

ASA Board Meeting - Minutes

Wednesday, October 17th, 2017 @ Markin MacPhail Centre

6:30pm-8:00pm



Start time	Subject Matter	Person leading	Action Items
Present:	Bob Duszynski, Corri-Lynn Deitsch, Collen D'Hondt, John Fair, Stacey Hicks, Jeff Jarvis, Shelley Spackman, Nigel McCreary, Mike Riddell, Board Observers:		
Absent:	Mike Choi, Chris Lewis, Wes Miskiman		
6:30pm (15 min.)	Call Meeting to order. Motion to open meeting: Colleen D'Hondt Motion seconded by: Corri-Lynn Deitsch Carried: Unanimously.	Jeff	
	Discussion re Agenda. Motion to approve Agenda: Collen D'Hondt Second: Corri-Lynn Deitsch Carried: Unanimously		
	Discussion re last meeting minutes: <ul style="list-style-type: none"> We will adopt Canada Snowboard policies for Zero tolerance policy for drugs and alcohol Motion to approve last meeting minutes.: Nigel McCreary Motion seconded by: Bob Duszynski Carried: Unanimously.		Action: Board Ground Rules to be presented to the Board members. Person responsible: Jeff Deadline: By next meeting Nov. 20: Deadline moved to Dec. BOD Meeting
	Review of progress on last meeting Action Items. Motion to approve TOR (Terms of Reference) as presented at last meeting: Jeff Jarvis Second: Corri-Lynn Deitsch Carried: Unanimously	Jeff	
	Financial Update: Statements presented and all agreed are acceptable	Jeff	

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<p>6:45 pm (15 min.)</p>	<p>Bookkeeper Notable discussion points:</p> <ul style="list-style-type: none"> • Jeff has talked to several potential bookkeepers • Some concern re conflict of interest as one is Jeff’s sister-in-law. As Jeff is stepping down at the end of this year, it should not be a problem but better to avoid if possible. • Also talking to Sheila Rule (Colleens’ sister) who has related excellent experience. Jeff has recommended Sheila for the position. No conflict of interest is seen as Colleen is not a signing authority. • Sheila made an estimate of \$4k for the year for her services. <p>Motion: To hire Sheila Rule as bookkeeper for ASA Motion by: Jeff Jarvis Seconded by: Mike Riddell Carried: Unanimously</p>	<p>Jeff</p>	<p>Action: Prepare employment contract and execute Person responsible: Jeff & Wes Deadline: This week Nov. 20: COMPLETED.</p>
<p>7:00 pm (5 min.)</p>	<p>Update on Sponsorship work: See attached report.</p>	<p>Shelley</p>	<p>Action: forward contacts at Tourmaline & Repsol to Stacey Person responsible: Colleen Deadline: before next meeting Nov. 20: In progress. Trying for Dec. BOD Mtg.</p>
<p>7:05 pm (15 min.)</p>	<p>Review Board Progress and where we are in the process.</p> <p>Review Board Responsibility Calendar</p>	<p>Jeff</p> <p>Jeff</p>	<p>Action: Chairpersons of each committee will need to establish timelines and action items into the Board Responsibility Calendar Person responsible: Each Chairperson Deadline: by next meeting Nov. 20: Yet to be done.</p> <p>Action: Policy assignments to be handed out. Person responsibility: Jeff Deadline: Monday Oct. 22 Nov. 20: Yet to be done.</p>

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			<p>Action: Policy assignments to be completed Person responsible: All members Deadline: Two days prior to the next meeting. Nov. 20: Yet to be done.</p>
<p>7:20 pm (10 min.)</p>	<p>Review and approve: ASA Big B Budget (attached) Based on us getting the same funding as last year we will see about a \$3k deficit.</p> <p>Notable discussion points:</p> <ul style="list-style-type: none"> • Shortfall predicted but only about \$3k which is very little with our healthy cash situation <p>Motion: to approve ASA budget presented by Stacey Motion by: Jeff Jarvis Seconded by: Colleen D'Hondt Carried: Unanimously</p>	<p>Stacey</p>	<p>Action: Provide electronic copy to J. Fair for inclusion in minutes. Person responsible: Stacey Deadline: Friday Nov. 20: COMPLETE</p>
<p>7:30 pm (30 min.)</p>	<p>Parking Lot 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>Canada Winter Games: Update re sponsorship work. Talking to Bernie Asbell and others. Planning proceeding well. Officials signed up. Still filling up volunteer positions.</p> <p>Fundraiser: Sales idea suggested by Stacey to be run for Christmas.</p> <p>Karine Daze is stepping down as Coaches Co-ordinator. A strong replacement from Edmonton is being talked to now.</p> <p>Signing Authority: Another signing authority is needed.</p>	<p>Shelley</p> <p>Shelley</p> <p>Stacey</p> <p>Jeff</p>	<p>Action: Continue the planning efforts Person responsible: Stacey Deadline: Jan. 2019 Nov. 20: COMPLETE</p> <p>Action: To develop a sales plan Person responsible: Stacey Deadline: By next meeting Nov. 20: Will be ready early Dec.</p> <p>Action: Continue effort to find a replacement Person responsible: Stacey Deadline: Nov. meeting Nov. 20: COMPLETE</p> <p>Action: Make John Fair (Secretary) a signing authority. Person responsible: Jeff Nov. 20: COMPLETE</p>

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	<p>Recovery Time for Stacey: Due to Stacey’s accident and resultant injury she will be reducing her hours and Shelley will pick up the slack till mid December 2018. This will be a two month adjustment: Oct. 15- Dec. 15. Compensation to be determined will be transferred to Shelley to make up for the additional work.</p> <p>ASA Equipment Trailer: Winsport has requested our trailer be moved off their grounds as they need the space for other things.</p> <p>Governance Committee Meeting needed</p>	<p>Jeff</p>	<p>Deadline: asap</p> <p>Action: Jeff to meet with Stacey and Shelley and firm up details. Person responsible: <u>Jeff</u> Deadline: By next week Nov. 20: COMPLETE</p> <p>Action: Our trailer is to be moved or disposed of asap. Person responsible: <u>Nigel</u> Deadline: asap Nov. 20: COMPLETE</p> <p>Action: Governance Committee will meet at 6:00 pm ahead of the next board meeting Person responsible: <u>Committee members</u> Nov. 20: To meet before Dec. BOD Mtg</p>
<p>8:00 pm</p>	<p>Next Board Meeting: 6:30 pm Wed. Nov. 14, 2018. Governance Committee Meeting: 6:00 pm Nov. 14, 2018 (In the same location ahead of the Board Meeting)</p> <p>Adjourn: Motion to Adjourn by: Bob Duszynski Seconded by: Nigel McCreary Carried: Unanimously</p>		<p>Action: Rebook meeting room and advise board which room. Person responsible: <u>Stacey & Shelley</u> Deadline: This week. Nov. 20: COMPLETE</p>