



EXECUTIVE MEETING MINUTES

Date: December 09, 2008

Place: Tracy Jaman's Residence

Call to order: 7:10 pm

In attendance: Terry Thomas, Melissa Kerr, Donna Hlushak, Yvonne McLean, Jen Devost, Dawn Halvorson, Tracy Jaman, Ricelle Rothecker

Regrets: Teree Hokanson,

Approval of Minutes

Review of Minutes from November 04, 2008

Motion to approve the minutes by: Melissa Kerr

Seconded by: Jen Devost

Carried

Coaches Corner

- Coaches wanted to know if they can be paid for simulation days/Ice shows. There will be two coaches there. Can this be put in the new contracts?
- Simulation day-cost of 2 coaches, 1 ½ hours for 1st session at \$60.00 each, 1 hour for second session, \$40.00.
- Holiday Ice show-need to decide how many coaches we require.
- Chelsea does not get paid for Gala, agreed that we should pay her for Holiday Ice Show.

Motioned- Dawn Halvorson

Seconded-Jen Devost

Carried

Pick-Up Ice for Prelim. Prep

- Pick-up ice will be available Monday December 15 and Wednesday December 17.
- Cost will be \$12.00 per session.
- Richelle will be able to come and make sure they are doing what they are supposed to be doing.

Santa

- A payment to our Santa for coming out for LTS/Canskate sessions, \$50.00 payment requested from Coaches.

Motioned-Donna

Seconded-Melissa

Carried

Terry Thomas will be at the rink December 10 to measure the girls for Gala.

Jo-Anne needs to order more Pre-Power badges.

Tyke Tournament

- Richelle has been approached by member of the upcoming Tyke Tournament the will be held at the Twin and Plainsmen arenas. They wish to use our Microphone and music room to store chocolate milk. Richelle know the lady personally and vouches for her. Board is allowing the use.

Executive Team Building

- For Executive and Coaches
- January 10 a wine tasting night, to be held at Terry Thomas' home. Need to decide if spouses will be invited.
- Cost of \$15.00 per person to sample wines, pot-luck to proceed.
- Terry Thomas will book.

Melissa's Good News

- Lots of positive feedback from parents and board members in dealing with our current Administrator Tracy. As a show of our appreciation we would like to give her a Christmas bonus of \$250.00.

Motioned-Jen Devost

Seconded-Dawn Halvorson

Carried

Administrator

- All January sessions full. Tracy will not be at the rink on Wednesday, instead she will post a sign letting people know that there is no more room.
- Credit card is in possession of President and Administrator; Tracy will switch over Lycos billing.
- We will table the deposit to Money Master Account based on current expenses.
- Currently we have a problem with two family's cheques to the Club being returned NSF. One family has had three cheques returned. Due to the fact they are a long standing club members, we are dealing with them. They have promised a letter from their bank. Let the record show that in the future any funds from them must be in guaranteed funds, such as cash, certified cheque or money order.
- The other family has been contact by the Administrator and informed that they will not be returning in January. Coach will make sure that they do not come back on the ice without paying. An e-mail will be sent informing them that we have cancelled them from the program as we have a waiting list for the program they have vacated.
- New registration forms will be updated to have a statement relating to NSF cheques, any NSF Cheques will be required to pay NSF fee as well as payment to cover the NSF must be in guaranteed funds.
- Monday sessions will not be pro-rated for Holidays and/or cancelled days, registration forms will only state sessions. Charges will stay as is.

New Logo

- Tracy has looked into a company in Airdrie that is willing to do a new logo. Cost estimate \$60.00.
- Coaches would like to look at the Logo before decision made to accept.
- Rink personnel want to see it as well, so that they can let us know if it will work on the ice surface.
- Skate Canada has forwarded a disc showing different Logos that can be used with their permission. Tracy will look at them as well as on-line help such as LogoMakers.com. Decision will be made at a later date, as it is not imperative right now.

Website

- Letter of agreement has been received by our current Webmaster. He is not a professional Webmaster and can only do certain things. Payment has been made to him in the amount of \$600.00. He has worked to make changes required.
- We will continue with current person and at end of contract we will address.
- Tracy has contacted other companies, some are very expensive. Airdrie On-Line has been contacted and Tracy feels they are the best suited for our needs. They are willing to train her to make updates. She will get more information and we will table until then.

Test Day Subsidizing

- Donna has asked the board to look at subsidizing the Low-Intermediate Tests (Sr. Bronze and down).
- The last test days were quite expensive.
- Board feels that although would be a nice gesture, the Low-Intermediate skaters and parents must deal with the costs at some time.
- Donna has a booklet of information about Test Days and we feel that this should go into the handbook as well as on the website in the form of "What to expect" tab.
- Tabled that the Board look into some sort of help for struggling parents.

Holiday Ice Show

- One Prelim Prep girl does not celebrate Christmas, but she will be performing. Board has discussed that we will still have a Christmas tree, gift exchange and goodies. The rest of the skaters will celebrate, she under no obligation to participate in the remainder of the festivities.
- Yvonne contacted the two parents who still need complete their Volunteer commitment. One parent will help with the Hot Chocolate etc. The other parent will not help with Music playing. She will be contacted by e-mail by Melissa to inform her that she still has to fulfil her requirement.
- Melissa has volunteered to do the music for that day. She will have this time credited for her Music volunteer requirement.
- Yvonne is organizing and will get Hot Chocolate, cookies and chocolates for the girls and their families to enjoy.

Airdrie Centennial

- Club has been contact to see if we would like to participate in a Time Capsule that the City will do in 2009 to celebrate its Centennial.
- Terry will e-mail back to them and inform that we would like to contribute and get more information as to when the item must be given.
- A book from the club with pictures of members, information such as how many members, when Club was started etc. will be our contribution.

Scrapbook

- Melissa needs a new 12" X 12" scrapbook to hold all of the pictures, newspaper clippings etc. in.

Motioned-Richelle
Seconded-Yvonne
Carried

Black Box

- Our old box has broken and needs to be replaced.

Motioned-Melissa
Seconded-Donna
Carried

Club Team Building Event

- Event was a success, 25 out of 39 girls participated. Feedback has been positive; they enjoyed the event and the Belly Dancer.
- Cost came in within projections.

Coaches Gifts

- Board would like to give Christmas gifts for Contracted Coaches. Cost of gifts to be around \$25.00.

Motioned-Jen
Seconded-Donna
Carried

Administrator Gift

- Board would like to give a Christmas gift to our Administrator. Gift basket and Starbucks coffee cup and gift certificate to be given.

Motioned-Melissa
Seconded-Jen
Carried

Casino Thank You Gifts

- Again, Donna Hlushak has done a great job with the Casino. The Board wishes to thank her and Dawn Halvorson for their hard work. Each to be given Poinsettia and card and Donna will also receive a Gift card.

Motioned-Melissa

Seconded-Yvonne

Carried

Gift for Damarra Halvorson

- Damarra has spent some time in the hospital, board wishes to send her a card and a small gift to let her know we are thinking of her.

Motioned-Melissa

Seconded-Jen

Carried

Gift for Joan Holmes

- Board and Coaches wish to Thank Joan Holmes for all her help with the goodies given to LTS groups.
- Gift to come from Credit slush fund.

Motioned-Melissa

Seconded-Richelle

Carried

Medical Leave Refunds

- Any members who cannot skate due to illness, Doctors request or being hurt can have a refund given if a Doctors note is received by the board.
- Any credits will be applied to their Credit account.
- Board has been contacted in regard to Damarra Halvorson and Kelsy McKendry.
- Once the forms have been received, pro-rated credit will be given.

Motioned-Melissa

Seconded-Yvonne

Carried

Club Refunds

- Board has been notified by coach Bobbie Magee to help in collecting funds from member who has left the club and she cannot collect funds from them.
- In the future the board will not return any Club credits or cheques until Coaches have been contacted and we are sure that any outstanding fees have been paid.

Refund Request

- Member who has moved back to Newfoundland has contacted us with new address.
- Board has been asked to credit them for the remainder of the Canskate session.
- Motion to send them a refund.

Motioned-Melissa

Seconded-Yvonne

Carried

Skate Canada Cards

- Only members with mailboxes need to have cards printed given to them.

Meeting adjourned at 9:50pm; Passed unanimously.

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