



Executive Meeting Minutes

Date of Meeting:	August 8, 2016	Time of Meeting:	6:00 PM – 9:00 PM
Location of Meeting:	Aecon #2 – Genesis Place	Snack Responsibility:	Lynnell Moss
Invited Executive:	Sandy Bartley, Jeanine Schill, Cathy Mess, Sarah Nunn, Dawn Halvorson, Kaylee Marcoux, Chalsie Doiron, Debra Dolhun, Melissa Murphy		
Coaches Rep:	Kaylee Marcoux	Operations:	Lynnell Moss
Administrator:	Janine Hauk	Regrets:	Leanne Bayko, Jacki Martel
Absent:			

Meeting called to order at 6:05 PM

AGENDA ITEM

ACTION REQUIRED

1. Welcome & Introductions

Melissa Murphy & Debra Dolhun

2. Kudos & Congratulations

Happy Birthday Dawn – Aug 9th

Congratulations to Lynnell on her latest coaching achievement

3. Approval of agenda

Motioned by Jeanine, seconded by Cathy, all in favour. Motion passed.

4. Review & Approval of Previous Minutes

Motioned by Chalsie, seconded by Cathy, all in favour. Motion passed

5. Previous Month's Action Item Review

Only a few outstanding action items from July

- Coaches to check WiFi connection at Plainsman
- Janine to purchase two iPods through Apple and have them engraved
- Kaylee will enter test achievements in the spreadsheet for Sandy so we can get it sent to Jacki and printed for the display case
- Sandy to create 8 x 10 & 11 x 17 posters for Genesis and RE
- Jacki to contact Tim Hortons about bottles

6. Priority Agenda Items

6.1. Music & Equipment

WiFi at Genesis will not be reliable enough to use Uplifter from the ice surfaces so we will need to look into getting our own WiFi upgrades done.

Plainsmen still needs to be checked by coaches.

6.2. Volunteer/Fundraising

Volunteer and fundraising commitments have been finalized and will be forwarded to Janine to enter into Uplifter.

7. Standing Items

7.1. Competition

7.1.1. Hotels, Vendors & Food

Windgate Hotel has been chosen for judges due to the amenities and room choices available, with a significant discount.

Holiday Inn and Hampton have been chosen for skaters. 50 rooms at each hotel are available and both have pools and are located side by side. Excellent discount was offered as well.

For food and catering, we are going to ask for menu options and prices from Woodside and Apple Creek and make a decision once we've considered both options.

7.1.2. Management Responsibilities

Operations – Sarah Nunn

Tech Advisor – Anita Kohlen

Secretary/Finance – Cathy Mess

Registration – Chalsie Doiron

Food & Accommodation – Jacki Martel (if she accepts)

Music – Lynnell Moss & Dawn Halvorson

Volunteer Coordinator – Jeanine Schill

Vendor Support – Still need this position filled

Raffle – Melissa Murphy & Debra Dolhun

Media & Publicity – Sandy Bartley

7.2. Club Jackets

Chalsie is still looking into a couple of different Canadian companies.

8. President's Corner

- Sarah to contact City of Airdrie about using Plainsmen park for bottle drive team builder
- Chalsie to follow up with Makayla and contact Smitty's about bottles

- Janine to contact City of Airdrie to see if we can pursue this and, if so, needs to contact Shaw for a quote
- Coaches to check WiFi connection at Plainsmen Arena

- Sandy to send updated information to Janine
- Janine to upload to Uplifter

- Sandy to send events@airdrieskatingclub.com credentials to board

- Chalsie to follow up with the board on recommendations

8.1. Fee Setting
Fees have been finalized for 2016/2017 season and have been published to Uplifter.

8.2. Board Positions
Leanne has indicated that her children will not be skating with us next season and has resigned from the board. She has offered to continue to contribute however she can. This leaves the Secretary position open and we will reach out to the CanSkate parent that was interested in the Director at Large positions a few weeks ago. If she is not interested, we will send an email out to the membership.

8.3. Test Information Update
Skater test information is now available in Skate Canada's members login. Sandy and Kaylee will work together to get test information up to date and transferred to Jacki. The test chart will get printed and put up at Plainsmen.

8.4. ASC Logo on ice surfaces
We were able to work with the City of Airdrie and get the logo request submitted and paid for in time to have it put in the ice at Genesis (Rockyview) and Plainsmen. We will likely purchase another logo for Shane ice next year.

8.5. Social Media
We need to invest more time and resources into engaging our members through social media but Sandy requires some assistance with staying on top of this. Debra offered to take this on.

8.6. Skater/PA/Volunteer Recognition
Board discussed having regular skater, PA and volunteer recognition on social media (i.e., skater of the week, PA of the month)

8.7. Sponsor Promotion
Need to make sure we are promoting our sponsors generously on social media. Sandy will work on this.

9. Vice President Corner

9.1. Grant opportunities
Jeanine has looked into several different grant opportunities and will begin filling them out. Dawn mentioned that there may be a conflict with our casino regulations.

9.2. Insurance Application
Insurance certificate has been received and uploaded to Dropbox.

9.3. Contract Schedule 2016/2017
Sandy has put together a new process and schedule for our contractors and Jeanine will be sending an email to all of our coaches and administrator, outlining the new process, schedule and expectations.

- Sandy to create an ASC Instagram account

- Jeanine will follow up with AGLC to ensure there are no conflicts with casino in applying for grants

- Janine to pull certificate from Dropbox and send to City of Airdrie

- Jeanine to send email to coaches & administrator, copying Lynnell and the rest of the board

10. Admin Corner

10.1. Volunteer/Fundraising has been finalized and will be forwarded to Janine to enter into Uplifter.

10.2. Updated Program descriptions will be sent to Janine

- Lynnell to finalize program descriptions and send to Janine and Sandy for Uplifter and website

11. Operations Corner

11.1. Team Building – Coaches/Board

Lynnell will send available dates and times to board for the yoga session team builder

- Lynnell to send dates/times to board

11.2. Team Coaching Update

Lynnell is still working on final draft of communication to the parents regarding team coaching.

- Lynnell to finalize communication and send to board before it goes out to parents?

11.3. Update on New Coaches

An advertisement has been put up on Skate Canada's website for CanSkate and Power coaches.

Lynnell continues to look at current options for people that have already submitted their resume.

11.4. Update on PA Program

Kaylee and Lynnell continue to work on the details for the new PA program and will send the final plan to the board once it's complete. Training has been booked for Sep 25th.

12. Coaches' Corner

Nothing at this time.

13. Financial Corner

13.1. Summer Skate Financials were presented to the board and we have determined that fees were too low, which has been addressed for the coming year.

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 is currently being planned. Business cards have been created to hand out to vendors we are requesting bottles from.

- 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.

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

Contract discussion took place and a motion has been carried in relation to this discussion.

Meeting Adjourned: 8:33 PM

PLANNED FUTURE MEETING DATES

Monthly Board Meeting attendance is mandatory but Planning meetings are not

<u>Meeting Type</u>	<u>Date and Time</u>	<u>Location</u>	<u>Snack Responsibility</u>
Planning Meeting	July 15 th @ 6:30 PM	Sandy's House	Attendees
Monthly Board Meeting	August 8 th @ 6:30 PM	Ron Ebbesen	Lynnell
Planning Meeting	TBD	TBD	Attendees
Monthly Board Meeting	September 4 th @ 10:00 AM	Ron Ebbesen	Jacki
Planning Meeting	TBD	TBD	TBD
Monthly Board Meeting	October 2 nd @ 6:30 PM	Ron Ebbesen	Cathy
Planning Meeting	TBD	TBD	TBD
Monthly Board Meeting	November 6 th @ 10:00 AM	Ron Ebbesen	Sarah
Planning Meeting	TBD	TBD	TBD
Monthly Board Meeting	December 4 th @ 6:30 PM	Ron Ebbesen	Dawn