



Board Meeting Minutes
January 17, 2018 @ 5:30 P.M.

Percy Page Centre
11759 Groat Road, Edmonton, Alberta

Board Room #4

In Attendance: Andy Wigston, Dean Krawec, Sharleen Edwards, Jen Sales, Samantha Walker, Nathan Lennie

Via Conference Call: Wendy Madell, Drew McRae, Dave Guiry

Regrets: Tony Flores, Makrina Morozowski,

- 1. Call to Order**
President Andy Wigston calls the meeting to order at 5:32 p.m.
- 2. Approval of the Agenda**
Approved with addition. 7b
- 3. Approval of Minutes of Previous Board Meeting November 22, 2017**
Approved as presented.
- 4. Business Arising**
 - a. Door to Door Campaign**
Product will arrive mid-February.
What locations will product be put in discussed/
 - b. Recruitment Marketing Campaign**
Brochure discussed. Lighten Gray text, make full bleed. ED will communicate changes to volunteer.

c. Bylaw Review Finalization

Spelling and formatting will be done before AGM. Sections highlighted in yellow are for review.

Page 10 – set parameters around roles. If bottom line of budget is not changed, no board approval is required. Board approval will be required for anything that changes the bottom line. Board approval may have to be done via email.

Service Level changes: Should changes to service level require board approval or is it an Executive Director (ED) decision. If it's an ED decision, it may impact budget. What is a service level change that would require a board decision? Need to define service levels. Board will work on this for the upcoming year.

No issues with President role or past President role.

Take out "He/she shall perform such other duties as may from time to time be assigned to him/her by resolution of the executive committee." For Vice President's role

Treasurer's role:

Remove any reference to treasurer having to receive or deposit monies.

Remove items that are covered under ED's job description.

Remove dated information

Secretary's role

Remove "Have charge of all the correspondence of the Association and be under the direction of the President and the Executive"

Change shall maintain files/records to minutes only

Member at Large Role

Remove "Shall maintain and update the Associations Constitution, Bylaws and Policy, and Procedure Manuals"

Page 14 Financial Control

Add example for clarity. Change amount from \$500 to \$1000

Board should provide comments on formatting or changes by January 26, 2018

Member at Large will have clean copy by February 9, 2018.

AGM set for March 28 at 6:00 p.m.

5. Reports:

- a. President Report
- b. Treasurer report
- c. Executive Directors Report
ED had to attend court last week because of Jamic campaign. We finished working with them end of April and they were still campaigning on WSA's behalf. Case will settle with a judge.
- d. Sports Directors Reports
Basketball Inquiry (Medicine Hat)
"We have a team now and a coach. We are playing 2 exhibition games against Lethbridge. Is there a central location of all the league games and tournaments? I feel a bit out of the loop as to what's going on in the rest of the province."
ED will pass along contact information.

6. Correspondence

No new correspondence.

7. New Business

- a. **Select Nomination Committee**
Vice President, Treasurer and Member at Large are up for election this year. Nomination committee of Member at Large and Athletics Sport Director is formed. Role: talk to people in positions, find out what we want in positions, then recruit for positions. Previous sport experience is a priority.
Are we looking to get board training in 2018? Yes.
- b. **Grant Transfer**
Alannah Mah received a grant in September to go to Nationals in Newmarket. She cancelled her trip due to injury. She is requesting to transfer her grant to a new competition – Montreal February 23-25.
All in Favor: yes

Next Board Meeting
February 21, 2018 at 5:30 p.m.

Discussion Question: uniforms for rugby has wrong amount. (\$5739)
Multitools/door to door sales. Are there opportunities to have them at events or in stores at tills? It would be up to the facility or business to purchase them up front in order to sell them. Wait and see how they sell door to door and move on from there.

8. Adjournment

President Andy Wigston adjourns the meeting at 6:56