

KPMHA Executive MEETING MINUTES June 11th, 2018 Kerry Park Recreation Centre Lounge



Executive Members Attendance: Gord Closson, Darren Van Oene, , Dave Brummitt, Nelly Brummitt, Pam Kendall, Julie Charbonneau, Blue Bennfield, Jackie MacDonald, Lonnie Goodfellow and Michele Taron.

Absent: Kevin Kostin

Meeting call to order at 7:12 pm

Motion to approve agenda

First: LG

Second: NB

Carried

Motion to approve May 2018 meeting minutes

First: LG

Second: BB

Carried

Old Business/Action Items

1) VIAHA AGM. **DB**

- Electronic Game sheet pilot program on the Island starting in September. Nelly will be the Rep for this, there will be training seminars and each rink will have tablets to use for this.
- Jim Humphreys was voted in as VIAHA President.

2) BC Hockey AGM. **DB**

- Membership fees have gone up this year by 0.25/year
- Insurance fees have also gone up to \$21.30/member this year.
- BC hockey would like to celebrate more of our successes.

3) Zone team updates. **DB**

- This is put together as a pilot program; Presidents still need to vote and BC Hockey needs to put their stamp of approval on this.
- Stay tuned for more details.
- Gord stated that, we are here to provide all kids at KPMHA with options to reach their hockey dreams.

4) Current Registration. **PK**

- Some divisions are close to being wait listed

5) First Shift Program. **NB**

- Sept 30th will be the welcome day at Shawnigan Lake Community Centre
- We are co-hosting with Lake Cowichan
- Need a Coach to oversee it. Gord and Shane Kendall will help.
- Julie suggested having current hockey parents in the stands that can answer questions.
- Nelly is dealing with the advertising.

6) Disciplinary Committee members. **DB**

Motion: The board approves the following Disciplinary Committee members for the 2018/19 season;

1. Bob Collins
2. Bob Williams

Second by LG

Carried

Motion: To waive the annual membership fee for Bob Collins and Bob Williams.

Second by LG

Carried

New Business

1. Financials. **JC**

- Discussion on team bank accounts.
Action- JC will bring a motion to the table next meeting regarding team bank accounts
- Lonnie and Julie will set up all refs on CAFT for the season.
- Tournament cheques will go to all managers to be sent in with their applications.
- Other cheques for accounts payable will be mailed.

2. Hockey Gear Swap meet at JDF. **GC**

- Set for July 21st
Action- JM will follow up with Ryan from JDF regarding updated poster for advertising.

3. Initiation starting at 4 years old. **NB**

- There is a new family at KPMHA that wishes their 4 year to start Initiation this year.
Action- DB will check into parameters under allowing 4 year olds to register for Initiation.

4. Gaming Grant Application update. **MT**

- This is a big job, best to have a future committee with the treasurer and a couple of committee members to start this project at the beginning of April.
- Will put this on the table for yearend.

5. Coach Selections. **DV**

- Conflict of interest; no parent committee member will be involved with selection for their child's division.

Motion: The board approves the suggested Coach Selection Committee for the 2018/19 season.

1. Dave Brummitt
2. Lorne Winship
3. Trent Knor
4. Kayle Bell
5. Greg Batters

Second by LG

Carried

6. Development Committee updates. **DV**

- Development committee met last night.
- Rob Armstrong is committed to development for KPMHA on Thursdays and Fridays
- There will be on ice coaching development sessions in September, as well as player development on Mondays at 6am (Oct) and some Pro D days.
- All this is dependent on the Gaming Grant.

7. Bursary Committee. **NB**

- \$750 per player for two players.
- This Wednesday, Calen Cook and Shain Abdul will receive the bursaries at Kelsey.

8. Policy & Procedure Manual committee. **MT**

- Gord will head this committee.
- Nelly, Dave and Blue have offered to be part of committee.

9. A system to put in place that allows for an easy transition for someone stepping into any Executive roles. **JC/MT**

Action- GC will remind Board of Director's every 3 months to submit important dates and facts pertaining to their position.

10. Questions on any Director's reports

- Gord thanks all new Executive members and current Executive members for all the time they put into their position.
- **LG-** the following Referees will be attending the clinic in August at Lake Cowichan Rec;
Jack Calabrese
Amia LaRoy
Brad Nielson
Matt Brummitt
Liam Cronk
Colton Steigenberger

President - Gord Closson

- Thank you Dave, Nelly and Kevin for attending VIAHA AGM.
- Thank you Dave for attending BC Hockey AGM
- Thanks to all board members for their hard work so far this year, looks like everyone is sliding into their positions seamlessly.

1st Vice President- Dave Brummitt

- Attended VIAHA AGM May 27th in Nanaimo:
 - Electronic Game sheet pilot program on the island to begin in September with guidance from BC Hockey
 - Need to ensure budget space for purchase of tablets required
 - Jim Humphreys was voted in as VIAHA President
 - Cory Manton is the new Vice President of South Vancouver Island
- Attended BC Hockey AGM in Kamloops at Sun Peaks Resort:
 - See details in minutes above.
- Zone team update:
 - Pilot program for tier 1 zone teams on Vancouver Island nearing competition on details
 - Presidents still need to vote and BC Hockey must approve player transfers
- Disciplinary Committee:
 - See Motions above.

Ice Scheduler – Michele Taron

- Waiting on draft ice contract from Kerry Park Arena, hope to have it by month end. SLS will also be discussed shortly.
- My goal is to have “try out” schedules and Rep Prep schedules released before the end of June.
- Waiting on more “Zone team” information before I can draft up try out dates and times with Darren and Dave. I have spoken with KP Arena about several options that work around the Jr B and hockey camp schedules.
- Have a request into Lake Cowichan for a few winter dates where I cannot get ice from KP or SLS. Have also requested a bit of weekly ice, where development sessions could possibly take place. Lake Cowichan does not look at their request until into July.

Treasurer – Julie Charbonneau

- Attached are financial reports (AR, AP P&L and cash flow).
- The bank reconciliation for April and May won't be done in time. The bookkeeper has been too busy with the Sole Proprietors' year end coming up June 15th.
- I'd like to stress the importance of having a system in place that allows for an easy transition for someone stepping into any of our roles.
This could be in the form of binders that would include the following;
Agencies/Suppliers and their contact info
Web Portals Access Information – or how to obtain it
Weekly, monthly, quarterly and annual duties and responsibilities, etc.

- I was fortunate enough to have Heather ready to help me throughout this transition but the association is currently at risk of not functioning appropriately in the event of a sudden turnover, especially in certain key positions.
- Additionally, in the future, I will be mailing out cheques instead of leaving them in the office at KP. This should reduce any time inefficiencies for everyone involved.
- I'm also having difficulties sending emails from the treasurer's email account. Please continue using treasurer@islanderhockey.ca to keep things organized - Thanks!

Secretary – Michele Taron

- Annual BC Society report and change of directors has been submitted.
- Website is updated with all new events and items.
- Waiting on up to date info before posting JDF Hockey Gear Swap on website.
- Gaming Grant application shows still in progress. All documentation was provided; their branch just needs time to go through the stack of applications.

Registrar – Pam Kendall

- Have all Pre-registration numbers broken down into player and goalies for each division.
- Discussion on wait listing and divisional numbers.

Head Coach/Competitive Coordinator – Darren Van Oene

- Conversations with Rob Armstrong are ongoing, to continue his involvement with KP for the 2018/19 season.
- I plan on having a contract proposal between Rob and KP to put forward to the board for approval at our July meeting. Rob is committed to KP and has assured me that he wants to continue his working relationship with KP for the upcoming season.
- A rough Development Plan for Skaters has been put together for the 2018/19 season. The development committee has been unable to meet as a group to go over this plan. I am hopeful the committee will be able to finalize a plan to be presented to the board for approval at our July meeting.
- Kevin Kostin has volunteered his time and efforts to come up with a Goalie Development Plan for the 2018/19 season. This plan will also need to be reviewed and agreed upon by the Development Committees before it is presented to the board for its approval. I thank Kevin for his willingness to get this done.
- Ice time will be the biggest deciding factor for both the Skaters and Goalie development plans. Michele Taron has been a huge help in this regard. We have had many conversations on how to make the available ice at KP, Shawnigan Lake and any other available ice in the area work to facilitate both Development Plans.
- Michele and I have also had conversations regarding try out dates and times, with the intention of finalizing the dates and times ASAP to allow families the opportunity to plan their summers accordingly.
- The Rep team coach selection process has started which begins with a Selection Committee.
- The plan is to have coaches for all rep teams finalized by mid-July.

Equipment/Risk Manager – Kevin Kostin (absent)

Safety

- I will be arranging a meeting with the KP facility rink operator to go through the “safety inspection checklist” before our next meeting and have the details and updates for reporting. I am working on the “two deep” VIAHA policy with regards to dressing room supervision in addition to other “best practices” methods to ensure we have a safe and properly supervised upcoming season. Also reviewing VIAHA and BC Hockey current polices to ensure we are compliant and up to date.

Equipment

- Our orders for jerseys placed with Hometown have arrived there and John Turcotte has them in the “cue” for completion soon. I will be doing a full stock taking before our next meeting and will have a full report and deficiencies list ready so we can decide on budget and course of action.
- Our current website order form for members has been checked and prices are up to date.

Referee in Chief - Lonnie Goodfellow

- Nothing to report.

Marketing/Sponsorship - Blue Bennefield

- Nothing to report.

Discipline Committee

- Nothing to report

Junior Coordinator - Nelly Brummitt

Attended VIAHA AGM;

- BC hockey has developed an online game sheet/report system, they trailed it in the Okanogan last season and will be launching it throughout the rest of the province this season.
- Each arena will be given a tablet to use and game sheet program will be down loaded on them (it will be the only program on them)
- BC hockey had a power point presentation on how the program worked - seems easy enough.
- All team rosters and games league/Ex will be entered into the system and the managers will just have to select the correct info and it will automatically load it into the game sheet.
- Once the game is done the sheet can then be emailed to managers and commissioners. If no internet is available it will store the info until a connection can be located.
- The present plan is that VIAHA will come to each association and run training classes.
- As that I personally need to have a full understanding of the program, I can be the contact/resource person for KP and make the needed changes to the manager’s manual.

First Shift Program;

- All ready to go - flyer has been sent to the local elementary schools and is posted at KP and Shawnigan CC. Staff is aware of the program and how it works
- Met with Sheena (at KP) and she is excited about the program: booked ice for Monday at 4pm starting in October.
- Program runs for 6 weeks.

- Sheena is organizing us a space in the fall CVRD broacher either in conjunction with Cow Valley or on our own – free. Has been posted to Face Book
- New paper advertising expensive - 200ish for a basic tiny add
- Want to get this program out in the community: thought we should set up booths and different community events including Canada Day (Elsie Miles), Cobble Hill Fair, CVRD ball hockey tourney (this Friday night) and possibly at the BC summer games in Duncan later this summer.
- Was positive that Mill Bay Center held a fun fair every June but can't find any info on it. Thoughts?
- Need to organize a coach to help with the program and on-ice helpers. (Midget/Bantam players)
- Welcome event is booked for Sept 30 at SLCC. Organizers bring everything including all the gear for the kids. Should be fun.
- First Shift asks that we allow the players to attend 5 bonus ice sessions (integrate them into the division/team they would actually be on) when the program is complete. We want these families to stay in hockey
- If the new players want to join KP after this experience we need to come up with reg fee to quote them(very reduced)

Bursary Winners;

- KP will be handing out two bursaries of \$750 each this Wed night (Jun 13) at FKSSS: Caelen Cook and Shain Abdul. This is not public information yet so please do not release the names to anyone until after the 13th.
- Thank you to Pam, Jackie and Darren for taking the time to read though the applications and choosing our two very deserving graduates.
- Working on tourney applications for both the Initiation Jamboree and Nick Collins: Need RIC's signature to complete.
- Continuing as the Bantam Commissioner for SVIAHA for the 2018-19 season.

Senior/Female Coordinator – Jackie MacDonald

- Sent emails to all members regarding upcoming hockey camps, appointment of female coaches, head coach rep interviews and more information regarding the zone program.

Motion: To adjourn the meeting

First: LG Second: BB

Carried

Meeting adjourned 9:35pm.