

ASA BOD meeting FEB 2018

Date Feb 3rd 2018 10.30am

Chair: TG

Facilitator: PP

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

Regrets: MR

Staff: NONE

Location Alberta Sports Hall of Fame, Red Deer

Agenda

| Topic | Description | Time |
|--|---|---------|
| Call to order COI | <i>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.</i> | 11.30am |
| Approve agenda. Agenda moved ML/SG | | 11.35am |
| New business. | | |
| 1. Adopt previous minutes | Moved SG/JC Unanimous | 11.40am |
| 2. Board issues <ul style="list-style-type: none">• President• Treasurer• Special G.M. | BOD accepts TG resignation Motion. To accept resignation of SG. Moved ML/JC. Unanimous decision. | 11.45am |

| | | |
|--|---|----------------|
| | <p>Motion: To Communicate to the clubs and members that we have made the board decision to replace President and Treasurer. Any member or organisation can contact any member of the board to request a SGM. ML/KL Unanimous</p> <p>KL to write info for newsletter</p> <p>Motion: To nominate WB as Treasurer. PP/ML. Unanimous</p> <p>Motion: To nominate KL as President was declined.</p> <p>Motion: To nominate SG as President. PP/WB. Unanimous.</p> <p>BOD recognises KL contribution to chairing</p> | |
| <p>3. Sailing Director Report</p> <ul style="list-style-type: none"> • NOR Alberta series • Provincials host • Strategic plan • Tactical plan | <p>STEP grant used for Moss which might affect the budget. CSJG not eligible.</p> <p>NCCP locker training has happened. We can now do this in house.</p> <p>Checklick has been fixed and clubs have been notified of price change</p> <p>Post ver 1.1 of By-laws. KL to send to BOD</p> <p>LK to write coaching policy. 5 sailor's reqd. for away events.</p> <p>Website refresh/revamp</p> | <p>12.00am</p> |

| | | |
|---|--|----------|
| | <p>LK to get price to get 2.4 MR up to standard for 4 year cycle</p> <p>Updated strategic plan. LK to amend</p> | |
| 4. Presidents report | NONE | 14.20pm |
| 5. Secretary report | Covered off by Manager posting calendar of dates to include all reporting dates | 14.30pm |
| 6. Treasurer report <ul style="list-style-type: none"> • Sage • AGLC • Signing authority • DSAA • T4 issues | <p>Motion: To approve the cost of Sage for \$403.20.</p> <p>KL/PP. Unanimous.</p> <p>Phil to contact BMO to change signing authority</p> <p>WB to check on T4s and bill of sale for 29ers.</p> | 14 :40pm |

| | | |
|--|---|----------|
| 7. Communications report: KJL <ul style="list-style-type: none"> • Newsletter • Website | Send out BOD voting in newsletter to every member Website to be revamped and refreshed | 15:00pm |
| 8. Sailing and racing report: ML <ul style="list-style-type: none"> • Calendar | Publish calendar on website. | 15.10pm |
| 9. Equipment report: JC | We have a new Rolly and Tube set for ELMO | 15.20 pm |
| 10. Youth report: MR <ul style="list-style-type: none"> • Moss | LK to confirm dates and locations Motion: MOSS does not go to Fort Peck in 2018 KL/PP For 3 Against 1 Abstention 1. | 15:30 pm |
| 11. Governance | KL presents policies. Motion: To accept General and Special meeting guidelines, Capital Asset, Email Voting, Cheque and Payment policies with revisions. KL/ML Unanimous. | 15.35pm |

Adjourn 4pm Next meeting March 10.30 am at ASHF Red Deer March 17th 2018

A. Accountability Review: Action register

| accountability | Action | Date Raised | Target Date | Status |
|----------------|--|-------------|-------------|----------|
| TG | TG to get closing balance from Ron in a way to preserve our legacy | Dec13th | Jan12th | COMPLETE |

| | | | | |
|---------|---|---------------------|----------|----------------|
| LK/SG | Checkclick re pricing | Jan 6th | Jan 15th | COMPLETE |
| KJL | Policy documents to be written. List in minutes | Jan6th | Mar 15th | ongoing |
| WB | Look into Electronic cheques | Jan 6th | Mar 15th | ongoing |
| LK | To compile a new list of members | Jan 6th | Mar 30th | ongoing |
| LK | Do annual returns. | Jan 6th | Mar 15th | ongoing |
| SG | Strategic plan circulation and approved. | Jan 6th | Feb 15th | ongoing |
| PP | PP to meet John Ferguson and make recommendation to BOD | Jan 6th | Jan 12th | COMPLETE |
| ML | Clean up email voting system | Jan 6 th | Feb 3rd | COMPLETE |
| LK | Website renewal | Jan 6th | March 1 | No started yet |
| LK | Tactical plan from Strategic plan | Jan 6th | Mar 1 | VER 1 |
| KJL, ML | Talk to TG about resignation | Jan 6th | Jan 10th | COMPLETE |
| JC | To Buy new Rolly and new tubes for Elmo | Jan 6th | March 1 | COMPLETE |
| JC | Get new all season tires for truck | Jan 6th | Jan 15th | COMPLETE |
| KJL | To write info. piece for newsletter about board elections | Feb3rd | Feb15th | ONGOING |
| KJL | Send Ver1.1 of by-laws to BOD and LK | Feb 3rd | Feb 10th | ONGOING |
| LK | Send coaching policy to BOD for approval | Feb 3rd | Feb 28th | ONGOING |
| LK | Sponsorship presentation to BOD | Feb 3rd | Feb 28th | ONGOING |
| LK | Website refresh/revamp | Feb 3rd | Mar 15th | ONGOING |
| LK | Cost analysis on 2.4MR | Feb 3rd | Mar 15th | ONGOING |
| LK | Contact Sylvan YC to host Provincials | Feb 3rd | March 1 | ONGOING |

| | | | | |
|-------|--------------------------------------|---------|------------|----------|
| LK/SG | Update Strat plan and create TACTICS | Feb3rd | Feb 28th | ONGOING |
| LK | ASA AGM NOV 3rd | Feb 3rd | | COMPLETE |
| PP | Change signing authority | Feb 3rd | Feb 28th | ONGOING |
| LK | Cost out MOSS to get a set daily fee | Feb 3rd | Feb 20th | ONGOING |
| LK | Letter to Fort Peck | Feb 3rd | Feb 15th | ONGOING |
| JC | Truck rental in south | Feb 3rd | April 15th | ONGOING |
| | | | | |