Airdrie Skating Club Executive Meeting Minutes May 2020

Date of Meeting: May 24, 2020 **Time of Meeting:** 10:07am

Location of Meeting: Virtual Zoom Meeting (CoVid19) Snack Responsibility: N/A

Invited Executive: Tara Vatcher, Chalsie Doiron, Robyn Parsons, Krista Hannah, Lynnell Moss(invited guest), Debra Dolhun, Janine Hauk,

Annette Loff, Denika Falloon, Tammy Schmidt, Cathy Mess

Regrets: Denika, Cathy, Janine

Agenda Item Content		Actions
1. Welcome	Meeting called to order at 10:07am	
2. Approval of previous minutes	Motion to approve April Minutes by Tara seconded by Deb. All in favour, motion approved.	
3. Approval of agenda	Motion to approve May Agenda by Deb seconded by Tara. All in favour, motion approved.	
4. Email motions	No email motion	
President's Corner	5.1. Mission Statement and Bylaw changes & societies filing - For future planning meeting, date to be set later	5.1 Tabled
	5.2. Conflict resolution & Policy updates	5.2. Tabled

	5.3. Board Leadership Development Opportunities	5.3 Tabled
	5.4. AGM Planning due to COVID 19 Sarah reported that the feedback received so far has been positive for delaying until the restart of skating, projecting the AGM to occur in October, and possibly add some ice time to hold a showcase of skating.	5.4 Janine looking into booking ice at Ron E.
	5.5 Meeting Schedule (Starting Aug-Prelim Plan) – to host the next few by zoom so some dates will be set	5.5 email to come with dates
	5.6 Succession Planning and Positions: Sarah reviewed the job descriptions and expectations for each role. Following roles are up for election:	5.6 Janine to email out to the membership
	President (2 years) VP (2 years) PA coordinator (2 years) Fundraising / Volunteer (2 years) Director at Large B (Krista) (2 years) Secretary (1 year)	
6. VP's corner	Treasurer (1 year) 6.1.Survey results - Suggested improvements:	6.1. Tabled
	6.2. New Formation of Contract Committee Update: there has not been any volunteers to put their name forward. With Cathy leaving, this will leave Sarah and Deb on the committee.	6.2.
	6.3. Coaches Contracts: Deb will send out requests for Letters of Intent today	6.3. Deb to send out email requesting letter of intent
	6.4 Update on Mid-Point Reviews: Deb reported that reviews will now be left until the restart of skating.	6.4.
	6.5 COVID planning and Contract Positions: Discussion regarding current knowledge	6.5 Janine to adjust current

	available via the section as well as BC section. There will need to be an immediate adjustment to the existing open registration for Power. Discussion regarding contract positions to occur in camera at the end of agenda.	open registration to hold taking any more. BC section info to be sent out to board. Timelines to start planning to be set.
7. Finance / Treasurer Corner (Janine's Update)	7.1.Bookkeeper / Accountant: Deb reported that the bookkeeper has the last of the books to finish up. AGLC reports have been submitted and completed.	7.1.
	7.2 New financial processes Update (Cathy & Deb/Sarah):	7.2.Tabled
	7.3. GIC Update:	7.3.Tabled
	 7.4. Accounts Voting: PA account needs to be pulled into main account All other misc. accounts will need to be pulled into main account. Credits for uplifter – updating policy for using the credits within the fiscal year. (discussion on bottle drives and profit sharing) 	7.4. Janine to advise if the PA account has been pulled over.
	7.5. Current Financial Situation: Finances are caught up and going forward, we will be able to bring a quarterly report to the board.	7.5.

8. Fundraiser and Volunteer Corner	 8.1.Fundraising plan 8.2. Other fundraising: Sarah reported that the club should get a casino this year but will likely be pushed back from November to perhaps the new year. Need to look at the bingos as an option when that becomes available. Discussion regarding bottle drive possibilities, sharing the profits with the Airdrie Food Bank. Date set for June 19 evening and June 20th. Details for advertising to be determined. Discussion regarding other options including grocery store receipt returns and food fundraisers (pizzas, sausages, bacon, etc), themed for each month. 8.3. Gift Cards for AGM Raffle Next Steps: -AGLC License: - Sarah to cancel same. 	8.1. Tabled 8.2. Tara to contact the bottle depot and Sarah to assist with guidelines. Krista to contact the Coop, Robyn to contact Papa Murphy's and Avenue Bakery, Tara to contact Cobb's, and Annette to contact Save On Foods 8.3 Sarah to cancel AGLC licence
9. Test Chair	9.1. Cleaning up the test paperwork update: 9.2. Star 1 to 6 Test Update: One test summary for two skaters was received from earlier in spring	9.1. Tabled 9.2.

10. Administrator Corner	10.1.Home and Garden Show Update: no update	10.1. Tabled
11. Director of Skating	11.1. Program and Registration Overview:	11.1.
Jkatilig	11.2. ASC selling of badges/ribbons: Invoice for Okotoks paid for the amount of \$367.36	11.2.
	11.3. ASC Skater Family Disciplinary policy wording Update:	11.3. Tabled
12. Coaches corner	12.1 Celebration plans for the 2019/2020 Season Update:	12.1. Tabled
13. Website & Social Media	13.1. Update the website with the board members policies	13.1. Tabled
	13.2. Dropbox: Sarah to lock contracts folder (DropBox - not able to do this without paying for it) and then all of board will have access.	13.2. Tabled
	13.3. Team builder – Pass the skate guard – uploaded yesterday. Feedback was very positive. Discussion about other ideas to action.	13.3.Chalsie to fix Instagram upload and solicit more ideas. Janine to send out email to membership for ideas as well.
14. Program Assistants' Corner	14.1. Update:	14.1. Tabled

15. Other items	15.1. Notice Boards Update:	15.1. Tabled
	15.2. Certain Bingo Halls will transfer Volunteer Credits to Sports Organization	15.2. Tabled
	15.3. Feedback on STAR 1-3 Pilot information:	15.2. Tabled

In Camera: Robyn motioned to go in camera at 11:25am, seconded by Annette. Tara motioned to end in camera at 11:45, seconded by Annette.

Motion: Robyn motioned to adjourn meeting and Tara seconded.

Meeting adjourned at 11:46am.

Future meetings: Meeting Type	Date	Time	location	Snack responsibility	
Board meeting	Wed, June 17	7:30pm	Zoom		