



**Devon Minor Hockey Association
Meeting Minutes**

Date: August 22, 2017
Called to Order: 6:30 pm
Minutes Taken By: Crystal Reimer

In attendance: Jonathan Morton, Chelsey Long, Michelle Dewar, Wayne Wolfe, Crystal Reimer, Steven Kuchirka, Rachele Morgado, Melissa Price, Travis Shaw, Brad Whelen, Steve Benson, David Poudrier, Darcy Skinner, Brand Fisher, Cole Matwichuk, Drew Hiltz, Danine Regenwetter, Steve March, Garrett Meger

Item 1: Motion to approve the August 22, 2017 Agenda

Motion made to approve August 22, 2017 agenda by Wayne Wolfe
Seconded by Steve Kurchirka
All in favour

Item 2: Review & Approve the July 25, 2017 Minutes

Motion made to approve July 25, 2017 minutes made by Chelsey Long
Seconded by Steve Benson
All in favour

Item 3: New Business Arising from Minutes

- 3.1 Garrett Meger and Steve March representing the Norther Alberta Extreme (NAX) hockey academy would like to offer their students and staffs hockey expertise to assist DMHA. They offered to provided volunteer time to help DMHA with our tournaments, coaches training and player development. The gentlemen will draft a purposed coaches training and player development services plan and provide it to Travis Shaw to presentation to the DMHA board.
- NAX offered to host coach's clinics at their River Cree ice location.
 - NAX offered to provide players to assist the coaches during regular DMHA practices
 - NAX is hosting an annual golf tournament September 14 - if anyone is interested they can register on the NAX website
 - Jonathan invited them to come help Darcy during the Sept 8 – 10 evaluations possibly 3 or 4 volunteers required.
- 3.2 Vulnerable Sector Check – Jonathan explained that DMHA will now require our team official volunteers to complete criminal records check with an additional vulnerable sector check to ensure the safety of our children.
- 3.3 Current Registration – Rachele

245 kids enrolled (July 25 meeting 229 kids)

- 25 initiations – estimated 2 teams
- 42 novices – estimated 3 teams
- 61 atoms – estimated 4 teams
- 43 peewees – estimated 2 teams
- 43 bantams – estimated 2 teams
- 31 midgets – estimated 2 teams
- 30 kids asked for releases

- 3.4 Current processes for protecting DMHA member's information. Move under the secretary's report
- 3.4 DMHA members and Exec committee motions and seconds – Jonathan clarified that all members can motion and second topics in the meetings.
- 3.4 Conflict Communication Flow – Travis created it and posted on the web
- suggested that the respective level coordinators attend the respective level team parent's meetings at the start of the year so that the parents know who the level coordinator is for their respective level(s). Also suggested the team liaison and team manager attend the beginning of the year kick-off meeting

Item 4.1 President Report

Jonathan followed up with the members who were not in attendance at the July 26 meeting and provide them with a copy of the pledge form and coordinate their signage and commitment: (Brandy Fisher, Darcy Skinner, Steven Benson, Cole Matwichuk, Danine Regenwetter).

a. Discussion update with Calmar Minor Hockey Association:

- At this point, Calmar does not feel that they will have a bantam team, possibly Peewee as well (tbd).
- Calmar plans to have a mixed midget team with Thorsby.
- Calmar kids have already registered in Devon, NO FORMAL releases as of yet.

Suggestions requested –

- Preference for DMHA is MAX 19 kids per Team (inclusive of two Goalies)
 - 17 players and two goalies per team.
 - We are hoping to secure ice once again this season from the Town of Calmar.
 - DMHA is open to taking outside players (CMHA), we have done this for many years. However, we need to ensure that our team sizes, and also number of Teams rostered - coincides with the amount of Ice we have available.
 - Currently, DMHA will be Rostering 3 Peewee teams and 2 Bantam teams with 1660 hockey league.
- b. Action log – Jonathan introduced an action log for task we want to do. The log will help the board assign task and help tack and monitor our success as we completed the task.

- c. Date for checking clinic – Jonathan will talk to a couple of contacts to see if they want to come do the checking clinic. Jonathan suggested scheduling the checking clinic one weekend – ASAP after evaluations

The DMHA bantams will be invited to the clinics tentatively scheduled for Sept 23 and/or 24 suggested clinics – two groups, two sessions each, one hour session

Rachelle will follow up on the dates with Kathy

Item 4.2 Vice President

Steven Kuchirka provided a draft of the basic role description for team manager/liaison – the members review and will provide feedback directly to Steven.

- Suggest a summary paragraph on the manager web page and link the documents and websites under.
- Work with register for specific feedback

Item 4.3: Past President

Chris Higdon – Absent

Item 4.4: Treasurer

Melissa Price informed the members of the below purchases:

- Ordered the ice dividers, Steven or Matt will pick them up from Drayton Valley still waiting. Matt is going to store them at the arena
- Update on expenses and reviewed DMHA budget
- Service credit check list provided to Steven to educate the new 2017-18 team managers

In addition, Melissa requested Steven Benson to inform the newly volunteered team managers and or treasurers to contact Melissa at the start of the new season in order to get the required bank procedures to setup individual DMHA team bank accounts.

Melissa also informed the executive that the bank requires the following personal information: full name, date of birth, employer, employment title, and a brief job description for all the board member voting and non-voting.

Item 4.5: Secretary

Crystal Reimer

- a. Coordinator roles not in Bylaws and Rules and Reg – not discussed
- b. Update on Devon Lions Chalet booking Sept 25 – still waiting for the Lions to approve subsidy
- c. Pro Star hockey will come out to Devon and host practices for a fee

Current processes for protecting DMHA member's information

- a. Do we have any gaps within our current processes?
 - It was identified that DMHA could clarify how team managers can collect, store, and destroy the player, parent, coaches pledges, medical forms, criminal records and vulnerable sector checks. Possibly add the process in the draft team manager/ coaches' manual.

- b. What good PIPA best practices can we possibly adapt to protect our associations members personal information better.

Most of the executive do not feel DMHA should worry about following PIPA's best practices. As an alternative, the question was asked "what are other Minor Hockey Associations doing in this regard?? How different are we currently? Is there best practices we could learn and utilize from them??"

- What personal information do we collect (name, contact info, birthdate, hockey history, volunteer history, criminal background, identification number are all examples)
- What are our good reasons to collect the info
- What do we file? Where do we file it, and when and how do we dispose of the documents not required anymore? Safeguard personal information what are our security practices.
 - Crystal will draft an inventory and ask for feedback via email to the executive members.
- Do we want to add a notice for our sports registration (see example in PIPA work book) Not discussed - tbd
- What are our procedures if members ask to see their personal information?
- Some discussion around why a member would want to access their personal info.

Item 4.6: Coach Director

Travis Shaw

- a. Aug 1 & 2 Coach interviews update – 6 more to schedule to interview 5 peewees, 3 atoms, 4 bantams, 6 novices, 4 midgets
- b. Coaches hub and managers portal Travis posted information
- c. Managers portal – important dates
- d. Sent out coach's manager manual request review from all executive members

Item 4.7: Registrar

Rachelle Morgado – Sylvan Lake registrar's meeting Aug 29

Hockey Alberta annual general meeting September 29 (\$158 per person). The DMHA president, vice president, and registrar will go to Red Deer and attend (only sending three board members).

Item 4.8: Ref in Chief

Cole Matwichuk – Currently there are 17 additional referees for the 2017-18 season

- 4 returning senior refs
- 3 out of town refs
- Loss 3 refs from last year
- Cole will issue the registration code three week before the register date of October 28?
- Cole requested a ref only lock. There were dressing room issue for the refs last year

- Cole requested a dressing room solution for the new “female-ref” starting this season.
- a. Ref web page – Cole will draft some information

Item 4.9: Level Director

Steve Benson –

- a. Team manager & sponsorship web pages – reviewing jersey sponsor ship info currently on the sponsorship web page
- b. Sponsorship letter update – request sponsor ship letter present signature
- Devon Chrysler informed Brandy Fisher that they would be interested in our jersey sponsorship program.
- c. Vote IP level coordinator – Di Rushfeldt Steven motioned, Crystal second all in favour
- d. Team jersey embroidering
- Quotes for team photo night – 20/20 and DMHA entered into a verbal contract for three years. 2020 has one more year. Carmen Freemark would like to be added to the next year contract request for quotes for photo. 20/20 wants to move the younger teams’ closer to the bench while taking their photos.
- f. Presented quotes for apparel night (Alice, HomeRun, Evolution, Redwing sports) motion by Steven to use Evolution, Wayne second, all in favour
- Steve will book evolution to bring the CCM and Bauer apparel to demo for the board
 - Jonathan asked Steve to follow up DMHA gloves, bags, socks

Item 4.10: Fundraising Director

Chelsey Long - Changing the draw date to the new year – more time over Christmas to sell tickets Feb 11 will be the new draw date

Item 4.11: Governor

Drew Hiltz –

- Sept 9, 1660 meeting to get the year started
- CRC – signing letter
- Submission number of team
- Requested cheque for the 1660 team registration submission for September 9

Question around what should happen when a player cannot attend evaluations. Answer - the player tryouts at the top team first and then moves down. This is situational – pending the reasoning for missing tryouts.

Item 4.12: Ice Coordinator

Kathy Morton – absent

- a. Update on divider purchase grant from the town refund – not discussed

Item 4.13: Referee Assignor

Requested an underage ref participate in the clinic this season. Cole and Brandy will do the letter to Hockey Alberta for this request to be approved. If approved Cole and Brandy will make sure he is at the

bottom of the assigned ref list. This request is contingent on whether or not there is ROOM for additional refs.

Item 4.14: Equipment Manager

Matt Menasse – absent not discussed

- a. Jersey replacement update
- b. First aid kits, pylons, tooter shooters
- c. Where will the dividers be stored?

Pinnie numbers will be provided to Darcy this week figured

Item 4.15: Website Coordinator –

Michelle Dewar – mentioned that her son will be leaving DMHA and registering in an outside league this season. Discussion around whether she ought to continue with her Executive position or not. TBD.

Item 4.16: Evaluations Coordinator

Darcy Skinner – Provided a summary of the evaluation process expects to have the documented process posted on DMHA's website tentatively September 1.

Item 4.17: Level Coordinator – IP

Vacant – Di Rushfeldt

Item 4.18: Level Coordinator – Novice

Renee Dallaire-Lokke – Absent

Item 4.19: Level Coordinator – Atom

Rob Melnychuk and Shawn Bartoshewski - Absent

Item 4.20: Level Coordinator – PeeWee

Tina Genge and Danine Regenwetter – Asked to be added to the meeting minutes email distribution

Item 4.21: Level Coordinator – Bantam

Wayne Wolf – nothing to report

Item 4.22: Level Coordinator – Midget

Shan Tebb – Absent

Item 4.23: Regional AA Representative

Darcy Skinner – nothing to report

Item 5.1: Closing Discussion

Item 5.2: Date of the Next Meeting

September 6, 2017 6:30 pm

Meeting Adjourned: 9:54 pm