 **ATHLETICS YUKON**

**BOARD OF DIRECTORS MEETING**

June 27, 2023

7:00 pm

**AGENDA/MINUTES**

Present: Kristen Johnston, Kelli Anderson, Micah Quinn, Graeme McConnell, Don White, Bonnie Love, Harry Borlase,

Regrets:

1. Call to order: 7:05pm

2. Additions to the agenda:

* Set date in Sept/Oct to inventory as a group > Sept 17 @10am
* Sport Tourism Data: submit July 4 > Kristen to submit form
* Interpodia townhall July 6 @1pm ET > Bonnie can attend from Victoria, Kelli may be able to attend if in cell service.
* CMA eligibility > Bonnie is following up
* Special Olympics Yukon month long walkathon > Kelli to promote on socials

3. Approval of the agenda:

4. Review of past meeting minutes:

5. PERMANENT ITEMS

1. President’s News:

* AGM > everyone loved the events and activities. “Best one yet.” McBride Museaum and Wildlife Preserve excursions.
  + Agenda: membership fees are increasing; trans-athlete policy is being worked on by AC.
  + Next AGM is Montreal. SAGM is in Ottawa.

1. Funding Applications:

* Waiting for response from Sports Foundation application submitted in March.

1. AY Timelines

* June
  + 1st week
    - Certificate of Insurance required for Yukon River Trail Marathon
  + 2nd week
    - Sports Foundations - response to applications should be available
  + 4th week
    - ‘Claim form’ - funding from the Sports Foundations applications
    - Prepare accountability reports as events are finished or all at once in March. Remove from form.
* July
  + 2nd week
    - July 15 - CDF Funding deadline – Tier 1 (<20,000)
  + 4th week
    - Review Event Summary(s) from July Events Remove from form

1. Lotteries Travel Program:

* Bonnie to send Kelli applications that have already been received for future events.
* Promote on socials again in August for Fall events.

1. FH Track

* Kristen plans to meet with Trevor (sport & rec) and Dept of Education about next phase of development and permanent location of SeaCans. -- Plans to discuss Phase 2 > throwing cage needed for safety. Loop in Dept of Ed point person.
* Kristen made a list for Trevor: Electrical, Trash Cans, Curbing, steeplechase barriers, bathrooms, throwing area. AY to pay for cage. Area to be paved. One ramp has been installed by John.
* Gate key: Don purchased a new lock that fits the existing keys.
* Change lock codes on SeaCans. Set up policy for code access.
  + Spring/Summer Items
    - All bleacher anchors (grass and cement) to be added in the spring.
    - Ramps: one ramp has been put in place by John.
    - signage vandalized/missing.
    - 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 > send sponsor request letters in the Fall.
* 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
* Partner logos Kelli to add to website. Kristen will send AC contact to Kelli.

1. Sport Administrator/Event Planner

* Board will pay for Canva membership for this position
* Kelli to set up canva team access for board members

6. ONGOING ITEMS

* Affiliate clubs/bylaws
* Ironwomen
* Ironwomen Juniors Camp
* Ironwomen Seniors Camp
* Ironwomen Afterschool
  + - Setup Trackie
* Kelli to buy grocery gift cards for Camps and drop off to Vanessa
* First Aid
* Board will cover costs for First Aid recerts with submission of receipts
* Criminal record checks
* Athletics Canada uses Stirling Backcheck; we will stay with this.
* Banking
* Membership
* Fielding one of questions about becoming a member as they come in.
* Visitor (out of towner) drop in to events. Participants need to sign waiver, provide email address, and collect $10 fee.
* Events
* May 24th high school and May 30th elementary school track meets.
* 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, Agellina’s Toy Boutique.
* Lots of positive feedback from parents. Start earlier next year to give it a full 6 weeks. Harry will look into running a Fall session.
* 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.
* 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 (Kelli and Micah)
  + Crocus Run: May 13 > Kelli.
  + Haeckel: May 28 new start time 9am > Ben.
  + 5000m track: June 4 @ 1pm > Graeme
  + Summer Solstice: June 22 > Don and others
  + Southern Lakes: June 24 > great day and event. Send thank you cards to sponsors. Date for 2024 June 22. Kelli to contact Oliver at Southern Lakes
  + 10k Championship: July 6 > Graeme Kelli to send Graeme participant list and waiver. Don to mark the route with Graeme. Self-serve aid station set up on outside of track. Graeme to use reusable AY cups for water stations and swag.
  + 5k Championship: August 3 > Graeme
  + Baked 1 miler: August 24 > Harry
  + 10 Miler: August 27 > Kelli
  + XC Championship: Sept 30 > Kristen
  + AGM > October 24th
  + Winter Solstice: Dec 16 > Bonnie
* Advertising:
  + Newsletter: April, July, Sept, Dec
  + Future Events:
    - Radio: CKRW/CBC,
    - Posters: CGC, Downtown, Horwoods, Sport Yukon,

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

NEXT MEETING DATE:

Regular Meeting July 25 @ 7pm