

Come to order: 12:00 pm

Attendance:

1. Brett Todd
2. Sand Moshi
3. Dayana Porter
4. Jordan Charlebois
5. Meghan McKendry
6. David Brown
7. Matthew Bowman
8. Erin Bowman
9. David Blue
10. Joe Harrington
11. Charles Gray
12. Brandon Salter
13. Sean Verheyde
14. Brandon Kennedy
15. Brandon Barlow
16. Robynne Hansen - via skype

Presentations from the Executives

1. Treasurer/Secretary report - Erin Bowman

- It was recognized to be a difficult year for the budget with many unknowns related to the low registration, the merger of players and operating without dues. There was a collective effort by the executive to operate on bare necessities.
- New formatting was implemented to track spending to ensure accountability and transparency Introduced e-transfers that were a success. See last page
- Fundraising was a huge success and there is appreciation for the volunteer efforts that supported. (Budgeted \$9000, collected \$9370)
- See attached reconciliation for the balance and expenses. We started the year with the goal to have more in the bank then we started and we achieved our goal. (Budgeted +\$935, achieved \$2488.28)

2. Logistics report – Brandon Barlow

- Had minimal losses by assigning kit packages to each VP – only 6 water bottles lost. Med kits will need to be topped up in the new year. All jerseys accounted for and could last another season.
- There is forecasted expense to do some maintenance on the shed (shingles and possible siding)
- It was a success in both organization and preservation of equipment by installing the locker cabinets under benches
- We procured new balls in 2017. There is a rotation plan to make the balls last as long as practical. The balls rotate from game balls to practice balls. The old balls are getting given away. In 2017 balls were given to Joe Harrington's school

3. Youth development report – Jared Nichol (shared by DB)

Overview of the YDO Activities in 2017

Penguins ran weekly winter sessions for youth from November 2016- February 2017. 20 youth registered from grade 7-12.

Penguins members worked with High School and junior high programs for their 2017 school seasons. Current and former Penguins that donated their time include Jared, Brett, Rabbitt, Ash, Cass, Liz. Jared held interest meeting for U18 girls season, 12 girls expressed interest. U18 season is still a goal for Penguins Youth. With more girls entering grade 10 next year, there is a greater chance of having a core of 22-25 girls who would be interested in playing in 2018.

Rookie Rugby Events. With help of many Penguins, the Rookie Rugby days were a huge success! We had almost 50 kids on the first day and 25 kids on the second day. Participants learned basic rugby skills in fun mini games, and then all kids and parents enjoyed a BBQ both days. Thank you to Bailey and Eve from Rugby Alberta who came up to support our club on this initiative

Looking forward to Fall 2017/Spring 2018 Season:

A. We would like to identify and support someone who would be willing to run a **minis rugby session in the spring**. Would run at the same time as the soccer season and take participants from that sport and bring them into the rookery. A lot of parents were asking about spring rugby after the Rookie Rugby Events. Registration could begin as early as March next year.

- Note: Lloydminster Reapers has a successful minis program with over 100 participants from aged 5-12. How can we find out their procedures and capitalize on their experience when setting up our minis season?

- Who in the club would be willing to be the Minis Coordinator? Jared and the other junior high/high school coaches are running their program at the same time so another club member or 'friend of the Penguins' would be needed

- Jared and Minis Coordinator would host training sessions for coaches to help everyone get up to speed and introduce them to the game. One key (and very unique) point with this initiative is that we would actually be training kids and parents at the same time.

- There are many resources from Rugby Canada that would make setting up drills and games easy. - Dates of the minis program would be May to June to end right before the end of school. 7 weeks, 14 sessions.

- Lloydminster charged a small fee (around \$50) to give each mini rugby player a T-shirt and size 3 or 4 rugby ball with their logo on it. I really like this idea!

B. Youth Rugby for Winter

- Instead of having weekly youth rugby sessions there will be once a month mini camps starting in October on a Sunday. These Penguins Youth mini camps will be FREE of charge. Anyone who wishes to join Jared in facilitating these sessions is asked to contact him on Facebook or via text. 780-201-7553

- Last year in the middle of winter numbers got really low for our weekly sessions so we are hoping that once a month will attract more participants. Schedule will be released the first week of October.

- Sessions will be open for kids in grades 6-12. If we have too many participants we can break them up into 2 age groups.

Thank you to everyone who helped out with the youth program this year. Whether it was coaching, setting up for an event, or cooking hotdogs your assistance was greatly appreciated! If the Youth

Director position is contested I would like to put my name as a possible candidate for the position. A seconder would be appreciated in my absence. I am at a wedding for my cousin.

4. Women's VP report - Meghan McKendry

- For the third season the team merged with Lloydminster. This year the team also included members from Ft McMurray. The result was considered a success with only 2 forfeits – and no paid penalties
- Hoping to improve going forward by developing a common playbook to help with a consistent plan on the pitch
- Ongoing effort to recruit and get more players remains a focus
- The common opinion is that the coed practice was successful. No negative feedback received
- We will continue to respond to the needs of the women's team. Priorities going forward include recruiting by expanding the exposure and presence with the high school program and showing the strength organization and culture of the club. In addition finding a designated coach is recognized to be key in getting the girl team recognized to recruit serious players

5. Men's VP Presentation - Sean Verheyde

- One of the main challenges experienced thru the year was achieving effective communication amongst the two teams (Lloyd and CL)
- Excited about the opportunity related to the formation of the military 7's team. This will help some of our existing players get coaching training, extra conditioning and an early start on the season. The team is intended to be a tournament team and it is not supposed to contradict with the Penguin's season. Ideally it will plant the seed of interest and desire in people that will be getting new exposure to the sport. The club exec identifies the potential partnership and is motivated to reach out to the military rep Jerry to see how we can support the efforts. It is consensus that if we play the cards right, this will benefit our club as a whole. It is recognized that there is a potential risk of some existing players to choose only military team, but if we promote the club organization, culture and the sport of 15s with a full scheduled season we should have a better product to attract with.

6. Social Coordinator – Brandon Salter

- Stepped in mid-year to fill for Cass. Worked hard to work with the restricted budget. Proud to maintain the reputation that socials are a priority for the club. Looking forward to more in 2018 including possibly more family friendly events and one *Pimpin* costume event.
- Was able to maintain monthly social events. Hoping that socials will continue 1 every 2 months in the off season.
- Thanks to the members that showed support and made the events a success.

7. President report – Dave Brown

Key Messages

1. Something is better than nothing
2. Vince Lombardi, "Perfection is unattainable. However, the pursuit of perfection is the path to greatness."

3. Progress is the Key to Success!

Where did we start

1. Opportunity...
 - a. Culture, reflective of tradition and the spirit of the game
 - i. Hooligans sport...
 - ii. Social Club with a...
 - iii. Pride – appreciation, acceptance, and respect
2. Bank account – good (special thanks to Brett Todd), things that were not so good:
 - a. Poor records, no defined R&R, out of date constitution (1998)
 - i. PO Box, Record storage, email accounts and passwords
 - b. Recession
 - i. Players that did not return
 - ii. Low registration (see last page)
 1. 39 total at end of season
 2. 11 W (3 never played)
 3. 28 M (4 were temp reg)

What we did this year

1. Stayed alive!
 - a. Combined with Lloyd
 - b. Developed a new core group
2. Developed org strengths
 - a. Club excellence program
 - b. Website, Data storage, R&R
 - c. Orientation process and Code of Conduct
3. Promotion of the club
 - a. Newspaper, radio, Lakeland connect, EC display and banner
 - b. Community Registration day at JJ Parr. Looking forward to having a float in the annual Santa Claus parade.
 - c. New partnerships... presented posters reflecting Supplement King, Mavericks and Empire Gym
4. Gave Back
 - a. BBBS event , Food Bank (\$257), Bursary for Ayden Letendre
 - b. Collected donation for Jamie Braybrook Rebels alumni playing UofA rugby
5. Logistics – saved money by better organization and discipline
6. Budget – collective effort to minimize discretionary spend and be resourceful to stretch existing resources
7. Routine socials, weekly beverage night after practice, Beach Practice
8. Performance



- a. No wins for the men, Women 2
 - b. No defaults for the men, 2 for the women
 - c. Good attendance at practice as a whole
9. Pride
- a. 2nd member in the HOF (previously Rick Bailey, now Brett Todd)
 - b. Man of the Match Mugs
 - c. Active FB
 - d. Awards, actually handed out and legacy captured on the web page

What I didn't do as well as I had hoped

1. Managed meetings – need to have better minutes and follow thru on accountability related to action items
2. Assign game day photographer
3. Follow thru with concussion initiative and game day trainers

Looking forward

1. Ongoing recruitment (players and coaching), continue to build a positive reputation for the club and get more exposure!
2. Club excellence and renewed constitution
3. City grants, possible sponsorship committee role
4. Logistic initiatives – now we can build on a structured budget with more specific long term goals (e.g. shed)

Special thanks

1. Club members for showing support and volunteer efforts
2. Executives and Coach (Rabbit), commitment investment and a shared desire to make this club a success

Executive positions

1. VP Men's – Sean stepped down after his 2 year term
 - Erin Bowman was nominated, approved and accepted to succeed the position
2. Treasurer / Secretary – Erin was at the end of her term and moved to VP position
 - Sand Moshi was nominated, approved and accepted to succeed the position
3. Logistics Coordinator – Brandon Barlow accepted to repeat another term at the position.
4. Social Representative – Brandon Salter accepted nomination to officially accept the role and begin his 2 year term
5. No change to:
 - President – Dave Brown
 - VP Women – Meghan McKendry
 - Youth Development – Jared Nichol

Open Forum

1. Bylaws and constitution are overdue for registration and revision
 - Bylaws will be submitted for registration over the winter. It is agreed that the Bylaw document will be reduced to the absolute skeleton minimum to support sustainability for ongoing registration as required by the ERU and Club Excellence commitments
 - The constitution will be revised based on the collective agreement of the executive. Once drafted it will be presented to the club before being finalized. It is the intent that annually during the AGM members can make proposals for revision.
 - It is tabled that detailed structure around award recipients is needed
 - It is tabled that the constitution will enable the authority of the executive to make decisions on behalf of the club with provision that; appropriate notice and consultation be considered for significant matters and the ongoing right for members to hold emergency meetings to challenge executive decisions as required.
2. Coaching
 - Dave Brown has submitted to be, and approved as the head coach for the men's 2018 season. The club approved investing in related cost for associated training. Dave will work through the winter to gain qualifications in accordance to the drafted roles and responsibility document implemented in 2017 reflecting requirements defined by ERU and ARU
 - We will continue to recruit for additional coaches and invest in development plans internally. Ideally we would like to have a man's assistant and a fulltime women's coach appointed
3. Sponsorship
 - In 2018 we would like a volunteer committee to support pursuing sponsorship as supplemental income
 - Empire offering 25% discount to Penguin players. Just tell Chris at the door (weekday evenings – or arrange thru Facebook / messenger when to meet) that you are with the club to get the discount
 - Supplement King offers 10%+ to Penguin members. Let them know at the till
 - Mavericks pub (we are not giving up the base as a home for hosting after games). Willing to partner with us to promote the club and help with special events. Has agreed to provide food and drink specials for groups of 6 or more from the club. Also willing to put on special event viewings (e.g. Sunday morning breakfast special and rugby viewing)

Cold Lake Penguins RFC AGM Meeting

Sept 23 2017

Jan 1 – Dec 31, 2017 Bank Account Synopsis

Month	Cheques & withdrawals	Deposits	Bank Balance	Dues	Security	Registration & Administration	Hosting Men	Hosting Women	Jerseys	Kit	Equipment & Field mtnc	Promo, Advertise, & Awards	Travel Allowance	Coaching	Misc.
			8,454.14												
Jan	-3,041.00	900.00	6313.14	0.00	-900.00	4.00	0.00	0.00	0.00	0.00	0.00	2,700.00	87.00	0.00	250.00
Feb	-424.00	0.00	5,889.14	0.00	0.00	269.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00
Mar	-568.73	2,650.00	7,970.41	0.00	-2,150.00	140.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-71.30
Apr	-1,986.51	190.00	6,173.90	-170.00	0.00	1,351.36	0.00	0.00	0.00	0.00	0.00	80.05	0.00	0.00	535.10
May	-4,207.56	7,150.00	9,116.34	-680.00	-660.00	30.06	0.00	0.00	0.00	0.00	1,312.50	-940.00	0.00	0.00	-2,005.00
Jun	-1,028.89	100.05	8,187.50	340.00	0.00	-71.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	659.89
Jul	-2,000.26	323.65	6,510.89	0.00	0.00	12.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,664.39
Aug	-2,948.00	190.00	3,752.89	0.00	1,860.00	598.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Sep	-1,393.75	360.00	2,719.14	0.00	0.00	66.50	0.00	0.00	0.00	0.00	0.00	78.59	0.00	0.00	888.66
Oct	-7.00	3,000.00	5,712.14	0.00	-3,000.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov	-304.57	2,339.29	7,746.86	0.00	-2,320.00	7.00	0.00	0.00	0.00	0.00	0.00	170.00	0.00	0.00	108.28
Dec	-4.44	1,300.00	9,042.42	0.00	-1,300.00	4.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	-17,914.71	18,502.99	588.28	-510.00	-8,470.00	2,418.56	0.00	0.00	0.00	0.00	1,312.50	2,088.64	87.00	0.00	2,485.02
			588.28												
				Summary	Increased bank balance by \$588.28 (Note accounts receivable had +\$1900 deposited Jan 4th = \$2488.28) Projected budget forecasted a surplus of \$935, and a collection of \$8250 fees (actual \$510) Earned \$8470 from bartending and security - plus \$900 accounts receivable = \$9370 (projected \$9000) \$3000 deposited will not be repeated; \$1000 award in Jan 2018 Acc Rec, \$2000 returned cheque in May \$2418.56 was the fixed administrative costs (Projected \$2600) Large number of transaction in miscellaneous that could be better tracked for future. Hosted 2 mens and 1 womens home game. Super Saturday event, celebrated HoF inductee, Hosted 24 members at year end banquet										

Year End Registered Players

Antione Arsenault	Jordan Charlebois	Ayden Letendre	Dayana Porter	Samantha Aneca
Austin Bamber	Imran Dhaliwal	Sand Moshi	Madison Strong	Ashley Clouthier
Brandon Barlow	Charles Gray	Trevor Ridley		Robynne Hansen
Brenden Barton	Curtis Hargrove	Brandon Salter		Ashley Jacobs
David Blue	Joe Harrington	Austin Schwartz		Meghan Mechendry
Jean-Guy Boisvert	Alex Iskender	Brett Todd		Rachel Morawietz
Matt Bowman	Brandon Kennedy	Dominic Tremblay		Robin Noltcho
Jordan Brown	Bronston Kopala	Jared Vanderkruk		Cass Noyes
		Sean Verheyde		Odette Young