

# ASA BOD meeting OCT 28th 2023

Chair: SG

Invitees: PPax, PP, SG, JC, KD,

Guest:

Regrets: BD (Staff)

Staff: KS

Location: By Zoom.

Topic	Time
<b>Call to order Quorum reached?</b> <b>Conflict of interest statement.</b>	8.03
<b>Approve agenda. PPax/pp Carried</b>	
<b>Adopt previous minutes. JC/PPax Carried</b>	
<b>Board opportunities and issues</b> <ul style="list-style-type: none"><li>• <b>Board governance Reminder to represent ASA at meetings</b></li><li>• <b>Proposal to have a sub-committee liaise with all clubs. Discussion to start the subcommittee. PP/PPax to ask around</b></li><li>• <b>AGM and new slate. Move AGM to Dec 09<sup>th</sup> KD, PP, SG, JC, /PPax?</b></li></ul>	
<b>President report.</b> <ul style="list-style-type: none"><li>• <b>Website Update. MS is updating the website</b></li><li>• <b>Newsletter. Most complaints is about comm. issues. Newsletters will start becoming more regular.</b></li><li>• <b>Instagram and Facebook.</b></li><li>• <b>SPAR. We need to make sure our members give data about members such as age gender etc. This is the way we make our money from SPAR. Clubs push back on giving this info. Directors to help spread this word</b></li><li>• <b>SC meetings. Kate from WSC is new president.</b></li><li>• <b>Mike Milner asked if we had a provincial coach. He is in NZ. But we do have a developmental coach. He did not want to offer the position to AB. ASA to send a letter.</b></li><li>• <b>GSS is a member in poor standing as they have not paid 2022 or 2023 dues. But they won volunteer of the year. Have asked SC to review how they screen winners for standing with the PSA</b></li><li>• <b>West Jet portal on SC website will get you discounts</b></li><li>• <b>SC dues. Motion to accept and double SC fees PPax/KD. Carried</b></li></ul>	

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## Admin report

- Casino payouts
- JC to give a list of all equipment to KS
- KS has taken 2/4 casino webinar
- KS attempting to find out who paid

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## Secretary report

- Email response protocol. Is it working?
- Letter to B. Gray not acknowledged. Next steps
- KD to call B Gray
- PP will ask Halie for all Alberta files and other items, again
- Corp registry needs updating
- Email motions:
  - a. Motion 1: The Board accepts the resignation of Luke Sullivan as Treasurer/Director on the ASA Board. KD/PP carried
  - b. Motion 2: The Board appoints Phil Paxton as Treasurer and Sasha Mishchenko as Secretary for the ASA Board. KD/PP carried
  - c. Motion 3: The Board accepts the resignation of Sasha Mishchenko as Secretary/Director on the ASA Board. KD/PP carried

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## Treasurer report

- Stripe and AR issues
- Non payment is endemic and getting worse. Standards are low. \$1000 at provincials
- AP outstanding. Current today except casino
- GSS 2 years late \$ 16699 2022. 2023 same amount
- Creation of capital reserve/Budget /Capital plan.
- Casino distribution CLSC/CYC update
- ASA credit card O/S
- Insurance province wide O/S
- BOD to find an Reader to review FS. Ask WSC who have been asking – Thomas Kelm and Stephen Reichenfeld were stated at 2022 AGM, though SR is in the middle of the Atlantic, therefore need a 2nd

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## Communications report

- **NEWSLETTER:** I am currently working on a new template design for the ASA Newsletter. This email is pasted into the draft design for illustration purposes only. **Any feedback is welcome prior to the next newsletter going out, which I let Stacey know that I would send it out after the ASA BOD meeting.**
  - **NEWSLETTER:** I am aiming to put together a schedule for the newsletter. This will likely be scheduled for a week after each monthly BOD meeting to allow Directors to submit any articles. Without this content from ASA
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Directors, there's not much for me to report. Ad-hoc newsletter can go out as well, but a monthly schedule is recommended. Directors can submit their articles to me via [communications@albertasailing.com](mailto:communications@albertasailing.com).

- **EMAIL:** An email has been set up and is being monitored: [communications@albertasailing.com](mailto:communications@albertasailing.com).
- **MEMBER CLUBS:** I plan to reach out to all member clubs directly in the New Year to make a connection and encourage clubs to use our newsletter, website, and social media (through me) for exposure for their Clubs, creating a more informed Albertan sailing community, letting other Clubs know what's going on in the province, and it will give me content to share on behalf of ASA.
- **WEBSITE:** I have been updating Club information on the website as the Club's send it in, along with other areas of the website, such as meeting minutes, news articles, etc. Likely in late winter/early spring I will look at tidying up the website, maybe even redesigning it if I get the approval from ASA, and the inspiration to do so. Currently, I have posted news articles on the site, keeping the site current. The most recent article is from Phil Paxton.
- **SOCIAL MEDIA:** I really don't have much social media content unless folks reach out to me with pictures, videos, information. I encourage Directors to keep an eye on the sailing community for ASA and send me materials as much as you can. Sometime throughout the winter, I'll put together a social media schedule with pre-made content. All ASA Social Media has been set up in a program called Adobe Express and content can be scheduled out weeks in advance, giving ASA a pro-active approach to serving members with information.
- Can we get more data?
- Can we get contributors
- Can we make a report a condition of funding?

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#### Sailing and racing report from Head Coach

- BD requests for employment.
  - BOD went in camera to discuss financial aspects of contract
  - PPax to put summary out as to offer
  - Generally a support for a second coach
  - Clubs asking for support calendar.
  - Letter to clubs getting them to make requests for Provincials.
  - CYC interested
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- **Meaghan to put in newsletter which regattas they want to support**

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**Equipment report.**

- **JC has all equipment**
- **Truck has an issue but not dealt with**
- **JC is to advertise the 2 stroke and no baffle RIB**

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**Youth Report**

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**Good results for ASA sailors in Opti, ILCA 4,6,7 420**

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- **Other Business:**
  - **In Camera if needed.**

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**Next Meeting date: 9 am Nov 25th**

**Terminate at 11.25am KD**

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A. Accountability Review: Action register