



Executive Meeting Minutes

Date of Meeting: Oct 6, 2019 Location of Meeting: REA Boardroom.		Time of Meeting: 6pm-8pm Snack Responsibility: Robyn Parsons	
Invited Executive: Sarah Nunn, Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Cathy Mess, Lynnell Moss, Debra Dolhun, Tammy Schmidt, Janine Hauk.			
Regrets:			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 6:04		
2. Approval of previous minutes	Motion to approve Sept 8 Meeting Minutes, motioned by Robyn, seconded by Tara, all in favor, motion passed.		
3. Approval of agenda	Motion to approve agenda by Debra seconded by Cathy, all in favor, motion passed.		
4. Email motions	None this month		
5. Presidents corner	5.1. Mission Statement and Bylaw changes & societies filing - For planning meeting on Oct 18 5.2. Respect in sport training. Deadline was Sept 1 but there has been several members experienced difficulties receiving a code to take the course. As board members complete the training, they are to send the certificate to Janine 5.3. Conflict resolution & Policy updates – outstanding – to be discussed at the end of the meeting.	All – complete training and send to Janine.	

	<p>5.4. Next competition - Feb 2020. Competition name kept the same, confirmed ice. Need planning meeting with Tech Rep.</p> <p>5.5. Vacant positions discussed. The current vacant positions are the PA coordinator, and Secretary. Deb and Sarah met with each of the individuals who expressed interest (with the except for one person who had to cancel due to a family emergency). Cathy motioned, Deb seconded, to offer the Secretary position to Denika Falloon for the duration of the term, and to later be ratified at the AGM. All in favour, carried. Tara motioned and Deb seconded to offer to Program Assistant Coordinator for the duration of the term, and to later be ratified at the AGM. All in favour carried.</p>	<p>Sarah to contact Skate Canada to determine who the Tech Rep will be.</p> <p>Sarah will contact the other interested people to discuss project work.</p>
<p>6. VP's corner</p>	<p>6.1. Survey results</p> <ul style="list-style-type: none"> ● Suggested improvements – summer project. - Tabled <p>6.2. Contract committee (Deb, Cathy and Sarah) - All contracts sent. Outstanding contract is Melissa M.</p>	
<p>7. Finance / Treasurer Corner</p>	<p>7.1. Book keeper / accountant</p> <ul style="list-style-type: none"> ● Revisions sent to book keeper – Cathy has emailed it with the revisions ● 2018/19 accounts started by book keeping and she is up to October <p>7.2 New financial processes - Cathy & Deb/Sarah.</p> <ul style="list-style-type: none"> ● Credit Card limit from \$10K to \$25K –Deb has submitted everything to ATB. ATB stated that they require changes to bylaws – discussion. Tara motioned that ASC to explore the options of changing banks. Krista seconded. All in favour, carried. ● SOCAN fees quarterly report has not come so Cathy will call tomorrow. ● Janine drops off to the book keeper monthly ● Janine to follow up with Skate Canada as to inconsistency of credit card processing. Lynnell will send a screen shot to Janine next time she uses her card to pay Skate Canada <p>7.3 Budget planning / overview – planning meeting completed and not much was changed from last year.</p>	<p>Deb and Robyn to look into other bank options</p> <p>Cathy: SOCAN report</p> <p>Janine – follow up with Skate Canada</p> <p>Budget: planning meeting</p>

<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Fundraising plan:</p> <ul style="list-style-type: none"> ● Holiday Season Wine Down – Nov 1 start date – Robyn. It will be a \$25 per person on a team of 4. It will be \$25 per team back to the skater via Uplifter. Plan will be to sell tickets from Nov 1 until Nov 30 and then play from Dec 7 to 15. ● Spring “president of the patio” with beers and coolers – Robyn (Feb.) <p>8.2. Competition planning. Feb 2020 – as noted above, Sarah is awaiting word on who the Tech Rep will be</p> <p>8.3. Alberta winter games 2020 Tara has said that she will need volunteers to help build the judges’ risers</p> <p>There are likely two casinos and if the club members volunteer a shift or two to help the winter games, then there will a return on funds to the club.</p> <p>8.4. Casino – November 2020 (2020/2021 fundraising year) – casino funds to be used to pay group programming ice fees.</p> <p>8.5. Potentially other fundraising ideas.</p> <ul style="list-style-type: none"> ● 9 November–Main Street BBQ, \$30 (dinner and a drink). Other options for additional funds will be possibly 50/50, a wine basket, etc. Info to be sent to Janine for uplifter tickets, including an email with all of the details. ● 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.-Tabled 	<p>Robyn and Sarah to get the AGLC licence and then send info Janine</p> <p>All – advertise!</p>
<p>9. Test Chair</p>	<p>9.1 Aug 10 test for 1 skater x 2 tests and all passed for 1-5 batch – about to be updated. September 2019 - new StarSkate system will be implemented this fall – star 6 -Gold</p> <p>9.2 Cleaning up the test paperwork still in progress. Tests records of current ASC skaters continue to be reviewed for gaps in recording. If additional gaps are found with skaters’ tests, this decision applies to any further missing tests.</p> <p>9.3 Chalsie has completed her Star 6 to Gold evaluators” certification, and Lynnell is half-way through.</p>	<p>Tabled</p>

10. Administrator Corner	<p>10.1. Registration is slow and there is an advertising campaign with radio and bold signs will be up for the last two weeks of September.</p> <p>10.2. Cathy reported that there was no money paid for Showcase.</p>	
11. Director of Skating	<p>11.1. Program and registration overview – ongoing – need advertising. Lynnell has contacted AMHA to asked about advertising with them.</p> <p>11.2. Skate Canada in contact with the club regarding power for local hockey organisation –Lynnell reported that the meeting fell through for this year but will try for next year.</p> <p>11.3. Everything is ready for start up for tomorrow for CanSkate.</p> <p>11.4. ASC Skater Disciplinary policy currently speaks only to the conduct of skater and not to the conduct of the parent or guardian. Deb motioned that the wording of this policy should be changed to be inclusive of the parent or guardian or family member of an ASC skater. Tara seconded. All in favour, carried.</p>	Disciplinary policy to be updated: Lynnell
12. Coaches corner	<p>12.1. Gala plans for 2019/20 – update/overview. Discussion on the planning meeting about a celebration instead. Tabled</p> <p>12.2. There was a coaches’ meeting for planning for the upcoming season.</p>	
13. Website & Social Media	<p>13.1. Update website with new board members – all board members have sent picture/selfie to Chalsie with the exception of Robyn who will send it before the next meeting.</p> <p>13.2. Update the website with the board members policies – Chalsie has been updating.</p> <p>13.3. Pictures from comp – to paper and on social media completed. Lynnell asked that everyone share the ASC info for registration to every FB page we each belong to.</p> <p>13.4. Dropbox: Sarah to lock contracts folder in DropBox and then all of board will have access.</p>	<p>All – share FB page advert</p> <p>Sarah to look at options</p>

14. Program assistants' corner	14.1. Lockers will be cleaned and locks distributed by Cathy. There are still more lockers if any skaters need one. One lock was not working so Cathy is following up tomorrow.	
15. Other items	15.1. The notice boards Chalsie and Lynnell –Advertisement posters in every rink. Planning on more items – in progress. 15.2. Cage clean out – stuffies and mitts washed by Krista – thank you	

In Camera: Board went in camera at 7:22pm. Board out of camera at 7:50pm

Motion: Cathy motioned to adjourn the meeting at 7:58pm, Tara seconded by, all in favour, motion passed.

Meeting adjourned at 7:58pm.

Future meetings:

Meeting Type	Date	Time	location	Snack responsibility
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	Deb
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