



# EXECUTIVE MEETING MINUTES

**Date:** February 5, 2008  
**Place:** Thomas' Residence  
**Call to order:** 7:14pm

**In attendance:** Can McLean, Terry Thomas, Lisa Watson, Melissa Kerr, Donna Hlushak, Angela Crone, Jen Devost, Lynnell Moss, Richelle Rothecker,

**Regrets:** Joan Holmes, Terry Montgomery, Jo-Anne McAvena

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## Approval of Minutes

Review of Minutes from November 25-2007 & December 11-2007 - Tabled

## Administrator

- Club President is in an awkward position, as per the administrator job description, the executive is suppose to receive an itemized detail on tasks completed for the hours being invoiced to the club, however the last 3 invoices (Dec 16-31/07, Jan 1-15/08 & Jan 16-31/08) to the club have not been itemized
- What does the executive want to do?
- Coaches have stated that if their invoices are not according to their contract, the administrator will not issue a cheque, why should the administrator be any different?
- Club President did ask the administrator to forward her concerns that she had with her offered contract from December, but the administrator declined to do so as it was felt that it's in the best interest of the administrator to talk to the executive in person so that everyone can't talk about the issues without the administrator being present
- The executives' role is to make decisions that would be in the best interest of the club. If there are issues that have to be dealt with, it's certainly not to 'talk behind ones back', it's to discuss matters at hand, nothing personal, strictly business
- Coaches brought up the issues regarding supper breaks and contract talks. The coaches were not present, nor should they have been, and they certainly didn't feel that they were being 'talked' about do to the nature of the subject. It's something that as an executive, there will be times were the subject will be of someone, but in a business sense of it all
- Club President did try to call the administrator just before the meeting, however she was not home.....husband was there instead and the president did explain the executives position once again...
  - administrator can't invoice according to a contract, but not sign the contract
  - if the contract is to be signed, then the invoice at hand must include the completed tasks as per the contract

- it's hard to discuss what the issues are about the contract, if the administrator will not attend meetings, as per the contract
- is there a better day of the week for the administrator for the monthly meetings
- Club President will take a copy of the contract to the rink tomorrow, if administrator signs the contract, president will sign her cheque immediately
- Executives would like to see attendance at meetings, financial statements at every meeting,

*Motion: The current Administrators invoice in question (Jan 16-31/08), will not be signed until the offered December contract is signed and, as has been the protocol for the coaches with detailed invoices, so will the administrators invoice be detailed as per the contract.*

*Motion by: Lisa Watson*

*Seconded by: Terry Thomas*

*Carried*

#### Coaches Report

- things are going great!
- there are 66 CanSkaters on Monday, we are FULL in all areas, 27 skaters in Pre-Power alone. Jo-Anne & Lynnell are doing great things with the kids in Pre-Power and the comments from the parents are very positive and their are very happy to see the progress of their skaters
- Jo-Anne is looking into Cardel for Summer School as the ice as been cancelled at the Twin due repairs needing to be completed
- Christina Hansen is competing at the end of the month at Nationals
  - o Donna to call the Echo
  - o Donna to make a banner for Winter Games, Star Skate Finals and Christina,
- On Friday, January 25<sup>th</sup>, Bobbi Magee was the only coach available to be on-ice for the regular Friday afternoon ice sessions. Due to the competition that day, a lot of the girls didn't skate which left Bobbi not busy with lessons at all. Lynnell has asked that ASC pay Bobbi for her time spent at the Plainsmen. In future, we should really take a look at canceling the ice all together if we are hosting a competition.

*Motion: For the club to pay Bobbi Magee for her time on Friday, January 25, 2008.*

*Motioned by: Lynnell Moss*

*Seconded by: Terry Thomas*

*Carried*

#### Dinner Theatre

April 26, 2008, "70's Fever, A Musical Celebration of the 70's"

Dress: Semi Formal

Reserved for 12 people - 2 tables of 6

Doors open @ 6, Dinner 6-7:45pm, Show starts @ 8pm

Tickets are Non-Exchangeable/Non-Refundable

Total cost was \$92.00 + GST = \$585.12

- Melissa still requires 3 more tickets for the STUP book before the evenings event

- Going are, Melissa, Donna, Lisa, Lynnell, Bobbi, Jo-Anne, Terry T, Richelle, Cam, Joan, Jen & Angela - ALL SPOTS ARE NOW FULL
- Anyone NOT able to go towards the event, please advise Melissa right away. Cancellation spots will be offered to within the executive, coaches & administrator
- Chalsie declined invitation, Terry M was a maybe at the time, Rhonda & Cheryl never replied to request sent out earlier in December when the event was being planned

### Spring School

- Executives were surprised to see that the Spring school registrations were out in skaters mailboxes before approval
- *Please note for future: As previously motioned, all forms, programs and costing need to be approved at a meeting prior to forms and programs going out.*

### Music

- Administrator to continue doing music rotation calendar
- There are times were the scheduled person is not showing up, coaches suggested that instead of families being scheduled in there for 'extra' music playing time. The calendar should be up in the music room with 'blank' spots as done in the past. This gives the 'extra' music playing time up for grabs for all families equally. If the coaches see that there is a blank spot open for that particular day and no one has volunteered to 'fill in', they will grab a parent who is watching in the stands to play music that day.
- music rotation calendar will still be completed by the administrator; however the calculation of assigned days of play will be up to the club credit accountant. At the end of each month, the club credit accountant will take down the finished signed-in monthly calendar from the bulletin board in the music room and calculate music plays for each skater
- Prior signed in calendar sheets previously picked up from the administrator to be given to the club credit accountant as soon as possible

*Motion: 'Club Credit Accountant' will process the monthly sign-in music rotation calendars from the music room after the month is complete. This includes the calendar pick-up from the music room and accounting of music plays per skating family. Administrator still to complete the music rotation calendar as completed in the past..*

*Motioned by: Lisa Watson*

*Seconded by: Donna Hlushak*

*Carried*

### Pick-Up Ice

- There have been some questions/concerns from parents in regards to what days they have paid for with pick-up ice
- There are also concerns with the difference in the pick-up ice costs; it seems to be a different amount depending on who the skater is.
- Pick-up ice is to be \$8.00/hour for ASC members, if the skater skates for 1½ hours, the pick-up ice fee would be \$12.00 (8.00 x 1½ hours)
- A duplicate receipt book left in the music room for the daily music player to fill out when receiving pick up ice payments would help ensure that the correct fees are being accepted, and the parents will then have a receipt for their records as well.

- when the skater is paying for pick-up ice, the music player would fill out a receipt, give one copy to the skater as 'proof of payment', the other would go in the envelope with the money to the Administrator

*Motion: Duplicate Receipt book to be purchased and left in the music room to be used for pick-up ice payments. Music person accepting the fees for pick-up ice to be issuing the receipt to the skater.*

*Motioned by: Angela Crone*

*Seconded by: Lisa Watson*

*Carried*

#### Extreme Weather Policy

- executives decided to cancel all ice times on January 28<sup>th</sup> & 29<sup>th</sup>, 2008 due to extreme weather.
- After hours spent on the phone by the administrator, coaches and executives going to the rink it put up signs, and a message on our website, the question came up...What is our policy? Ie: What temperature must it be to cancel ice times?? Is that temperature with or without a wind chill to cancel ALL skating?

*Motion: ASC Weather Policy to be with a temperature of -35 w/wind chill ALL Ice Programs will be cancelled. No make-up sessions will be scheduled and no refunds. All registration forms, pamphlets and website information to have this change.*

*Motioned by: Terry Thomas*

*Seconded by: Lisa Watson*

*Carried*

#### Credit Account

- files were transferred from the administrator to the 'Club Credit Accountant' just before the end of December. A few questions have arised from the adjustments, however most are just differences in accounting practices.
- Banking fees are quite high from month to month, some months are higher than normal, but an observation is the banking choice. Is there a reason why the 'club credit account' is at the Scotia bank and not at the ABT as is the Main ASC account?
- Previous Club Treasurer has suggested calling as ask why the account isn't coded as a 'non-profit' account. Club credit accountant to do that and to also check out other alternatives to bank accounts and get back to the executive
- All bank fees are to be reimbursed back to the 'club credit account' from the main ASC account by form of internal invoice from club account to main account. If this wasn't done, the club credit account would eventually go broke
- Due to a variety of reasoning's, ie: banking fees, business banking hours, volunteer basis, etc., all payments and banking to/from the 'Club Credit Account' will be handled on a bi-monthly basis (15<sup>th</sup> and end of the month) as does most businesses.
- To keep the account in 'check' with the GL, there will be invoices done up to the 'ASC Main account' whenever there is a required 'shuffle' of funds. For payment of funds to the 'ASC Main account' there will also be a detailed listing of what has been included in the bi-monthly cheque.
- 'Club Credit Account' balance statements will continue to be printed off for account holders around January and the end of our fiscal year.

### Club Jackets

Watches 'N More Promotional Products has graciously offered to be the point of order for our club jackets.

- a 'Jacket Order Information' flyer was forwarded to the administrator January 3<sup>rd</sup>, 2008 asking for it to be mass e-mailed, however due to an error made somewhere, the e-mail was not sent out at all. Does the club want to continue with the offer of jackets with the season over at the end of March?
- Yes, most of the girls from SSJ & up will also do Spring School; it's no worries on our end for them to order a jacket. Melissa to re-word the e-mail and send it to the administrator for mass e-mail. Also, letter will be printed off and stuffed in the girls mailboxes.
- Watches 'N More would like us to let the club skaters know that they can order the jackets anytime, a minimum of 6 jackets are required. Order date will be the 15<sup>th</sup> of each month. All orders under the minimum of 6 will be held until the next month and be placed together
- The 4 sample jackets that we originally purchased for sizing purposes have been sold back to Watches 'N More.
- With Watches 'N More handling the orders now, the only difference to the costing was \$5.00 (ASC sold for \$60, the jackets will now be sold for \$65, payable to Watches 'N More)

### Gala

March 15<sup>th</sup>, 2008 / Plainsman Arena

- in the past the club has always paid for coaching of the dress rehearsal night, dress rehearsal ice and Gala ice
- SSJ up to Star Skate will be participating
- Richelle to ask Dallas in regards to pictures
- skaters who normally don't skate on Fridays, pick-up ice fees are not required IF the skater is only there and on the ice for the rehearsal. If the skater chooses to stay on the ice after, regular pick-up ice fees apply.

*Motion: For the club to pay coaching cost for the Gala Dress rehearsal, Ice costs for dress rehearsal, ice costs for Gala night and Coaching costs for Gala night.*

*Motioned by: Angela Crone*

*Seconded by: Terry Thomas*

*Carried*

### LTS/CanSkate Festival

March 16, 2008

- an e-mail was sent out in December to CanSkate parents asking for volunteers to help co-ordinate a skating Carnival and none were received. So, there will be no Ice Carnival once again this year. Instead we will have the LTS/CanSkate festival on the 16<sup>th</sup> as we have done for the past two years.

### Year End Banquet (AGM)

- thoughts on where to have the annual banquet and AGM this year. Perhaps we should look into Woodside Sr Center, holds 120 people, \$200/night, you can bring in whatever you want
- Coaches are tossing around the idea of having a Power Point Presentation done by each coach on their own skaters
  - o Richelle to find out where the gym got their projection equipment from for their presentation they did
  - o Terry T knows the Power Point program and can assist

### Competition

*Motion: ASC to profit share the proceeds of the 2008 Winter Wonderland Funskate/StarSkate Runoffs with a 60%/40% split. 60% profit to the ASC Main account, 40% profit to the Club Credit Account. Club Credit amount to be shared by all volunteer hours over and above the required family commitment of 6 hours & skaters commitment of 3 hours.*

*Motioned By: Lisa Watson*

*Seconded by: Terry Thomas*

*Carried*

### Executive Vacancies

Positions up for election this year: President, Vice-President & 3 Directors.

- President and 1 director are re-running,
- Past President, Vice President and 1 director will not be returning
- this leaves, Vice President, 3 Directors (as we won't have a Past President) and the Treasurer spot open for election
- we need to be talking to everyone we can think of who might consider joining the executive team. (Janine Constant, Amanda Nolan, Shelley Lindsey, Kaylee Cooper, Tanya Dowie, Sandi Marcoux, Wendy Preston to name a few)

### Next Meeting

March 11, 2008 at 6:30pm, location TBA

Meeting adjourned at 9:15pm; Passed unanimously.

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