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| **Date of Meeting**: | March 05, 2017 | **Time of Meeting**: | 6:00 PM – 8:30 PM |
| **Location of Meeting**: | Ron Ebbesen | **Snack Responsibility**: | Debra |
| **Invited Executive:** | Sandy Bartley, Jacki Martel, Sarah Nunn, Andrea Bianchini, Jeanine Schill, Cathy Mess, Lynnell Moss, Debra Dolhun, Dawn Halvorson, Janine Hauk, Melissa Murphy | | |
| **Coaches Rep:** | Kaylee Marcoux | **Director of Skating:** | Lynnell Moss |
| **Administrator:** | Janine Hauk | **Regrets:** | Chalsie Doiron |
| **Absent:** |  | | |

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| Meeting called to order at 6:04PM |  |  |
| **AGENDA ITEM** |  | **ACTION REQUIRED** |
| 1. **Welcome & Introductions** |  |  |
| 1. **Kudos & Congratulations**   Happy Belated Birthday to Debra on February 29th!  Happy Birthday to Lynnell on March 19th! |  |  |
| 1. **Approval of agenda**   Motion to approve by Jeanine, seconded by Cathy, all in favour, motion passed. |  |  |
| 1. **Review & Approval of Previous Minutes**   Motion to approve minutes by Jeanine as amended,  Seconded by Deb, 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 * Kaylee and Charsley to coordinate upcoming test assessment day with Jacki. Written test protocol has been provided to the coaches. Coaches are currently using protocols. Lynnell will review the protocol with the coaches and continue to complete testing. –Outstanding | | |
| 1. **Email Motions** |  |  |
| * 1. An email motion to approve spring skating fees was distributed to Board Members for review. A motion to approve was made by Debra, seconded by Chalsie and seven yes votes. Motion approved |  |  |

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| **Priority Agenda Items** |  |  |
| * 1. Upcoming Board Meeting/Planning Meeting Schedule (Dates/Times) |  | Janine will book the rooms for meetings. |
| * 1. *Competition Update & New Tasks (Sarah)*   Additional planning meeting for the Adult and STARSkate Championships have been added to the schedule as follows:  March 10th @7:00PM at Sandy’s House |  |  |
| * 1. *Gala Update & New Tasks*   Gala will be held June 3rd, 2017. There are 56 registrants for Gala. The skaters have been grouped. There will be 6 groups, and 10 soloists chosen by random draw. Costume measurements for each skater took place during their regular skating sessions in February.  An email needs to be sent to the Board to discuss the following action items for Gala:   1. Designate someone to be in charge of helping with decorations. Budget for decorations is $600 including curtains. 2. Music players are needed. 3. MC is needed for the event. 4. Picture day: room and photographer have been booked. Information will be emailed to membership closer to the event. Picture day will be – May 11th, 5PM – 10PM |  | Sandy will ask Jaimie to MC for Gala |
| 1. **Standing Items** |  |  |
| * 1. *Club Jackets– (Melissa/Jeanine)*   Jeanine will follow up with Eastside on the orders for the jackets. Expected delivery mid-March. |  | Jeanine will get a photo of the jackets to be posted on Facebook and club website. |
| 1. **President's Corner** |  |  |
| * 1. *Contract Committee*   Sandy asked Board Members if there were any members that were not willing and/or able to put their names forward for the contract committee. One Board member advised that she would not be able to serve on the committee. Other names will be submitted to the coaches. The coaches will vote on who they want to serve on the contract committee.  Sandy will work on revised wording for the contracts to include the expectation to attend the meetings throughout the year. This information will be sent to the board for review. |  | Sandy will send out email with revised wording for contracts. |
| * 1. *Coaches Mid-Year Review (Sandy/Jeanine)*   Two reviews have been completed. Jeanine and Sandy will be meeting with all of the coaches to complete the mid-year review. |  |  |
| * 1. *Annual General Meeting Planning and Tasks*   AGM has been scheduled for Saturday, April 29th at 6:00 PM  This is an odd numbered year.  The following board member positions are open for vote at this year’s AGM:   1. Secretary – Andrea 2. Treasurer – Cathy 3. Test chair – Jacki 4. Registrar – Chalsie 5. Fundraising – Sarah   All the current positions are rerunning.  Dawn will not be continuing in her position next year. The position of Director/PA Coordinator will be coming open.  At-large Board members were asked to consider running for key positions when they become available to keep the at large positions open to new Board Members.  AGM Responsibilities:   1. Kaylee will work on awards.   New awards will include:   1. Most improved Competitive 2. Most improved Can Power 3. Can Power of the year   Three program assistant awards have been consolidated into one award - Program Assistant of the Year.   1. Sandy will be the project leader for the AGM 2. Cathy will gather budget info from last year 3. The website will be updated with “keep the date” blurb regarding upcoming AGM 4. Jacki will confirm venue availability with Woodside Golf Course. She will also discuss food options for this year including buffet for adults and one choice for children – (Chicken fingers). 5. Lynnell will work on slideshow for the AGM. She will be taking pictures from all the programs starting over the next few weeks. Lynnell will send out a list to Board of sessions she plans to take photos at. Board members will volunteer to talk to parents at each session about the upcoming AGM and get permission to use photos of skaters taken throughout the year. |  | Jacki will contact Woodside Golf Course to firm up the date and discuss food options for the AGM.  Janine will send out an email with AGM invitation which includes a request to use photos of children taken throughout the year in the AGM slide show.  Lynnell will send out a list to Board of sessions she will be taking photos at. |
| 1. **Vice Presidents Corner** |  |  |
| * 1. *ASC External Competition Accommodations*   Update |  |  |
| * 1. *Casino*   Dawn will assist with upcoming Casino and show other board members what to do for future Casino opportunities. |  | Jeanine will reach out to Casino for upcoming opportunities. |
| 1. **Admin Corner** |  |  |
| * 1. *Declined Credit Card Policy*   Update and Recommendation  A guideline for declined credit cards was discussed to help streamline the process and minimize the number of times members are contacted due to delinquent accounts.  If accounts are delinquent and members have failed to make payment arrangements, the following steps will be taken:   1. Uplifter notification about unsuccessful payment. 2. Janine sends email. 3. Janine makes a phone call. 4. Final email template will be sent to member asking them to bring their account current within 3 business days or skaters will not be allowed to participate in the program until the account is in good standing. |  | A written policy will be drafted for next season and submitted to the Board for approval. |
| * 1. *Advertising 2017/2018 Fall Winter Season Prep*   Update |  |  |
| 1. **Director of Skating Corner** |  |  |
| * 1. *Spring Session*   Registrations are open. Radio advertising and signs posted. |  |  |
| * 1. *Fall Camp*   Schedule set, ice set, opening for registration tomorrow. |  |  |
| * 1. *Report Card/Recommendation from Coaches*   Update |  |  |
| * 1. *Summer Session*   An email was sent to members explaining some of the benefits of Summer skating. Members were asked to contact Lynnell, directly, to show interest for Summer programs. Based on the responses, she made a recommendation limit the Summer programs to StarSkate Competitive and StarSkate this year.  The board discussed the possibility of ½ day sessions and full day sessions for Summer weeks. Lynnell will review costs and benefits and send more information to the Board via email. |  | Lynnell will evaluate costs for ½ day and full day sessions and send out email to the Board. |
| * 1. *Revenue*   No updates |  |  |
| 1. **Coaches’ Corner**   Update |  |  |
| 1. **Financial Corner**   Some cheques have been received from sponsors for the upcoming StarSkate and Adult Championships. |  |  |
| 1. **Program Assistant Corner**   Dawn has been working on cleaning up PA account by sending emails to kids who have not been at the club for a while but still hold credits. She will also coordinate cleaning out lockers. |  |  |
| 1. **Test Chair Corner** |  |  |
| * 1. *STARSkate Testing/High Test Day*   Last Skills test date went well.  Dance test is scheduled for March 17th.  Free Skate Tests are ongoing. |  |  |
| 1. **Fundraising & Volunteer Corner** |  |  |
| * 1. *Volunteer Sign Up/Planning*   Sarah provided an update on the STARSkate and Adult Championship event.  Registration for the event is complete and Anita has built the schedule. There is a meeting scheduled with the city of Airdrie to review the schedule and finalize the schedule.  Sarah has a spreadsheet of action items for the event and a shopping list has been created.  General Layout of Event:   1. Photographer will check the lighting for the auto body room. 2. The vendors will all be downstairs. Most vendors will be given space on one side of the corridor. 3. Split ACon for the Coaches and Volunteers Snacks. 4. A table and two chairs will be set up for Skate Canada. 5. Coaches’ office will be cleaned and used for the Board.   Raffle Table:   1. A finalized list of sponsors (with levels) and raffle items to be emailed to Deb by Monday March 13, 2017. Deb will send email to Mark and provide updated list of the sponsors and ask about any potential sponsors conflicts. 2. We will have (13) raffle baskets for the event 3. We have $950.00 cash to buy additional items for raffle. 4. After a review of the raffle baskets, we determined that two more baskets should be created as follows:    1. Liquor basket    2. Movie night basket 5. Draw times for baskets will be staggered. Winners do not have to be present to win.   Flowers:  Jacki will contact a friend who sells flowers and let Cathy know what she finds out. Cathy will ask Costco about the possibility of pre-ordering 1,000 flowers.  Volunteer Requirements:  The list of volunteers will be reviewed at the upcoming planning meeting.  Medals/Awards:  Anita taking care of medals.  Goodie Bags:  Jeanine has the goodie bags ready for assembly.  Kaylee will ask Booster Juice and Wendy’s’ about coupons for goodie bags. |  | Lynnell will email the pdf of the schedule to Helen.  Email to Anita to find out the number of baskets for the CDs.  Ask the city if they have microphones for both sheets of ice.  Sandy to follow up on photocopier.  Jeanine will gather chairs, tables, and benches from the box from the City.  Podium at Genesis Place  Lynnell will find extension cords.  Jeanine will contact the photographer  Sarah will follow up with Anita on the list for the judge’s hotel & also let her know that we’ve been advised that liquor license is not required for a hotel room.  Jacki/Cathy working on flowers.  Kaylee will ask Booster Juice and Wendy’s for coupons/freebies for goodie bags. |

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| **In Camera:** | | | |
| Meeting Adjourned: 9:27PM. Motion to approve by Deb, Seconded by Cathy, 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** |
| Monthly Board Meeting | March 5th @ 6:00 PM | Ron Ebbesen\* | Debra Dolhun |
| Planning Meeting | March 10th @ 7:30 PM | Sandy’s House | Attendees |
| Planning Meeting | March 17th @ 7:00 PM | Sarah’s House | Attendees |
| Planning Meeting | April 14th @ 7:00PM | TBD | Attendees |
| AGM | April 29th @ 6:00 PM | TBD | Airdrie Skating Club |
| Monthly Board Meeting | May 7th @ 10:00 AM | REA Boardroom |  |
| Monthly Board Meeting | June 4th @ 10:00 AM | REA Boardroom |  |
| Monthly Board Meeting | July 9th @ 4:30 PM | Echo Room Genesis Place |  |