shared easily on social medial such as updates, pictures, videos and current events. Board members and Parents are encouraged to join our Facebook page

## 7. President's Corner

### 7.1. *Ice User Group – City of Airdrie*

Update on progress provided by Sandy. Three main ice user groups will need to agree and sign off on the proposed policy. The policy outlines access to ice based on number of participants in each user group. The City will be sending out the policy shortly. If all user groups agree, sign off may be completed by email. Otherwise, an additional meeting with the other user groups will be scheduled to discuss.

7.2. *Group Program Survey*  
Surveys have been distributed to the Board. Feedback was positive. The survey is short, easy, and focuses on relevant information for the club.

7.3. *Board and Planning Meetings for New Year*  
Tentative schedule discussed

8. **Vice Presidents Corner**  
No updates

9. **Admin Corner**

9.1. *StarSkate Team Build*  
Need to set a date for belly dancing and then book rooms at Genesis Place for 2 belly dancing sessions. Suzy is good to do two 45 min sessions.

9.2. *Gala*  
Helen confirmed tentative ice for us for May 29 - June 3 for Gala practice week and Gala on the 3<sup>rd</sup>. Once ice time is finalized, we will need to schedule photographer, get room booked, and open gala registration on website.

10. **Director of Skating Corner**

10.1. *Team Building- Coaches/Board*  
No Update

10.2. *PA Program*  
Training scheduled on January 8<sup>th</sup>, 2016, time and location to TBA

10.3. *Incentives*  
Budget for the year is \$1500.00; approximately \$1200.00 used to date. Incentives have been purchased for programs up to Spring with the exception of treats that we will buy locally.

11. **Coaches' Corner**  
No Updates

12. **Financial Corner**  
Raise the rinks update – payments complete until next year.

13. **Program Assistant Corner**

13.1 *PA Program*  
Program Assistant Training and Team builder will take place on January 8<sup>th</sup>. We need a volunteer to help out with Program Assistant Team builder activity to free up Dawn to attend the Board meeting later the same day.

Andrea will send the schedule out to the Board members via email and update the meeting minutes.

Janine to schedule board room at Ron Ebbesen Arena for 2017.

Date/time to be discussed at next meeting. Janine will book rooms once date is set.

Prior to finalizing dates for Gala, Janine will find out when our Spring ice is confirmed as gala week may fall the week after spring skate ends.

Coaches have chosen a theme for Gala.

Kaylee will send out email with date, time, and location of training for Program Assistant participants.

Cathy will send cheque

Janine to book room over the pool at Genesis Place for team building event.

Dawn will schedule Lavish Glam for this date.

Coaches to find a parent volunteer to help with the team building event.

**14. Test Chair Corner**  
High Test Day update

Kaylee and Lynnell to coordinate upcoming test assessment day with Jacki.

Jacki will submit testing protocol, Lynnell will review, and a test date will be set after competition.

**15. Fundraising & Volunteer Corner**

15.1. *Cash Calendar Fundraiser*

Deadline for drop off of calendars is November 30<sup>th</sup>, 2016 so tickets can be included in all draws. \*Tickets will still be accepted after the deadline.

Sarah/Jeanine collecting and compiling tickets.

**In Camera** (*no in camera meeting required*)

Meeting Adjourned: 9:25 PM, motion to approve by Andrea, Seconded by Dawn, all in favour, motion passed.

**PLANNED FUTURE MEETING DATES**

*Monthly Board Meeting attendance is mandatory but Planning meetings are not*

<b>Meeting Type</b>	<b>Date and Time</b>	<b>Location</b>	<b>Snack Responsibility</b>
Planning Meeting	December 11 <sup>th</sup> @10:30AM	Sarah's Residence	Attendees
Report Cards	December 11 <sup>th</sup> @10:30AM	Windgate Hotel	N/A
Monthly Board Meeting	January 8th @ 6:00 PM	Ron Ebbesen*	Melissa
Planning Meeting	January 20th @ 7:00 PM	Sandy's Residence	Attendees
Monthly Board Meeting	February 12 <sup>th</sup> @ 10:00AM	Rob Ebbesen*	Andrea
Planning Meetings	February 17 <sup>th</sup> @ 7:00 PM	TBD	Attendees
Monthly Board Meeting	March 5 <sup>th</sup> @ 10:00 AM	Ron Ebbesen*	Debra Dolhun
Planning Meeting	March 17 <sup>th</sup> @ 7:00 PM	TBD	Attendees
Planning Meeting	April 14 <sup>th</sup> @ 7:00PM	TBD	Attendees
AGM	April 29 <sup>th</sup> @ 6:00 PM	TBD	Airdrie Skating Club