

Innisfail Minor Football Association Meeting Minutes

March 6, 2017

Attending: Talitha Watkinson, Heather Bryant, Jenn Watts, Kim Thompson, Katrina Nickels, Janine Gerrard, Sean Davis, Christine Hobbs

Called to order at 7:09 PM

No minutes available from last meeting available to approve

Meeting agenda approved by Kim, seconded Katrina

1. Welcome to 2017 executive

- Went around table and introduced each person, availability and history
- Discussion: Important to share your ideas, open policy, do not shy away from conflict, respect, honest and transparent, 24 hour calm down rule, do not air dirty laundry at the field, all representatives of IMFA, meetings to an hour but plan for two, open door policy to meetings, all documented to minutes and published to website. We follow Robert's Rules. Email any items for agenda to Janine. Talitha will make agenda at least a few days before meeting. Make a motion to discuss, second to want to discuss, everyone have say, vote. If you have difficulties performing your duties, ask for help. FAQs and rules are available on the website. Make a list for Talitha of any information that is missing from your binder. Contact list for executives in your package. Maintaining values of IMFA. Continue to look at what successful football programs are doing, especially rural programs.
- Board Obligations:
 - 15.1 (set registration guidelines, appoint coaches, Insurance, Banking, Appoint temporary members, Deal with things at the league level with coaches, final say on recommendations from committees)
 - We run the admin side. Can print updated bylaws from the website.
 - 16.5 - provide RCMP check
 - Talitha will forward form to everyone to provide RCMP check. All board members are to provide completed RCMP check to secretary within 6 months of election
 - 17 - individual roles
 - Should be in your binder and highlighted.
 - Treasurer will look into receipts for tax writeoff purposes for sponsors
 - 18 - signing authority
 - Copy of the AGM minutes was signed by all present. Treasurer, Secretary, President will use signed minutes to change signing authority at Servus Credit Union .
- Regular meeting date/time
 - **Talitha motioned for 2nd Monday of the month at 5:30 at McMann - Sean seconds, carried.** Will need to change for month of Thanksgiving.

2. IMFA emails

- Jenn has set them up and upped storage for each. All board members asked to log into your email and clear out any non-relevant email.

3. SWOT analysis discussion

- Province is moving from a strength to a weakness. Jenn will work with Province to help build that relationship. Talitha will speak to Johnny.
 - It was not that there was no Bantam team last year but we agreed to merge with Olds to provide numbers needed for a team. Jen is contacting Bantam players from last year to determine birth years for enrollment
 - Have a clear stock within the storage for kids that do not show up with proper equipment.
4. 2017 Goals discussion
- Informal commitment to board for each position to have a two year term, look into changing bylaws in the future. This will help bring some consistency to the board. Looking at different timeframe for the AGM
5. Timeline for the season
- Add Sundre's parade June 24
 - Kim will look into parade or exposure in Spruceview
 - At spring meeting will discuss getting a Bye for the weekend of the McMahon Field weekend.
6. Budget
- 2016 overview
 - Financials from previous board not released
 - 2017 considerations
 - Expect budget in April
 - Expense guidelines
 - Talitha will send out email for outstanding expenses
 - Sean – approval to purchase c-can last year. Got a cheque first part of February. Sean, Michelle, Trevor, and Wayne met and discussed location and got location approved. Darryl with maintenance and Wayne are filling out paperwork to get approval. Cheque has been delivered but not cashed. Because of delay, lost the opportunity on the c-can which was selected. Sean found new one that is white and double doored. Cost is an extra \$840. Donations from Legion will cover cost, less the GST. Sean has purchased the two timbers it needs to sit on and has placed them in the field where it will be located. Needs to be placed before ground thaws
 - **Motion to issue a cheque for \$840, that is additional on top of funds already distributed. Jenn motions, Katrina seconds. Carried**
 - We will make a motion next meeting to reimburse Sean for timbers once budget is better determined.
7. Branding
- Table further discussion until April meeting
 - Need to get permission from Cory and then updates as above.
 - G Force willing to decal the c-can
 - Jenn will bring something to next meeting with details.
8. Volunteers discussion
- Tabled until next meeting

9. Committees (fundraising, volunteers)
 - Sponsorship program – Katrina willing to head it up.
 - Will need to examine sea- Can sponsorship spots
 - Jenn & Talitha to work together to increase the value of deals on the cards.
10. Registration
 - Talitha will do up a sheet to let people know actual cost per child
 - If you are given registrations, accept them and hand all parts of them off ASAP to Katrina
11. Coaching
 - Scott is confirmed for PeeWee, working on finding Bantam and Atom
 - Coaching clinics are paid by the association – potential \$2000 in costs
 - Need commitments by May
12. Equipment
 - Heather and Jenn will be organizing existing equipment in sea-can
13. Player Safety
 - Tabled until next meeting
14. Spring Training
 - Coaches dictate program and we support/handle admin side
 - 2 weeks conditioning, 3 weeks equipment, Stettler Jamboree June 10
 - Start May 8
15. Field Update
 - Feb. 7 User Group meeting, IMFA was not in attendance but was invited.
 - Price quoted in email
 - \$23/game or practice
 - \$68.40/day
 - \$250/team/season includes league/playoff tournaments ONLY
 - \$1840 - approx for 20 weeks (5 spring, 15 regular season)
 - Would include line painting & grass cutting
 - Doesn't say if it's per team or per field (all of our teams practice at the same time)
 - Is there an alternative or loophole? - running the program under a school umbrella, separate user agreement?
 - Talitha was working on a user agreement with Michelle
 - Sea-Can update
 - i. Talitha to examine whether IMFA has content insurance or talk to Susan Roy with Chinooks Edge to see if it will be covered under their insurance in some form.
 - ii. School has agreed to store our helmets for the winter.
16. Recruitment – Talitha and Jenn to get a list of players to update. Will get some high school players to go to the schools to recruit.

Meeting adjourned @ 9:05 PM