

# ASA Board Meeting – Minutes

April 3rd, 2019 @Frank King Day Lodge, Theatre

6:30pm-8:00pm



Start time	Subject Matter	Person leading	Action Items
<b>Present:</b>	<b>Mike Choi, Corri-Lynn Deitsch, Colleen D’Hondt, John Fair, Stacey Hicks, Jeff Jarvis, Chris Lewis, Nigel McCreary, Michael Riddell, Shelley Spackman, Board Observers: Beth St. Amour, Karine Daze,</b>		
<b>Absent:</b>	<b>Bob Duszynski, , Wes Miskiman</b>		
<b>6:30pm (10 min.)</b>	<b>Call Meeting to order.</b> Motion to open meeting: Nigel McCreary Motion seconded by: Corri-Lynn Deitsch Carried: Unanimously.	<b>Jeff</b>	
	<b>Discussion re Agenda.</b> Motion to approve Agenda: Colleen D’Hondt Second: Michael Riddell Carried: Unanimously		
	<b>Discussion re last meeting minutes.</b> Motion to approve last meeting minutes.: Corri-Lynn Deitsch Motion seconded by: Michael Riddell Carried: Unanimously.		
<b>Scheduled Board Agenda Items:</b>			
<b>6:40 pm (15 min.)</b>	<b>Review Outstanding items from last meeting</b> <b>Notable discussion points:</b> April 30 Fiscal Year End is currently stated in By-Laws. Accounting (Fiscal year end) is to be adjusted to June 30 to keep revenue more clearly in the appropriate competitive year.	<b>John</b>	Carried forward: <b>Action: Familiarize Stacey and Shelley with the new ASA Financial Policy.</b> <b>Person Responsible: Colleen or Sheila</b> <b>Deadline: Once the new policy is approved.</b>  <b>Action: A motion to approve the Financial Policy as submitted in draft format to be presented.</b> <b>Person Responsible: Colleen and Sheila</b> <b>Deadline: Next BOD Meeting</b>

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			<p><b>Action:</b> Prepare a motion to present at the AGM to move the fiscal year end to June 30.  <b>Person responsible:</b> Colleen  <b>Deadline:</b> Next meeting</p>
<b>6:55 pm (10 min.)</b>	<p><b>For Discussion and Approval: Volunteer Bond</b> (as per document that Shelley distributed by email)</p> <p><b>Notable discussion points:</b></p> <ul style="list-style-type: none"> <li>Ontario and Quebec have bond systems in place now and find it necessary and very successful.</li> </ul>	<b>Shelley</b>	<p><b>Action:</b> Put together a policy (for presentation to the board) that includes a communication plan to clubs regarding the bond.  <b>Person responsible:</b> Stacey and Shelley  <b>Deadline:</b> April 24, 2019</p>
<b>7:05 pm (10 min.)</b>	<p><b>Succession Planning</b> - review role of Nomination and Orientation sub-committee. and discuss the following succession planning tool: <a href="https://cnmsocal.org/wp-content/uploads/2014/06/SUCCESSION-Participants-Guide-FINAL-REV-for-501c-2014.pdf">https://cnmsocal.org/wp-content/uploads/2014/06/SUCCESSION-Participants-Guide-FINAL-REV-for-501c-2014.pdf</a></p> <p>Governance policies still needed, etc.</p>	<b>Jeff</b>	<p><b>Action:</b> Fill out the non-profit succession planning document  <b>Person responsible:</b> Stacey (and Shelley supporting)  <b>Deadline:</b> Mid June</p> <p><b>Action:</b> Plan a special meeting by second week of May to communicate to stake-holders info regarding the past and upcoming seasons, and plan for an AGM in Sept.  <b>Person responsible:</b> Chris Lewis  <b>Deadline:</b> End of April</p> <p><b>Action:</b> Meet prior to the AGM to determine BOD team needs.  <b>Person responsible:</b> Nomination Sub-Committee  <b>Deadline:</b> At least 2 weeks prior to AGM</p>
<b>7:15 pm (15 min.)</b>	<p><b>AGM Planning</b></p> <ul style="list-style-type: none"> <li>Bylaw changes needed</li> <li>Board recruitment strategy (see above)</li> </ul>		<p><b>Action:</b> Determine whether we will have a K.O. meeting for next season.  <b>Person responsible:</b> Shelley and Stacey  <b>Deadline:</b> June BOD meeting</p>
<b>7:30pm (0 min. only if necessary)</b>	<p><b>Parking Lot – No items</b></p> <p><b>Next Meeting Date: Wed. May 15, 2019</b></p>	<b>Jeff</b>	

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7:30pm	<b>Adjourn</b> <b>Motion to Adjourn by: Michael Riddell</b> <b>Seconded by: Mike Choi</b> <b>Carried: Unanimously</b>		