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| **Date of Meeting**: | August 20, 2017 | **Time of Meeting**: | 10:00AM – 1:00 PM |
| **Location of Meeting**: | Aecon Room Genesis Place | **Snack Responsibility**: | Lynnell Moss |
| **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:** | Tara Vatcher, Jeanine Schill, Jacki Martel, Sandy Bartley, and Kaylee Marcoux |
| **Absent:** |  | | |

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| Meeting called to order at 10:08 AM | | |  |  | |
| **AGENDA ITEM** | | |  | **ACTION REQUIRED** | |
| 1. **Welcome & Introductions** | | |  |  | |
| 1. **Kudos & Congratulations**   No Birthdays this month | | |  |  | |
| 1. **Approval of agenda**   Motion to approve agenda by Cathy, seconded by Sarah, all in favor, motion passed. | | |  |  | |
| 1. **Review & Approval of Previous Minutes**   Motion to approve July Meeting Minutes by Andrea, Seconded by Chalsie, all in favor, motion approved.  The AGM Meeting Minute approval is pending a more thorough review and amendments. These will be redistributed for review prior the next meeting. | | |  |  | |
| **ACTION ITEMS**  **Completed**   * Bookkeeper contract has been signed. (Cathy and Sandy) * Award plaques purchased (Lynnell) * Low Test Day in August (Chalsie)   **New**   * Update documents to change ACS to ASC (Jeanine) * Email to Board for Planning Meeting Action Items (Jeanine) **7.3, and 7.5**   New – cont’d   * Draft “Song of the Summer” contest wording for our social media sites (Sandy) **7.6** * Update PA Binder and locker assignments (Kelly) **13** * Provide PA Program information and documents to Kelly (Janine) **13** * PA Budget Email Motion (Cathy/Sandy) **13** * Casino Spreadsheet for Board Positions (Jeanine/Sarah) **15.1** * Bingo status (Jeanine) **15.2** * Christmas Parade (Cathy/Sarah) **15.3**   **Outstanding**   * Updated Test Chart (Jackie, Janine and Kaylee) * Competition Accommodation project (Jeanine) **8.1** * Club Bulletin board update (Jackie and Andrea) – September 6th * Award Engraving and Display Case (Jackie and Andrea) * ASC Standing Banners (Lynnell) * Competition Checklists (Board) * Financials/AGM Final Spend/Budget (Cathy, Sandy) **12** | | | | | |
| * Core Accounting process documentation (Cathy, Sandy, Jeanine, Janine) **12** * Core Values/Vision for (Club, Coaches, and Program) Project (Lynnell) **10.1** | | | | | |
| * Equipment List (Lynnell) **10.2** | | | | | |
| * Bullying and Harassment Policy Draft and Review (Sandy, Lynnell, Jeanine) * Photo day for coaches (Lynnell) | | | | | |
| 1. **Email Motions**   Jeanine made a motion for to make an advance payment of $1000.00 to host a Figure Skating Bootcamp through Flexafit from (September 29th – Oct 1). Motion to approve was made by Deb, seconded by Cathy, 7 yes votes, and 2 nonresponses. Motion Approved. | | |  |  | |
| 1. **Priority Agenda Items:** | | |  |  | |
| No Items | | |  |  | |
| 1. **President's Corner** | | |  |  | |
| * 1. Sandy was absent   Items under President’s corner will be tabled for discussion at the next Board meeting. | | |  |  | |
| * 1. *Board Member/Core Coach Appreciation Dinner*   There is a preference to get together in October instead of September. | | |  | Lynnell will let Sandy know of the decision to postpone until October. | |
| * 1. *Ice User Meeting*   No Update | | |  |  | |
| * 1. *Financials*   No Update | | |  |  | |
| * 1. *Budget Setting*   No Update | | |  |  | |
| * 1. *Social Media Idea*   Item was tabled for discussion at the next Board Meeting. Sandy suggested “Song of the Summer” contest to provide a video opportunity to open our season. The winner would be the “Star” | | |  |  | |
| 1. **Vice Presidents Corner** | | |  |  | |
| The Competition Accommodation project is ongoing pending responses from Holiday Inn Express and Coast Plaza. | | |  |  | |
| 1. **Admin Corner** | | |  |  | |
| * 1. Advertising signs are going up on Monday. Sign locations include Yankee valley museum, other areas around the city.   Radio ads for the Airdrie Skating Club have also been running. | | |  |  | |
| * 1. The ASC Office needs to be cleaned and maintained a bit better. Cleaning is everyone’s responsibility. | | |  | Board members are requested to stop by the office on the way out today to help with clean up/clearing out items. | |
| 1. **Director of Skating Corner** | | |  |  | |
| * 1. *Core Values/Vision*   Club, Coaches, and Program – An email was sent to Core coaches. Lynnell had a discussion with two coaches. This will be brought up at the next coaches meeting. There is nothing to report to the board at this time. | | |  | Lynnell will review the Core Values/Vison at the next coaches meeting. | |
| * 1. *Equipment Purchase*   The equipment list has been created. Budget is in place for equipment; nothing needs to be submitted to the board at this time. | | |  |  | |
| * 1. *Flex Fit Workshop*   Update provided by Lynnell. The dates are set. The room has been booked. Advertising and enrolment are still under negotiation. | | |  |  | |
| * 1. *Canada 150 Skating Day*   In recognition of Canada’s 150th, Skate Canada is supporting Canada 150 Skating Day (December 10th, 2017). Cathy suggested we look into this further to see if this is an opportunity for more exposure for the club. | | |  | Lynnell will present to coaches. The coordinators will find out how we can participate and advertise at some of the public skating events in our area. | |
| * 1. *Yoga Team Builder*   This has been postponed. | | |  |  | |
| * 1. *Parent Meetings*   Meetings dates have been set and emails sent to the membership. Sarah volunteered to help out at the parent meetings on both days. | | |  |  | |
| * 1. *Fall/Winter 2016-2017*   Registration numbers are down from last year for StarSkate.  Power Skating Program is full and we have people on wait list.  Live revenue spreadsheet is being worked on to add in prorated skaters for the 2016-2017 season. Spreadsheet will be given to Cathy Mess when completed. | | |  | Lynnell will provide Cathy with updated Live Revenue Spreadsheet. | |
| * 1. *Atletadesk Program*   Coaches are currently using the program for billing. The software has some great features including text message and email when bills are due.  Invoices are populated automatically based on the schedules that are inputted into the system. Coaches are responsible to teaching as to what is on the schedule or contacting Lynnell when deviations occur.  Notifications are required when kids are sick or going to be absent. If no notification is given to the coaches then fees apply for lessons. | | |  |  | |
| * 1. *Summer School*   13 skaters are currently participating in the program. The program has been great. We plan to participate in the program going forward*.* | | |  |  | |
| 1. **Coaches’ Corner**   Kaylee was absent   * 1. *Coaches’ Contracts*   Coaches’ contracts are being distributed to the coaches. | | |  | Lynnell will send reminder to coaches to review their emails and if they haven’t received the contract, to email Janine. | |
| * 1. *Badge ordering*   Coaches will submit their badge orders to Lynnell. | | |  |  | |
| 1. **Financial Corner**    1. *Bookkeep Contract/Financials*   Bookkeeper Contract has been signed.  We are currently working on financials. | | |  |  | |
| * 1. *Invoice needed for the Flex Fit Workshop*   Lynnell will ask Sydney for the invoice. | | |  | Lynnell received an invoice and sent it to Jeanine, Sandy, and Cathy for the workshop. | |
| 1. **Program Assistant Corner**    1. *Program Assistants 2017/2018 Season*   Info has been sent to all of the PAs regarding participation for this year. One person has signed up so far.   * 1. *PA Clinic*   Date set: September 10th  Ice time is required for the PA Refresher  PA Budget Required   * 1. *Lockers*   A locker list has been created. Kelly will assign  lockers during the first week of October when the Plainsman arena opens for skating. | | |  | Kelly will draft an email regarding lockers at Plainsman Arena and Janine will send it out.  Kelly/Janine will work on ice time for the PA refresher. | |
| 1. **Test Chair Corner**   Jacki was absent  Lynnell reported that we completed Summer testing and tests at other clubs. We had a high pass rate of approximately 95%.  Chalsie also completed skills testing during the Summer  Lynnell requesting more detail in Uplifter regarding the type of test, coaches’ names, etc. to help to identify what type of test is being completed. | | |  | Janine will send email to Uplifter to find out if we can have the info entered into the notes can be pulled into the reports for more details. | |
| 1. **Fundraising & Volunteer Corner**    1. *Casino (November 3rd and 4th, 2017)*   The Casino will be our main fundraising event this year.  We have filed the required paperwork with ALGC. The accountant is currently working on the financials to be submitted to ALGC once completed.  Things to keep in mind:   1. Casino shift times are long. We have split the shifts into smaller more manageable blocks with overlap on shifts. It has been recommended that annual volunteer requirements will be met by completing (1) shift. 2. We have 25 shifts per day for two days. There are a total of 50 shifts including Board member shifts. Since volunteer positions at Casino are limited, we will create alternative opportunities for members who want to complete annual volunteer requirements. 3. We have hired our casino advisors for the weekend. The advisers will be paid for their time. The payment for advisor as well as meals for volunteers will be paid out of the earnings. 4. Some positions need to be filled by Board Member including:    * Banker    * Account room supervisor    * General Manager and Alternative General Manager. 5. Paid Board members cannot participate in the Casino. 6. Volunteer shifts need to be added to sign up Genius. 7. If we don’t fill all the shifts, we can look at filling up with other program parents.    1. *Other Opportunities for Fundraising in 2017/2018* 8. Bingos – Sarah is looking into this. 9. Bottle Drive – September 16th, 2017 (open it to the entire club) Hot dogs, chips, etc. Team builder. Motion to organize a bottle drive and team builder. Based use last year’s spending as guideline. Lunch will be served afterwards, with hot dogs and chips. A budget for lunch will be emailed to board approval by Cathy. The profits will be a 70/30 split with 70 percent to club members and 30 percent to ASC. Motion by Deb, seconded by Sarah. All in favor. Motion approved. 10. 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. Wine Survivor – (Sandy)   An AGLC license is required.  A date needs to be set for this fundraiser.   1. Competitions   Discussion about hosting a competition every other year. Sarah asked for a calendar of events that would preclude hosting a competition so we can bid for those that don’t have conflicts for ice time. We would only want Genesis Place. We need to pick a weekend and talk to City of Airdrie for ice time. | | |  | Sarah asked for quick response from Board Members for the forms she be sending out for the casino.  Janine will send email to Dawn asking her to do a GM position.  (Jeanine/Sarah) will complete a final review of Casino Spreadsheet for Board Positions and email those who are eligible that have not signed up.  Janine will send an email to membership inviting them to participate in the Bottle Drive/Team Builder on September 16th, 2017.  Cathy will email Board with Bottle Drive lunch budget for approval.  Lynnell will talk to Ron at the City of Airdrie regarding Plainsman Mini Golf to gather input from the City. | |
| * 1. *Parades and Events 2017/2018*   Christmas Parade – Cathy will register for parade and pass info to Sarah | | |  | The registration is not yet open. Cathy will keep checking on it. | |
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| **In Camera: None** | | | | | |
| Meeting Adjourned: 11:41AM. Motion to approve by Andrea, Seconded by Sarah, 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 | September 10th@ 5:00PM | REA Board Room | | | Kelly Kirby |
| Monthly Board Meeting | October 15th @ 10:00AM | REA Board Room | | | Andrea Bianchini |
| Monthly Board Meeting | November 5th @ 6:00PM | REA Board Room | | | Cathy Mess |
| Monthly Board Meeting | December 10th @ 10:00AM | REA Board Room | | | Christmas Brunch |
| Monthly Board Meeting | January 7th@ 6:00PM | REA Board Room | | | Kaylee Marcoux |
| Monthly Board Meeting | February 4th, 10:00AM | REA Board Room | | | Tara Vatcher |
| Monthly Board Meeting | March 4th, 6:00PM | REA Board Room | | | Sarah Nunn |
| Annual General Meeting | April 28th, 6:00 PM | TBA | | | AGM Dinner |