

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 |
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| Call to order COI | 6.35pm |
| Approve agenda. PP/JC Approved by All | 6.35pm |
| 1. Adopt previous minutes of JUNE. JC/KL Approved by All | 6.40pm |
| 2. Board issues <ul style="list-style-type: none">Governance and new by-laws. Travel policy to be circulated. By-laws are being drafted. KJ to get other clubs involved. Min of 3. | 6.45pm |
| 3. Sailing Director Report <ul style="list-style-type: none">Strategic/Tactical plan.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 carriedSummer director. Jeffrey Dawson/Donald Ogden pair were approved. MR and ML to draft contract for them for November Casino in Calgary.Wix was approved as website provider.Action register update. UpdatedSponsorship. Need Board members to send contacts to connect with for sponsorship | 6.55pm |

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| <p>4. President report</p> <ul style="list-style-type: none"> Wendy and Worlds. ML to Draft letter to respond to Wendy that there is no money and we have no policy and we have to draft one Trailer for 2.4mR. Focus on this at a later date | 7.15pm |
| <p>5. Secretary report</p> <ul style="list-style-type: none"> Open House for NSC. Approved. | 7.30pm |
| <p>6. Treasurer report</p> <ul style="list-style-type: none"> Budget /Capital plan. 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. How is WB to bill for Waves? LK to get info to WB ASAP LK to report on T shirt sales monthly so we know where we are financially and record the \$ with WB | 7.40pm |
| <p>7. Communications report</p> <ul style="list-style-type: none"> Website?? Wix to be chosen as website host Newsletter. 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. | 8 pm |
| <p>8. Sailing and racing report</p> <ul style="list-style-type: none"> Calendar. CYC stated concerns about 3 day format. For information. | 810pm |
| <p>9. Equipment report</p> <ul style="list-style-type: none"> 5 boat trailer. Is there a sign up procedure? LK to create a sign up procedure. What kind of truck do we want long term. Need F250 as a minimum. Maybe look at F350. 4 door and 2WD. LK to advise. | 8.30 pm |
| <p>10. Youth report</p> <ul style="list-style-type: none"> Athlete/ coach/instructor application process. KJ to create a form to fill out for funding requests | 8.45 pm |
| <p>11. Casino report</p> <ul style="list-style-type: none"> Casino split and clubs responsibility. 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 | 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 13th 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 th | 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 |

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| 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 |

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| 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 | |