



Edmonton Triathlon Club Minutes of Meeting
 Sunday, April 18, 2004
 Kinsmen Sports Centre – Cafeteria

Attendees: Jody Anderson (Co-Chair) Ellen Ainsley Christine Lauerman
 Barb Penney (Co-Chair) Walter Bilinski Al MacIntosh
 Cheryl Guthrie (Secretary) Suzanne Côté Jocelyn Reekie
 Maureen Lanuke Carla Voss
 Devon Wilken

Absent: Darcy Morrison
 Kerry Nisbet

<i>Item</i>	<i>Discussion</i>	<i>Action</i>
1. Call to Order	Jody Anderson/Barb Penney called the meeting to order at 11:10 am.	
2. Review Agenda	The agenda was reviewed and approved. Roundtable introductions of all Board members (incoming and retiring) took place.	
3. Orientation to ETC	Jody welcomed new members of the Board to the meeting. The By-Laws were distributed to the group. Jody explained the purpose of the club, some of the activities the club has organized in the past, membership count and benefits that membership brings.	
4. Board Meeting Format	Barb explained the previous format of Board meetings and asked for suggestions for possible ways to increase the efficiency of Board Meetings. The suggestion was made to put a time limit on each agenda item. The Board will adopt that suggestion at future meetings.	
5. Introduction to Roles	<p>Marketing – Suzanne Côté explained the roles and responsibilities of the Marketing Director. Suzanne inventoried all ETC merchandise and the merchandise will be handed over to Christine Lauerman (incoming Marketing Director) at the end of the meeting.</p> <p>Social – Cheryl Guthrie spoke of the role the Social Director. Cheryl gave a brief history on the choice of location for our BP nights and gave Carla Voss (incoming Social Director) the contact names for social events.</p> <p>Secretary – Jocelyn Reekie gave a description of the duties of the Secretary. The stored Minutes of Meetings will be transferred to Cheryl Guthrie (incoming Secretary).</p>	<ul style="list-style-type: none"> › Merchandise to Christine – Complete. › Contact names and numbers to Carla – Complete. › Transfer Minutes to Cheryl. › Determine length of time Minutes must be retained. › Investigate safe storage for Minutes.
	<p>Treasurer - Jody Anderson gave details of the Treasurer's duties. Walter Bilinski (incoming Treasurer) will be added to the cheque signing authority at the bank. Arrangements will be made to have cheque-signing authority changed from Darcy Morrison/Jody Anderson to Walter Belinski/Jody Anderson.</p>	<ul style="list-style-type: none"> › Change cheque-signing authority to Walter Bilinski and Jody Anderson.

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		<p>Vice President – Barb Penney spoke to the role of the Vice President. The Vice President generally fills in during the Chair's absence. Since ETC is operating with two Co-Chairs this year, the Vice Chair will take on other assignments.</p> <p>Communications – Al MacIntosh will remain as the Communications Director. He explained the website and membership list. Discussion took place on whether the links on our website should be reciprocal links. This issue will be discussed at a future meeting.</p> <p>Directors at Large – As a returning Director at Large, Maureen Lanuke explained some of the duties the incoming Directors at Large would be required to assist with.</p>	
6.	Upcoming Social Events	<p>BP Pizza Night – Friday, April 23, 2004 is booked for an ETC BP Pizza Night. An e-mail update has been sent to members. A poster has been placed on the bulletin board at the Kinsmen.</p> <p>Tri New Angle – Jody reported on the planning progress for the Tri New Angle Bike ride (formerly known as the Golden Triangle Ride). Sign up for the trip is planned for the BP Pizza Night on Friday, April 23rd. We will take 24 riders. Since the hotel reservations are made the year prior, we cannot increase the number of participants. The preliminary cost estimate for the trip is \$135. Participants must be paid-up members to participate. In order to make the evening events go as efficiently as possible, it was decided to set up “stations” for the following:</p> <ol style="list-style-type: none"> 1. ETC Membership Signup 2. Bike Trip Signup 3. ETC Clothing Pickup <p>Distribution and Payment for ETC Merchandise – As mentioned above, the ETC merchandise (bike shorts/singlet) will be distributed at the Bike Trip sign up.</p> <p>Role of Board Members at Social Events – Discussion took place amongst the group that Board Members should make an extra effort to mix and mingle at social gatherings. The Board will make a point of talking to new people, introducing them to others, and making them welcome.</p>	<ul style="list-style-type: none"> › Carla will book next BP Night for Friday, May 28th › Carla will make a sign to post on the outside door of BP to direct people to party room › Christine will bring signs for the “Stations” › Barb will bring nametags › Christine to bring merchandise to BP Night for distribution.
7.	Thank You to Retiring Board Members	<p>Barb and Jody thanked the retiring Board members for their outstanding efforts in helping to make the ETC a strong, active organization.</p>	
8	Next Meeting Adjournment	<p>The next ETC Board meeting will take place on Monday, May 3, 2004 at 5:30 pm at the Kinsmen. The meeting was adjourned at 12:20 pm.</p>	<ul style="list-style-type: none"> › Jody will arrange to book (renting) the Kinsmen Boardroom.