

# ALBERTA VLT OPERATORS ASSOCIATION



## AVOA December 2023 Quarterly Minutes

Location: Held over a ZOOM meeting with 5 members present

Date: December 30, 2023

Time: 1pm

Attendees:	Sheldon Rice (Rycroft Hotel)	President (and Director)
	Justin Stewart (Rycroft Hotel)	Vice President (and Director)
	Connie Cadrain, Rocky Mtn. House, AB	Chairperson (and Director)
	Elisabeth Gallant, Okotoks, AB	Treasurer
	Jen Lewis, Rycroft, AB	Secretary

### Agenda items

1. Called the meeting to order at 1:10 pm and confirm that there is a quorum (minimum of 3 board members).  
**Motioned:** Sheldon Rice      **Seconded:** Connie Cadrain
2. It was discussed that the bank account still needed to be opened in the next couple of months (as plans to start recruiting members is planned for the upcoming quarter). Shelon was delegated to conduct this task.  
**Motioned:** Jen Lewis      **Seconded:** Justin Stewart
3. It was discussed that Sheldon had followed-up with the insurance broker, and the Captive Insurance Program expert, and conducted another conference call to discuss putting together a PowerPoint presentation that could be presented to the AVOA members via an online ZOOM meeting, so that the members could get a better understanding of the inner workings of a Captive Insurance Program. Sheldon was delegated to follow-up on their progress.  
**Motioned:** Connie Cadrain      **Seconded:** Sheldon Rice

4. It was discussed and agreed upon that Sheldon employ and utilise the assistance of a web designer to complete the website (so that it was complete with online registration for official members). The expectation is to have the website ready to accept online member registration in the upcoming quarter. Sheldon was delegated to coordinate and fund this effort, (for reimbursement, at a later date).

**Motioned:** *Justin Stewart*

**Seconded:** *Jen Lewis*

5. It was also decided that it was time to start mass emailing the individuals that AVOA already had email contact with and start delegating other VLT owner operators to help complete the cold calls to the rest of the VLT operators (that we had not received email addresses from yet), as it was taking too long for Sheldon to make all the calls on his own. Sheldon was delegated to coordinate this effort.

**Motioned:** *Sheldon Rice*

**Seconded:** *Justin Stewart*

Action items	Owner(s)	Deadline	Status
Complete the email list	Sheldon/Justin	Feb 1, 2024	In progress
Open the bank account	Sheldon	March 1, 2024	In progress
Further communication With insurance co.	Sheldon/Justin	No deadline	In progress
Email all potential members	Sheldon/Justin	March 1, 2024	In progress
Create excel file for membership fee data	Sheldon/Connie	No deadline	In progress
Start taking membership fees and recording on excel file	Connie/Elisabeth	No deadline	In progress
Initiate communications with website developers	Sheldon	No deadline	In progress

Signatures: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_