

**Meeting Minutes**  
ASAA Executive Meeting  
Thursday, January 18, 2018  
Online via Video-Conference

In Attendance:

Rick Gilson, President  
Tom Christensen, Past President  
Tim Main, Member at Large  
Hank Smid, Director of Athletics  
Sheila Garber, Director of Athletics  
John Paton, Executive Director  
Michael Steele, Senior Assistant Director  
Deanna Metro, Assistant Director  
Shanna Kurylo, Unified Sports Program Coordinator  
Drew Hanson, CIAAA Program Coordinator  
Regrets: Toby Boulet, Director of Athletics

Meeting was put into session at 1:06 p.m. by Rick Gilson

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- 1.0 Adoption of the agenda (including amendments/additions if any)  
Motion to adopt the agenda including amendments  
**MOTION CARRIED**
- 2.0 Adoption of the minutes from the Executive Meeting of November 30, 2017  
Motion to adopt the minutes from the Executive Meeting on November 30, 2017  
**MOTION CARRIED**
- 3.0 Adoption of the web minutes from the Executive Meeting of November 30, 2017  
Motion to adopt the web minutes from the Executive Meeting of November 30, 2017  
**MOTION CARRIED**
- 4.0 [Financial](#)
  - 4.1 Interim Financial Reports to January 17, 2018  
Motion to accept the Interim Financial Reports to January 17, 2018  
**MOTION CARRIED**  
  
**ACTION:** Rick to print and sign the financial report and send to John
  - 4.2 Signing Authority for ASAA bank accounts  
Signing authority needs to be updated.  
Motion to remove Joyce Loucks add Rick Gilson as a signing authority  
**MOTION CARRIED**  
  
**ACTION:** John to discuss with the auditor the pros/cons of moving more electronic and also having a signature stamp to use for Rick's and other signatory's
- 5.0 [Reports](#)

## 5.1 Staff

**Deanna** - Basketball is keeping Deanna busy; eight weeks away from Provincials. Working with all hosts to review budgets, schedules, etc. Following the conversation regarding the new FIBA rules at APM, there have been no concerns brought up at this point. The first rankings will be posted on the website on Monday. Cheerleading is also coming along well; host is experienced and organized. Track and field is underway in terms of planning and organization; talking with Athletics Alberta about facility and Commissioner Tim Schultz about the schedule.

**Shanna** - Unified: No Unified events have occurred since the last meeting. Dates for Unified Basketball TBD. Special Olympics Calgary is running a Unified program and are trying to recruit high school students to participate although there was some confusion regarding it being a school vs. community program. Shanna is trying to organize a Unified Bocce team to attend the championship competition in Ontario. She was not able to hold valid competitions to determine a participation group so an invitation was extended to Bert Church who were last year's Unified School Award recipients. Once the athlete's land in Ontario, everything is paid for. Tentative bocce events in Lethbridge and Chestermere. Unified schools conference is occurring in February, Shanna and John, plus Johnny from Special O Alberta will be in attendance.

Para: A survey was sent out to school principals to inquire on where grant money the ASAA has received could be allocated in the province, and contact information for who to connect with on the school in this program. Some clinics in the spring may be scheduled for coaches to attend with expenses covered by the grants. FAQ document to follow on Track and Field for para populations.

**Mike** - Volleyball follow up is ongoing, collecting reports and budgets. AVOA was dealing with an issue that impeded their work and ability to invoice schools in a timely manner. Curling provincials are coming along smoothly with great work from the Commissioner. Wrestling planning is going well but there are some concerns from Medicine Hat about their budget. They would like the ASAA to re-consider the availability of host subsidies. Mike is still waiting on their initial budget, but there is a possibility that athlete registration fees may need to increase. Until the budget is submitted, no discussions around host subsidies will occur. A bid to host Team Handball has been submitted for review. There seem to be some delays in communication from the Badminton hosts but this is improving. SUBWAY marketing agency sent an e-mail informing Mike/John that Karo, the marketing company, is no longer managing the sponsorship or the SUBWAY card portfolio. i2i Marketing is the new company that is taking over the sponsorship coordination, so there was a delay in the process of obtaining more cards. Mike has taken over the sanctioning responsibilities in the office and is also wrapping up the 2017 APM tasks. AGM prep is ongoing, the hotel is booked in Leduc.

**John** - There were concerns raised regarding possible legal action that may be taken regarding a denied appeal. This has raised concerns regarding whether or not schools are collecting the required Principal and Student Acknowledgement Forms. NIAAA conference was great, lots of great discussions on policy and the importance of child protection issues. School Sport Canada meeting: U Sports is wanting to do an "Athlete of the Month" and the SSC members feel that there is possibility for collaboration but want both parties to benefit... still in discussion. Track and Field courses have not had as much uptake as John would have liked so he is hoping to push and promote this free resource. Communications with Heather are occurring regarding promotional materials for the "Most Sportsmanlike Athlete of the Month" Award. John will ask Milk if they may be interested in sponsoring it.

**ACTION:** Adjust the Appeals script preamble to articulate the significance of the

Principal and Student Acknowledgement forms and to ask if there are any questions regarding those forms.

**ACTION:** The above noted forms will be added as required documents when schools are submitting appeals.

**Drew** - Drew notes that CIAAA is about to start presenting at Teacher's Conventions and that they have 4 confirmed for this year. Hopefully Toby Boulet will be delivering in Lethbridge, Scott Bezubiak Greater Edmonton and Central East, and Kelle Hansen in North Central. Unfortunately didn't get into all conventions due to timing in the pass-off between Tyler and Drew. Did not get into Northeast or Calgary. Having some good success with LTC course registration. CIAAA Board decided to limit the number of webinars and be more strategic about which webinars we are offering; geared towards filling pre-reqs for Masters students. At least 28 courses have been delivered which puts CIAAA on pace for what was budgeted in revenue. The feedback has been really good, including a few ADs from the Yukon; people are excited about the webinar format. Doing a live course delivery of two courses in Edmonton next week with 32 individuals signed up; this puts the budget over what we budgeted to do for live courses this year. CIAAA has been asked to deliver courses at the South Zone meeting in Taber, but are having trouble finding instructors. One of CIAAA's goals is to build the pool of instructors so that there are more options when people want courses offered. Lots of courses in Ontario are being cancelled due to lack of registration which is disappointing. Also working on a resource bank- developing content rapidly right now. So far no luck in finding funding for properly building the website. Working on strategic partnerships to get businesses on board to offer discounts to our membership. Working on an advocacy plan with AD's to give Administration more understanding of the role. Conference call in place with BC School Sports and an AD who wants to help grow the CIAAA program in BC.

## 5.2 Appeals Recap

2 appeals were reviewed and approved via conference call since November. Details were provided.

## 5.3 Compliance Officer Report

Morgan Munroe provided a written report to the Executive. Rick asked that Morgan also provide information on which schools are losing students.

**ACTION:** Ask Morgan to provide requested information

## 5.4 Executive

The Executive provided a report on their activities over the last few months with the NIAAA conference being a highlight for several of them. Rick reported that the South Zone will likely bring forward a motion to alter the Tier I football playoff structure for 2019.

# 6.0 [Business arising](#)

## 6.1 Action Items

The action items were reviewed.

**ACTION:** Deanna to connect with Fort McMurray hosts on their plans for the Alberta Bowl. Information to be shared and sent out in the Spring of 2018 to all schools that have

football programs

6.2 IMPACT Workshop

There have been some delays in planning due to the high volume of work in the office and Heather being very busy in her new job. The facilities are booked and now in the process of confirming speakers. Offers to assist were extended by the Executive.

6.3 Staffing Update

Received 529 applicants for the position of Administrative Assistant. Timelines for interviews will be the week of January 22-26. Ideally someone will be starting early February.

6.4 Online Coach Ed Future Direction

The Coaching Association of Canada has offered to host the School Coach platform on their learning management system within the Locker. This means that School Coach would not exist as its own website but rather a resource within the Locker. Coaches will have a single sign in and transcript with all NCCP and School Coach courses recorded. The costs associated with this are very minimal with only a revenue sharing to occur between CAC and SSC. There are no course mounting fees, maintenance fees or service fees. SSC is 100% responsible for developing the courses and their content.

**ACTION:** Staff to come to February Executive meeting with a detailed plan for shifting to CAC effective before 2019/20 school year.

6.5 Strategic Plan

Time will be dedicated to the Strategic Plan during the February meeting.

**ACTION:** Allocate a three hour block to Strategic Planning on Feb 20 or 21 (TBD)

6.6 Notices of Motion

The proposed Notices of Motion were discussed and will be adjusted and reviewed for presentation to or discussion at the February meeting.

6.7 Hall of Fame Nominations (Mike)

The deadline for nominations is February 1.

**ACTION:** Mike to send a reminder to all schools about submitting nominations

7.0 [New business](#)

7.1 Appeals/requests:

7.1.1 Lomond combined gender team 2018/19

Motion to accept the Lomond combined gender team request for 2018/2019

**MOTION CARRIED**

7.1.2 Foothills Comp - Joint school team request

Motion to accept the Foothills Composite joint school team request without penalty

**MOTION CARRIED**

7.1.3 CSHSAA Football request

Motion to accept the CSHSAA Football request

## **MOTION CARRIED**

- 7.1.4 Picture Butte - Appeal on late opt-up fee  
Motion to accept the Picture Butte appeal on the late opt-up fee

## **MOTION DENIED**

**ACTION:** Staff to follow up with all schools regarding outcome of motions

## 7.2 Bids

- 7.2.1 2017/18 Athletic Season (Vacant: Executive to approve)

- 7.2.1.1 Tier II Team Handball - Old Scona

Motion to accept the bid for Old Scona to Tier II Team Handball  
Provincials

## **MOTION CARRIED**

## 7.3 InMotion Network Initiative

InMotion approached ASAA to support one of their initiatives which involves financially supporting Aboriginal athletes that do not live on reserves. Finances derive from a grant that would be designated to cover the costs of participation in sport. The ASAA involvement would include the identification of athletes that would be candidates for this program. Up to \$3,500 for boys and \$6,500 for girls.

**ACTION:** Mike to connect with Rick on target groups, schools and areas in the province

## 7.4 HR Policies

Small organizations typically do not have extensive HR policies in place, including the SSC partners. This was discussed at the SSC meetings in Ottawa and how most groups have very outdated policies. It is important to ensure that despite being a small organization, ASAA possesses all important HR policies.

**ACTION:** Tim to send John a copy of a handbook that he created at Edge School and staff to work on preparing a list of certain HR policies that should be included

## 7.5 Vacant Commissioner position

Nathan Hodgson has stepped down as a Volleyball Commissioner. A new interim Commissioner needs to be appointed to cover the remaining year or so.

**ACTION:** Executive/Staff to canvas prospective replacements and bring back to February meeting for discussion

## 7.6 NE re 5A discussions (Hank)

No further work since the APM. This topic requires additional research before anything formal will be presented.

## 7.7 Staff/Executive/Commissioner attendance spring provincials

An attendance schedule was reviewed and modified. Tim is unavailable so Tom will attend the 3A opening ceremonies. The rest of the plans were approved.

**ACTION:** Mike and Deanna to inform hosts who will be attending their event in representing the ASAA

7.8 Next meeting: February 21, 2018 (Edmonton)

7.9 Next Appeals Hearings: Edmonton Feb 20, 2018

8.0 Adjournment

Motion to adjourn the meeting at 4:10 p.m.

**MOTION CARRIED**