



# Executive Meeting Agenda September

## 2020

<b>Date of Meeting:</b> September 9, 2020		<b>Time of Meeting:</b> 7:00pm	
<b>Location of Meeting:</b> Virtual Zoom Meeting (COVID 19)		<b>Snack Responsibility:</b> N/A	
<b>Invited Executive:</b> Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Lynnell Moss, Debra Dolhun, Janine Hauk, Annette Loff, Tammy Schmidt, Keri Keough, Kelly Kirby, Sarah Nunn			
<b>Regrets:</b>			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at <b>7:03</b> pm.		
2. Approval of previous minutes	Motion to approve August minutes by <b>Krista</b> seconded by <b>Tara</b> . All in favour, motion approved.		
3. Approval of agenda	Motion to approve September agenda by <b>Krista</b> seconded by <b>Tara</b> . All in favour, motion approved.		
4. Email motions	none		

<p>President's Corner</p>	<p>5.1. Societies filing Update: Deb has not received anything back yet after sending the package.</p> <p>5.2. Contract Committee Update: One more coach has returned signed contract and schedule B</p> <p>5.3 Conflict resolution &amp; Policy updates</p> <p>5.4. Board Leadership Development Opportunities</p> <p>5.5 Survey results - Suggested improvements</p>	<p>5.1</p> <p>5.2</p> <p>5.3 Tabled</p> <p>5.4 Tabled</p> <p>5.5 Tabled</p>
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<p>6. VP's corner</p>	<p>6.1 Dropbox: Sarah to lock contracts folder (DropBox - not able to do this without paying for it) and then all of board will have access.</p> <p>6.2 COVID Grant: Sarah has filled in and sent, waiting to hear back.</p> <p>6.3 Gift for past board member, Cathy Mess Will pick up etched glass before Friday and also purchase flowers then deliver.</p>	<p>6.1. Tabled</p> <p>6.2 Sarah</p> <p>6.3 Sarah</p>
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<p>7. Finance / Treasurer Corner</p>	<p>7.1 New financial processes Update (Annette &amp; Deb/Sarah): Annette and Janine provided an update and they plan to meet to divide out roles between them.</p> <p>7.2. GIC Update:</p> <p>7.3. Current Financial Situation: Registrations are coming in but nothing is outstanding.</p>	<p>7.1. Annette and Janine to meet</p> <p>7.2 Tabled</p> <p>7.3</p>
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<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1.Fundraising Plan: Update from Krista and Sarah on Drive In movie options: Not many nice weekends left so may have to proceed in the spring with Drive In movie option. Possible Scavenger Hunt discussed but no immediate plans to host same.</p> <p>8.2. Bottle Drive: Update from Tara on September bottle drive scheduled to occur Sept 19 10am-1pm. Board members to approach restaurants for bottle donations.</p> <p>8.3.Update from Businesses: Krista dropped a letter off to Coop. Annette will follow up with Save-on Foods.</p> <p>8.4. AGLC Casino Update: There is been no date set for ASC's Casino but Public Health is now allowing tables again, just waiting to hear back.</p> <p>8.5. AGLC Bingos: Update from Krista: Krista started to complete the form and had questions regarding same. Deb has volunteered to be chairperson on the form.</p> <p>8.6.Wine Survivor: Robyn has organized Cooler/Beer Survivor (Name TBA) some changes to be made. 40 teams, 100/4 max of 800. 3 prizes, 1<sup>st</sup> prize will include 4 drinking glasses in basket (Krista will make with circuit) Tickets will be avail until Oct 15 to involve all skating members.</p>	<p>8.1</p> <p>8.2 Tara to ask for Plainsman parking lot.</p> <p>8.3 Annette, Krista, Robyn</p> <p>8.4</p> <p>8.5 Krista to call AGLC regarding process to apply.</p> <p>8.6 Robyn to complete a few updates and send info to Janine</p>
<p>9. Test Chair</p>	<p>9.1.Cleaning up the test paperwork update:</p> <p>9.2 Testing Update related to COVID restrictions: There will be updates next week at a Section Zoom meeting.</p>	<p>9.1 Tabled</p> <p>9.2 Lynnell to attend Section Zoom meeting</p>

<p>10. Administrator Corner</p>	<p>10.1. Book keeper / Accountant Update: Janine has received the financial report from the book keeper and has sent same to the board for review.</p> <p>10.2. Location of financial records: Update from Janine and Lynnell on a location in the Club office at Genesis. Competition stuff needs to be cleaned out. Janine to purchase a lock box from Staples. Use the filing cabinet for all financials. Need a volunteer to do a cleanup.</p>	<p>10.1 Annette/Janine</p> <p>10.2 Lynnell and Deb to clean up the Genesis cage. Board members to let Deb know if they can help</p>
<p>11. Director of Skating</p>	<p>11.1. Registration Update: Group programs have had scattered registrations in each session. As a result, ACS has cancelled 5-6 hrs of ice (Adult, some CanSkate and CanPower). Biggest cancellation was CanSkate is on Monday. Prep and all Star ice saved. Registrations for Jan to March will be reassessed later. Some sessions may move but the City is working on the schedules. Discussion regarding one family's situation and what was done for their registrations.</p> <p>11.2. ASC Skater Disciplinary policy wording Update:</p> <p>11.3 Phase II Skate Canada Update: SectionTown halls next week about CanSkate, testing, competitions and waiting permission on parent and tot.</p>	<p>11.1</p> <p>11.2 Tabled</p> <p>11.3 Lynnell to attend.</p>
<p>12. Coaches corner</p>	<p>12.1 Celebration plans update: Discussion whether this can proceed or needs to be postponed. Board agreed that it would like to have some sort of awards presentation to recognize so we will go ahead and order awards. One suggestion was to have a social distance presentation and possibly placing signs with the awards on skaters' lawns, this will also work for social media.</p>	<p>12.1 Lynnell to contact the trophy store previously used by club. Annette to contact a dance company that has used signs on lawns to see what the pricing would be.</p>

13. Website & Social Media	13.1. Board Members' photos: Chalsie needs a photo of Keri and meeting minutes in form of PDF for Website.	13.1 Keri to send her photo and PDF minutes for Chalsie
14. Program Assistants' Corner	14.1. Kelly working on a letter to send out to previous Program Assistants.	14.1 Kelly to await word on the amount of PAs needed
15. Other items	<p>15.1. Notice Boards Update: previously completed and can be removed</p> <p>15.2. Fraud Email: Deb and Lynnell reported that a phishing email was sent out asking for gift cards which appeared to be coming from Sarah.</p>	<p>15.1.</p> <p>15.2 All board members watch out for suspicious emails.</p>

**Motion:** Sarah motioned to adjourn meeting and Robyn seconded.

Meeting adjourned at 8:18 pm

**Future meetings:**

<b>Meeting Type</b>	<b>Date</b>	<b>Time</b>	<b>location</b>	<b>Snack responsibility</b>
Board meeting	Sept 9/20	7:00pm	Zoom	
	Oct 4/20	6:00pm	Zoom	
	Nov ?			
	Dec ?			