

# ASA BOD meeting July 2018

Date July 9th 2018 6.30pm

Chair: SG

Facilitator: PP

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

Regrets: MR

Staff: LK,ML.

Location 1025 E Chestermere DR.

## Agenda

Topic	Time
Call to order COI	6.35pm
Approve agenda. <b>PP/JC Approved by All</b>	6.35pm
1. Adopt previous minutes of JUNE. <b>JC/KL Approved by All</b>	6.40pm
2. Board issues <ul style="list-style-type: none"><li><b>Governance and new by-laws. Travel policy to be circulated. By-laws are being drafted. KJ to get other clubs involved. Min of 3.</b></li></ul>	6.45pm
3. Sailing Director Report <ul style="list-style-type: none"><li><b>Strategic/Tactical plan.</b></li><li><b>MOSS equipment use for Sailwest etc. Motion: To supply a boat for \$50/day with everything for in province athletes and only a hull for out of province athletes.DD \$500 KJ/WB carried</b></li><li><b>Summer director. Jeffrey Dawson/Donald Ogden pair were approved. MR and ML to draft contract for them for November Casino in Calgary.</b></li><li><b>Wix was approved as website provider.</b></li><li><b>Action register update. Updated</b></li><li><b>Sponsorship. Need Board members to send contacts to connect with for sponsorship</b></li></ul>	6.55pm

<p>4. President report</p> <ul style="list-style-type: none"> <li>Wendy and Worlds. <b>ML to Draft letter to respond to Wendy that there is no money and we have no policy and we have to draft one</b></li> <li>Trailer for 2.4mR. <b>Focus on this at a later date</b></li> </ul>	7.15pm
<p>5. Secretary report</p> <ul style="list-style-type: none"> <li>Open House for NSC. <b>Approved.</b></li> </ul>	7.30pm
<p>6. Treasurer report</p> <ul style="list-style-type: none"> <li>Budget /Capital plan. <b>All documents are posted to Google Docs. For future reference as there in nothing to compare for previous year. There is no contract for the truck. LK to get contract and send to WB.</b></li> <li>How is WB to bill for Waves? <b>LK to get info to WB ASAP</b></li> <li>LK to report on T shirt sales monthly so we know where we are financially and record the \$ with WB</li> </ul>	7.40pm
<p>7. Communications report</p> <ul style="list-style-type: none"> <li>Website?? <b>Wix to be chosen as website host</b></li> <li>Newsletter. <b>Feedback. WSC happy with the newsletter. CYC feedback is that 2 column format is hard to read. Why are Articles on separate pages? 50% open rate so pleased with that.</b></li> </ul>	8 pm
<p>8. Sailing and racing report</p> <ul style="list-style-type: none"> <li>Calendar. <b>CYC stated concerns about 3 day format. For information.</b></li> </ul>	810pm
<p>9. Equipment report</p> <ul style="list-style-type: none"> <li>5 boat trailer. <b>Is there a sign up procedure? LK to create a sign up procedure.</b></li> <li>What kind of truck do we want long term. <b>Need F250 as a minimum. Maybe look at F350. 4 door and 2WD. LK to advise.</b></li> </ul>	8.30 pm
<p>10. Youth report</p> <ul style="list-style-type: none"> <li>Athlete/ coach/instructor application process. <b>KJ to create a form to fill out for funding requests</b></li> </ul>	8.45 pm
<p>11. Casino report</p> <ul style="list-style-type: none"> <li>Casino split and clubs responsibility. <b>The 25% that rebates to the club is paid in proportion to that clubs volunteer contribution on a shift basis. There is no mandatory requirement on any club. KJ and LK to write an article about the use of casino funds and how</b></li> </ul>	9pm

**important it is to volunteer. It is vital that we explain that the use of proceeds from Casino's is always for Youth.**

**Adjourn: 8.45 pm Next meeting Aug 13<sup>th</sup> 6.30 pm 1025 East Chestermere Drive**

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	Checklick re pricing	Jan 6th	Jan 15th	COMPLETE
KJL	Policy documents to be written. List in minutes	Jan6th	ongoing	ongoing
WB	Look into Electronic cheques and payroll tax account	Jan 6th	April 30th	Complete
LK	To compile a new list of members using Checklick	Jan 6th	Jan 20th	Complete
LK	Do annual returns	Jan 6th	Jan 20th	Complete
SG	Strategic plan circulation and approved.	Jan 6th	Jan 13th	Complete
PP	PP to meet John Ferguson and make recommendation to BOD	Jan 6th	Jan 12th	COMPLETE
ML	Clean up email voting system	Jan 6 <sup>th</sup>	Feb 3rd	COMPLETE
LK	Website renewal	Jan 6th	April 30	Underway
LK	Tactical plan from Strategic plan	Jan 6th	Feb 3rd	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
LK, WB	Report on Community Initiatives Program for sails Canada Games	Jan 6th	March 30	COMPLETE

LK	Add Strat plan to website	May18th	May 30th	COMPLETE
MLillo	Talk to lake communities in Alta	May 18th	May 30th	COMPLETE
MLillo	To capture email addresses from camps		ASAP	ONGOING
SG	Adjust NOR for Alberta series		ASAP	COMPLETE
WB	Check in to road trip prepaid costs	May 18th	June 4th	COMPLETE

LK	Get contract for truck	July 10th	July10th	ASAP
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LK	Get info. to WB so we can bill for Waves	July 9th	July 11th	ASAP	
LK	Get MOSS info to WB for billing	July 9th	July 11th	ASAP	
LK/KL	Write article for the reason for casinos	July 9th	July 15th	ASAP	
MR/ML	Need Clubs volunteer commitment by end of August at the latest	July 9th	Sept 1	ONGOING	