

# ASA BOD meeting Sept. 2018

Date Sept. 17th 2018 6.30pm

Chair: SG

Facilitator: PP

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

Regrets: PP ( by phone) WB

Staff: LK

Location 1025 E Chestermere DR.

## Agenda

| Topic   | Description   | Time   |
|---|---|--------|
| <b>Call to order COI <span style="color: red;">On time</span></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> | 6.30pm |
| <b>Approve agenda. <span style="color: red;">Moved ML/JC with 2 late additions</span></b>   |   | 6.35pm |
| <b>1. Adopt previous minutes <span style="color: red;">Moved KL/MR All in favour</span></b>   |   | 6.40pm |
| <b>2. Board issues</b> <ul style="list-style-type: none"><li><b><span style="color: red;">Email voting and discussion. There is a procedure and the request is we follow it.</span></b></li></ul> |   | 6.45pm |

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| <p><b>3. Sailing Director Report</b></p> <ul style="list-style-type: none"> <li>• Attached</li> <li>• Questions</li> <li>• Discussion about kite surfing in Olympics</li> <li>• AGM at Red Deer College. LK to check the dates with Clubs.</li> <li>• Trailer discussion should be in conjunction with a grant application. LK to get quotes so we can apply for the grant</li> <li>• Need to get names for the Alta series winners. Only one girl competed for the spot of Opti girl</li> </ul>   | 6.55pm |
| <p><b>4. President report</b></p> <ul style="list-style-type: none"> <li>• Club judge seminar</li> <li>• To subsidize the club judge seminar for \$200. KL/PP Carried.5-0</li> <li>• Jackets Alberta series. LK to do ASAP</li> <li>• Trophy repurposing</li> <li>• 2 trophies at CYC to repurpose. OK to do. DSAA may have one</li> <li>• AGM. Already discussed.</li> <li>• By laws. Will be ready</li> <li>• Assess Alberta series.GSC back in the rotation would be good.</li> <li>• Coaching 2019. Recommend to new board that N/S coach works well</li> <li>• Moss 2019.LK to book it up</li> <li>• Sportsmanship award. Opti sailor showed amazing sportsmanship. Idea to be discussed and stimulated my email</li> </ul> | 7.15pm |
| <p><b>5. Secretary report</b></p> <ul style="list-style-type: none"> <li>• Concern no progress on disabled sailing participation. Confusion around DSAA</li> <li>• Who is standing next year? KJ/ PP/SG/ all willing to stand. ML/MR/JC undecided. WB will not stand.</li> <li>• Sail Canada meeting in Vancouver in October LK to write a full report.</li> </ul>   | 7.30pm |
| <p><b>6. Treasurer report</b></p> <ul style="list-style-type: none"> <li>• Budget /Capital plan</li> <li>• MR says she is on top of Paperwork even though it was late</li> <li>• 20 signed up so far. Need 20 more. Is there a drop dead date for volunteers? There should be?</li> </ul>  | 7.40pm |

|   |                           |
|---|---------------------------|
| <p>7. Communications report<br/> Do we need a year end newsletter? <b>YES</b><br/> <b>Communication piece about class assn.</b></p>   | <p>8 pm</p>               |
| <p>8. Sailing and racing report<br/> •</p>  | <p>810pm</p>              |
| <p>9. Equipment report</p> <ul style="list-style-type: none"> <li>• <b>Trailer JC has gone through Moss trailer. Part missing on Rollie.</b></li> <li>• <b>Staff does not look after equipment</b></li> <li>• <b>Capital asset storage for winter? 2 trailers to come back to JC place from CYC. \$392 spent on Moss trailer. Fuel was \$200+. Can we see some advertising on MOSS trailer? YES</b></li> <li>• <b>ML has a 2.4m sails donation. ML to send thank you letter</b></li> </ul>  | <p>8.30 pm</p>            |
| <p>10. Youth report</p> <ul style="list-style-type: none"> <li>• <b>Athlete/ coach/instructor application process</b></li> <li>• <b>This is done. KL to send it</b></li> <li>• <b>BY laws. Discussed</b></li> <li>• <b>Subsidise class fee.</b></li> <li>• <b>To subsidize the membership of junior sailors (sailors 19 years and under) and disabled sailors joining the International Laser class membership, National Optimist, International 29er Class membership, C420 Association, Canadian 2.4 MR Class Association. Subsidy will be for those joining after September 25th, 2018. This subsidy will not be provided after June 29th, 2019. Subsidy will be \$20 per person per year of membership paid or the cost of membership whichever is less. Moved ML/PP</b></li> <li>• <b>For 2 Against 4</b></li> <li>• <b>Failed</b></li> <li>• <b>Brianna request</b><br/> <b>Motion. To support \$400 of Brianna Brand coaching request for \$495.00 upon successful completion. WB/PP</b><br/> <b>Yes 6-0.</b><br/> <b>Phil to talk to CYC to get \$95 covered</b></li> </ul> | <p>8.45 pm</p> <p>9pm</p> |
| <p>11. Casino report</p> <ul style="list-style-type: none"> <li>• <b>Are the volunteers all booked</b></li> <li>• <b>Paperwork. Is it complete? LK involvement</b></li> <li>• <b>General concern.</b></li> </ul>  |                           |

- **Hard deadlines out in 2 weeks**
- **Adjourn 9.08 pm**
- **Next mtg. Oct 30<sup>th</sup> at 6.30 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  | DONE     |
| 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    | DONE     |

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

|    |                                  |        |          |      |
|----|----------------------------------|--------|----------|------|
| SG | Talk to KL about by laws for AGM | Aug 11 | Aug 17th | DONE |
|----|----------------------------------|--------|----------|------|

|    |   |           |                    |       |
|----|---|-----------|--------------------|-------|
| LK | Find AGM facility                             | Aug 11    | Aug 31             | DONE  |
| ML | To check with DSAA if they have a trophy      | Sept 17th | Oct 15th           | TO DO |
| KL | Will have by laws ready by 21 days before AGM | Sept 17th | 21 days before AGM | TO DO |
| SG | Write class assn article                      | Sept 17th | Oct 30th           | TO DO |