



# Executive Meeting Minutes

<b>Date of Meeting:</b>	October 4, 2015	<b>Time of Meeting:</b>	6:30 – 9:30 PM
<b>Meeting Location:</b>	Ron Ebbesen Board Room	<b>Snack Responsibility:</b>	Dawn
<b>Attendees:</b>	Ellen Swainson, Stephan Jarche, Justina Labute-Jarche, Sandy Bartley, Cathy Mess, Jeanine Schill, Dawn Halvorson and Tammy Pearson		
<b>Coaches Rep:</b>	Chalsie Dorion	<b>Operations:</b>	Lynnell Moss
<b>Administrator:</b>	Janine Hauk		
<b>Regrets:</b>	Melinda da Costa and Sarah Nunn		
<b>Absent:</b>			

Agenda Item		Discussion	Action Required
Meeting Called to Order @ 6:34pm			
1.	Welcome & Introduction:	-Welcome to Tammy	
2.	Kudos & Congratulations:	-Happy Birthday Justina	
3.	Approval of Agenda:	-Sandy motioned to approve the agenda, Jeanine seconded, all in favor	
4.	Review and Approval of Previous Minutes:  Motions to be read into minutes	-Stephan motioned to approve previous month's minutes with amendments, Cathy seconded, all in favor  1. Motions to be read into the minutes: -Sandy motioned for the Contract Committee to make contract offers to Tammy Schmidt and Marisa Salon at their respective grid level rates, for CanSkate sessions to be decided upon by the operations coordinator based on numbers of program registrants. Jeanine S. seconded, 7 in favor, 2 no response.	
5.	Priority Agenda Items:		
	5.1	1. Resignation of Melinda da Costa as President: -Ellen shared that Melinda has received a new employment opportunity and can no longer fulfill the role of President -Melinda will move into the role of Past President -the Board thanks Melinda for her service. -recognition of service to be presented at the AGM	
	5.2	1. Approval of Ellen Swainson for President: -Ellen stepped down from Vice-President -Cathy motioned to approve Ellen Swainson as President, Sandy seconded, all in favor 2. Approval of Sandy Bartley for Vice-President: -Sandy stepped down from Test Chair	

		<p>-Jeanine S. motioned to approve Sandy Bartley as Vice President, Tammy seconded, all in favor</p> <p>3. Approval of Tammy Pearson for Test Chair:</p> <p>-Sandy motioned to approve Tammy Pearson as Test Chair, Cathy seconded, all in favor</p>	
	5.3	<p>1. Volunteer Coordinator Position:</p> <p>-two potential applicants have applied</p> <p>-board discussed the merits of filling Volunteer Coordinator and the Director at Large positions</p> <p>-board discuss application of Leanne Bayko</p> <p>-Sandy motion to accept Leanne Bayko to join the board as Volunteer Coordinator, Dawn seconded, 8 in favor, 1 opposed, motion passed</p> <p>-board will work towards taking steps to reduce the number of members on the board, with amendments to be made to the bylaws at the AGM</p>	
	5.4	<p>1.Silent Auction Prizes:</p> <ol style="list-style-type: none"> <li>1. Food Savvy: individualized nutrition plan or specialized nutrition class (\$300 value)</li> <li>2. Burlesquercise: teaser party up to 10 people (\$325 value)</li> <li>3. Railway Avenue: in-office whitening treatment (\$198 value)</li> <li>4. Jazz Electrical: 3 hours of electrical labor (\$225 value)</li> <li>5. Jarche Photography: 4-hour workshop (\$260 value)</li> <li>6. movie and wine gift basket (\$125 value)</li> <li>7. Barefoot Books: gift basket (\$40 value)</li> <li>8. Lifemark Health: gift pack” (\$160 value)</li> <li>9. Lifemark Health: 30-minute massage (\$75 value)</li> <li>10. Kitchenaid casserole dish (\$70 value)</li> <li>11. Mr. Mike’s: gift card (\$125 value)</li> <li>12. Vets to Go: gift certificate (\$75 value)</li> <li>13. Calgary Flames vs. Anaheim Ducks club seats (\$1056 value)</li> <li>14. Essentials Electrolysis &amp; Esthetics: beauty basket (\$160 value)</li> <li>15. Genesis Place: adult month pass (\$78 value)</li> <li>16. Genesis Place: family month pass (\$175 value)</li> <li>17. two certificates for either three, one hour or six, half hour singing lessons (\$300 value)</li> <li>18. I Love Skating sport cinch sack, bleacher blanket, and hang it up pocket (\$130 value)</li> <li>19. Scentsy: gift basket (\$80 value)</li> <li>20. Pro Skate: gift basket (\$100 value)</li> <li>21. Wayne Gretzky picture (\$200 value)</li> </ol> <p>-November 4<sup>th</sup> is the deadline for the submission of Silent Auctions items</p>	<p><b>Janine:</b> to send reminder to parents of the deadlines for the “A Night, at the Races Fundraiser”</p>

		-November 6 <sup>th</sup> is the deadline to purchases “A Night at the Races” tickets	
6.	Standing Items		
	6.1. President’s Corner:	<p>1. Restructuring of the ASC board composition:</p> <ul style="list-style-type: none"> <li>- changing the composition of the Airdrie Skating Club board by reducing the number of board positions was discussed</li> <li>-the option of removing the Director at Large and Assistant Test Chair positions was presented, as both positions are currently vacant</li> <li>-board will further discuss this proposition at a later date, as changes will have to be made to the club bylaws and then be sent to the membership and the Alberta Section office prior to our AGM in the spring</li> </ul> <p>2. Refund Policy:</p> <ul style="list-style-type: none"> <li>-board discussed reducing the number of CanSkate trial skates in a session from 3 to 1 (rationale behind this was that some Canskate sessions are only 5 weeks in length)</li> <li>-the current StarSkate refund policy states that there are no refunds (with the exception of a request with an accompanying doctor’s note)</li> <li>- the City of Airdrie has a 30-day cancellation policy for all ice user groups (ice must be cancelled 30 days prior to use- or we must pay for it)</li> <li>-surrounding skating clubs’ more lenient refund policies were discussed</li> <li>-a proposed new refund policy would allow withdrawal and a refund from StarSkate ice (less \$50 admin fee) 30 days prior to the first day of their session</li> <li>-Ellen will draft these new policies for board review via email</li> </ul> <p>3. Guest Coach Policy:</p> <ul style="list-style-type: none"> <li>-the different types of guest coaches who may be invited onto ASC ice were discussed</li> <li>-examples of different types of guest coaches were choreographers, clinic coaches, and coaches from other clubs seeking extra ice with their own students</li> <li>-protection to ASC StarSkate coaches’ interest’s was discussed in regards to freelance coaches potentially soliciting to ASC skaters</li> <li>-Ellen to draft a revised and more specific guest coach policy</li> </ul>	<p><b>Ellen:</b> to email a rewrite the Refund Policy for board review.</p> <p><b>Ellen:</b> to submit a list of board members for the contract committee</p>
	6.2. Administrator’s Corner:	<p>1. Post Office and Cheques:</p> <ul style="list-style-type: none"> <li>-Cathy motioned to allow Janine to have a Club post office and mailbox key, so that she can: check the mail on a weekly basis, have approval to deposit cheques, and to be able to rectify the Beanstream statements. Going forward, these duties will be done by Janine instead of the Treasurer. Sandy seconded all in favor</li> </ul> <p>2. Help for CanSkate Start-up Days:</p>	

		<p>-Dawn will help on Monday, Cathy will help on Saturday, Jeanine will help on the early Monday and Saturday, Sandy will help on October 14</p> <p>3. Parent Volunteer and Fundraising Requests:</p> <p>-there have been a lot of parents who have signed up for their music playing sessions and others have not. Janine has been working on contacting those parents.</p> <p>-the board discussed various scenarios regarding volunteer and fundraising exemptions; board reserves the right to evaluate each situation on a case by case basis</p> <p>-the merit of establishing a skater's bursary fund for next season was discussed</p> <p>-Uplifter has submitted all of the Club's skater registration to Skate Canada.</p>	
	6.3: Operations' Corner	<p>1. Current Registration Numbers</p> <p>-all of the evening CanSkate programs are sitting at ~80% enrollment, after the first week Lynnell feels that the program will be at a 100% enrollment</p> <p>-less than 15 skaters have registered for both the Fall and Winter sessions</p> <p>-only two skaters have registered for twice a week in the CanSkate program</p> <p>-most of the Canfigure are returning</p> <p>-a couple of Juniors have just registered</p> <p>-the sessions that have the lowest enrollment are Tuesday and Friday evenings</p> <p>-Power Skating registration is starting to build</p> <p>-Adult CanSkate has seven enrolled</p> <p>-day time CanSkate programs the numbers are increasing</p> <p>-historically Wednesday registrations have been low</p> <p>-the CanFigure parent meeting has encouraged 3-4 skaters to enroll</p> <p>-Lynnell has been asked to monitor this \$1000 budget and to come back to the board letting us know of further needs</p> <p>-Lynnell suggested that Visa gift cards be purchased for program coordinators to use for supply purchases to be used in lieu of their own money and having to wait to be reimbursed</p> <p>-Lynnell will gather receipts from the purchases made with the Visa gift cards, and will then submit them to Cathy</p> <p>-incentives for PAs will be forwarded to the Board, by Lynnell</p> <p>-Meeting must be set for the coaches' goal session with president, VP and Contract Committee</p>	
	6.4. Coaches' Corner:	<p>-Coaches need to be supplied with a list of eligible board members to sit on the current season's contract committee, as Ellen and Cathy are the only remaining members on the committee.</p>	<p><b>Ellen:</b> to submit a list of eligible board members to the coaches for the revised contract committee</p>

	6.5. Financial Corner:	<p>1. Financial Report:</p> <ul style="list-style-type: none"> <li>-report has been tabled, as the required numbers have just been sent to Roxana, they will be available prior to next meeting</li> <li>-bank is still not able to accept e-transfers at this time</li> <li>-electronic funds transfer can be sent for \$2.50/eft</li> <li>-the bank is potentially willing to waive the \$150.00 set up fee, because the club is not for profit</li> <li>-many have been taking advantage of the chequing option and so the club have had to move to only credit card payments</li> </ul>	<b>Ellen:</b> to supply Financial Report via email prior to the next board meeting
	6.6. PA Corner:	<p>1. PA Training Event (September 27):</p> <ul style="list-style-type: none"> <li>-Lynnell reports that event went well, and that she was able to share a lot with the skaters</li> <li>-this year there are 20 new Junior PAs and four Senior/Senior Pas and 8 returning</li> <li>-in total there are 32 PAs this year</li> <li>-Dawn and Jeanine S. have cleaned and scrubbed out the lockers</li> <li>-lockers and locks will be assigned October 5, 2015</li> </ul>	
	6.7. Test Chair Corner:	<ul style="list-style-type: none"> <li>-the Test Day calendar has been released</li> <li>-the Club will not submit for High Test, as there are not enough skaters</li> <li>-Sandy has offered some of her organization tools, to assist the new zone Test Chair Coordinator.</li> <li>-Sandy is hoping have two Low Test days this year</li> <li>-Sandy inquired as to how the Board Member's page should be changed. Board discussed waiting until the AGM to ratify any changes</li> </ul>	
	6.8. Fundraising Corner:	<p>1. Fundraising Event Update:</p> <ul style="list-style-type: none"> <li>-there will be ad hoc committee meeting to discuss what further needs to be done for the event.</li> </ul>	
	6.9. Volunteer Coordinator:	<p>1. Music Playing Schedule:</p> <ul style="list-style-type: none"> <li>-schedule is fulling up</li> </ul>	
7.	Old Business	<p>1. La Rochelle's Mobile Skate Sharpening Request:</p> <ul style="list-style-type: none"> <li>-tabled</li> </ul>	
8.	New Business	<p>1. Snack Volunteers:</p> <ul style="list-style-type: none"> <li>-Ellen volunteered for November 1</li> <li>-Cathy volunteered for January 10</li> <li>-Tammy volunteered for and February 7 and April 3</li> </ul> <p>2. Club Jackets:</p> <ul style="list-style-type: none"> <li>-Leanne Bayko has volunteered to take care of jacket orders this year. She will be taking orders on: <ul style="list-style-type: none"> <li>· Oct. 6 (4:00-6:30 PM) @ Genesis Place</li> <li>· Oct. 7 (6:00-7:00 PM) @ Plainsmen Arena</li> <li>· Oct. 8 (4:00-6:30 PM) @ Genesis Place</li> </ul> </li> </ul> <p>-ORDERS MUST BE SUBMITTED BY OCTOBER 15</p>	

		-if board member club are interested in jackets, \$65.00 will be paid by the board member and \$90.00 will be paid by Club	
9.	In Camera:	<p><b>In Camera:</b> Stephan motioned to go into camera, Jeanine seconded, board went into camera at 9:02pm</p> <p><b>Out of Camera:</b> Stephan motioned to go out of camera, Dawn seconded, board went out of camera at 9:27pm</p> <p>Dawn motioned for the approval of the Gala fee recommendations as discussed, Stephan seconded, all in favor.</p>	
10.	Date of Next Meeting	November 1, 2015	Snack: Ellen

Jeanine motioned to adjourn, Stephan seconded, all in favor @ 9:28 pm.

#### UPCOMING DATES:

Date	Description / Key Agenda Item	Comments
December 6, 2015	Ron Ebbesen	Christmas Potluck
January 10, 2016	Ron Ebbesen	Snack: Cathy
February 7, 2016	Ron Ebbesen	Snack: Tammy
March 6, 2016	Ron Ebbesen	Snack: Sarah
April 3, 2016	Ron Ebbesen	Snack: Tammy
May 1, 2016	Ron Ebbesen	Snack: Jeanine
June 5, 2016	Ron Ebbesen	Snack: Justina