



Executive Meeting Agenda

Date of Meeting:	September 11, 2016	Time of Meeting:	6:00 PM – 8:30 PM
Location of Meeting:	Lumley – Genesis Place	Snack Responsibility:	Lynnell Moss
Invited Executive:	Sandy Bartley, Jeanine Schill, Cathy Mess, Dawn Halvorson, Jacki Martel, Kaylee Marcoux, Chalsie Doiron, Debra Dolhun, Melissa Murphy, Noel Ganduri		
Coaches Rep:	Kaylee Marcoux	Operations:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Sarah Nunn
Absent:			

Meeting called to order at 6:00 PM

AGENDA ITEM	ACTION REQUIRED
<p>1. Welcome & Introductions Noel Ganduri - Secretary</p>	
<p>2. Kudos & Congratulations Happy Birthday Cathy! (Sep 10th)</p>	
<p>3. Approval of agenda Motioned by Cathy, seconded by Jacki, all in favour</p>	
<p>4. Review & Approval of Previous Minutes Motioned by Jacki, seconded by Chalsie, all in favour</p>	
<p>5. Previous Month's Action Item Review</p> <ul style="list-style-type: none"> • Janine to contact City of Airdrie to see if we can pursue this and, if so, needs to contact Shaw for a quote WiFi has been handed off completely to Shaw and Smart WiFi 150, 3 year term for \$139.95/month per location • Coaches to check WiFi connection at Plainsmen Arena Non-existent • Sandy to send updated information to Janine Done • Janine to upload to Uplifter Done • Sandy to send events@airdrieskatingclub.com credentials to board Done • Lynnell needs to get Arena plans for Sarah Not yet but Lynnell will go tomorrow and see what she can do • Jeanine to look into getting license for raffle at competition Not yet but Monday when she calls she will take care of that as well 	

- Chalsie to follow up with the board on recommendations for new jackets
Sandy and Chalsie looking at MEE products
- Jeanine to send CanSkate parent an email and see if interested in Secretary position
Done
- If not, then Jeanine to organize sending out an email to the membership about an open position
- Sandy needs to send an email motion recommendation to the board to approve another \$378 purchase of a logo for Shane ice
- Sandy to create an ASC Instagram account
Done and lots of people have started following us
- Sandy to get Test Chart printed and Sandy & Lynnell to hand off Test Information to Jacki
Kaylee finished this and we will get printed
- Jeanine will follow up with AGLC to ensure there are no conflicts with casino in applying for grants
Yes and no conflicts
- Janine to pull insurance certificate from Dropbox and send to City of Airdrie
Done
- Jeanine to send email to Administrator and coaches, copying Lynnell and the rest of the board regarding contract/meeting timelines
Done
- Lynnell to finalize program descriptions and send to Janine and Sandy for Uplifter and website
Done
- Lynnell to send dates/times to board for the Board/Coach Yoga team builder
Not finalized
- Sarah to reach out to City of Airdrie to ensure we can use the parking lot again and ask if we are able to use the park for a team builder BBQ once the bottle drive is done
Yes and we are good to go.

6. **Priority Agenda Items**

6.1. *Board Meeting Schedule*

Will continue as scheduled and start fresh after next AGM

6.2. *Competition & Planning Meeting Schedule*

September 29th @ 7:00 PM on-site meeting. Will dedicate ½ hour of our planning meetings to competition for now, until we get closer to competition and they need to become more focused.

7. **Standing Items**

7.1. *Competition*

Update from meeting with Anita. Provided her with the information she needs for the announcement. Outstanding is the Paypal account information and some missing hotel information. Set a date for the on-site meeting to determine where we will have everything set up.

- Cathy will follow up on Paypal information
- Sarah will follow up on the hotel information

7.2. *Club Jackets*

Update on MEE Sports. They provided us with some jacket samples to see fabric and styles. Jackets are \$110 each – need to determine if this is feasible but everyone really liked the yoga fabric jacket.

7.3. *Social Media*

Committee was created to ensure that social media updates are being done. Committee: Deb, Jacki, Sandy, Kaylee and Chalsie.

8. **President's Corner**

8.1. *Email Motions*

- Request to allow Peak Performance to bring skaters onto September ice if Guest Coach Policy & Agreement form is signed. Motioned by Chalsie, seconded by Dawn, 7 yes votes
- New Guest Coach Policy & Agreement Form. Motioned by Chalsie, seconded by Dawn, 7 yes votes
- 2016/2017 Pick Up Ice Fees: \$21 STAR Member, \$23 STAR Non-Member, \$28 Power. Motioned by Chalsie, seconded by Dawn, 7 yes votes

8.2. *Sponsor Promotion*

Logos uploaded to our website. Still need to do a special thank you to Steve Anderson at Jones Transportation for donating his truck for our parade.

8.3. *Test Information Update*

Kaylee completed test chart and we need to have printed for the display case.

Sandy and Lynnell will meet with Jacki to bring her up to speed on responsibilities for Test Chair – particularly external, high tests.

8.4. *ASC Logo on ice surfaces*

Need motion to spend an additional \$378 for logo on Shane Ice for next year. Jacki motioned, Cathy seconded, all in favour.

8.5. *Skater/PA/Volunteer Recognition*

Would like to have a skater, PA and volunteer of the month, which the committee will work with Kaylee to organize.

8.6. *New Registrant Survey*

Only 8 responses – all very positive but unable to determine best use of advertising dollars.

8.7. *ASC Laptop/Tablet & iPods*

All equipment has been purchased and Kaylee has started loading required software and doing updates.

8.8. *Spotify & Microsoft Office*

Spotify has been purchased and installed on the new tablet.

8.9. *Future Surveys*

Idea for next survey we send out – turn it into a prize/draw if they participate. Send out early January.

9. Vice President Corner

9.1. *Grant opportunities*

It came up in the competition meeting that Okotoks is going through an audit by AGLC

9.2. *Contract Schedule 2016/2017*

Was sent out to all coaches & Janine

10. Admin Corner

10.1. Outstanding cash calendar and PA information

11. Director of Skating Corner

11.1. *Team Building – Coaches/Board*

Trying to find a day & time that will work for everyone and she will continue to work with Melissa

11.2. *New STARSkate 1-5 Online Training*

Lynnell, Kaylee, Chalsie and Kelly have completed the modules available.

Hoping once they have all the information they need from Skate Canada they can put something tangible together.

11.3. *New Coaches*

3 new CanSkate coaches will be offered contracts in the next week or so.

11.4. *PA Program*

Has been sent to Sandy for editing and sent back to Lynnell. Not all of our STARS have registered yet but they will have a final communication/plan soon.

11.5. *Registration Update*

Power camp was great and almost full and the club did not lose money.

Cancelled Wednesday & Friday morning CanSkate sessions due to low registration.

Power will not start to really fill up until hockey schedules are announced.

Lynnell gave a full update of registration numbers to-date and things are on-track.

11.6. *WiFi/Online Reporting Update*

Lynnell will work with her personal iPad this season to see how online tracking goes to determine whether or not it is worthwhile to invest money into WiFi technology next year.

Janine will ask Air 106 if they could send us the audio file of our ad so we can add a picture with the audio to social media (Send to Sandy)

Jeanine will send photos to Sandy

12. Coaches' Corner

12.1. *CanSkate Toys need to be brought back to Plainsmen (overflow)*
Teddy Bears and Mitts are needed and existing need to be washed
Soccer balls need to be washed in a tote with bleach

- Going to try to transfer stuff on Saturday after the bottle drive, if accessible
- Janine will purchase more totes with lids and Lynnell will let her know how many

13. Financial Corner

Nothing at this time

14. Program Assistant Corner

Nothing at this time

15. Test Chair Corner

Nothing at this time

16. Fundraising & Volunteer Corner

16.1. *September bottle drive*

State & Main, Canadian Brewhouse & OJ's said yes. Jacki offered to pick them up because they have a truck. Brewhouse pick up time is 11:00 AM and Jeanine will let Jacki know times for other places.

- Jeanine will send Jacki an email on times to pick up bottles from State & Main & OJ's
- Janine to send email to members letting them know they must RSVP for bottle drive so we have BBQ numbers and commitment.

16.2. *Cash Calendar Fundraiser*

Jeanine needs to crunch the numbers again to be sure we know maximums, etc.

17. In Camera *(contracted individuals are requested to leave prior to this discussion)*

Meeting Adjourned:

PLANNED FUTURE MEETING DATES

Monthly Board Meeting attendance is mandatory but Planning meetings are not

Meeting Type	Date and Time	Location	Snack Responsibility
Competition Meeting	September 9 th @ 7:30 PM	Sarah Nunn Residence	Attendees
Monthly Board Meeting	September 11 th @ 6:00 PM	Lumley - Genesis	Jacki
Competition On-Site Meeting	September 29 th @ 7:00 PM	Genesis Place	N/A
Monthly Board Meeting	October 2 nd @ 6:30 PM	Ron Ebbesen	Cathy
Planning Meeting	October 21 st @ 7:30 PM	Sandy Residence	Attendees
Monthly Board Meeting	November 6 th @ 10:00 AM	Ron Ebbesen	Sarah
Planning Meeting	TBD	TBD	TBD
Monthly Board Meeting	November 27 th @ 5:00 PM	Ron Ebbesen	Pot Luck