

**Date:** Aug 13, 2008

**Place:** Tracy's Residence

**Call to order:** 7:00pm

**In attendance:** Terry Thomas, Melissa Kerr, Richelle Rothecker, Dawn Halverson, Teree Hokanson, Yvonne McLean, Jen Devost, Tracy Jaman

**Regrets:** Donna Hlushak, Angel Crone, Jo-Anne McAvena

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### Approval of Minutes

Review of Minutes from July 8<sup>th</sup>, 2008

Motion to approve the minutes by: Yvonne

Seconded by: Melissa

Carried

### Coaches Corner

- Jackets in.
  - Richelle taken hers, she will take to Watches & More to get embroidered
  - Second jacket not the same and is not 3 way. Tracy to contact Skate Canada and have item returned and have proper one sent
- Question on Skate Canada Insurance
  - Insurance runs from Sept 1 to August 31 each year. (Not Dec 31-Jan 1) for skating year not calendar year
- Attendance Sheet
  - Richelle to do up Attendance sheet for PAs, this sheet will be checked with the PA's attendance they fill out and any discrepancies looked into. Sheets will be given to Melissa for Credits
- Business Cards
  - Business cards are ready and look good.
- Education Funds
  - Richelle wishes to use her Education bonus to go towards Skate Canada Fees, as she does not use for further Education.

Motioned-Yvonne

Seconded-Dawn

### Administration Corner

- REGISTRATION
  - We have enough people for August 20/08 for table. Jo-Anne and Richelle will be there for Coaches
  - To be held in the Rotary room at the Complex
  - Credit Account slips will be taken for those wishing to use any Credits

- Sept 6, 12-4, Community Showcase
  - Billboards not available already booked. Tracy to arrange now for next year. We should look for Signs to rent and see if possible to have those signs placed in different locations. Locations that are owned by businesses or personal are possible places.
  - Tracy received documentation of our Not for Profit status and will arrange to have the City of Airdrie receive a copy.
  - Advertise in local Papers for Sept 6 and 17 registrations.
  - Tracy to do up a Flyer to take to local Community bulletin boards (Safeway, Superstore, Wal-Mart, Extra Foods, Co-Op etc), drop off to them and Library, Twizzle Picks and other businesses that will allow them posted.
- PA sign up forms to be at all Registrations.
- Help for Sept 6- Dawn, Terry T, Tracy, Melissa (if necessary), Jo-Anne and Yvonne (possibly).
- Arrange to have Sept 17 registration at the same location as all the others, Rotary Room at the Complex.
- Website
  - Dallas can only do all changes and work.
- Business card holder to be put into Music Room, Yvonne to pick up 3 slot holder
- Tracy to order 250 blank business cards, for board members to use.
- Insurance
  - Question from Heather Reich re: Lily being part of our club, she is away at college and skating with Syncro team there. She wants to stay as part of our club. Since there is no problem with that request Terry Thomas will let Heather know.
  - Insurance due Sept 1.
  - Directors insurance to be increased to \$2,000,000.00 as per Skate Canada, our payment will increase \$43.00 more per year.
  - Will add insurance for Dartfish, laptop for Dartfish and new harness. Insurance should be for replacement value.  
Motioned by Melissa  
Seconded by Yvonne
- Tracy made up spreadsheet to go up on Arena bulletin boards showing dates and times of all programs.
  - Tracy to send e-mail to Donna and Jo-Anne to proof read
  - Tracy to ask Dallas to put on the website

### Banking

- Tracy to meet with Accountant next Wednesday
- Bylaw signing authority change

- Secretary to be allowed signing authority  
Motioned by Melissa  
Seconded by Teree
  - Terry to do up a letter to take to the bank to change signing authorities
  - Tracy to put message for AGM to change bylaw re: signing authority changes
- Tracy to forward Minutes to Dallas for website

### Coaches Contracts

- E-mail from Jo-Anne in regard to Friday's 3 yr old session. She wants and increase for the sessions to be the same as LTS. The session has been opened up to children 3 and up and now has more work involved such as report cards and set up times.
  - Motioned by Yvonne
  - Seconded by Jen
- Bobbie's letter of intent
  - Increase in rate to proper amount for Dance
  - Includes LTS/CS
  - She has committed to being at the rink at 3pm on Fridays for dance coaching.  
Motioned by Yvonne  
Seconded by Melissa

### Executive Jackets

- Need at least 3 jackets, 1 jacket available
  - Those that do not have a jacket to go to Watches & More and get sized for new jackets
- Terry Thomas to arrange for Web fees to be transferred from McLean's credit card, she will try to get a credit card for the Club and set up fees to be paid from it. September 1 tentative date. Yvonne to be compensated for July and August payments.
  - Anti-virus support due, and was paid for by Tracy. She will be compensated.
- Music fees
    - Payment of \$100.00 cheque must be paid up front. A credit to Credit accounts will be made at the end of the year once Music requirements have been met.
    - Music fee can be made from Credit accounts at the start of the year for those who wish to use them, credited back the same as a cheque.

- Tracy and Richelle to meet around the 2<sup>nd</sup> week of September to talk about upcoming year
- PA Gift
  - PA s were told if they saved their nametags from last year and brought them to the PA orientation in October or to the first day of LTS/CS they would receive a gift
  - Motion to spend \$10.00 per PA  
Moted by Richelle  
Secoded by Melissa
- PA orientation for October 5 at Twin Arena boardroom, Tracy to arrange date and time.
- Need to look for another dance partner; those skaters getting to the higher levels need to have a male partner available more often. Richelle will ask Jo-Anne to ask around. Yvonne recommended Justin from Carstairs, as he partners for Carstairs, Olds and Didsbury and he might be interested in partnering our skaters.
- Motion: To increase cost of Preliminary Prep Program to \$525 and Group StarSkate Program to \$575  
Moted by: Melissa Kerr  
Secoded by: Teree Hokanson  
Carried

#### Next Meeting

September 09, 2008, location TBA

Meeting adjourned at 9:15 pm: Passed unanimously.

\*\*\*Note: These minutes are unapproved until the next meeting.