 **ATHLETICS YUKON**

**BOARD OF DIRECTORS MEETING**

August 29, 2023

7:30 pm

**AGENDA/MINUTES**

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

Regrets:

1. Call to order: 7:40pm

2. Additions to the agenda:

3. Approval of the agenda:

4. Review of past meeting minutes:

5. PERMANENT ITEMS

* President’s News:
* Funding Applications:

* AY Timelines
* August
  + 3rd week
    - AGM usually held within 6 weeks of year-end (August 31), notice to membership has to be provided 10 days in advance of meeting.
  + 4th week
    - Last bank deposit for fiscal year
    - August 31 – end of AY financial year
    - August 31 – deadline for Jan to June of next year ‘Whitehorse Events & Festivals’ Funding Application Due
    - Review Event Summary(s) from August Events > Kelli to remove from timelines
* September
  + 1st week
    - Start working on financial statements for previous fiscal year.
  + 2nd week
    - Update records spreadsheet to keep track of annual championship records.
    - Advertising notice for AGM
  + 4th week:
    - Societies Act filing AGM Minutes, List of new Executive, Financial statements etc. ($10) deadline is one month after AGM
    - Review Event Summary(s) from Sept Events > Kelli to remove from timelines
* Lotteries Travel Program:
* Kelli to promote on socials in Sept for Fall events > Victoria Marathon
* 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.
* Don to change lock codes on SeaCans. Set up policy for code access.
  + Spring/Summer Items
    - All bleacher anchors (grass and cement) to be added Don/John
    - Ramps: one ramp has been put in place by John/Don.
    - Track etiquette signs > Spring 2024
    - Potential to purchase cage or more bleachers with extra funding.
    - Garbage cans
* Request from Luke Henderson (graffiti task force) about utilizing the seacans as an extension of the graffiti wall > Kelli to respond yes to Luke
* Collin with Northen Cultural Expressions $10000 to do a mural on the seacans > option for when a permanent structure is in place.
* 2024 Track schedule > Kristen to send city contact for track booking to Kelli
* Strategic Planning
* Dropbox costs – Kristen will pay for dropbox
* Zoom will renew for another year
* Sponsors > send sponsor request letters in the Fall Kelli
* 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.
* Request from interested coach (Matej Chodnick) looking to join AY > Kelli forwarded email to Kristen.
* AY Website/Trackie/Interpodia:
* Kelli to add meeting minutes to website.
* Partner logos Kelli to add to website > waiting for Yukon Gov logo
* Interpodia meetings August 8th and 10th. Interpodia will be ready for use in the Fall. There are recreational and competitive avenues for registering with a separate add on for CMA members with a fee. Kelli will ask Andrew/Phil to add a ‘Visitor’ membership for individuals. Kelli will follow up with Andrew/Phil about the family membership logistics. Interpodia for events will start in Jan with active events being ported from Trackie. The first tests of memberships will be the AWG members registering in Nov/Dec and the first event will be the snowshoe series in Feb/Mar. Kelli will remove the Trackie registration page from the website to prevent 2024 memberships being entered to Trackie.
* Sport Administrator/Event Planner
* Kelli to set up Canva team access for board members > new requests sent to Bonnie and Kristen.
* Same Game application > submitted application for Oct session
* Backyard Ultra event in Whitehorse > The CoW special event grant is being submitted. The new location for the event is the research forest. Brad is very organized and it is looking like a potentially great event!
* 2024 Board meeting room bookings > back to first Tuesdays of the month
* Newsletter items > AGM, Lotteries, Board Members, Southern Lakes, Snowshoe series
* Add hoodies ($60) and buffs ($15) to Trackie for purchase.

6. ONGOING ITEMS

* Affiliate clubs/bylaws
* Ironwomen > Bonnie to send invoices
* Ironwomen Juniors Camp
* Ironwomen Seniors Camp
* Ironwomen After School
* First Aid
* Board will cover costs for First Aid recertification with submission of receipts.
* Criminal record checks
* Athletics Canada uses Stirling Backcheck; we will stay with this.
* Banking
* Membership
* Visitor (out of towner) drop into events. Participants need to sign waiver, provide email address, and collect $10 fee. > get this added to Interpodia
* Events.
  + Southern Lakes: June 24 > Date for 2024 June 22: confirmed with Oliver. Kelli to book cabin and advertise
  + 5k Championship: August 3 > make its own event for 2024
  + Baked 1 miler: August 24 > Harry. Great turn out. Lots of young runners.
  + 10 Miler: August 27 > Kelli
  + XC Championship: Sept 16 > Kelli to secure research forest for event
  + Inventory as a group > Sept 17 at 1pm all members
  + AGM > October 24th
  + Winter Solstice: Dec 16 > Bonnie
  + Snowshoe series 2024 Thursdays Feb29-Mar21(race)
* Advertising:
  + Newsletter: April, July, Sept, Dec
  + Future Events:
    - Radio: CKRW/CBC,
    - Posters: CGC, Downtown, Horwoods, Sport Yukon,
  + Yukon News Fall/Winter Recreation Guide > ask to be added to Spring/Summer mailing list

7. NEW BUSINESS

* 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.
* Board apparel
* Uniforms

NEXT MEETING DATE:

Regular Meeting September 26th @ 7pm

August 30th via email:

Kelli Anderson (sport admin/event planner) presented the resolution to accept financial responsibility for the Backyard Ultra. Moved by Harry Borlase. The event is supported by the board and discussions of the event can be found in the minutes above under ‘Sport Administrator/Event Planner’

The resolution was signed by Harry Borlase (member) and Kristen Johnston (president)