



**NWT AMATEUR SPEED SKATING ASSOCIATION
BOX 2664
YELLOWKNIFE NT X1A 2P9**

2021 ANNUAL GENERAL MEETING AGENDA

Saturday, August 21, 2021 – 7:00 p.m.

Yellowknife Ski Club

Zoom Link:

<https://us06web.zoom.us/j/81825779649?pwd=OE9sSXJ6QXBNT0p1QW5nMUgyVHBJZz09>

Meeting ID: 818 2577 9649; Passcode: 262279

1. Call to Order
2. Roll call – Establishment of Quorum
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Coaches and Officials Coordinator
 - Athlete's Representative
 - Board Members: one from each NWT Club
 - Members present
3. Additions/Deletions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes from previous AGM, September 21, 2020
6. Business Arising from the Minutes
7. Presentation of Reports
 - a) President
 - b) Treasurer
 - c) Clubs
 - Fort Simpson
 - Hay River
 - Inuvik
 - Norman Wells
 - Yellowknife



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8. New Business
 - a) Review and Approval Bylaws

9. Election of Directors
Terms ending this year:
 - President (2-Year Term)
 - Treasurer (2-Year Term)

10. Adjournment



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2020 ANNUAL GENERAL MEETING AGENDA

Monday, September 21, 2020 – 8:00 p.m.

Zoom Link: <https://zoom.us/j/94649883047?pwd=dIVHQTJIZTIPZlY0Z2d3NUpMbDZMQT09>

Meeting ID: 946 4988 3047; Passcode: 933525

1. Roll call 8:31 pm
 - Vice-President – Val Gendron
 - Treasurer – Justin Nelson
 - Coaches and Officials Coordinator – Martin Rourke
 - Sports Director – Jody Pellissey
 - Members present
 - Madison Pilling
 - Sylvie Hayotte-Rourke
 - Kerry Egan
 - Maribel Nelson
 - Carla Skauge
 - Lawrence Pellissey
 - Regrets – Alex Clinton, Chauna MacNeil, Jenn Touesnard
2. Additions/Deletions to the Agenda
 - None
3. Adoption of the Agenda

Motion to adopt the agenda 1 – Kerry Egan 2 – Madison Pilling
4. Approval of Minutes from August 24, 2019

Motion to adopt the August 24, 2019 minutes as presented 1 – Madison Pilling 2 – Martin Rourke
5. Business Arising from the Minutes
 - None
6. Reports
 - a) President – None
 - b) Vice-President – 2019/2020 was a good season until shortened due to Covid-19; 2020 NWT Champs was last competition that NWT skaters attended; welcomed new Sports Director, Jody Pellissey in April 2020; happy to have skaters back on the ice for the 2020/2021 season; good work and dedication from all members.



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- c) Treasurer – Reviewed 2019/2020 financial statements, accounts are in good standing; Crowe MacKay conducted a review of all accounts and prepared a new ledger for use; confirmed funding from MACA (WCLP) for next three years.

Motion to accept 2019/2020 financial statement as presented 1 – Carla Skauge 2 – Kerry Egan

- d) Coaches and Officials Coordinator – 2019/2020 good year pre-Covid; held an Officials' course during Arctic Winter Games Trials; 2020 NWT Champs was very good with more than 100 skaters in attendance; one positive from Covid-19 is the number of new coaches as able to take NCCP coaching course online.

e) Clubs

- o Fort Simpson – report made by Madison Pilling, Head Coach; taken over head coaching from Val Gendron, completed one year, recently completed Level 2 A & B NCCP coaching course with the on-ice portion to be complete; two groups in Club 1) skaters learning basic skills and 2) skaters learning more advanced techniques, as well run a separate LTS program; Club had good attendance at 2020 NWT Champs; though Covid-19 ended skating season early, the Club continued with dryland training until end of June; held a one-day camp in September with rollerblading and dryland, included speed skater and hockey players; starting dryland training on Tue/Thu until ice available, working with Hay River Club to assist where necessary.
- o Hay River – None
- o Inuvik – None
- o Yellowknife – report made by Martin Rourke, President; 2019/2020 competitions (Ability Meet – 67 skaters, NWT Champs – 120 skaters) and camps were bigger and better than ever, highest registration (150+ skaters) in a long time with heavy parent involvement; LTS program is not being held in 2020/2021 but doubled SS1 programming; held camp on Sept long weekend with both skating and dryland training; SS2, SS3 and Comp programs are all on ice as of Sept 8, technical skating only as in YK Community Arena (no mats available), hoping to have Multiplex ice available by Sept 25.

7. Election of Directors

Terms ending this year:

- Vice-President (2-Year Term)

Motion to nominate Val Gendron for Vice President 1 – Martin Rourke 2 – Madison Pilling

No other nominations

Val accepted nomination



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- Secretary (2-Year Term)

Motion to nominate Madison Pilling for Secretary 1 – Martin Rourke 2 – Justin Nelson

No other nominations

Madison accepted nomination

- Coaches & Officials Coordinator (2-Year Term)

Motion to nominate Martin Rourke as Coaches & Officials Coordinator 1 – Madison Pilling 2 – Justin Nelson

No other nominations

Martin accepted nomination

8. New Business

- i. Adjournment

Motion to adjourn at 8:59pm 1 – Madison Pilling



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NWTASSA Strategic Plan 2018-2022

Vision

We are recognized as a thriving, supportive and sustainable organization, providing leadership to empower our speed skating community to reach their personal best.

Mission

The NWTASSA is an inclusive community-oriented organization that encourages and promotes fun, active, and healthy lifestyles through the sport of speed skating in the NWT.

Values

NWTASSA is guided by these core values:

Inclusive

We know that all members are an important part of the Association, and we support athletes of all abilities and ages to achieve their personal best.

Ethics and Integrity

We value ethical behavior and professionalism and will be honest, open, transparent, and fair. We will use good governance and consistently apply the same rules and standards for everyone.

Fun

We believe having fun and creating a positive, family-friendly environment is central to athletes' enjoyment of speed skating.

Supportive

We encourage and promote good sportsmanship in a supportive, accepting atmosphere.

Strive for Personal Best

We work with athletes to improve their skills, set goals, and do their best so they are inspired to continuously improve and fulfill their potential.



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Volunteerism

We believe teamwork by participation in sport builds character and encourages volunteerism, and we value and celebrate our volunteers and their contribution to the club and the sport of speed skating.

Strategic Priorities

Over the next four years, NWTASSA will focus on the 5 following areas:

1. Growth and sustainability in new and existing clubs
2. Structure the NWTASSA for long-term success
3. Communication and outreach
4. Solid financial and reporting practices
5. Training and development

Goals & Objectives

Foster growth and sustainability in new and existing clubs

Rationale: Continued engagement and support will help maintain and increase club membership across the NWT.

🔗 Maintain and build relationships with current and potential clubs

- Provide info to clubs on benefits, services, and support NWTASSA provides
- Increase general outreach to all clubs via social media and other methods
- Identify opportunities for competitions, travel, and mentor training opportunities
- Identify key community contact to champion community club development as well as a NWTASSA club liaison



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🔗 Increase member and partner engagement

- Issue survey to communities with new or potential clubs to determine club needs for support
- Partner with community schools to allow students to experience speed skating

Structure the NWTASSA for Long-Term Success

Rationale: Clear documentation ensures continued consistency and clarity regardless of the person executing the task. Monitoring progress allows resources and responsibilities to be assigned appropriately and clear job descriptions ensure volunteers understand their role and responsibilities.

🔗 Develop internal policies and procedures

- Develop and distribute Policies & Procedures Manual with standardized operating procedures and work plans for things such as:
 - Major Events (e.g. AGM, meets, AWG, etc.)
 - Athlete selection criteria
 - Internal operations (e.g. how-to's for reporting, website updates, etc.)

🔗 Track and monitor progress

- Hold annual strategy session with Board of Directors to review and evaluate Strategic Plan and progress

🔗 Attract and retain volunteers

- Create volunteer recruitment and recognition plan
- Develop volunteer Job Descriptions (Board members, coaches, officials) so volunteers understand roles and responsibilities, and assists with recruitment



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Improve communication and outreach

Rationale: Good communications planning clearly identifies audiences, key messages, resources, and defines best outreach and engagement tools and how to measure success. Regular communication builds trust and keeps members and others informed of events, training opportunities and more.

🔗 Strengthen overall communications function through increased engagement and information exchange to increase awareness of speed skating

- Develop club Communications Plan
 - Includes branding, resources, and communications tools such as social and traditional media to raise awareness, communicate with members, and share information with media and potential partners
- Develop annual event calendar
- Distribute member e-newsletter
- Recruit Board member with communications expertise to help identify communication and engagement gaps and opportunities, and help build partner relationships

🔗 Increase engagement and availability of information online

- Increase social media posts and followers through weekly posts and shares
- Enhance communication and readability on club website
 - Add training calendar, club contact info, events, certification info etc. like other Canadian speed skating Associations

🔗 Recognize supporter contributions

- Increase public recognition of donors and sponsors so they know their contribution is valued, by displaying logos on website and social media and via an annual personal phone call from a Board member

Establish solid financial and reporting practices

Rationale: Accurate financial planning and oversight helps ensure realistic allotment of



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resources and sets financial objectives, and timely reporting as well as seeking out additional revenue sources is essential to ensure ongoing financial health of NWTASSA and to maintain or increase member services and opportunities.

🔗 Focus on financial accountability to ensure long-term financial health of the Club

- Develop annual working budget for board review
- Recruit Board member with accounting/finance background for treasurer
- Ensure accurate, appropriate, timely reporting to MACA (main funder)
- Maintain relationship with main funder to ensure continued level of funding
- Explore possibility of increased revenue sources via additional grants and/or sponsors

Establish appropriate training and development programs for coaches and officials

Rationale: Providing new and established coaches with guidance, opportunity for skill development, and support in a readily accessible way will ultimately benefit them, the athletes, and the sport overall.

🔗 Attract and retain qualified coaches and officials by providing support and development opportunities

- Establish coach mentor program
- Clearly define coach/official pathways to National Coaching Certification Program (NCCP) Guide
- Provide technical coaching clinics

🔗 Broaden distribution of development opportunities through the use of online methods

- Provide updated coaching and training opportunities online
 - List opportunities for coaches and officials when certified on website
 - List resources and opportunities for Inline Certification Program (ICP) and Women in Coaching
 - Establish and maintain an electronic coach resource library
 - Identify scheduled technical coaching clinics on Provincial Events calendar and on NWTASSA website