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| **Date of Meeting**: | May 07, 2017 | **Time of Meeting**: | 10:00 AM – 12:30 PM |
| **Location of Meeting**: | Ron Ebbesen | **Snack Responsibility**: | Jacki |
| **Invited Executive:** | Sandy Bartley, Jacki Martel, Sarah Nunn, Andrea Bianchini, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, and Tara Vatcher | | |
| **Coaches Rep:** | Kaylee Marcoux | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Debra Dolhun, Kelly Kirby, and Melissa Murphy |
| **Absent:** |  | | |

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| Meeting called to order at 10:04 AM. | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   Welcome to Kelly Kirby and Tara Vatcher!  Happy Belated Birthday to Sandy on April 22nd!  Happy Birthday to Janine on May 27th! | | |  |  | |
| 1. **Approval of agenda**   Motion to approve by Jeanine, seconded by Cathy, all in favour, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   A motion to approve or amend March Meeting Minutes will be sent by email vote this week. | | |  |  | |
| **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 * Kaylee and Charlsey to coordinate upcoming test assessment day with Jacki. Written test protocol has been provided to the coaches. Coaches are currently using protocols. Lynnell will review the protocol with the coaches and continue to complete testing. –Complete * Club Bulletin boards are being updated. Jacki and Andrea working on Plainsman Bulletin Boards. Sarah will update the Ron Ebbesen bulletin board. Lynnell will organize a coach photo and will send a link for google drive to Jacki, Sarah, and Andrea. A motion to approve budget of $100 to update the display cases was made by Jeanine, seconded Sarah, All if favour, motion approved. – Outstanding | | | | | |
| 1. **Email Motions** | | |  |  | |
| * 1. An email motion was made to approve fees of ($140.00 per person) for four Board Members to attend the Section ACGM and Award Banquet in Calgary this year. Email was distributed to Board Members for review. A motion to approve was made by Jacki, seconded by Andrea, four yes votes, four no response. Motion approved.   2. An email motion was made to allow ASC Award Recipients to have 2 people outside their immediate family (parents and siblings) attend the Annual General Meeting (AGM) and Awards Presentation under the following conditions:  1. Attendance numbers allow it, as our members will always get first priority. 2. A fee that covers the cost of the dinner per person must be paid which will vary from year to year depending on actual costs associated with the meal.   Andrea motioned, Chalsie seconded, and 8 yes votes. Motion approved. | | |  |  | |
| 1. **Priority Agenda Items:** | | |  |  | |
| * 1. *Gala Update & Outstanding Action Items:*  1. Designate someone to be in charge of helping with decorations. Budget for decorations is $600 including curtains. Board suggestions for Gala curtains are as follows:    1. Party rental depot.    2. Leanne Balko – Cathy will check with her on borrowing curtains.    3. Larry 2. Volunteers will sign up on picture night for gala volunteer positions. 3. Jaime will MC for Gala 4. Tickets are being printed for Gala. There are (250) total seats available. We can offer (4) tickets per participant for sale. Cost will be $5.00 per ticket 5. No flower sales as Gala this year, due to the fact that they didn’t do well and we lost money 6. Snacks will be provided for the skater’s rooms 7. Consent letters for special guests need to be signed. 8. Programs will be online; a link will be sent to members prior to the Gala. A one page print out with order of skate will be provided at Gala 9. Flowers to be purchased for coaches | | |  | Sandy will make the Gala tickets. Janine will print at Staples.  Coaches will let the board know what positions are required for volunteers prior to picture night.  Cathy to purchase snacks for skaters  \_\_\_\_\_ to send a link to the gala program to members prior to gala  Cathy to purchase flowers for coaches | |
| 1. **President's Corner** | | |  |  | |
| * 1. *Contract Committee*   A motion was made to change the unwritten policy so that contract committee members can serve more than one consecutive year in a row. Motion by Andrea, second by Cathy, all in favour, motion approved.  Names of the Board members being brought forward for the coaches to consideration are Deb, Cathy, and Jeanine. | | |  | Kaylee to ask coaches for any concerns regarding the contract committee members | |
| * 1. *Coaches Mid-Year Review (Sandy/Jeanine)*   The feedback from employees was generally positive. They had some good ideas and recommendations. Contract committee will meet with Lynnell to go over feedback and suggestions | | |  | Meeting to be scheduled with Janine. Summary meeting with Lynnell  Contract committee will meet with Lynnell to discuss mid-year reviews | |
| * 1. *Annual General Meeting Debrief*   The overall feedback from the membership was positive. Sandy asked for additional feedback if Board members have heard anything from members.  The Board reviewed the venue and costs associated with the AGM and agree that we need to look for an alternate venue next year to help reduce the costs associated with the AGM.  The award plaques need to be engraved and hung in the display case. Andrea will have the plaques engraved and purchase (3) new plaques for the upcoming year. Lynnell will provide a list of awards recipients. Jacki will provide an update for the tests. Updated plaques will be hung in the display case at Plainsman Arena.  Sandy requested that AGM meeting minutes be sent to board as soon as possible so they can be reviewed while information is still fresh in our minds. | | |  | Janine will buy (3) new award plaques.  Andrea will have existing plaques engraved.  Lynnell will send a list of awards recipients to Andrea  Jacki will send a list of the Tests passed to Andrea | |
| * 1. *Board Member Team Building Activity*   Yoga day & dinner - we can plan yoga and dinner on separate dates or on the same day. Lynnell will contact Melissa to get a list of dates she’s available for the yoga day. | | |  | Lynnell will contact Melissa to get a list of dates for team builder. | |
| * 1. *Competition Financial & Volunteer Credits*   Total profit from the competition was $22,364.99.  A discussion took place about compensation for people who put in extra hours at the competition; the Board agreed that no monetary compensation should be given for extra volunteer hours. Sarah suggested that a nice dinner together would be of nominal value and a suitable gift of appreciation.  Jeanine reminded everyone that profit from Raffle items needs to be allocated to programs as per the raffle license.  Janine reported that all of the volunteers have fulfilled their volunteer requirements, signed up for Gala as a volunteer, or had their volunteer cheques cashed. | | |  | Sandy will draft email thank you to members. | |
| * 1. *Succession Planning*   Sandy’s term is up in April 2018 and she has advised the board to start appropriate succession planning. | | |  |  | |
| 1. **Vice Presidents Corner** | | |  |  | |
| * 1. *ASC External Competition Accommodations*   Update provided – Jeanine is working on this project. | | |  |  | |
| * 1. *Casino*   Update provided – Casino dates will be November 3 & 4th (Friday and Saturday) of this year. The paperwork is online. Sarah is working on it | | |  |  | |
| * 1. *AGM Awards Banquet*   Jeanine reported on attending the AGM Awards Banquet.  This year is Airdrie Skating Club’s 40th year! This is something we can celebrate during the year with our members.  One of the key messages at the AGM was that competitive skating generally makes up a small percentage of most skating clubs; they emphasized the importance of taking care of all of the components of the program as a whole.  Congratulations to our coaches and board for planning and being ahead of the curve.We should also be proud of how well our coaches and the board members work together as a team.  Jeanine suggested that we put our skater’s names forward for more awards. Celebrating the success of our skaters puts our club name forward and recognizes our successes in the public. | | |  |  | |
| 1. **Admin Corner** | | |  |  | |
| * 1. *Declined Credit Card Policy*   There needs to be a policy/process in place for declined credit cards. Board agreed on the process and Janine will write it up and send it out. | | |  | Janine will draft up the policy/process and send to board. | |
| * 1. *Volunteer/Fundraising 2017/2018 Registration*   Volunteer requirements need to be released at the same time as 2017/2018 Registration. Registration release deadline is before the end of June. | | |  | Sarah will provide volunteer requirements to Janine.  Janine will post registration and volunteer requirements. | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Fall Camp*   More advertisement is needed for Fall Camp | | |  |  | |
| * 1. *Summer Session*   No Power sessions offered this Summer | | |  |  | |
| * 1. *Revenue*   Update on revenue | | |  |  | |
| * 1. *Marketing/Signage*   Lynnell asked the Board to consider purchasing advertisement kits with boards like Skate Canada have for marketing. The signs would be used to provide potential members with program information and for Q&A Sessions at the arenas. The signs would need to have the Skate Canada and ASC logos printed on them. Lynnell will review the policies around using Skate Canada Logo on our signs | | |  | Lynnell to get pricing and present to the board for approval. | |
| * 1. *Synchro Skating*   One of the ASC coaches inquired about marketing synchro skaters through the Airdrie Skating Club. This item was tabled for further discussion at the next meeting. | | |  |  | |
| 1. **Coaches’ Corner**   Kaylee provided an update on Gala under Priority Agenda Items Section.  The Gala costumes have arrived and most have been distributed. The quality of the costumes is very good. Chalsie has followed up with all of the people that haven’t picked up their costumes. We are also getting a $300 credit from the costume company. There are a couple of group costumes with sizing issues; the costumes need to be modified. | | |  |  | |
| 1. **Financial Corner**   Cathy working with the accountant to finalize the financials. AGM final spend/budget review. | | |  |  | |
| 1. **Program Assistant Corner**   We have a new Director/Program Assistant Coordinator – Kelly Kirby | | |  |  | |
| 1. **Test Chair Corner** | | |  |  | |
| * 1. *STARSkate Testing/High Test Day*   First round of dance and skill tests went very well and coaches will continue to streamline the process | | |  |  | |
| 1. **Fundraising & Volunteer Corner**    1. *Competition Checklists*   Sarah reminded everyone that she needs help creating checklists from each category of the competition. These checklists will be used for hosting the next competition.   * 1. *Competition Bidding 2017/ 2018*   November 2018 bidding is underway for competitions. Each region will be having an invitational. Estimated date of the competition is (November 24-26th). We need look at ice schedules to see if ice available prior to submitting a bid. Alternatively, we can look at hosting another competition in the Spring if no ice availability in November.   * 1. *Opportunities for Fundraising 2017/2018*  1. Casino (November 3rd and 4th, 2017) – Sarah is working on the registration. 2. Bingos – Sarah will gather more information about hosting a series of Bingo nights. 3. Bottle Drive – Sarah will be organizing the bottle drive. | | |  | Board members will send competition checklists to Sarah.  Sarah will look into Bingo for fundraising opportunities. | |
| * 1. *Parades and Events 2017/2018*   Canada Day Parade  Christmas Parade | | |  | Cathy to submit our application for the Canada Day Parade | |
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| **In Camera: None** | | | | | |
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| Meeting Adjourned: 1:09 PM. Motion to approve by Cathy, Seconded by Jacki, all in favour, motion passed. | | | | | |
| **PLANNED FUTURE MEETING DATES** *Monthly Board Meeting attendance is mandatory but Planning meetings are not* | | | | | |
| **Meeting Type** | **Date and Time** | **Location** | | | **Snack Responsibility** |
| AGM | April 29th @ 6:00 PM | TBD | | | Airdrie Skating Club |
| Monthly Board Meeting | May 7th @ 10:00 AM | REA Boardroom | | | Jacki Martel |
| Monthly Board Meeting | June 11 @6:00 PM | Lumley Family Rm #1  Genesis Place | | | Jeanine Schill |
| Monthly Board Meeting | July 9th @ 4:30 PM | Echo Room Genesis Place | | | Chalsie Doiron |