



Executive Meeting Minutes August 2020

Date of Meeting: August 18, 2020		Time of Meeting: 8:00pm	
Location of Meeting: Virtual Zoom Meeting (COVID 19)		Snack Responsibility: N/A	
Invited Executive: Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Lynnell Moss, Debra Dolhun, Janine Hauk, Annette Loff, Tammy Schmidt, Keri Keough, Kelly Kirby, Sarah Nunn			
Regrets:			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at <u>8:07pm</u> .		
2. Approval of previous minutes	Motion to approve June minutes by <u>Robyn</u> seconded by <u>Krista</u> . All in favour, motion approved.		
3. Approval of agenda	Motion to approve July agenda by <u>Sarah</u> seconded by <u>Robyn</u> . All in favour, motion approved.		
4. Email motions	<p>On July 1, Deb motioned, seconded by Tara with 4 votes yes (carried) to make the revisions to ASC scheduling for 2020/2021 due COVID 19 restrictions</p> <p>On July 1, Deb set the fees for these 4 July Starskate sessions at \$24 per session and the requirement that all 4 sessions must be purchased as a package. Tara seconded with 4 votes yes (carried).</p> <p>On July 1, Deb motioned to sign the City of Airdrie contract and revise ASC cancellation policy to align with the City of Airdrie cancellation policy updated related to COVID 19, including reimbursing families for program cancellation, minus the</p>		

	<p>administration fee of \$45. Motioned seconded by Tara with 4 votes yes (carried).</p> <p>Revision to email motion during Aug board meeting – Sarah motioned revised amount of reimbursement to \$30, seconded by Krista - AIFC</p>	
President’s Corner	<p>5.1. AGM Minutes and Bylaw changes & societies filing Update – Deb sent package and has confirmed it has been received.</p> <p>5.2. Contract Committee Update – Contracts and Schedule B’s sent out and some have been returned signed already</p> <p>5.3 Conflict resolution & Policy updates</p> <p>5.4. Board Leadership Development Opportunities</p> <p>5.5 Survey results - Suggested improvements</p>	<p>5.1 Await word from Societies</p> <p>5.2 Awaiting the remainder to be returned</p> <p>5.3 Tabled</p> <p>5.4 Tabled</p> <p>5.5 Tabled</p>

<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 and Janine to continue to work on the application</p> <p>6.3 Gift Card for Cathy Mass for Long Term Service - Cathy worked on board for 6 years. Sarah will get an etched glass vase with Airdrie Skating Club on it for a keepsake. Sarah motioned to purchase the etched glass vase and flowers as a gift for board member leaving to max of \$50, Krista seconded, all in favor, carried</p>	<p>6.1. Not completed yet.</p> <p>6.2 Sarah will get in application ASAP. They are giving out money until end of Aug.</p> <p>6.3 Sarah to look after getting vase etched, flowers purchased and delivered</p>
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<p>7. Finance / Treasurer Corner</p>	<p>7.1. Book keeper / Accountant - Paid last of invoices. Working on books for 2019/2020.</p> <p>7.2 New financial processes Update (Annette & Deb/Sarah) - Signing authority switched to Annette with access given for online bank statements.</p> <p>7.3. GIC Update:</p> <p>7.4. Accounts – PA Account closed – task completed</p> <p>7.5. Current Financial Situation: - Annette checked main account balance. Some payments to make and registrations are now coming in</p> <p>7.6 Location of financial records - Financial records from past to be locked up in secure location.</p>	<p>7.1.</p> <p>7.2 Janine and Annette to meet regarding roles</p> <p>7.3 Tabled</p> <p>7.4. Completed</p> <p>7.5</p> <p>7.6 Janine and Lynnell to have a look at the current lockable cabinet.</p>
<p>8. Fundraiser and Volunteer Corner</p>	<p>8.1. Fundraising Plan – Discussion regarding the limited options this season for fundraising due to COVID 19 restrictions, but the need for fundraising. Several ideas discussed including Drive In Movie night, driving rally, skate a thon or skip a thon, wine survivor, selling gift cards, selling wrapping paper, selling bacon, and offering an incentives for the most sold.</p>	<p>8.1</p> <ul style="list-style-type: none"> - Krista and Sarah looking into hosting a Drive In Movie along with other drive ideas. - Robyn to organize a Wine Survivor - Chalsie to let Deb know what

	<p>8.2. Bottle Drive Update – Tara</p> <p>8.3.Update from Businesses – Krista, Robyn, Annette. Krista reported that Coop would be willing to give a gift card but needs a letter from the club.</p> <p>8.4.AGLC Casino Update – Deb had sent in preferences for what quarter the club would prefer to have the casino, but has not heard of any reopening dates for casinos due to COVID 19 restrictions.</p> <p>8.5.AGLC Bingos – Discussion regarding how bingos are busing and seem to be short of volunteers</p>	<p>door prizes were unclaimed from the competition and Deb will call the winners one more time and if not claimed can be used for incentives.</p> <p>8.2 - Tara will contact Joel from Bottle Depot for possible Bottle Drive Sept 19</p> <p>8.3-Janine to provide letter template to Krista to modify for Coop. -Robyn to attempt to contact Papa Murphy’s again Annette to attempt to contact Save On foods again.</p> <p>8.4 Await word</p> <p>8.5 Krista will get application going for Bingo</p>
9. Test Chair	<p>9.1.Cleaning up the test paperwork update – No testing at present.</p> <p>9.2. Star 1 to 6 Test Update – Lynnell provided coach certification process update. She will be certified to test skills up to Gold.</p>	<p>9.1</p> <p>9.2</p>

10. Administrator Corner	10.1.Home and Garden Show Update – Janine reported that it has been cancelled and the club will receive a full refund	10.1 Completed
11. Director of Skating	<p>11.1. Registration Update – Registration is now open with 2 ½ weeks to go before sessions with numbers too low would need to be cancelled. Due to COVID 19, there will be no Pre-Can. Parent and Tot registration is open. Lynnell is doing social media advertising</p> <p>11.2.Program Update from the Section – Still in Phase 2 of relaunch. Coaches are wearing masks. Can Power is up and running, and is very time-consuming with the cleaning protocols.</p> <p>11.3. Fee Setting and Drop In Rate – Discussion regarding upcoming season drop in rates. Sarah motioned for the pick-up passes to increase to \$28 for members, \$30 for non-members, and \$34 for CanPower. Robyn seconded, all in favor, carried</p> <p>11.4. ASC Skater Disciplinary policy wording Update:</p> <p>11.5 Dryland – Lynnell has spoken with both Destiny and Melissa about the need for them to get their own insurance. Rule of 2 Discussed with best practice being two coaches present, second choice being one coach and one volunteer adult. Sarah motioned that ASC will offer one virtual Dryland session per week at a cost of \$140 per skater. Robyn seconded, all in favor, carried.</p>	<p>11.1</p> <p>11.2.</p> <p>11.3</p> <p>11.4 Tabled</p> <p>11.5 Lynnell and Janine to add virtual dryland to registration. If there is a lot of interest, revisit and consider additional sessions.</p>
12. Coaches corner	12.1 Celebration plans Fall 2020 Season Update:	12.1 Tabled

13. Website & Social Media	13.1. Update the website with the board members policies: Chalsie reported that all policies are now on website.	13.1 Keri to provide photo to Chalsie for website.
14. Program Assistants' Corner	14.1. Update – Kelly reported that they are hoping to have 1 or 2 PA's in a session. They will call on past PA's with experience as it will be hard to train.	14.1 Kelly will host a zoom call to go over Covid protocols.
15. Other items	15.1. Notice Boards Update: 15.2. Certain Bingo Halls will transfer Volunteer Credits to Sports Organization 15.3. Feedback on STAR 1-3 Pilot information:	15.1. Tabled 15.2. Tabled 15.2. Tabled
<p>Motion: Tara motioned to adjourn meeting and Sarah seconded. All in favor, carried.</p> <p>Meeting adjourned at 10:18 pm.</p>		

Future meetings:				
Meeting Type	Date	Time	location	Snack responsibility
Board meeting	Sept 9/20	7:00pm	Zoom	
	Oct 4/20	6:00pm	Zoom	