

# 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

Topic	Description	Time
<b>Call to order COI</b>	<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>	10.00am
<b>Approve agenda. Agenda moved ML seconded KL Carried unanimous</b>		10.05am
<b>1. Adopt previous minutes. ML moved KL seconded. Carried Unanimous</b>		10.10am
<b>2. Presidents report.</b>	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
<b>3. Treasurers report</b> a) <b>Software Tim G</b> b) <b>Checklick</b> c) <b>Issues in Financials</b> d) <b>Governance</b> e) <b>Email legacy</b>	<p>Software to be handled by TG. In the past month he had not been able to meet with Ron due to Christmas.</p> <p>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.</p> <p>TG handed his resignation in as President. Motion to have KL continue as chair. Moved PP seconded SG. Carried.</p> <p>Discussion about Alcohol expense. It was agreed that alcohol is not to be expensed.</p> <p>KL to write policy documents List to include:</p>	11.00am

	<p><i>Policy Instruments</i>  <i>Travel Policy</i>  <i>Cheques signing and Invoices Policy</i>  <i>Capital Asset vs Office Asset</i>  <i>Transition of Roles</i>  <i>HR Policy</i>  <i>Code of Conduct (Board), I think this one has been well covered off by Mark</i>  <i>General Meeting Voting Representative Guidelines.</i></p> <p>2 signatures required. No employee signing authority.</p> <p>SG to look into electronic cheques</p> <p>Rule books to be \$20</p> <p>All emails have been deleted on Info@albertasailing.com, so we have lost the data base and all legacy information.</p>	
<p><b>4. Secretary report</b>  a) <b>Annual return</b>  b) <b>Directors return</b></p>	<p>Neither have been done. LK to do after 15th</p>	<p>11.45am</p>
<p><b>5. Racing and Training report</b>  a) <b>Strategic plan</b>  b) <b>Priorities for ED</b>  c) <b>Code of conduct</b>  d) <b>Website</b>  e) <b>Email voting</b></p>	<p>Reviewed Strategic plan and made changes.  Reviewed Strategic plan and will share with LK.</p> <p>LK to be based in Edmonton</p> <p>LK to report to SG</p> <p>Tactical plan to be created by LK</p> <p>PP to meet with John Ferguson and report to BOD. \$25/hr</p> <p>Code of conduct approved to be signed at next meeting. 3 day email rule to respond.</p> <p>ML to clean up email voting system</p> <p>Website LK to do a remake over</p>	<p>12:30pm</p>
<p><b>6. Communications report</b>  a) <b>Document storage</b>  b) <b>Policies and procedures</b></p>	<p>LK to recommend which document storage to use from MS one drive for business, Google Docs</p> <p>Policies and procedures. KL to draft list</p>	<p>1:00 pm</p>

<b>c) Casino</b>	Casino funds may be less \$6900 owed to DSAA. SG to look into it.	
<b>7. Equipment report</b> <b>a) LK truck usage</b> <b>b) Rolly replacement</b> <b>c) Trailer for youth</b>	<p>Tires are not good enough for winter usage of truck. BOD approves purchase of All-weather tires. JC to organise.</p> <p>Need to check Casino funds to see if we can buy tires. PP to look into truck rentals.</p> <p>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 RIB</p> <p>Table trailer build till we talk to the clubs for feedback on this item</p>	2.00 pm
<b>8. Youth report</b>	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 3<sup>rd</sup> 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	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 6 <sup>th</sup>	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

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