

# ALBERTA VLT OPERATORS ASSOCIATION



## AVOA March 2024 Quarterly Minutes

Location: Held over a ZOOM meeting with 5 members present

Date: March 30, 2024

Time: 4pm

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

1. Called the meeting to order at 4:10 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 was opened and that membership fees were now coming in and that the current balance of the association bank account was sitting at \$xxx,xxx.xx  
Motioned: Elisabeth Gallant      Seconded: Sheldon Rice
3. It was discussed and agreed upon that it was time to collect retroactive payment for the BoD's previous work. It was determined that everyone would hand in their timesheets for all work conducted in the past and all expense receipts, and payroll is to be paid to everyone on the BoD.  
Motioned: Jen Lewis      Seconded: Justin Stewart
4. It was discussed that Sheldon had followed-up with the insurance broker, and the Captive Insurance Program expert, and it was confirmed that they were ready to make their presentation to the AVOA members via an online ZOOM meeting as soon as the BoD gave them the go ahead for it. Sheldon was delegated to follow-up on the progress and plan a date for that.  
Motioned: Connie Cadrain      Seconded: Sheldon Rice

5. It was discussed and agreed upon that xxxxxx.

Motioned: Sheldon Rice

Seconded: Justin Stewart

6. It was discussed and agreed upon that xxxxxx.

Motioned: Elisabeth Gallant

Seconded: Sheldon Rice

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: \_\_\_\_\_