



# Noralta Skating Club

## Meeting Minutes

### December 18, 2011

Attendees: Scott Wudrick, Tracie Nippard, Renee Alexander, Chris Lagmead, Christine Levesque,

Absent: Taryn Tognotti, Amanda Benoit, Jill Agnew, Ben Sauve and DeEdra Evan  
Karl Power

Location: 152 Violet Street

1. Scott Wudrick called the meeting to order at 10:12 am.
2. Agenda was presented  
Motion to approve by Renee Alexander; Seconded by Scott Wudrick. ALL IN FAVOR
3. Corporate Challenge – Chris provided an update. Mike Walsh is actively seeking a title sponsor. It is looking very promising; no details are released yet on the sponsor until the first week of January.

Tracie's is concerned regarding the number of families that used the buy-out option. We are to provide the manpower of the event as Mac Island is providing the facility. We need to discuss how we are going to handle this based on the buy-outs. Will we use an honorarium to help cover the recruitment of volunteers?

This item was moved to be discussed at the next meeting January 15 as we need to vote. Chris will check the Bi-laws to see if Ben should be voting on items. Renee is to contact Tania regarding figures for the last registration with regards to the buyout.

4. Corporate Governance Workshop – Chris recently attended this seminar which discussed strategy planning and how to improved board strengthening in Wood Buffalo. The Social Prosperity of Wood Buffalo will split the cost of taking us through a training seminar on how to be an effective board and board members. The charge is \$1000 and the seminar can be completed on January 22. They will cover items such as risk management, CEO Management, Strategic direction and how to monitor performance. Cathy Brothers is the presenter. Having all the board attend including Tania would be of benefit to the club. Chris motioned for the Board and Tania to engage in training with Prosperity Wood Buffalo on Board Governance on January 22 for \$1000. Seconded by Scott. ALL IN FAVOR.
5. Fundraising Updates – Renee and Tracie both stated that the Kapow Pop sales are great. It is a great fundraiser which makes good money. Kapow Pops are purchased for forty nine cents and sold for one dollar. Scott asked why it is that Beef Jerky Sales can only be used for certain items, skating clothing, skates, registration and competitions? Tracie explained that some of the funds were tied to the lottery funds. Tracie was not sure who and how the list of items was developed. This should be in the policies and procedures. Scott is wondering if we could add coaching fee's to this. Any changes would have to go to the board. Tracie should not be fronting any money for fundraising. The Club need to apply for a business credit card. Renee will notify Tania of this request. It as also noted during the Raffle that the Coaches Office needs a safe for holding money. Board Members and staff should not be taking money home to their homes for safe keeping. Renee will notify Tania of this request.
6. Raffle Update – Renee stated that everything that happened around the raffle, good and bad needs to be recorded. It was suggested that for the next raffle a sub committee be formed to handle the raffle, consisting of board members.

7. Dartfish- Has it been purchased and when are we expecting this? This is tabled until Ben is at the next meeting.
8. Coaching Invoice/Cheque Signing – It was noticed that not all cheques come with a attached invoice when the request to have the cheque signed is presented. We don't see the coaches invoice showing hours worked they go directly to Tania. We need to set controls so the Club or the board members are not open to fraud. This procedure need to be corrected ASAP.

9. Around the Table

Renee stated that the Christmas Party seemed to be a huge success. All the families in attendance seemed to be enjoy the event and provided an opportunity to mingle.

Tracie stated that board meeting seem to be rushed and that a lot of item end up being table for the next meeting. Timing needs to be placed on items and sometimes items need to be given more time and not tabled. The rules of the bus usage competition need to be stressed that is only services one hotel unless otherwise stated.

Scott provided a new email address as he no longer wishes to use his work email. [s\\_wudrick@hotmail.com](mailto:s_wudrick@hotmail.com) is to be now used.

Chris also discussed the email from Karl stating he was leaving Fort McMurray and would have to leave the board. Chris will sent the email to the board.

9. Next Meeting – Sunday, January 15, 2012 at 10 am. Location to be advised.
8. Meeting adjourned. 12:23 p.m.  
Recording Secretary: Renee Alexander