



Executive Meeting Minutes

Date of Meeting: July 9 , 2019 Location of Meeting: Echo Room, G.P.		Time of Meeting: 7pm – 9pm Snack Responsibility: Debra	
Invited Executive: Sarah Nunn, Tara Vatcher, Janine Hauk, Kelly Kirby, Chalsie Doiron. Debra Dolhun, Robyn Parsons, Krista Hannah, Cathy Mess, Leona Le Lievre, Tammy Schmidt. Lynnell Moss,			
Regrets:			
Agenda Item	Content	Actions	
1. Welcome	Meeting called to order at 7.08 pm		
2. Approval of previous minutes	Motion to approve June 2 Meeting Minutes, motioned by Krista, seconded by Debra, all in favor, motion passed.		
3. Approval of agenda	Motion to approve agenda by Leona seconded by Tara, all in favor, motion passed.		
4. Email motions	Motion: June 14: Debra motioned to increase fees by 3.5% and round up to the nearest dollar. Cathy seconded. 6 yes votes in total – motion passed June 25: Cathy motioned to enter a booth into the Airdrie 2020 all things sports trade show on Sept 15, Debra seconded, 5 yes, 1 non-vote – passed.		
5. Presidents corner	5.1. Bylaw changes & societies filing. st draft of bylaws completed at last planning meeting – will review again in person in Oct. Once reviewed we can send to Skate Canada for first review.		

	<p>5.2. Mission Statement – will look to do those as a group – Oct planning meeting. Sarah to arrange planning meeting to do mission statement – Oct 18</p> <p>5.3. Conflict resolution & Policy updates – outstanding - Tabled</p> <p>5.4. Next competition - Feb 2020. Competition name kept the same, confirmed ice. Tabled for now</p> <p>5.5. Board members confidentially agreements. Template on Skate Canada website downloaded and shared with board members.</p>	<p>Sarah to Send out final copies, All – sign declaration and email to Sarah Chalsie to upload templates onto website under board section.</p>
<p>6. VP's corner</p>	<p>6.1. Survey results</p> <ul style="list-style-type: none"> ● Suggested improvements – summer project. <p>6.2. Contract committee (Debra, Cathy and Sarah)</p> <p>Letters of Intent – have gone out to Coaches, letters have to be back by June 15th No decisions on new coaches can be made until letters of intent are emailed back. June 30th was the date contracts were to be back with coaches – plan to complete asap. Meeting July 13 @ 10am</p>	<p>Tabled.</p> <p>Cathy/Deb/Sarah</p>
<p>7. Finance / Treasurer Corner</p>	<p>7.1. Book keeper / accountant</p> <p>Churchill, Michelson, and Wylie – questions about the statement for our AGM need to be resolved and then post to the website for members.</p> <ul style="list-style-type: none"> ● Revised 2017/2018 – Cathy still needs to work with accountant – bring finished ones to Aug meeting. ● June 1st 2018 - May 31st 2019 – with the accountant. ● From here on, monthly drop off – easier for the accountant to maintain. <p>7.2 New financial processes</p> <ul style="list-style-type: none"> ● Janine to email the city to ask about transfers – Not possible. ● Cathy to look into increasing the CC limit from \$10K to \$25K <p>In order to get the CC increase, the club has to have it agreed in the meeting minutes by all board members and card holders. We need to have a GIC for \$15K for the increase (like a security deposit). Lengthy discussions on rational for CC increase rather than cheques for auditing purposes.</p>	<p>Cathy</p>

	<p>Motion: Leona motions to apply to have the CC limit increased from \$10K – \$25K. The club are required to open a \$15K GIC for the increased CC limit. Proposed the tie in date for the GIC is for 3-6 months and then re-evaluate depending on the finances of the club. The two CC holders are Lynnell Moss (Director of Skating) and Janine Hauk (Administrator). Seconded by Debra. Votes: 6 yes votes total – motion passed.</p> <p>Cathy and another board member to take signed minutes to the bank to apply for the GIC and CC extension.</p>	Cathy & Deb/Sarah.
8. Fundraiser and Volunteer Corner	<p>8.1. Volunteer credits: posted – remove item. move credits for parade etc. Credits = 8 for CanFigure, 12 for StarSkate.</p> <p>8.2. Fundraising plan:</p> <ul style="list-style-type: none"> ● Wine survivor – Oct/Nov – Robyn to put plan of action together. ● Spring “president of the patio” with beers and coolers – Robyn to plan for Feb. <p>8.3. Competition planning. Feb 2020 – table.</p> <p>8.4. Alberta winter games 2020</p> <p>Ask about opportunities to work a casino shift or two to help the winter games. Ask Shauna from the City of Airdrie about the winter games – ongoing.</p> <p>8.5. Casino – November 2020 (2020/2021 fundraising year) - table</p> <p>8.6. Potentially other fundraising ideas.</p> <ul style="list-style-type: none"> ● 9, 16, 23 November potential dates ● Main street BBQ – selling tickets. Could partner with Air106. Deb has the contact for the band: Station 4 ● Could try the Tap and Vine. <p>8.7. Bottle drive – Aug 24th – in pencil. mail city and bottle depot (Tara/Sarah) then message out by social media.</p>	<p>Sarah to email Shauna.</p> <p>Tara & Sarah to tag team</p> <p>Tara/Sarah</p> <p>Krista to get quote for printing.</p>

	<p>a's to give notice to residents – sticky notes – cost of printing sticky notes – Krista to get quote.</p> <p>8.8. AGLC application ed to update – Sarah to do and email.</p>	
9. Test Chair	<p>9.1. h test: Planned June 20, 21st @ Huntington Hills – successful g 10 planned for Vivo. r 1-5 batch – about to be updated. ptember 2019 – Star 1-10 Gold to be done at the club. All dance, interpretive and free skate tests will still be done through judges. Coaches need to do some on-line training. aning up the test paperwork still in progress</p>	Lynnell and Deb
10. Administrator Corner	<p>10.1. Ice requests – City of Airdrie – all in. preparing for ice users meeting – completed. 10.2. Volunteer requirements already discussed – send to Janine ready for Fall/winter season – Completed.</p>	Janine & Lynnell.
11. Director of Skating	<p>11.1. Program and registration overview – spring broke even/slight profit wer skating; first week weaker, second week better numbers. 11.2 Ice users meeting June – Admin and President to attend – June 19th. – done. 11.3 Power Skating on-line module – Chalsie and Lynnell gave feedback. All power coaches to complete – Lynnell, Chalsie done, Tammy about too. 11.4 Skate Canada in contact with the club regarding power for local hockey organisation – Lynnell will arrange a conference call. 11.5 Booth for Airdrie 2020 all things sports trade show. Sept 15 – volunteers needed for shifts – Coaches first, then board members – Lynnell to arrange when back from vacation.</p>	

12. Coaches corner	12.1. Gala plans for 2019/20 – update/overview. Discussion on the planning meeting about a celebration instead. TBD.			
13. Website & Social Media	<p>13.1. Parents contact / forum – to investigate/sharpening/advice – what would be a good venue – facebook group, others? Chalsie to look at options</p> <p>13.2. Update website with new board members – board members to send picture/selfie to Chalsie.</p> <p>13.3. Instagram like competition from the gala – Krista won for the most likes.</p> <p>13.4. Chalsie wants updated minutes – Sarah to send.</p> <p>13.5. Update the website with the board members policies</p>	All – send pictures Chalsie to post		
14. Program assistants' corner	14.1. Need to plan a PA training session for September. Booked: Sept 7, 12-3pm –Off-On-Off ice	Kelly/Janine		
15. Other items	<p>15.1. The notice boards Kelly & Lynnell –Advertisement posters in every rink. Planning on more items – in progress.</p> <p>15.2. Canada Day Parade – good feedback. Good advertising. The driving company were thanked and also Anita for letting us use her yard area for set up.</p> <p>15.3. Cage clean out – stuffies and mitts need washing – Krista volunteered</p>	Krista volunteered		
Motion: to adjourn the meeting by Debra motioned, seconded by Tara, all in favour, motion passed. Meeting adjourned at 8.33 pm				
Future meetings:				
Meeting Type	Date	Time	location	Snack responsibility
Board meeting	Tues Aug 6	7pm-9pm	Echo Room, G.P	Cathy
Board meeting	Sun Sept 8	10am-12 noon	REA Boardroom	Tara
Board meeting	Sun Oct 6	6pm-8pm	REA Boardroom	Robyn
Planning meeting	Fri Oct 18	8pm (after skating)	Sarah House	everyone 😊
Board meeting	Tues Nov 5	7pm-9pm	REA Boardroom	Krista

Board meeting	Sat Dec 14	6pm-7pm	TBD (drinks afterwards)	Christmas meeting
Board meeting	Sun Jan 5	10am-12 noon	REA Boardroom	Leona
Board meeting	Sun Feb 2	6pm-8pm	REA Boardroom	Chalsie
Board meeting	Sun Mar 8	10am-12 noon	REA Boardroom	Kelly
Board meeting	Sun Apr 5	6pm-8pm	REA Boardroom	Tammy
Board meeting	Sun May 3	10am-12 noon	REA Boardroom	Lynnell
AGM	May-ish	7pm	TBD	n/a
Board meeting	Sun June 7	6pm-8pm	REA Boardroom	Sarah