 **ATHLETICS YUKON**

**BOARD OF DIRECTORS MEETING**

March 28, 2023

7:00 pm

**AGENDA/MINUTES**

Present: Kristen Johnston, Don White, Kelli Anderson, Harry Borlase, Graeme McConnell

Regrets: Bonnie Love

1. Call to order: 7:08pm

2. Additions to the agenda:

3. Approval of the agenda:

4. Review of past meeting minutes:

5. PERMANENT ITEMS

1. President’s News:
* AGM is happening June 2-4. Gift package: Amanda at Tourism Sport Yukon with AY gift (buffs) 30-40 bags. Wildlife Preserve and supper in town; McBride Museum with caterer, or restaurant. $2000-$3000 budget for swag and activity. Kristen secured caterers for McBride event. Harry to send contact for person to do a land acknowledgement on June 2nd.
* Buffs have arrived.
* The board sent thank you cards and gift cards to Artic Winter Games coaches and Mission staff.
1. Funding Applications:
* CDF – request was NOT approved – throwing cage will have to be deferred. Kristen will reach out to find out why.
1. AY Timelines
* March
	+ Spring Sponsor thank you post Kelli > update website with sponsor logos
	+ Sponsor recruitment letter done. Sent to board members for proofreading
	+ Kristen and Bonnie Complete final summary reports for YRAC/YS4L approved funding.
	+ Initiate Lotteries Yukon Recreation Grant
	+ March 15 - City of Whitehorse Recreation Grant deadline Kristen
	+ YRAC/YS4L Applications generally due in this time frame.
	+ YRAC/YS4L accountability reports need to be in by March 31st
* April
	+ 1st week
		- Calculate “special events participants” insurance members for the year. Draft memo/table for SBC Insurance. Bonnie working on this.
		- City of Whitehorse Volunteer of Year paper work generally due in this week. > look into nominating
		- Sport Yukon – application with new executive and membership fees due ($210) Bonnie
		- Order medals for upcoming season. Don to get medal count.
	+ 2nd week
		- April 15 - Lotteries Yukon Recreation Grant deadline
		- April 15 - Recreation Project Program (Through Lotteries) Deadline 1
		- Initiate Insurance renewal Bonnie
	+ 3rd week
		- April 17 – Elite Athlete Post-Season Reporting Due
		- April 17 – High Performance Athlete Post-Season Reporting Due
		- April 17 – High Performance Officials Reporting Form due
		- April 22 – Elite Athlete Funding Application Due (Through Lotteries)
		- April 22 – High Performance Officials Funding Application due
		- Initiate sponsorship for Coast Mountain and Sportslife Fun Run for season – Corina Zumer is the contact
	+ 4th week
		- Check on medals for upcoming running season – order more medals if necessary. Remove from timelines
		- Sanctioned Events – call reps. to get paperwork started, send appropriate forms to all events needing them for the whole season
1. Lotteries Travel Program: travel plans not required at this time. Kelli to make facebook post
2. FH Track
* Need to plan to meet with Trevor (sport & rec) and Dept of Education about next phase of development and permanent location of SeaCans. -- reach out in new year
* Summer 2023 track schedule still being negotiated. Entire facility for Wednesday nights 5k/kids run club. -- full facility for Tuesday & Thursday plus a weekend.

Spring/Summer Items

* + - All bleacher anchors (grass and cement) to be added in the spring.
		- Ramps and signage vandalized/missing. Can ramps be attached to SeaCan or moved inside SeaCan?
		- Track etiquette signs. Do we want physical copies at the track or just digital on website/socials?
		- Potential to purchase cage or more bleachers with extra funding.
1. Strategic Planning
* Tech volunteer/part time employee – Job posting sent to Kristen and Bonnie to proofread for funding application. Kelli offered to take on this role for the year while tracking tasks and hours to properly assess the position should we hire someone else in future years.
* Dropbox costs – Kristen will try changing email on her account
* Increase coaches
	+ Advertise on social media in New Year
	+ In person training for RJT for Wildings program. Kristen can instruct the coaches with a minimum of 5 participants. May 9-3 on the track and field. Promote to a wider audience via social media Kelli
	+ June 4 3 hour specialists session > Kristen coordinating
1. AY website:
* Kelli to add meeting minutes to website
* Board of Directors: website updated with photos. Write ups did not format nicely on the website. Kristen to send Kelli a photo of Don.

6. ONGOING ITEMS

1. Affiliate clubs/bylaws
2. First Aid
* Board will cover costs for First Aid recerts with submission of receipts
* At least one coach for Wildings will need First Aid
1. Criminal record checks
* New members and coaches need criminal record checks – coaches for Wildings will need criminal records.
1. Banking
2. Membership
* Kristen to look into: Elementary and High School memberships for athletes participating in track meets with small fee. Should we add student membership option.
* Kelli will do another round of social media posts prior to our spring events.
* Information session for people interested in coaching. Kelli to advertise in-person coaching training for Wildlings (and other interested parties) > Kristen will send a blurb to Kelli.
1. Events
* Wildlings (name change pending). May 17 – June 14. Kristen to host training. 6-8 &9-11 Ask Bonnie if we can we hold a set number of spots for girls. 15 members per group; can increase to 20 if we get more coaches. Members only. Cost (shirt included) $25. Include race schedule printout for other kid friendly events.
* Additions for 2023: Learn to Run program for KRR, Fireweed Market Run, Rendezvous Main Street Mile, more ‘fun/themed’ events.
	+ Nancy: she’s fine switching trail from Thursday to Tuesday. First day out Tues/Thurs after Mother’s Day (across from CDC towards long lake). Can attend next board meeting Kelli to email Nancy date of meeting.
	+ Micha to reach out to Fireweed market for Thursday Fireweed run. We have a tent we can setup plus start/finish line equipment. Third Thursday of the month.
* Kelli will draft 2023 calendar for next meeting. All Board Members please look at your event on the website to see if the write up needs to be updated.
* Board Members responsible for calendar events:
	+ Crocus Run: May 6 > Don
	+ Haeckel: May 28 new start time 9am > Ben
	+ Southern Lakes: group event Don to contact resort for date availability
	+ Summer Solstice: June 20 > Don and others
	+ XC Championship: Sept 23 > Kristen
	+ 5000m track: June 3 or 4 > Graeme
	+ 5k Championship: August 1 > Graeme
	+ 10k Championship: July 4 > Graeme
	+ Baked 1 miler: August 29 > Harry
	+ 10 Miler: August 27 > Kelli
	+ Winter Solstice: Dec 16 > Bonnie
	+ Try It event: May 26 or 28 and June 6 or 8 >100m, long jump, shotput. Day of event registration $5 with special insurance
* What’s Up Yukon: share calendar of events when completed. Kelli to send information when completed
* May 24th high school and May 30th elementary school track meets. Board Members asked to help if available.
* Kelli to add Eagle Plains event to calendar.
* Graeme to send Law Day Run information to Kelli for website
* Kelli to create a hard copy of calendar of events to hand out and post around town. Digital file for Coast Mountain sign.

7. NEW BUSINESS

7.1 Board job assignments

* Folks should take the ‘safe sport’ and ‘officiating 101’ free seminars on Athletics Canada website or log in to thelocker.ca and register.

7.2 Wind jackets and board apparel

7.3 Uniforms

7.4 Meeting Request – Andrea Johnson > Mental Health and Sport Project > Kristen meeting with her.

7.5 In Camera

NEXT MEETING DATE:

Regular Meeting April 25, 2023 @7pm