

ASA BOD meeting June 2018 minutes

Commented [PP1]: i

Date June 2nd 2018 5pm

Chair: SG

Facilitator: PP

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

Regrets: MR

Staff: LK,

Location CYC, Chestermere

Agenda

Topic	Description	Time
Call to order COI 5.20pm Quorum	<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>	5pm
Approve agenda. Agenda moved ML/KJ Carried		5.05pm
1. Adopt previous minutes Questions: Sail Canada meeting erase. Summer director to be updated as her introduction. ONLY 4 weeks booked and KP will go to Yellowknife to cover costs. Motion. To accept ML/KJ Carried		5.10pm
2. Board issues . <ul style="list-style-type: none">Make up of BOD. Portfolio were reviewed by the BOD. MR has agreed to take on the Casino. MLillo to meet with MR within 2 weeks		5.15pm
3. Sailing Director Report <ul style="list-style-type: none">Strategic/Tactical plan. ML reviewed Asana and it is not really a tactical plan. ML was concerned that if KL gets hurt we may lose our direction. Flesh out the plan to reflect		5.30pm

the what, when, who, and how. It would be great if each director would put tactics next to the strategic plan.

- **MOSS. 4 weeks booked. MLillo to inform how her strategy goes in contacting lake communities. LK to ask John Henderson if we can use their coaches. LK may have to help out the first week. LK needs promo piece that is shorter than the current 70 pages. 3 weeks at Pigeon Lake. LK to ask if the kids will be willing to teach.**
- **Summer director; MLillo to meet SG and PP every 2 weeks. MLillo to meet LK weekly. Minutes to be circulated to BOD**
- **Action register update Reviewed with LK and all not complete**
- **Sponsorship MLillo is working on it with LK and JF and MR**

4. President report

- **Roles of directors See Item 2**
- **BYE law issue Rule 75 ML says on Sail Canada Website there is an explanation. We need to give out membership cards. Who will do this? Let's wait till Sail Canada gives us a ruling. For now let's do nothing**

6pm

<p>5. Secretary report</p>	<p>6.30pm</p>
<p>6. Treasurer report</p> <ul style="list-style-type: none"> • Budget /Capital plan MLillo to work with WB to create a budget. Also to include a capital plan. SG to provide the list of assets to work to be sent to BOD for review • Casino split. Can we sell a 75/25 split. It was thought yes. Motion to move the split 75/25 PP/KL. Carried. • Clubs responsibility Split according to members registered. Go on last year's numbers. MLillo to work out. KL to draft note to show in what way we are giving benefits to the clubs 	<p>6.40pm</p>
<p>7. Communications report</p> <ul style="list-style-type: none"> • Newsletter?? • Website?? MLillo to do both. Newsletter every 2 weeks and website adjusted ASAP. 	<p>7 pm</p>

8. Sailing and racing report <ul style="list-style-type: none"> • Calendar NOR to be adjusted for Alberta series • Wendy request/2.4mR. ML chatted with Wendy. She is still deciding. Looks like she might ask for sails. 	7.10pm
9. Equipment report <ul style="list-style-type: none"> • 	7.30 pm
10. Youth report <ul style="list-style-type: none"> • Athlete/ coach/instructor application process KL has this as a WIP 	7.45 pm

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

LK	Put BOD info on google drive		June 1	ASAP
SG	Send capital plan to BOD for review			ASAP
LK	To get a plan for WAVES	June 1st	June15th	ASAP
LK	Ask NASC for instructors	June 1st	June 15th	ASAP

NEXT MEETING AT NSC 6.30PM July 9th

Motion to adjourn ML