

KPMHA Executive Meeting
MEETING MINUTES
September 12, 2016
Kerry Park Lounge

Executive Members Attendance: Erin Egeland, Dave McDill, Jason Rockson, Jason Taron, Martin Wright, Isabel Grondin, Louise Thomson, Aaron Wade, Dave Brummitt, Aaron Lamb, Mike La Roy, Nelly Brummitt, Lonnie Goodfellow (arrived late from practice)

Absent: Mari Ann Rockson, Heather Calabrese

Meeting called to order at 6:31pm.

Motion to approve agenda: LG

Second: IG

Carried

Motion to approve August 2016 Minutes: LG

Second: IG

Carried

Guests

- a. Al Walker – VIAHA South Island VP
 - i. Unable to attend
- b. Veronica Brown – Shawnigan Lake School
 - i. SLS is trying to start fresh this year and Veronica is the main point of admin contact.
 - ii. No rule changes.
 - iii. There is no smoking on the property as it is a school campus.

Old Business

- a. Action items from previous minutes
 - i. Items requiring follow up:
 - 1. Erin will be posting survey results once raw data is received from Martin
 - 2. Answers to JT's questions re: finances
- b. Association documents – IG and AL
 - i. Policy and Procedures – Section 14
 - ii. Be it so moved that Policy and Procedures - Section 14 be accepted as presented.
 - 1. Moved by IG
 - 2. Seconded by DB
 - a. Carried
- c. Review of Registrar contract – EE, DM, LT
 - i. Action: Finalize the contract issues. – EE, IG and DB to form committee. Will report by August 30th.
 - ii. Still in progress

New Business

- c. Sponsorship – EE
 - i. KPMHA to approve the Sponsorship Plan for 2016 as presented by Erin Egeland.
 - a. Moved by AW
 - b. Seconded by IG
 - i. Carried
- d. Evaluation process- member communication and time lines – JT
 - i. Requests a set timeline for competitive tryouts.
- e. Evaluation process – coaches information – JT
 - i. Looking to get feedback from the evaluators provided to the head coaches.
 - ii. Action: DB to make modifications and to forward to IG for Policy and Procedure review.
- f. Update website forms – JT
 - i. Updated forms can be added.
- g. Atom Coordinator position – Wendell Rederburg
 - i. Motion to accept Wendell Rederburg as the new Atom Coordinator.
 - 1. Moved by JR
 - 2. Seconded by JT
 - a. Carried

President's Report – Erin Egeland

Thank you, thank you, thank you...August was a busy month with team tryouts and evaluations and all of the administrative duties that accompany the activities. I appreciate all that you have done!!

A few things to note are as follows:

1. Again, a BIG thank you to all of you for helping with the evaluations/tryouts. It has been a stressful and exhausting time for many of you. It is impossible to operate a hockey program without the contribution of your volunteer time. The countless hours you spent at the arena and behind a computer over the past two weeks have not gone unnoticed.

2. Representation as a Board Member: Just a quick reminder that we are held at a higher level of accountability at the arena as Board members. What we say, do, or gesture in the arena does not go unnoticed. Coaches...please remember that we support and foster development of our officials on and off the bench. Jason, we can work on something to communicate to the coaches once all teams are set (hazing policies, fair play, change room policies, etc).

3. Email courtesy: As per VIAHA, once you provide your email contact information to Hockey Canada (as in the HCR) it is used for hockey related administration. If you do not want your email address shared within the confines of KPMHA, please advise your respective Coordinator or Louise. Coordinators, please advise your team managers to ask this of parents before the email communication channels begin. Please use Bcc for all initial communication with your groups, clarify the process with parents, and proceed where necessary.

4. Attended the VIAHA Executive Meeting yesterday (Sunday, September 11th) in Nanaimo. A few points for consideration are:

- Initiation Program/Cross Ice: All 17 MHAs on Vancouver Island must participate in this program beginning this year – NO EXCEPTIONS. Cross-ice practices and games will be standard for Novice and Initiation from this season forward. Coaching and Game Officials plans are forthcoming from BC Hockey. Additional details will be provided.
- Island League mandatory Head Coach/Manager meeting Sunday, September 18th at 11am in Nanaimo.
- Atom Development mandatory Head Coach/Manager meeting Sunday, September 18th at 1:30pm in Nanaimo. Beban Park Auditorium will be the venue.
- Island league placement games will take place over 3 weekends, September 24-25, October 1-2 and October 15-16. Ice times are to be 2 hours in length. Each Island League team will play 5 placement games. Island League regular season games will commence October 29-30
- The placement schedule for Atom Development will take place over five weekends commencing October 1-2 and ending November 5-6. The Thanksgiving weekend of October 8-9 will be a “blackout weekend” and will have no scheduled games. Ice times are to be 90 minutes in length. Each Atom Development team will play 5 placement games. Atom Development regular season play will commence November 19-20.
- No game numbers will be assigned this upcoming weekend for Island League and Atom Development. Poor attendance by Head Coaches during past mandatory meetings is the main reason.
- Recreation league assessment game schedule will be announced soon. No meeting date has been set for the Recreation League yet but is forthcoming and should occur in mid-October. JDF/Westshore clubhouse will be the venue (behind the Q Centre).
- Recreation league: Two divisions will be set. MHAs are asked to have 4 balancing games between associations to be played before October 20th, 2016. Balancing game sheets must be sent to SIVP (Al Walker) who will place teams in balanced divisions.

Please be sure to familiarize yourself with BC Hockey Bulletin 2016-040 – Minimum suspension Guidelines Minor/Female. I have provided the link for your reference. It’s a long one!

<http://www.viaha.org/bulletins/2016-040%20-%20Minimum%20Suspension%20Guidelines%20.pdf>

Division Coordinators – Please inform your parents that we have Board positions that need to be filled. To date, and in order of importance to be filled, the following are available:

Treasurer

Sponsorship

Atom coordinator (current applicant)

Also, have your team managers review the District Travel Policy here: <http://www.viaha.org/bulletins/index.php>

NEW – Online Game Reporting System

BC Hockey has implemented a new process for game officials to submit game incident reports for the 2016-2017 season. The bulleting can be found at the following link

<http://bchockey.net/Administration/BulletinItem.aspx?id=420>

Lonnie can add to this discussion.

AP Policy – Action: AW - To develop communication around the AP process and send to Division Coordinators for feedback

Executive Reports:

1st Vice – DB

- I would like to first thank every member that contributed to evaluations, a great job was done by all, much appreciated.
- A few changes were made to the process this year based on member feedback. Paid evaluators were utilized and arranged by the Competitive Coordinator. The Head of Coaching provided on ice coaches with practice drills laid out. No coaches were affiliated with the division on the ice. Exit procedures were provided by email, there was an overwhelming majority of those involved that wanted this change. The Evaluation Process will be changed to reflect these amendments.
- No action on Administrative Contract, time constraints.
- Action: AL to look into setting up a hitting clinic for kids in Pee wee Division.

2nd Vice/Ice – MR

- The ice schedules are coming together. As coaches are put into place I am trying to chat with all of them to make practice times work as best as I can. My intention is to post practice schedules until the winter break in the next week or so.
- Island league placement schedules are in the works. I've provided the ice to VIAHA and hope to get the schedules back soon.
- Teams will be allocated ice based on the budget. Additional ice will be available for purchase at \$115/hour. My regular start of season ice email for coaches and managers will include details on how purchasing ice will work.

Treasurer- EE Acting

- I have been acting Treasurer since August 2nd and will continue with this role until another volunteer steps forward. I want to thank Alison for her 3 years of volunteer service as KPMHA's Treasurer. This role demands and consumes so much time all year and I want to acknowledge the commitment she made to KPMHA and its members.
- The following discussion points represent my Treasury report:
 - Gaming: Our application is on hold. I received an electronic letter at 3pm on the Friday of the long weekend and we had 4 days to provide a reply to BC Gaming's inquiries. The inquiries were as follows:
 - a. To submit a 2016 gaming report (I assumed it was done)
 - b. To provide additional detail to the gaming fund disbursements related to 2014 and 2015 Gaming Account Report Summaries.
 - c. To re-submit our 2014 and 2015 Gaming reports due to un-reconciled beginning and ending balances.

Given the above, I spent 20 hours in the past week combing through the financial records, provided the additional information, cleared up the reconciliations, and submitted the required documentation as requested. I was unable to meet all of the requirements within the 4 day deadline, asked for an extension until September 9th, it was granted, and I submitted the documentation electronically Friday night.

Books and Records: I have been slowly working my way through preparation of bank reconciliations and reviewing the Payables and Receivables however, with the unexpected Gaming request, this was set aside last week and will unfortunately not be done for you at this meeting. Rest assured, I am working through it and I have provided an update on what I have reviewed so far:

a. Accounts Receivable: It appears that the negative balances are due to an error in the original entry or deposits from Customers or teams transactions were not entered through the A/R system but rather a general entry.

b. Accounts Payable: Same scenario as above (but with payments) and there was an unusual adjusting entry in 2008 that still appears on the aging summary. I will need more time to trace that one!

Budget Summary: This has been attached for your review. Transactions up to and including September 10, 2016 have been represented in this report. This purpose of the summary is to track the budget versus actual results throughout the year. I won't be inserting Balance Sheet items for August as there hasn't been much activity except in the bank with deposits. The assets and liabilities aren't something we budget for but we can track them. The registration fee YTD balances won't reconcile with the Financial Statements because the March payments were included in the March 31 year end balances.

Pre-Season ice fees: Coordinators, for those that have not yet forwarded the \$5 fee paid for the pre-season ice use by Recreational teams, please forward it to me ASAP (tomorrow night).

Team tournament cheques: My policy as Acting Treasurer will be to issue one tournament cheque per team for the first tournament. Once the first cheque is paid back, another can be issued. Team managers will need to be proactive in collecting seed money to ensure swift payment of tournament fees back to KPMHA. Please pass this along to your respective groups.

EFT System

I have connected with Island Savings re: EFT Payroll services for our officials. It will cost \$175 for a one time set up fee and \$7 per transaction (batch). These costs are much less than the price of cheques and this will save so much time printing and signing them.

Motion: To support moving ahead with creating an EFT Payroll system for KPMHAs officials with Island Savings Credit Union.

- Moved: IG
- Second: ML
 - Carried

Sponsorship: The attached Sponsorship letter was distributed last month for you to review and/or consider. I want to initiate a Sponsorship Campaign this year as we haven't done one since 2012. We have a sponsorship board that can be updated with new sponsors and our new and improved website (thanks Louise!!) will also be a great advertising resource. I would like to have someone place a motion to discuss the sponsorship plan and adopt it as presented.

Motion: To adopt the sponsorship plan as presented by Erin.

- Moved: ML
- Seconded: AL
 - Carried

To date, I have 3 Bronze Sponsorships totalling \$750 and a potential Platinum one.

- As a matter of oversight, Dave McDill will now act as an additional set of eyes on the financials.

Registrar – LT

- Extremely busy month
- Hundreds of emails a day
- Many, many hour spent on the new website. Please be patient as all data gets updated.
- 72 hours required to process requests.

Head Coach – JT

2016/2017 Coaching Selections

- Where interviews were required, I chose another BOD based on the situation and the applicants. It was important to only have the 2 BODs perform the interviews as we did not want to intimidate any applicants. The Competitive Coordinator was not involved in this process because he was one of the applicants. (please see attachment in my email of interview questions)
- Now a days it is very important to select "Interim" Head Coaches for the competitive teams no later than the end of July. They need time to work out details and apply for any out of district tournaments. Out of district tournaments fill up quickly.
- I understand recreational teams operate differently. It is a much different environment for the competitive teams.
- With the newly required CATT course mandated from BC Hockey, it has been a hectic rush to get all these coaches certified before they go on the ice. As well as with any updated CRCs needed. It takes at least 7 days after online applications are filled out. I started this process at the beginning of August with the coaches that I knew about and I still have a few coaches that are not complete yet.
- I am thankful to the coordinators that sent out emails early to recruit coaches.
- Several coaches that volunteered during their child's online registration, backed out by the time summer came due to other commitments.

Competitive Head Coach Selections

- DB and I did interviews for the Competitive Head Coaches at the end of July.
- I will bring to the meeting 2 samples of interview summaries. In order to protect privacy, I have left out the names on the samples.
- The Head Coaches chosen for Atom and Pee wee produced a very well organized season plan not based on where the teams would tier but based on the best development for the entire competitive team. Development is important for all players not just the bottom of the group.
- I called each applicant and gave them feedback.
- I have been on the ice during Rep Prep with each of the Competitive Head Coaches and am pleased with what I have seen.

Competitive Evaluations

- In order to provide transparency, I had the Interim Atom Coaches on the ice with the Pee wee group for evaluations.
- I did the same with the Pee wee Coaches for the Atom evaluations.
- I provided each group, an evaluation ice plan based on the drills performed during the Prep sessions.
- I ran the Bantam ice evaluations with another coach totally unrelated to anyone trying out.
- The Midget team was basically a walk on team.

Competitive Assistant Coach Selections

- The chosen Competitive Head Coaches submitted a list of coaches that they wanted as assistants after the team was named.
- DB and I reviewed their qualifications and confirmed the list as per Erin Egeland's request.

All competitive Head Coaches are aware that any more than 5 team officials, there is a charge or \$50/official

Initiation Head Coach Selections

- NB and I discussed selection and named Terry Gill and Alex Acton as the 2 HCs.

Novice Rec. Head Coach Selections

- IG has not provided me with any coaching applicants after several requests.
- I was told there was a Midget player assisting on the ice with a visor on instead of the required cage.
- It is extremely important that we follow the rules of VIAHA and BC Hockey.

Atom Rec. Head Coach Selections

- I was on the ice with these coaches either during the REC "Prep" session or during the assessment ice, in order to assess their coaching style and view how they interact with the players.
- DB and I discussed and named Kevin Vanderlinden and Matt Bleackley as the 2 HCs.

Peewee Rec. Head Coach Selections

- Again, I was on the ice with these coaches either during the REC "Prep" session or during the assessment ice times, in order to assess their coaching style and view how they interact with the players.
- AL and I had to consider proper balancing of players into the HC selection process.
- We named Lonnie Goodfellow and Russ Meier as the 2 HCs.

Bantam Rec. Head Coach Selection

- I was on the ice with 2 out of the 3 candidates.
- AL and I interviewed candidates on Sunday of the long weekend.
- Discussion with H.C. and AL. Jason Rockson was named as Head Coach.
- I called each candidate and gave them feedback.

Midget Rec. Head Coach Selection

- John Taylor was the only applicant.
- I was on the ice with him during the REC Prep session.
- Discussed it with DM and named John as the Head Coach.
- Will need some parents to step up to be assistants

Thank you to those coordinators that helped with the coaching reviews.

2016/2017 REC Prep Sessions

- I thought the 2 sessions were successful (Atom/Peewee session and Bantam/Midget session). It gave me a chance to assess the coaches that were volunteering for the REC coaching positions.

2016/2017 REP Prep Sessions

- I believe these sessions were also successful.
- This year each division chose to have their own session as opposed to sharing it with another division. Next year I would like to see more than one session per division, again on their own.
- The ice plans for each group during Prep were the same as what the evaluation ice plans were. This gave the players an opportunity to practice what they would later be evaluated on. I gave each player that attended the Atom and Peewee Prep session a hand out on the drills that were performed (see attachment in my email)
- AW then emailed it to all players trying out for Rep in that division.

2016/2017 Head Coaching meeting

- VIAHA mandatory Head Coach/manager meetings for Competitive teams and Atom Development are on Sept.18th.
- I would like to have a KPMHA Head Coach meeting sometime around the end of September with all of the HCs.

Coaching application form

- I have attached a new coaching application to my email that provides simplicity for all levels within KPMHA.
- As most are aware, in an application form you are not allowed to ask for a person's birth date. This was one of the corrections made to the old form.
- Louise, can you please put this new form up on the website?

1 Area of Development for 2016/2017 season

- One of my main concerns is keeping goalies and promoting goalies in the younger divisions.
- We have more goalies in Midget and Bantam than we have teams. (unless this has recently changed)
- In Peewee I would also like to see a thorough plan in place to foster and keep these goalies "in the game" so to speak.
- A couple of our goalies that played on rep teams last year are now on house teams this year.
- In Atom we need to promote goalie involvement because we are short goalies, especially on the competitive team.
- I would also like to promote goalie coaches on all teams. This would be assistant coaches that are willing to step up to focus on the goalies on their team. There are different skill sets to be a goalie coach than there are to be a player coach. I know coaches like Mike Fox commented on what he learned from James Gaertner while he was up in the crowd's nest during Competitive team evaluations.
- *Question from IG about item to be removed from JT's report.*
- *AW asked question about coaching selection, conflict of interest and transparency.*
- Action: JT to summarize feedback from coach evaluations for coaches from last year. This should be done on or before Oct 31st, 2016.

Equipment – JR

- Almost every team has equipment and jerseys.
- All teams will be using the old style jerseys this year. The quality of the new jerseys has been questioned and while I get the damaged ones repaired/replaced and are in discussions with the manufacturer about warranty. I will not be handing out the new jerseys.
- Teams and coordinators need to give me notice if they need something from me. One day is sometimes enough but 2 is preferred. I have two kids playing and I am at the rink a lot.
- Reminder to all. No one is to ask the rink staff to open the association locker room. There is 10s of thousands of dollars of gear in that room. The rink does not want to be responsible for anything going missing. (which has happened in the past two years) There has not been a situation that with proper planning would have stopped anyone from going on the ice.

Risk Manager – MW

- Report of the Risk Manager: members have submitted ePACT medical and emergency contact forms for 251 of 253 (99.2%) players registered. Next steps are to upload teams, coaches and team safety personnel and ensure information access for these team officials while protecting the privacy of member's sensitive, private information.

Thank you to the coordinators for their help.

Referee Assignor – ML

- Division and Competitive Coordinators if you would please remind your Team Managers the Officials must be requested for all games. Regardless of whether it is exhibition, tiering, or regular season.

Referee in Chief – LG

- RIC report, we hosted a level 1,2 3 clinic on the 7th of Sept and it was full to the extent that I had to add more positions on it. If I counted correctly 28 attended and I think only 2 of those were from another association. As well I had an on ice session on the 9th of Sept and i had 15 of our young officials come out to get some on ice tips from some of our more senior officials. I have done this to get these young guys on the right track. I will endeavour throughout the year to have the best officials in south island on the ice, through attending games, watching and assisting, and sending helpful hints via e-mail as I did last year.

Tournament and Sponsorship - VACANT

Competitive – AW

- All teams have completed evaluations and have begun exhibition play.
- Will share my assessment of the process this year.

Discipline Committee

- Nothing to report

Division Coordinators:

- Initiation – Nelly Brummitt
 - All is good in Timbit-land - 30 skaters
 - HC`s: Terry Gill and Alex Acton, 8 assistants (awesome number)
 - First ice two practices went well, lots of smiling faces
 - Teams will be organized by the end of Sept.
 - Jamboree has been approved by VIAHA and BC Hockey: Feb 12 + 13
 - Question: Coaches not adhering to equal time for their players: What are we going to do about it and how are we going to enforce it?
 - **Action:** JT to let all coaches know about Fair Play rule. Will also copy the Division Coordinators so they can pass on to the parents so they are aware as well.
 - Thanks it everyone who helped out with tryouts and evaluations: I thought it all went smoothly
- Novice – Isabel Grondin
 - Novice parent meeting was held to discuss the cross ice hockey inconstancy throughout MHAs in VIAHA regarding rollout and adherence. EE advised that she had added Cross ice hockey to the agenda of the upcoming VIAHA meeting. Conclusion of the Novice parent meeting was a motion that mandated KPMHA president, EE, to present the following motion at Sunday's VIAHA meeting: Be it so moved that the implementation of cross-ice hockey for Novice level players, be

- delayed until the 2017-2018 season at which point a roll out plan must be delivered by BC Hockey to accompany the implementation.
- 50 players in Novice as of the 9th of September. Declaring 3 teams as per previous years.
 - Novice evaluations have just begun on September 8th. Teams will be set by the 20th of September.
 - Recruitment of coaching, managers and safety people is in full swing and this will also be set by the 20th.
- Atom – Dave Brummitt
 - Atom assessments completed with the teams scheduled to play each other next Saturday.
Head Coaches: Matt Bleackley and Kevin Van der Linden
 - Team Composition: 17-2, 17-1
 - Remaining team officials yet to be determined.
 - Need to inform all Atom parents about the extra fees for the All Atom sessions.
 - Peewee – Aaron Lamb
 - 2 teams of 15 skaters + 2 goalies (34 in total) now registered for Recreational
 - Skills Assessment complete – Shiny Game play planned for September 10 to ensure balance
 - Teams set by Sunday Sept 11
 - Bantam – Heather Calabrese
 - The recreation team is established and everything is doing fine for now.
 - One goalie has been released to play recreational hockey at Cowichan.
 - Midget – Dave McDill
 - Midget team almost organized, coaches in place, still trying to find manager and awaiting a few Jersey deposits.

Meeting adjourned at pm

Next meeting – October 3rd, 2016