



EXECUTIVE MEETING MINUTES

Date: July 8, 2008
Place: Thomas' Residence
Call to order: 6:50pm

In attendance: Terry Thomas, Melissa Kerr, Angela Crone, Richelle Rothecker, Dawn Halverson, Tereë Hokanson,

Regrets: Yvonne McLean, Donna Hlushak, Jen Devost

Approval of Minutes

Review of Minutes from June 17th, 2008

Motion to approve the minutes by: Richelle

Seconded by: Angela

Carried

Administrator Position

- Advertisements in both Airdrie newspapers went extremely well.
 - o Received about 20 interested and have narrowed it down to 5 that have the qualities that the club requires; Book-keeping experience, Organizational skills, and People skills first and foremost.
 - o Executives narrowed the list down to 4; Terry will set up the interviews to be attended by Terry & Melissa.
 - Top questions from executives; Need to be available immediately, needs to be available for @ the rink when required & references need to be checked

Registration, Forms & Pamphlets

- Terry to 'tweak' all forms & pamphlets
 - o Will send to Jo-Anne and Richelle to go over before sending them to Angela for photocopying.
 - o Angela and Terry will be away for the first couple weeks of August so this needs to be a priority now
- 3 yr old class
 - o Tri-schools will still be out @ 1pm on Fridays, most Sr Pa's are still available to help out
 - o Coaches would like to 'open up' the 3yr old class and make it a '3yr & up' class
- Allowing more than 1 day a week participation.
 - o Ie: LTS only allowed 1 day a week, if they would like to skate twice a week, they will be able to this year

- Music Commitment
 - o PLP & Up \$100
 - Cheques will be cashed this year and once 4 plays have been completed, the \$100 will be reimbursed through the credit account.
 - Melissa will have a calendar ready to be at the registration. Parents will be encouraged to sign up right away to get a date that works for them rather than having one assigned to them
 - At the end of every month, the music calendar will be recorded as to who did what day and will be e-mailed to all involved. It will be up to the parents to come back within 1 weeks time for any errors or omissions to that past months calendar.
 - All extra music plays over the 4 times, will still be credited a certain amount to be determined by the executive before the start of skating

Changes & additions

- 'Any child with special needs must talk to the coach prior to first day of skating'
- Refund Policy - weather needs to be added
- take 'AHC Number' off
- CHECK ALL PRICES ie: Group StarSkate had two different prices last year depending on what form you looked at
- Volunteer Commitment - for CanSkate and up to PLP?, we will have to change the wording this year to 'This year we are not hosting a competition and will not require volunteers to make it all possible. However, for the 2009-2010 skating season we will be hosting another competition so the volunteer commitment will be in place at that time'
- Volunteer Commitment - for Group StarSkate and up - Volunteers will still be required for the Alberta Casino we will be participating in on Nov 24th & 25th, 2008. Volunteer Commitment Cheque will equal \$250

August 20, 2008 - Pre-Registration from 6-8pm

- Melissa to check with the Pool for space, if we can't secure, then perhaps Walmart, Superstore Community Room, Legion
- Emails will need to be sent out prior to this date to all past participants. This e-mail would include where & when the registration is to take place as well as a registration form that parents can print out ahead of time

September 6, 2008 - Community Showcase from 12-4pm

- Open registration for anyone
- This one is always very, very busy.....we will need to have anyone available if at all possible
- Melissa to work on reserving 'Bold Signs' for this date. We usually try for across from Extra Foods & at the Museum

September 17, 2008 - Twin Arenas from 5-7pm

- if one more registration is needed to fill in some spaces, we will keep this date open

PA Orientation

- Richelle to get back to Melissa as to when her and Jo-anne would like to plan for
- Any girl 10yrs + can apply to be a PA
 - o Last years PA's will get first priority

Business Cards

- it would be so much easier for the administrator to have business cards to hand out to parents when they need to discuss anything with Jo-Anne or Richelle. Instead of saying 'that coach over there' when the coaches are busy on the ice the administrator could pass along a business card with the contact information to contact the coach at a more suitable time for all

Motion: For business cards to be printed up for CanSkate/LTS head coaches Jo-anne & Richelle.

Motioned by: Richelle

Seconded by: Terry

Carried

- Melissa to see to getting them printed before start of season

Next Meeting

August 12th, 2008 at 6:30pm, location TBA

Meeting adjourned at 8:15pm; Passed unanimously.

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