ASA BOD meeting Jan 2018

Date Jan 6th 2018 10am

Chair: TG

Facilitator: PP

Invitees: ML, JC, MR, PP, KL, SG, TG

Regrets: MR

Staff: NONE

Location Alberta Sports Hall of Fame, Red Deer

**Agenda**

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| Topic | Description |  | Time |
| Call to order COI | *With respect to the agenda, does any member of the board have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the Alberta Sailing Association. Should a conflict of interest arise during the meeting, it must be declared immediately.* |  | 10.00am  |
| Approve agenda. Agenda moved ML seconded KL Carried unanimous |  |  | 10.05am |
| 1. Adopt previous minutes. ML moved KL seconded. Carried Unanimous
 |  |  | 10.10am |
| 1. Presidents report.
 | TG passed some mail on to SG. Need to report on Community initiative program for sails for Canada summer games. Sailing Director job to complete. |  | 10.15am |
| 1. Treasurers report
2. Software Tim G
3. Checklick
4. Issues in Financials
5. Governance
6. Email legacy
 | Software to be handled by TG. In the past month he had not been able to meet with Ron due to Christmas. Checklick is now restored after being temporarily on hold. Reprice it at $250 flat fee and $11 /student. $13/ power and cruising. $18 offshore. $30 development coach.TG handed his resignation in as President. Motion to have KL continue as chair. Moved PP seconded SG. Carried.Discussion about Alcohol expense. It was agreed that alcohol is not to be expensed. KL to write policy documents List to include:*Policy Instruments**Travel Policy**Cheques signing and Invoices Policy**Capital Asset vs Office Asset**Transition of Roles**HR Policy**Code of Conduct (Board), I think this one has been well covered off by Mark**General Meeting Voting Representative Guidelines.*2 signatures required. No employee signing authority.SG to look into electronic chequesRule books to be $20All emails have been deleted on Info@albertasailing.com, so we have lost the data base and all legacy information. |  | 11.00am |
| 1. Secretary report
2. Annual return
3. Directors return
 | Neither have been done. LK to do after 15th |  | 11.45am |
| 1. Racing and Training report
2. Strategic plan
3. Priorities for ED
4. Code of conduct
5. Website
6. Email voting
 | Reviewed Strategic plan and made changes. Reviewed Strategic plan and will share with LK.LK to be based in EdmontonLK to report to SGTactical plan to be created by LKPP to meet with John Ferguson and report to BOD. $25/hrCode of conduct approved to be signed at next meeting. 3 day email rule to respond.ML to clean up email voting systemWebsite LK to do a remake over |  | 12:30pm |
| 1. Communications report
2. Document storage
3. Policies and procedures
4. Casino
 | LK to recommend which document storage to use from MS one drive for business, Google DocsPolicies and procedures. KL to draft list Casino funds may be less $6900 owed to DSAA. SG to look into it. |  | 1:00 pm |
| 1. Equipment report
2. LK truck usage
3. Rolly replacement
4. Trailer for youth
 | Tires are not good enough for winter usage of truck. BOD approves purchase of All-weather tires. JC to organise.Need to check Casino funds to see if we can buy tires. PP to look into truck rentals.Rolly has a place in the world. $6k for new one. Rolly is done. Mk 2 $9200 new version and higher transom. Motion to buy new Rolly $6k and new tubes for Elmo $4k. Proposed by KL second by PP All in favour. LK to find $25k for new RIB. JC to see if we can find a better price on RIBTable trailer build till we talk to the clubs for feedback on this item |  | 2.00 pm |
| 1. Youth report
 | Dasha Russell. Motion to hire her as MOSS instructor SG. Second JC approved. Carried. 3 for and 1 abstention. She needs to be managed properly by LK |  | 3:15 pm |

Adjourn 4pm Next meeting 10.30 am at ASHF Red Deer Feb 3rd 2018

1. *Accountability Review: Action register*

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| --- | --- | --- | --- | --- |
| accountability | Action | Date Raised | Target Date | Status |
| TG | TG to get closing balance from Ron in a way to preserve our legacy | Dec13th | Jan12th | ongoing |
| LK/SG | Checklick re pricing | Jan 6th | Jan 15th | ongoing |
| KJL | Policy documents to be written. List in minutes | Jan6th | Feb13th | ongoing |
| SG | Look into Electronic cheques | Jan 6th | Jan 20th | ongoing |
| LK | To compile a new list of members using Checklick  | Jan 6th | Jan 20th | ongoing |
| LK  | Do annual returns | Jan 6th | Jan 20th | ongoing |
| SG | Strategic plan circulation and approved. | Jan 6th | Jan 13th | ongoing |
| PP | PP to meet John Ferguson and make recommendation to BOD | Jan 6th | Jan 12th | ongoing |
| ML | Clean up email voting system | Jan 6th  | Feb 3rd | ongoing |
| LK  | Website renewal | Jan 6th | March 1 | No started yet |
| LK | Tactical plan from Strategic plan | Jan 6th | Feb 3rd | VER 1 |
| KJL, ML | Talk to TG about resignation | Jan 6th | Jan 10th | On going |
| JC | To Buy new Rolly and new tubes for Elmo | Jan 6th | March 1 | On going |
| JC | Gtre new all season tires for truck | Jan 6th | Jan 15th | ASAP |

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* Board went in Camera on President Discussion based on TG resignation.