



Executive Meeting Minutes

Date of Meeting: April 10, 2019 Location of Meeting: G.P AECON Room		Time of Meeting: 8pm – 9pm Snack Responsibility: Sarah Nunn	
Invited Executive: Sarah Nunn, Tara Vatcher, Janine Hauk, Kelly Kirby, Chalsie Doiron, Kaylee Marcoux, Chalsie Doiron. Debra Dolhun, Robyn Parsons, Krista Hannah, Cathy Mess, Lynnell Moss,			
Regrets:			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 8.07 pm		
2. Approval of previous minutes	Motion to approve March 10 Meeting Minutes, motioned by xxx, seconded by xxx, all in favor, motion passed. They haven't been reviewed. Will look at next time.		
3. Approval of agenda	Motion to approve agenda by Cathy seconded by Tara, all in favor, motion passed.		
4. Email motions	Motion: On Sun, Mar 17, 2019, "I make the motion that we hire Churchill, Michelson and Wylie to provide book keeping services and prepare our statement for the AGM at \$75 per hour." Motioned by Deb, seconded by Cathy. 5 votes: yes		
5. Presidents corner	5.1. Bylaw changes & societies filing. Kelly from section has offered to talk to Sarah to discuss changes that are required to the next iteration. Too late for 2019 AGM – will be a summer task. Janine submitted 2016 approved by-laws. Sarah to connect with Kelly from section	Tabled.	

	<p>5.2. AGM</p> <p>Janine and Lynnell booked curling club. May 4th 6pm-10pm. \$300 non-for profit rate.</p> <ul style="list-style-type: none"> ● marble slab and Hannah booked – need to confirm numbers. ● Planning meeting prior to plan content/flowers/photo presentation etc ● Awards & Plaques ● Need to figure out quorum numbers prior. ● No emails for board positions <p>5.3. Competition - Feedback/overview</p> <p>5.4. Next competitions applied for 2019/2020 – we have confirmed ice.</p> <p>5.5. Board members confidentially agreements. Template on Skate Canada website, ah to put together on ASC format and send to everyone. We should sign every June after AGM. Can include key sign out on this sheet</p> <p>5.7 Contract committee (Debra, Cathy and Sarah.) – in planning stages. Letters of Intent – 3rd week March for most coaches. Contract drafted by May and signed by June.</p>	<p>all</p> <p>Sarah Sarah</p> <p>Cathy/Deb/Sarah</p>
6. VP's corner	<p>6.1. Survey results</p> <ul style="list-style-type: none"> ● Suggested improvements – summer project. 	<p>Tabled</p>
7. Finance / Treasurer Corner	<p>7.1. Book keeper</p> <p>We have heard from Roxanna, the book keeper who had looked after the club's books for many years, that she can no longer be our club's book keeper. Debra have met with Churchill, Michelson, and Wylie (the accounting firm that has been preparing the club's year end for many years), and requested a quote for book keeping to bring the club up to our year end and prepare the statement for our AGM. The cost will be \$75 per hour.</p> <p>7.2 Receipts process</p>	<p>Debra.</p>

	All receipts must go to Cathy and Janine – scanned in and emailed. Hard copy in the finance tray in office for Cathy.	
8. Fundraiser and Volunteer Corner	<p>8.1. Other fundraising 50 – Gala – need to get licence – completed.</p> <p>8.2. Competition planning. March 22-24, 2019</p> <ul style="list-style-type: none"> ● Shifts – still missing shifts. Janine to email members that have not met volunteer requirements first. – cashed 4 cheques. ● Raffle table – completed. <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.</p> <p>8.5. Potentially other fundraising ideas. Comedian contacted the club to see if interested.</p> <p>8.6. Bottle drive – after May long weekend: May 25th – in pencil. sticky note idea to give notice to residents</p>	
9. Test Chair	<p>9.1. Update</p> <p>r 1-5 = finishing up tests</p> <p>h test: Planned June @ Huntington Hills.</p> <p>aning up the Test paperwork still in progress</p>	
10. Administration	<p>10.1. Ice requests – for spring and fall power camps. City of Airdrie have sent out an email asking for users to wait until decisions have been made. Completed</p>	

	<p>10.2. Keys for office, cages etc. We need a process for keys distribution – remove. On contracts.</p> <p>10.3. Shredding day in Airdrie – April / May – need to confirm date – Janine emailed out.</p> <p>10.4. Double booking 10th April – City of Airdrie mistake, skaters stayed later. City credited ice cost back</p> <p>10.5. All ice requests, or <u>any other communication with city staff</u> must come through our Administration.</p>	
11. Director of Skating	<p>11.1. Program and registration overview.</p> <p>11.2. Plaque’s need to be updated at the Plainsman Arena</p> <p>11.3. \$100 credit for survey participation drawn during meeting – credit to be placed on uplifter account. Summary of survey sent by Lynnell. Discussion at next meeting. reminder after Gala with AGM reminder.</p> <p>11.4. Alberta AGM (May 3-5 Banff) – Lynnell & Marisa. Friday/Saturday. Lynnell to take proxy vote.</p> <p>Discussion. Alberta AGM is the same weekend is the ASC AGM. Some interest from the coaches regarding National.</p> <p>11.5. Ice users meeting June – Director of Skating and President. City of Airdrie Meeting re: fee increase. Thursday 11 April.</p> <p>11.6. Power Skating on-line module – Chalsie and Lynnell gave feedback. All power coaches to complete. Will need to rework the report cards. Max numbers now 30 No updates.</p> <p>11.7. Home and Garden show – preparation.</p>	Lynnell.
12. Coaches corner	<p>12.1. Gala April 13.</p> <ul style="list-style-type: none"> ● Update on decorating and set up. 	Kelly, Kaylee

	<ul style="list-style-type: none"> ● Volunteer update ● Tickets – afternoon show sold out, morning is close. ● Updated budget ● Programs – will look at 2 options – 284 brochures for less than \$770 or \$84 for kids to be handed out with photos on Friday and have a list of events handed out with a link to the program on the website. ● Dress rehearsal <p>12.2. Showcase: 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. No other updates.</p> <p>13.2. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie to look at options</p>											
14. Program assistants' corner	<p>14.1. What is the budget for the year end gifts for the PA's for the AGM? access to dropbox and budget during meeting. Kelly to ask question by email.</p>	Kelly.										
15. Other items	<p>15.1. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.2. Vacant positions</p> <ul style="list-style-type: none"> ● Sec ● Past president: Sarah to ask Kelly from section. <p>15.3. Conflict resolution & Policy updates – outstanding</p>											
<p>Motion: to adjourn the meeting by Cathy motioned, seconded by Tara, all in favour, motion passed. Meeting adjourned at 9.55 pm</p>												
<p>Future meetings:</p> <table border="1"> <thead> <tr> <th>Meeting Type</th> <th>Date</th> <th>Time</th> <th>location</th> <th>Snack responsibility</th> </tr> </thead> <tbody> <tr> <td>Planning meeting</td> <td>April 24</td> <td>7.30pm -9pm</td> <td>Sarah's house</td> <td></td> </tr> </tbody> </table>			Meeting Type	Date	Time	location	Snack responsibility	Planning meeting	April 24	7.30pm -9pm	Sarah's house	
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AGM	May 4	6pm-10pm	Airdrie Curling Club	Ice cream!
Board meeting	June 2	6pm-10pm	Ron E. Boardroom	Lynnell