 **ATHLETICS YUKON**

**BOARD OF DIRECTORS MEETING**

May 30, 2023

7:00 pm

**AGENDA/MINUTES**

Present: Kristen Johnston, Kelli Anderson, Micah Quinn, Graeme McConnell

Regrets: Don White, Bonnie Love, Harry Borlase,

1. Call to order: 7:05pm

2. Additions to the agenda:

3. Approval of the agenda:

4. Review of past meeting minutes:

5. PERMANENT ITEMS

1. President’s News:

* AGM this weekend. Make thank you post for sponsors to swag bag.
* Meeting with Trevor didn’t go ahead as scheduled. Walkabout June 1.

1. Funding Applications:
2. AY Timelines

* May
  + 1st week
    - Completion of Calendar of Events – load onto website \*move to Jan for 2024\*
  + 2nd week
    - May 15 CDF Funding deadline – Tier 1 (<20,000)
  + 4th week
    - Review Events Summary(s) from May Events
    - Asset management review > inventory
* June
  + 1st week
    - Certificate of Insurance required for Yukon River Trail Marathon
  + 2nd week
    - YRAC/YS4L - response to applications should be available
  + 4th week
    - ‘Claim form’ - funding from the YRAC/YS4L applications
    - Prepare accountability reports as events are finished or all at once in March. Remove from form.

1. Lotteries Travel Program:
2. FH Track

* Kristen plans to meet with Trevor (sport & rec) and Dept of Education about next phase of development and permanent location of SeaCans. -- meeting planned for Friday Apr 28. Plans to discuss Phase 2 > throwing cage needed for safety. Loop in Dept of Ed point person.
  + 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.
    - Garbage cans

1. Strategic Planning

* Dropbox costs – Kristen will try changing email on her account
* Sponsors – Kelli to send letters to Sports Experts/Coast Mountain and hand out letters for potential new sponsors
* Increase coaches
  + Advertise on social media
  + Coaches for kids aged 10-13 > parents requesting programming/summer camps for this age after elementary school track meet. Ask Sport School and University students home for the summer. Potential for 2024 season.
  + Track Rascal parents also asking for program to continue into the summer/fall.

1. AY website:

* Kelli to add meeting minutes to website
* Sponsor logos Kelli
* Add Eagle Plains event

1. Sport Administrator/Event Planner

* Kelli will no longer hold a voting position on the board while employed as the Sport Admin/Event Planner
* Board will pay for Canva membership for this position

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 Track Rascals will need First Aid

1. Criminal record checks
2. Banking
3. Membership
4. Events

* Track Rascals.
* May 17 – June 14. Figure out what we will pay for in future years. This event went in the hole this year. Increase fee for 2024. Reach out to sponsors in the fall for next year: Coyote Ice Cream, Riverside Grocery, Klondike Kettle Corn
* 5km Fun Run
* Boost event on Facebook. Ask Fireweed Market to promote event.
* Trail Runs
  + Nancy: she’s fine switching trail from Thursday to Tuesday. First day out Tues after Mother’s Day (across from CDC towards long lake).
  + Cancellation policy re: wildlife, trails safety & weather
    - Sample policy “The person responsible for flagging the route can opt to cancel/reroute can opt to cancel/reroute the run in the event of aggressive wildlife, trail safety or weather conditions.’ The person responsible can contact Kelli to make social media post and they must stay at the start line to connect with runners in person.
  + New flags needed.
* 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:
  + Fireweed Market Runs:
    - May 25 (Kristen and Micah)
    - June 29 (Micah and Kelli)
    - July 27 (Don and Graeme)
    - August 31 (Don and Kelli)
    - Sept 21 or 28 (Kelli and Micah)
  + Crocus Run: May 13 > Kelli.
    - Went well; 16 people ran the event.
  + Haeckel: May 28 new start time 9am > Ben.
    - Amazing turnout. 30+ participants.
  + 5000m track: June 4 @ 1pm > Graeme
    - Boost on social media
  + Summer Solstice: June 22 > Don and others
  + Southern Lakes: June 24 > group event Don to contact resort for date availability June 24th @ noon start. Set up morning of. Food at 3pm > Don to ask about having food earlier @ 2pm. $70 for members and $90 for nonmembers.
    - Swag bags: ideas > buffs, bear bells,
    - Boost on social media
    - Kelli to send donations request letter to all Board Members to hand out to local businesses.
  + 10k Championship: July 6 > Graeme
  + 5k Championship: August 3 > Graeme
  + Baked 1 miler: August 24\*check date with Harry\* > Harry
  + 10 Miler: August 27 > Kelli
  + XC Championship: Sept 23 > Kristen
  + Winter Solstice: Dec 16 > Bonnie
* 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.
  + Great events this year!
* Kelli to add Eagle Plains event to calendar.
* Kelli to send 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 > look at rain boots and umbrellas

7.3 Uniforms

NEXT MEETING DATE:

Regular Meeting June 27, 2023 @7pm