



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

2019 ANNUAL GENERAL MEETING MINUTES

Saturday, August 24 – 7pm
Yellowknife Ski Club (4, Yellowknife)

Dial-in access: **1-866-613-5223**
Participant Access Code: **3286457**

Roll call

- Meeting called to order at 7:25pm
- President
 - Stacey - Present
- Coaches and Officials Coordinator
 - Martin Rourke - Present
- Treasurer
 - Justin - Present
- Sports Director
 - Andrew Goodwin – Present
- Members present
 - Sylvie Hayolte-Rourke
 - Rachelle Neglak-Voss
 - Maribel Nelson
 - Cynthia Simmons
 - Jody Pelligsey
 - Myra Berrub
 - Kristjana Dunn
 - Alexandre Larouche
 - Michael Gilday
 - Carla Skauge
 - Greg Skauge
 - Kerry Egan
 - Alex Clinton
 - Barbara Fortin
 - Jana Dunn
- *Not in attendance*
 - *Vice President - Val Gendron*
 - *Secretary - Kirstin Mahler*

Additions to the agenda

- no additions to the agenda

Adoption of the agenda

Motion to adopt agenda

- ★ 1st Alex Clinton
- ★ 2nd Kerry Egan

Approval of Minutes from Aug 25, 2018

Motion to Approve

- ★ 1st Alex Clinton
- ★ 2nd Jody Pelligsey



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Business arising from the Minutes

- The association would like to present annual awards- categories need to be established then shared with the membership for 2019/20 season.
- Quarterly review of the Strat Plan will be added to the board's agenda to ensure the association is meeting its targets.

Reports

- President - Stacey Christie
 - This past year, we had two new members join our group; we are pleased to welcome Andrew Goodwin as our Sport Director and Justin Nelson as our Treasurer.
 - Inuvik, Ft Simpson and Yellowknife clubs remain strong and constant. Both Hay River and Ft Smith are working towards building their clubs again. The NWTASSA has received funding to support clinics in both communities for the next season.
 - The Board has worked on developing new or amending old policies over this past year; travel funding policy, coach selection and coach/mentorship policies have all been approved and can be located on our google drive and website.
 - We are encouraging all coaches to put their names forward for competitions that they would like to attend for the season- the board will review the list of competitions and approve the coach selections.
 - 2019/20 will be the last year of the three year funding cycle from MACA; for the last year of the cycle we will continue to manage the budgeted funds towards athlete, coach and official development as well as gearing up for AWG 2020!
 - Speed Skate Canada has rebranded their logo and their clothing line, watch for the revealing of the product in the fall!
 - It has been a pleasure working with the Board and the clubs over my terms as the President; I am stepping down from this position as I have taken on a Board position with Sport North. All the Best to the existing and new board members and thank you to all of the volunteers of the NWTASSA for the time, dedication and efforts put forward on the successes over the years and for years to come!
- Treasurer - Justin Nelson
 - Discussed the financial statement
 - Kerry asked for clarity on competition funding. HP competitions section of the financial statements were for medals, registration fees etc
 - Jodi asked about how the 3-year funding from Lotteries/MACA

Motion to approve the financial statement

- ★ 1st Kerry
- ★ 2nd Janna

Motion to have an accountant conduct an audit to review the books

- ★ 1st Carla
- ★ 2nd Jody



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- Coaches and Officials Coordinator – Martin Rourke
 - Champs was well attended and certain officials were upgraded, hopefully not the red book this year
 - 4 coaches started with Debbie Fisher for the level 1, hoping to complete that in 2019/2020.
 - Kerry asked if we had dates for Debbie's return but there are no concrete dates
 - Kerry, providing credentialing to former skaters – Michael Gilday to be moved forward in coaching to level 2 and Kerry and Michael to possibly challenge level 2. Certain former skaters (i.e Michael Gilday) may not need to start at level 1
 - Martin to Follow up with SSC

Clubs:

- YK Club - Martin Rourke – Did really well, membership was up. More travelling for the team than in recent memory i.e Peace Wekweeti, Edmonton Fall Classic, RU Fast and more.
- Hay River - Jennifer Touesnard (*not in attendance*) - We have “make the connection night” in Hay River on Tuesday September 3rd, where we are hoping to recruit new skaters for the season. The ice will be available beginning September 30th. We will start our practices the first Tuesday or Sunday in October. We are still hoping to have a clinic in Hay River if anyone can accommodate us. I've proposed the first weekend in November, however it will depend on who/when we can secure a coach. If that has to be earlier in October, that may work with the exception of thanksgiving weekend
- Inuvik (Stacey Christie) – Successful year financially and with skater development

Election of Directors

Terms ending this year:

- President (2-Year Term)
 - Stacey is stepping down
 - No nominations
 - Discussed that the VP would step in as interim president but she is not present.

Stacey has put forward that the VP steps in as president interim

- ★ 1st Janna
- ★ 2nd Alex Clinton
 - Alex Clinton interest, would like more info from Stacey.
- Secretary (2-Year Term)
 - Kirstin is stepping down
 - No interest
 - Andrew to step in as interim minute taker
- Treasurer (1-Year Term)
 - Martin has nominated Justin
 - Justin accepted



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Motion to re-elect justin Nelson for another 2-year term

- ★ 1st Greg
- ★ 2nd Jodi

New Business

- No new business

Motion to Adjourn

- ★ 1st Jodi
- ★ 2nd Kerry Egan

NWT Amateur Speed Skating Association

Financial Statement

April 15, 2018 - April 14, 2019

ASSETS		MEMBER'S EQUITY	
Cash	\$ 41,730.00	Previous Year Surplus	\$73,398.00
GIC	\$ 84,229.00	Current Year Surplus	\$7,813.00
Accounts Receivable	\$ -	<i>Surplus/Deficit Subtotal</i>	\$81,211.00
TOTAL ASSETS		TOTAL LIABILITIES & SURPLUS/DEFICIT:	
	\$ 125,959.00		\$125,959.00
LIABILITIES			
Accrued Liabilities	\$ 27,396.00		
Accounts Payable	\$ 17,352.00		
<i>Liabilities Subtotal</i>	\$44,748.00		
INCOME		EXPENSES	
Receipts		Disbursements	
WCLP	\$ 118,998.00	AGM and Meetings	\$ 7,749.00
Registration Fees	\$ 1,630.00	Administration and Overhead	\$ 44,576.00
NT Champs Registration Fees	\$ 9,154.00	Athelete and Coach Development	\$ 5,340.00
Other grants	\$ 4,000.00	Summer Speed Skating Camp	\$ 13,132.00
Interest income	\$ 705.00	NWT Championships	\$ 11,101.00
	\$ -	Canada Winter Games	\$ 32,664.00
	\$ -	Competition Funding	\$ 12,112.00
Total	\$ 134,487.00	Total Expenses	\$ 126,674.00
		Net Income (Net Loss)	\$7,813.00
Treasurer, NWTASSA		Director, NWTASSA	
Justin Nelson		Martin Rourke	
August 24th, 2019		August 24th, 2019	
Date		Date	



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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 team work 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



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- Identify key community contact to champion community club development as well as a NWTASSA club liaison

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



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Establish solid financial and reporting practices

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



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 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