



Edmonton Triathlon Club Minutes of Succession Meeting
 Sunday, April 17, 2005
 Kinsmen Sports Centre – Board Room

Attendees: Christine Lauerman (Chair) Barb Penney Jennifer Zawacki
 Jody Anderson (Vice-Chair/
 Secretary) Ellen Ainsley Al MacIntosh
 Walter Bilinski (Treasurer) (Communications) Marty Mackay

Absent: Carla Voss (Social)
 Kerry Nisbet (Member at Large)

	<i>Item</i>	<i>Discussion</i>	<i>Action</i>
1.	Call to Order	Christine Lauerman called the meeting to order at 2:05 p.m.	
2.	Agenda/Minutes	The minutes of the previous meeting and the agenda were approved.	
3.	Board Succession Review	<p>Each board member discussed their roles and responsibilities as an executive member. The roles will look as follows:</p> <p>Chair (Christine): Oversee the board, special projects, pick up loose ends, keep meetings on track, put together meeting agendas.</p> <p>Vice-chair (Jody): Support the chair, website maintenance (access to host site).</p> <p>Marketing (Jennifer): Orders merchandise, maintains inventory, research the needs of the membership.</p> <p>Communications (Ellen): Updates. Each board member will be responsible for answering inquiries from the web that pertain to their area of responsibility. Board member's email addresses will be kept private. Still need to determine who the general questions about the club go to. The word "communications" needs to be clarified on the website.</p> <p>Treasurer (Walter): Maintain all cash flow.</p> <p>Social (Carla): Will assist with social events</p> <p>Directors at Large: Special projects as they arise. Marty offered to look after the brochures at Kinsmen. Maureen will look after the membership lists/mailbox/Kinsmen list. Jody will email Maureen the membership that has been compiled to date and the Kinsmen contact person. Barb will email a welcome note to Maureen. These are used when a new member signs up.</p>	<p>Jody</p> <p>Barb</p>
4.	New Business	<p>Membership time-frame: The membership year of April 1 – March 31 needs to be made clear on the website. There was some confusion among members who purchased their memberships in March. These people will be able to continue their membership into the next year. In the future, memberships purchased in the membership year will only be good for that year (unless there is a special circumstance).</p> <p>Updates: Barb will send out one last update to let members know that the due date is April 30th.</p>	<p>Jody</p> <p>Barb</p>

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		Jody will email Barb the membership list Membership fee: Barb motioned that the membership fee remain at \$30 for the year. Ellen seconded and all were in favor.	Jody
5.	Golden Triangle	25 registered. Jody will look into ATA insurance re: coverage in B.C. Jocelyn has agreed to assist with the trip.	
7.	BP Nights	Next one is booked for May 6 th . Christine will try and change it to April 29 th .	Christine
8.	Next Meeting Adjournment	The next meeting is scheduled for Monday, May 16 at 5:30 in the Kinsmen Board Room (Jody). This will be the last meeting until September 19.	Jody