

Draft Minutes

AWA Board Meeting Oct 19, 2020

7:30-9:30 pm

Chair - Sara Jordan

Zoom Conference Link: Join Zoom Meeting

<https://zoom.us/j/95450647565?pwd=TmFvRzExb0hEdks4NmJuS0FXWVNvdz09>

Meeting ID: 954 5064 7565

Passcode: 912074

1. Call to Order (Quorum of 6 board members required). Called to order at 7:38 pm

P:Present A:Absent

P	Sara Jordan	President		Vacant	Recreation
P	Matthew Corbet	Vice President	P	Lee Green	Director at Large
A	Blair Brandon	Secretary	P	Trevor Zaharichuk	Polo Director
A	Liam McGowan	Treasurer	P	Shane Paterson	Slalom Director
P	Kate Neigel	Communications/Marketing	P	Brandon Willms	Freestyle Director
P	Joel Gervais	Facilities/Environment	P	Mike Holroyd*	Acting Administrator
P	Mark Taylor	Education/Leadership			

*Do not count towards board quorum

Guests -

2. Approvals

- 2.1. **Motion** to approve the agenda by Sara, seconded by Brandon

- 2.2. **Motion** to approve the minutes of the September meeting by Sara, seconded by Matthew

3. New Business

- 3.1. ACTION: Agree on what to post on the website.

ACTION: Minutes will be posted after a brief clean-up

- 3.2. Admin Updates (Mike/All) 15 min

- Membership reconciliation - clubs need to be paid out
- New website registration for Cottonwood
- Club/staff accounting
- Insurance is up for renewal - according to other clubs this could be difficult. 2019 was a straight renewal with an insurance broker

ACTION: Matthew & Mark will look at insurance documents prior to sending in.

- Meetings! WW committee, Town Hall
- WW Survey - ACTION: will be sent out soon

- Campground reconciliation - Everyone has been invoiced for group campsites. AEP now needs to be paid.
- Campground group booking policy. Need a policy to follow off of in terms of what the campground booking process is. Start with major events, offer up 1 weekend (possibly 2) to clubs, afterwards take up wedding requests. Could possibly give clubs priority to individual sites if they do not have trailers or need cooking shelter. Give AWA & ARSA members priority booking.
- Casino Chairperson - Needs updating. Previously completed by Sue & Chuck. Moving forward it needs to be taken by non AWA employee. For the moment it will be put in Matthew Corbet's name.

3.3. Committee Updates (Mike - LKRUA, Mark - CKC, Sara - Waterpark) 15 min

- LKRUA meeting (Mike) is Oct 20, 2020. Update to follow next board meeting.
- CKC Board of Directors (Mark). Currently they are working on a bid to hold world championships.
- Freestyle committee CKC (Brandon)- Team Trials will be held in both East and West. Team Trials will be held Canoe Meadows May 14-16.
- Whitewater Waterpark (Sara) -Cochrane Water Park and Feasibility Study has been completed. Local Cochrane resident originated the project through Neil. AWA will help form RFP for the adjustable kayaker/surfer wave. AWA will provide a template for members to send letters of support to town council. Likely 5 to 10 year timeline. There has been some action by Bow Valley to look at the impact of hydraulic ramping on fish in both the Bow & Kan.

3.4. Town Hall #2 Debrief (Sara/All)

- Meeting went well. All questions were systematically addressed. All questions were answered, members seemed satisfied.
- The tone improved as the meeting went on. Everyone had an opportunity to speak.
- Members seemed to feel better coming out of the first meeting than the second
- Constructive feedback provided by members.
- Huge push to hire a new ED role.
- Concern on how some programs are going to move forward.

3.5. Nominating Committee Update

- Mark & Mike to provide input
- Hope to have a draft by the end of the week to be sent out to the board in 2 weeks
- List of duties exist from the past - new position will be built from this

ACTION: Draft position to be sent to board before November board meeting

3.6. Safe Sport Update

- Mike will send out whitewater survey to clubs executive & safe sport training

3.7. Board Member Roles Discussion

- Review Board Member Role document sent out October 8th to all Board Members
- Requirements look typical, no recommendations for change
- Motion to approve board member role document by Kate seconded by Lee.
- Blair resignation for secretary role. Motion to accept Blair's resignation by Sara, seconded by Matthew.

- Recruitment - Call for secretary via facebook & email.
- More work has been put on board this year.
- Board is becoming burned out. Need to be cognitive of what volunteers are capable of.
- Looks at ways to streamline processes & commitments on the board.

3.8. Voting on Recreation Director

- Two excellent candidates
- If the secretary role is not accepted, will call out again.

ACTION: Offer secretary role to Felicia & offer recreation director to Jamie Hennesey

ACTION: Mike to consult out the screening process for volunteers using grant money.

ACTION ITEM Summary:

- Sara & Mike - AGM Date to be set
- Mike / Matthew / Mark - Insurance policies to reviewed
- Kate - Minutes will be posted after a brief clean-up
- Mike / Matthew - Draft ED position to be sent to board in 2 weeks
- Mike /Matthew - Connect over an online system
- Mike - Send out safe sport link to clubs and ask them to distribute to club
- Mike - Send out proper newsletter with safe sport /whitewater survey / secretary role position (if role is not accepted)
- Sara - Offer secretary role to Felicia, if she accepts offer recreation director to Jamie Hennesey

4. Next Board Meeting: November 16, 2020

5. Adjournment at: 9:32 pm