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| **Date of Meeting**: | January 8, 2017 | **Time of Meeting**: | 6:00 PM – 8:00 PM |
| **Location of Meeting**: | Ron Ebbesen | **Snack Responsibility**: | Melissa |
| **Invited Executive:** | Sandy Bartley, Dawn Halvorson, Jacki Martel, Debra Dolhun, Melissa Murphy, Sarah Nunn, Chalsie Doiron, Andrea Bianchini, Janine Hauk, Lynnell Moss | | |
| **Coaches Rep:** | Kaylee Marcoux | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Cathy Mess, Jeanine Schill |
| **Absent:** |  | | |

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| Meeting called to order at 6:02 PM |  |  |
| **AGENDA ITEM** |  | **ACTION REQUIRED** |
| 1. **Welcome & Introductions** |  |  |
| 1. **Kudos & Congratulations**   Happy New Year!  Happy Birthday to Chalsie on January 2nd  Happy Birthday to Melissa on January 22Nd  Happy Birthday to Sarah on January 24th |  |  |
| 1. **Approval of agenda**   Motion to approve by Melissa, seconded by Jacki, all in favour, motion passed. |  |  |
| 1. **Review & Approval of Previous Minutes**   Motion to approve minutes with corrections by Sarah, seconded by Melissa, all in favour, motion passed. |  |  |
| **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 * Lynnell, Kaylee and Dawn to work together and submit a proposal for adult PA compensation – Motion to approve that any members who do not qualify as a participant in the current Program Assistant Leadership Program, and who are used in specialization roles, will be reimbursed a monetary amount for their time was made by Jacki, seconded by Sarah, all in favour, motion approved. An hourly wage for specialty PAs was suggested at a rate of $15.00 per hour. Motion to approve by Andrea, seconded by Jacki, all in favour, motion approved. A motion was proposed to make the compensation retroactive to beginning of season. Motion by Jacki, seconded by Chalsie, all in favour, motion approved. - Closed * Janine to review options for Genesis place as venue for STARSkate Belly Dance team builder. Alternate options for the other half of the team builder where suggested. Chalsie can look into costs and providers of “murder mystery” activities. Tentative Date Feb 11, 2017. Genesis rooms to be booked. – Outstanding. * Kaylee and Lynnell to coordinate upcoming test assessment day with Jacki. –Outstanding | | |
| 1. **Priority Agenda Items** |  |  |
| * 1. *Competition Update & New Tasks*   Planning meetings scheduled for upcoming competitions; there is a lot of work in preparation for STARSkate & Adult Championships and other competitions. Board Member participation is requested. |  | Board participation is requested:  January 20th at 8:00PM at Sandy’s  February 9th at 7:00PM at Sarah’s |
| * 1. *Gala*   Gala will be held June 3rd, 2017. Charlsey is the Gala Coordinator. Gala theme has been selected. We need to determine the costs for Gala and set gala fees so registration can be opened. A suggestion was made to include ice time designated for practice solos; 1 run through for soloists in additional dress rehearsal. Additional ice time will be available through pick up ice for practice. |  | Sandy and Lynnell will review budget and cost data to determine costs and then email Board Members with the following recommendations:   1. Budget for costumes 2. Budget for Special Performers 3. Budget for Photographer 4. Price for Gala Registration |
| * 1. *Club Jackets*   Coaches and Parents recently looked at options for club jackets in Edmonton. |  | Board members/coaches who participated in gathering jacket info and pictures will bring photos and recommendation to next board meeting. |
| 1. **Standing Items** |  |  |
| * 1. *Club Hoodies – (Melissa)*   Melissa confirmed that new club hoodies are available for sale at East Side Sports. Photos of hoodie have been posted on Facebook page and an announcement will be added to the website about availability. |  | Deb will post announcement with photo on Skating Club Website and updates on Facebook. |
| * 1. *Santa Clause Parade Review – (Cathy)*   The parade went well. Lots of kids showed up. Cathy dropped things off and helped with getting everything ready. The board confirmed that fundraising commitments were completed by those that signed up. |  | Cathy will confirm if the event was within budget at next meeting. |
| * 1. *Access to Photos for Bulletin Boards Updates*   Jacki and Andrea are working on updates to the club bulletin boards and need lots of photos of kids skating to accompany each program description. |  | Sandy will provide link and password access to Jacki and Andrea to look through photos and choose some options.  Jacki and Andrea will reach out to parents if we do not have signed release for photos to be used. |
| 1. **President's Corner** |  |  |
| * 1. *Ice User Group – City of Airdrie*   Update on progress provided by Sandy. User groups are working together with the City of Airdrie to work within their matrix to calculate fair ice allocation. Next meeting scheduled for January 24th. |  |  |
| * 1. *Group Program Survey Results*   The program survey had excellent participation from members with 83 responses. The board reviewed the feedback from all of the members. One item brought forward from the survey was that families with multiple children enrolled in the club are required to complete full volunteering and fund-raising requirements for each child.  The board discussed this and agreed that there should be a maximum volunteer requirement set for up to two children per family. A motion was made to cap the volunteer and fund-raising requirements at two children per family. Motion made by Deb, seconded by Sarah, all in favour, motion passed. |  | Janine will reach out to the families with more than 3 children enrolled to let them know about the revised volunteer and fund-raising requirements as they apply to them.  A winner has been drawn from the survey participants. Sandy will do a write up and send to Janine so she can contact the winner. |
| * 1. *Social Media*   Deb and Janine have started helping with Facebook by uploading photos and events. A recommendation was made to upload videos to a personal drop box and share the links.  Sandy sent email follow up to the group about media storage. Google Drive has the largest amount of storage and she set up an account for the club. |  |  |
| * 1. *Annual General Meeting*   Review of Bylaws show that AGM must take place within 30 days of last scheduled skating session. Also, the notice of meeting must be sent to members at least 30 days prior to the meeting. AGM will be scheduled for Saturday, April 29th at 6:00 PM |  |  |
| 1. **Vice Presidents Corner**   No updates |  |  |
| 1. **Admin Corner** |  |  |
| * 1. *Gala Registration*   Registration to be posted once price for Gala is determined. |  | Sandy and coaches to review budget and send out information via email to Board for approval. |
| 1. **Director of Skating Corner** |  |  |
| * 1. *STARSkate Team Building*   The initial idea of a murder mystery is not going to work, based on the high number of participants. Board discussed several different options and think it would be best to find some actual team building activities for the skaters to do when not doing the belly dancing. |  | Chalsie is going to look into different types of actual team builder activities and report back to the board. |
| * 1. *Coaches Mid-Year Review*   Performance reflection. Touch base with coaches mid-year to determine if things are going well and make adjustments where necessary. |  | Contract committee and Lynnell will reach out to coaches in the next week or two. |
| * 1. *Spring School Fees*   Registration is opening soon for Spring sessions. There will be no Saturday session for Spring. Monday session will be 4 weeks and Friday will be 4 weeks. Mandatory 2 days. |  | Lynnell to talk to Crossfield to find out if they are planning to participate in the Spring Sessions. |
| * 1. *Revenue*   Update provided on revenue year to date. |  |  |
| 1. **Coaches’ Corner**   A suggestion was made to consider adding verbiage about expected attendance to coaches meetings as part of the coach contracts going forward. |  | Board members will consider suggestion and review at the next meeting. |
| 1. **Financial Corner**   No update at this time. |  |  |
| 1. **Program Assistant Corner** |  |  |
| *13.1. PA Program Team Building*  PA team building update was provided. Six girls and two additional coaches participated in the PA team builder. The one hour refresher was the perfect amount of time. Food was provided and the photo shoots were really fun! |  |  |
| 1. **Test Chair Corner** |  |  |
| 14.1. *STARSkate Testing/High Test Day Update*  Sandy is working on test chart. Estimated 75% complete. |  | Lynnell, Kaylee, and Jacki will work together to pick a date for testing. |
| 1. **Fundraising & Volunteer Corner** |  |  |
| * 1. *Cash Calendar Fundraiser*   Cash calendar sales were completed November 30, 2017. We sold 527 out of 1,000 tickets. A post activity review was completed and the following areas for improvement were identified for the next cash calendar fundraising event:   * Start earlier, allowing more time for organization and planning * Set min amount of sales per participant, as fundraising is typically a mandatory component (exception this year due to competition) |  | Sarah has been disbursing winnings to those selected in random draws. Cheques will be mailed to winners who have not yet picked up their prizes.  Sarah will send list of participants and amounts to be credited to each account to Janine.  Janine will contact members to inform them of credits available for use in their accounts. |
| * 1. *Raffle Licenses*   STARSkate and Adult Championships Prize Raffle and WestJet Tickets Raffle |  | Jeanine to apply for licensing. |
| * 1. *Volunteer Sign Up/Planning*   Star Skate and Adult Championships (March 2017) |  | Sarah will send out a list to action items to board members to work on for upcoming competitions.  Andrea will upload volunteer time slots into the Uplifter program that we are currently using for other volunteer opportunities. |

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| **In Camera**  Vote held in regards to a member medical issue. Motion to approve by Deb, seconded by Sarah, all in favour, motion approved. | | | |
| Meeting Adjourned: 8:33 PM. Motion to approve by Deb, Seconded by Sarah, 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** |
| Planning Meeting | January 20th @ 8:00 PM | Sandy’s Residence | Attendees |
| Monthly Board Meeting | February 12th @ 10:00AM | Rob Ebbesen\* | Andrea |
| Planning Meetings | February 9th @ 7:00 PM | Sarah’s House – Competition | Attendees |
| Monthly Board Meeting | March 5th @ 10:00 AM | Ron Ebbesen\* | Debra Dolhun |
| Planning Meeting | March 17th @ 7:00 PM | TBD | Attendees |
| Planning Meeting | April 14th @ 7:00PM | TBD | Attendees |
| AGM | April 29th @ 6:00 PM | TBD | Airdrie Skating Club |