

# ASA BOD Meeting Minutes November 24, 2025

Chair: SG

Invitees: PPax, PP, SG, JC, SGD, TF, HV

Guest:

Regrets:

Staff: KS, SH

Location: Via Zoom

Topic	Time	
Call to order Quorum reached?	18:05	
Conflict of interest statement.		
Approve agenda: The agenda order was changed so that Sophie’s report could be given before the board went in camera.		
Approve amended agenda:	Phil/Stephen	Carried
Adopt previous minutes:		
October 22, 2025	Phil/John	Carried
Board Opportunities and Issues:		
<ul style="list-style-type: none"><li>Russel was volunteered by Heidi to run the AGM election.</li><li>Canadian Masters will occur at Wabamun the weekend after the Provincials, which have no host for 2026 as yet</li><li>Paula will assist Stephen with his new role as Youth Co-ordinator</li></ul>		
President’s Report:		
<ul style="list-style-type: none"><li>Sophie’s contract was discussed. Sophie submitted a proposal which she and Stacey have been discussing. Final decisions will wait until after the AGM, as there may be a new board to ratify the contract.</li><li>A contract or employee format has to be decided, things like overtime, payroll burdens, insurance, etc. will have to be considered.</li></ul> <div>Motion: Authorize Stacey Gibb to negotiate a contract with Sophie Heldman for January 1, 2026.</div> <div>Heidi/TawnyCarried</div>		
Admin Report:		
<ul style="list-style-type: none"><li>Continued to add certifications and prerequisites, making corrections as needed.</li><li>Introduced Sophie to Stephen Burke from the Provincial Government and Sarah, a cub leader from Lethbridge. Met with Stephen and Sophie</li><li>Followed up with the cadets re an unpaid and aging invoice.</li><li>Informed the insurance company that all boats, trailers, and the truck were stored for the winter.</li><li>Attended a Sail GP meeting and since there was no response to my communication to the Alberta clubs, became the Alberta Hype Team.</li></ul>		

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- Prepared and submitted the Canada Summer Games year four analysis.
  - Added several items to the ASA website and arranged for assistance when posting the AGM documents.
  - Sent the outstanding invoices report to the Treasurer with notes stating the reasons for the uncollectable ones.
  - Forwarded items for the Newsletter to Sophie.
  - Safe Sport discussions
  - Prepared bill of sale for the five-boat trailer
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#### **Secretary's Report:**

- No report given
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#### **Treasurer's report:**

- After several months of effort, less than a third of aging outstanding invoices were collected and marked as paid.

**Motion:** Write off all remaining outstanding invoices up to September 30, 2024.

**Heidi/John**

**Carried**

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#### **Communications Report:**

- No report available
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#### **Equipment Report:**

- Grover now has new shifting cables and ratchet straps. John has been using Riverside Marine near Edmonton.
  - All three boats now have new motors and Snuffy needs a trailer (motorboat trailer). John proposes to buy a base model and add a rack for boats. The trailer should have a tandem axle to prevent overloading.
  - John has fixed much of what went wrong with Snuffy, the console was scratched recently and the ASA has an outstanding bill of approximately \$6000.00 with Auto Marine. He would like to find a different company to perform any boat inspections that are needed.
  - The Christmas tree trailer needs new axles; it carries up to ten boats.
  - There was a discussion about alternate storage for ASA equipment, although one container wouldn't be able to accommodate three boats.
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#### **Provincial Coach Report:**

- November was a busy month – Sophie and Kathy met with Stephen Burke and discussed a wide variety of topics. He suggested that ASA connect with a snowboarding group to round out off season activities. Clubs, coaches, and parents will need to buy in to the 2026 season plan. She was looking at sail theory, time in boats, funding, grants, and teaching maintenance and repair, possibly from the CYC basement. She was also planning to investigate the Sport Institute to bolster the off season and felt that concrete steps needed to be taken.
  - There was a discussion about Federal Canada Summer Job applications for coaches who would travel to different clubs and schools, working about 30 hours
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per week. Heidi explained some of the other grants that are available, and the different ways that they are structured. Sophie planned to send in some applications.

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**Youth Report:**

- No report given
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- **Other Business:**

**In Camera if needed.**

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**Next Meeting date: AGM, December 13, 2025, no board meeting scheduled**

- **Terminate at: 20:17 Moved by Heidi**
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