

# ASA Board Meeting - Minutes

Wednesday, July 25, 2018 @Bob Niven Training Centre  
6:30pm-8:30pm



Start time	Subject Matter	Person leading	Action Items
<b>Present:</b>	Mike Choi (MC), Corri-Lynn Deitsch (CLD), Colleen D'Hondt (CD), John Fair (JF), Stacey Hicks (SH), Jeff Jarvis (JJ), Chris Lewis (CL), Mike Riddell (MR),		
<b>Absent:</b>	Bob Duszynski, Shelley Spackman, Nigel McCreary, Wes Miskiman,		
<b>6:30pm (15 min.)</b>	<p><b>Call Meeting to order.</b></p> <p>Motion to open meeting: John Fair (JF)</p> <p>Motion seconded by: Collen D'Hondt (CD)</p> <p>Carried: Unanimously.</p>	<b>Jeff</b>	
	<p><b>Discussion re last meeting minutes.</b></p> <p><b>Carryover from April Meeting – technology policy and computer usage draft/ Shelley Spackman/ Aug BOD Meeting</b></p> <p><b>Take pictures of documents from Board training/circulate to BOD/Shelley/ end of June</b></p> <p><b>Action Item - July meeting – draft ground rules for all ASA board meeting</b></p> <p><b>Jeff to circulate roles and responsibilities of committees to board</b></p> <p>Motion to approve last meeting minutes.: CLD</p> <p>Motion seconded by: MR</p> <p>Carried: Unanimously.</p>		
	<p><b>Discussion re Agenda.</b></p> <p>Motion to approve Agenda: Chris Lewis (CL)</p> <p>Second: MR</p> <p>Carried: Unanimously.</p>	<b>Jeff</b>	

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Scheduled Board Agenda Items:			
<p>6:45pm (75 min.)</p>	<p><b>Committee Development</b></p> <ul style="list-style-type: none"> <li>● Executive Committee: Pres. (JJ), V.P.(CL), Treasurer (MC), Secretary (JF), &amp; Head of Governance Committee (Wes Miskiman)</li> <li>● Standing Committees:               <ul style="list-style-type: none"> <li>○ Finance – Mike Choi (Chair), Shelley Spackman, Stacey Hicks, Michael Riddell, Corri-Lynn Deitsch,</li> <li>○ Governance – Colleen D’Hondt, Corri-Lynn Deitsch, Wes Miskiman (Chair), Nigel McCreary</li> </ul> </li> <li>● Task Forces               <ul style="list-style-type: none"> <li>○ Strategic Planning – Colleen D’Hondt, Stacey Hicks, Chris Lewis (Chair), Michael Riddell,</li> <li>○ Policy development- Colleen D’Hondt, Chris Lewis, Corri-Lynn Deitsch, Shelley Spackman, Wes Miskiman, Jeff Jarvis (Chair)</li> </ul> </li> </ul> <p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>● Who will serve on each committee? Allocated during the meeting as above.</li>   <li>● Terms of Reference for each?</li> </ul> <p><b>Notable discussion points:</b></p>	<p>Jeff</p>	<p><b>Action: Determine the maximum dollar threshold ASA can have in its’ account and still be considered a non-profit organization.</b></p> <p><b>Person responsible: CD</b> <b>Deadline: Aug. 24, 2018.</b></p> <p><b>Action: Review June 29, 2018 Issued CS MOU and provide feedback. Send thoughts to CL to summarize.</b></p> <p><b>Person: All, to CL for summarizing.</b> <b>Deadline: Friday July 27, 2018</b></p> <p><b>Action: Develop reporting measures out of strategic planning weekend for staff team.</b> <b>Person responsible: BOD</b> <b>Deadline: During Strategic Planning weekend.</b></p> <p><b>Action: Pull off Strategic Planning Weekend.</b> <b>Responsible: Chris Lewis</b> <b>Aug. 24, 2018</b></p> <p><b>Action: Finalize Strategic Plan</b> <b>Responsible: Strategic Planning Committee</b> <b>Deadline: mid Sept.</b></p> <p><b>Action: Determine Terms of Reference for each.</b> <b>Responsible: Each committee</b> <b>Deadline: Sept. 19, 2018.</b></p>
<p>8:00 pm (10 min.)</p>	<p><b>REMINDER: Strategic Planning/Generative Thinking Weekend</b></p> <ul style="list-style-type: none"> <li>● Friday night/Saturday Aug. 24 &amp; 25.</li> </ul> <p>Proposed Agenda: Further define committees , Identify our specific strategic mandates and measurables for the coming season. Update Business and Strat plan,</p>		

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	<p><b>Motion to move to in camera session:</b> Motion by: MC Seconded by: CD Carried: Unanimously</p> <p><b>Motion to come out of In Camera session:</b> Motion by: CD Seconded by: MR Carried: Unanimously</p>		
<p><b>8:10 pm</b> (30 min. only if needed)</p>	<p><b>Parking Lot</b> Any items of discussion raised during the meeting that didn't fit with the topics being discussed can be pushed to the "Parking Lot" to be discussed if time allows at the end of the meeting or to be tabled to a subsequent meeting.</p> <p><b>ASA Board Responsibilities Calendar:</b> Jeff passed out a draft document and asked that people start to populate.</p> <p>Stacey confirmed BOD Meeting Room bookings for 2018-2019 (attached). Note that the meeting time will likely be 7:00 pm to 8:30 pm, but this will be confirmed. Regardless, we have the room from 6:00 to 9:00 pm. Note also that the night has been changed to Tuesdays (for Nov. &amp; Feb.) due to the room not being available Wednesdays.</p> <p>JF suggested we put the word out to members about supporting the "YesCalgary 2026" initiative if they want to support winter sport development in Calgary and Canada, and to see the Games here.</p>	<p><b>Jeff</b></p>	<p><b>Action: Populate in detail with dates and responsibilities.</b> <b>Person responsible: All Committees</b> <b>Deadline: Nov. 30, 2018</b></p>
<p><b>8:30pm</b></p>	<p><b>Adjourn</b> Motion to Adjourn by: JJ Seconded by: JF Carried: Unanimously</p> <p><b>Next meeting according to calendar: Sept. 19, 2018.</b></p>	<p><b>John</b></p>	