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| **Date of Meeting**:  | February 4, 2018 | **Time of Meeting**:  | 10:00 AM – 12:30 PM |
| **Location of Meeting**:  | Ron Ebbeson Arena | **Snack Responsibility**:  | Tara Vatcher |
| **Invited Executive:**  | Sandy Bartley, Jacki Martel, Andrea Bianchini, Sarah Nunn, Jeanine Schill, Cathy Mess, Lynnell Moss, Kaylee Marcoux, Janine Hauk, Kelly Kirby, Debra Dolhun, Chalsie Doiron, and Tara Vatcher |
| **Coaches Rep:**  | Kaylee Marcoux | **Director of Skating:**  | Lynnell Moss |
| **Administrator:**  | Janine Hauk | **Regrets:**  | Andrea Bianchini, Sandy Bartley, Jacki Martel |
| **Absent:** |  |

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| Meeting called to order at 10:02 AM |  |  |
| **AGENDA ITEM** |  | **ACTION REQUIRED** |
| 1. **Welcome & Introductions**
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| 1. **Kudos & Congratulations**

Happy Birthday to Kelly on February 1st!Happy Birthday to Debra on February 29th! |  |  |
| 1. **Approval of agenda**

Motion to approve agenda by Chalsie seconded by Deb, all in favor, motion passed.  |  |  |
| 1. **Review & Approval of Previous Minutes**

Motion to approve January Meeting Minutes by Sarah Seconded by Cathy, all in favor, motion approved.The AGM Meeting Minutes are pending a more thorough review and amendments. Minutes will be voted on next year at the Annual AGM. 1. **Email Motions**

No email motions |  |  |
| **ACTION ITEMS** **Outstanding** |
| * Bullying and Harassment Policy Draft and Review (Lynnell will email what Skate Canada has currently and make changes to the ASC Policy for the Board to review.) – Lynnell has added documentation to Athletadesk and will send this documentation to the Board. Lynnell is working on the Code of Conduct for Athletes and Parents as well as the Discipline Policy to make sure these are aligned
 |
| 1. **Priority Agenda Items:**
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| * 1. *Financials/AGM Final Spend/Budget (Cathy, Sandy)*

Roxanna is still working on the 2017Cathy provided a hardcopy of the 2016 financials |  | Cathy will file soft copy of the 2016 financials in Dropbox |
| 1. **President's Corner**
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| * 1. *Upcoming Deadlines / Task Brainstorm*

Jeanine has received a few responses back |  | Jeanine will send a follow up reminder email on February 28 |
| * 1. *AGM Planning 2018*
1. Venue Options (Sarah)
2. Catering Options (Jacki)
3. Actual spend from last year (Cathy)
	1. AGM Total Expenses

Meal - $5203.32Decorations and Cards $176.64Candy Bars - $71.00Total = $5450.96Awards are a separate line item1. Estimated number of people = 100-120
2. Special Recognition (List)
	1. Sandy’s daughter Jaime for announcing
	2. Subway for their continued support
 |  | Jeanine to talk to Eastside to see how our club products are doing |
| * 1. *Bylaw Update – Volunteer Coordinator*

Jeanine spoke to Kelly at Skate ABNWTNUN and we will need to go through the official change process. She recommended renaming all but the core positions as Directors at Large with specific job descriptions and changing the wording around number of DAL positions to improve flexibility. |  | Jeanine will review and create a draft of the by-laws, based on the discussion with Kelly and our changes, for Sandy’s review and to be presented to the Board. |
| * 1. *Coaches Meetings (Lynnell) feedback*

Lynnell still has a few coaches to speak to7.5 *Gala Lights*Deb motioned for a budget of $400; Sarah approved; all in favor; motion passed. Janine will source out the lights*7.6 Westjet Tickets* |  | License (Sarah) and Tickets (Sandy) to be ready by March 15 |
| 1. **Vice Presidents Corner**
	1. *Contract Committee (Deb, Sandy, Cathy, Jeanine)*

Update |  | Jeanine will send out the email with regards to the agreed upon Mid-Year Review meetings to all the coaches and work on Letters of Intent for Peer Review |
| 1. **Admin Corner**
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| * 1. *Spring Fees Required*

Looking to raise the fees but give a 10% discount to those who register before a set deadlineSTARSkate breakeven costs were discussed and based on 12 skaters the following adjustments to fees were motioned:Monday $120 (no dryland)Tuesday $140 Tuesday Late $165Friday $100Motion to approve (Deb); Seconded (Cathy); all in favor. Motion passed.  |  |  |
| * 1. *Volunteer Cheques*

Cashing 4 cheques |  |  |
| * 1. *Home and Garden Show*

Need our insurance amended by BFLWe will have an 8 foot table for out booth |  | Jeanine to send email to contact at BFL to get certificate |
| * 1. *Expired Account Credits*

Quite a number still on account – approximated $1000 |  | Janine to advise board on action plan based on our policy |
| 1. **Director of Skating Corner**
	1. *Collaboration on Power Programs*

No Update |  |  |
| * 1. *Core Values/Vision/Mission/Goals*

No Update |  |  |
| * 1. *FlexaFit Program - Dryland Training*

Lynnell will work with the Section on advertising with the ASC doing the registrationMotion (Deb) to approve expenses for Flexafit for May 18-22nd, 2018 for $6000. Seconded by Sarah. All in favor. Motion passed.Consideration of off ice in the amount of $900 – there is agreement that some manner of fundraising will be done to offset registration for ASC members only |  |  |
| * 1. *Coaches Photo*

10.5 *Additional Items*There have been some rink issues (flooding schedules) which Lynnell is working with the City on.Gala is moving forward – participation is at 50 skaters (40%)There are ice gaps between seasons for those competing late season |  | Lynnell will take some pictures with her camera.Lynnell will look at booking some ice |
| 1. **Coaches’ Corner**
	1. *Gala 2018*

Date: June 2nd, 2018Theme: Heros and VillainsCoaches: Kaylee/ChalsieFee: $150.00 Costumes: 1. Will potentially be measured and ordered at the store next to Sobey’s depending on if there is a fee.

Gala Decorations needed:1. Budget approved and lights being sourced.
2. Chalsie’s mother is looking into prices for fabric/black material to cover the boards around the perimeter of the arena. (Chalsie)

WestJet Ticket Fundraiser (GALA)1. WestJet has approved our request for 2 round-trip tickets for Gala fundraiser.
2. Sarah will apply for raffle license ($5 per ticket/600 tickets) – Beginning sales April 28th at AGM– Winner drawn after Gala on June 2nd)
3. Sandy will have the raffle tickets printed.
4. Gala participants sell raffle tickets (5 tickets per family). Remaining tickets offered for sale at AGM and Gala.
 |  | Sarah will apply for raffle license ($5 per ticket/600 tickets) – Beginning sales April 28th at AGM– Winner drawn after Gala on June 2nd)Sandy will have the raffle tickets printed. |
| 1. **Financial Corner**
	1. *Financials*

Update provided under Priority Agenda Items |  | Jeanine will forward the accounting process document to Janine and Cathy so that they can make any changes that have occurred and file in DropboxCathy has been asked to explore with the accountant/bookkeeper if we can claim our GST and if so, how far we can go back. |
| 1. **Program Assistant Corner**
	1. *PA Team Building*

Very successful.  |  |  |
| * 1. *Midpoint Report Cards*

Kids were engaged and liked the format |  |  |
| * 1. *PA Ice Training*

No plans for on ice training for SpringKelly will send out an email to confirm PA commitments to the Spring Session |  |  |
| 1. **Test Chair Corner**

No update |  |  |
| 1. **Fundraising & Volunteer Corner**
	1. *Opportunities for Fundraising in 2017/2018*
2. Calgary STARSkate Invitational on December 7-9, 2018

Email motion to apply to host this event passed.1. Bingos – Motion (Cathy) to complete Bingo Application with ALGC. Seconded (Tara); all in favor; motion passed.
2. Plainsman mini golf – on ice mini golf tournament. This would take place right when the ice is being taken out. Lynnell sent pictures to some of the board members.

Ideas include the following: 1. Work with mini golf organization for set up.
2. Face painters, food trucks, and other activities.
3. We could look into it as an end of the year team/club wide event.
4. It could be free to members. Outside participants pay.
5. We could use the event for marketing, fundraiser, etc.
6. Alberta Winter Games 2020

No Update |  | Sarah to complete Bingo Application with ALGC.  |
| * 1. *Parades and Events 2017/2018*

 Janine will monitor to ensure we are able to apply and participate in the Canada Day Parade |  |  |
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| Meeting Adjourned: 12:11PM. Motion to approve by Cathy, Seconded by Kelly, all in favor, 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** |
| Monthly Board Meeting | March 4th, 6:00PM | REA Board Room  | Sarah Nunn |
| Annual General Meeting | April 28th, 6:00 PM | TBA  | AGM Dinner |