**MILLET MINOR HOCKEY ASSOCIATION – Meeting Minutes of June 12, 2017**

In attendance: Kelly Hofstra, Lisa Henschel, Tanya Klapstein, Greg Lepage, James Rennie, Cindy McGrath, Josh Van de Kraats, Theo Dykstra, Sheldon Hanson, Jennifer Overeem, Roger Lorenson, Myrna Lalande (lifetime member)

1. CALL TO ORDER: Roger called the meeting to order at 7:07pm
2. APPROVAL OF MINUTES: Minutes May 8, 2017. Greg motioned to accept minutes, Sheldon seconded – Carried.

Tanya asked for an amendment to be made under VP Report: Replace “Voted to be called NAI” to “There was a majority vote that the NAI operate for another year.”

Greg motioned to accept the minutes with amendment, Lisa seconded. All in favor – Carried.

1. ADDITION/APPROVAL AGENDA: Additions: Kelly asked that a discussion take place regarding the method we will be using in the creation of potentially two novice and atom teams for 2017/2018 season. This was on the RIC report as well for discussion.

Theo motioned to accept the agenda with addition, Cindy seconded. All in favor – Carried.

1. REPORTS:
2. **PRESIDENT –** Roger Lorenson
* Roger expressed his apologies for not being able to attend many of the meetings due to work commitments and that it is unfortunate.
* There was a brief introduction of names as Roger missed the introductions at the last meeting where all the new board members were present.
* Regarding how meetings are ran, please look up and read through the Roberts Rules of Order. It is the standard for facilitating discussions and group decision making. Here is a link with some information, or you may google it and several resources are available.
* <https://www.afsc.noaa.gov/education/activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf>
* Bylaws were discussed again. Roger had Brian Pahl who is a retired lawyer and lifetime member of the MMHA go through them. He cleaned up a lot of the language to reflect proper legal terms, added in missing pieces and brought them into line with a few other hockey associations whom he works with as well.
* The new bylaws need to be emailed out to everyone on the board for review. No firm decision was made on who will be doing this.
* We need to hold a special resolution meeting to accept the new bylaws. No date has been set.
* We discussed how to thank Brian for how he has helped our association. It was decided to invite him to our annual Hockey Day in Millet on January 13th, 2018 to give him public recognition and a thank you. We will revisit this in December to decide on a gift to purchase for Brian.
* Roger has had communication with Jeff from New Sarepta Minor Hockey Association about the possibility of a merger between our two associations for the Bantam and Midget Divisions. They currently have 21 Bantam and 19 Midgets registered. They could possibly have some more numbers coming in from Beaumont, Devon and Calmar which could bring their numbers up to around 30 per team. They are still in the process of surveying their parents in these divisions to get feedback before making any firm decisions about a merger.
* As there is a possibility of having a merger with Wetaskiwin as well, we also need to survey our parents of those divisions and see if there is a strong preference one way or the other.
* Keep in mind that mergers in the past with other specific organizations did not work out well.
* Keep in mind that us creating a merger which is successful, is more advantageous to our association in “helping to keep the lights on in the rink” rather than declaring no team and having to release our players. Although parents might prefer one location over another to merge with, which option is looking like it is more probable to actually be successful? We also need to be cautious of how many players we are bringing into our rink that are from County of Leduc vs County of Wetaskiwin as the Agriplex receives funding from the County of Wetaskiwin. The building has been running at a deficit for some time now and there is current/ongoing discussion of changes being made to increase this funding as per information Myrna and Roger are aware of. The merger options will be discussed further at the next meeting as more information becomes available.
1. **VICE PRESIDENT**  - Josh Van de Kraats
* Nothing to Report
1. **TREASURER**  - Theo Dykstra
* Theo has spent a significant amount of time dealing with re-filing of the taxes and getting the books in order to do so. CRA gave us an extension at Theo’s request, he sent them back in and they were accepted.
* Myrna suggested that Quick Books need to be “rebuilt” from the beginning and that will make it much more user friendly and easier to maintain proper bookkeeping going forward. Theo and Myrna will connect with each other and work on this.
* It appears there is still money sitting in the PeeWee Storm Bank Account ($1,751.25). Shelly Dreger (last year’s PeeWee Co-ordinator) will be contacted by Lisa Henschel about this to find out what the status is - if it was spent, or if their team made a decision about what was to happen with those funds.
* There are funds ($1,517.45) still sitting in the Junior C Lightning Account. We had some information from Brenda McKinney regarding this account. A discussion took place about what to do with this money. Kelly made a motion that we donate these funds to the Ken Ogston Fund. Seconded by James. All in favor – Carried. Once we know who has signing authority of this account, Theo will cut a cheque for this transaction to take place. Roger is going to go to the bank and get the form filled out so Theo can go in and get added on as a signing authority.
* As we were discussing money, Kelly brought up that she had a conversation with Pat from the AG Society regarding a donation for improvements to the Agriplex that someone from our association was supposed to be at an event in person to accept as they were doing a photo-op. As we had no representation the funds are no longer being given. Roger will contact Bruce Hinkley and find out from him what happened with this, seeing there was obviously some miscommunication.
* Theo received a $200.00 cheque from Jump Start and does not know who it is for. Tanya will look into this and let him know what she finds out.
* Theo and Greg will be attending a meeting this Thursday, June 15th at 7 pm to receive a $600.00 cheque from the Royal Canadian Legion for our association. Theo will do a write up letting them know that those funds will be used for Equipment, Jerseys, Socks Etc.
* Theo asked that a deadline please be put in place for the audit to be completed. Greg Lepage and Trevor Palmer will do their best to look at it this weekend.
* Lisa made a motion to approve the Treasurers Report, Sheldon seconded. Approved. Adopted.
1. **REGISTRAR –** Tanya Klapstein
* Easton and Tanya brought flowers and a card to Joyce, she was very happy. We should make this a yearly thing in my opinion considering all she does for our association. I will submit my receipts to Theo for reimbursement.
* Tanya made a motion that all expense to be reimbursed need to be approved by the board before being paid out for the sake of accuracy, accountability and legitimate expenses. A discussion was had. An amendment was made by Kelly and the motion is as follows: That full documentation (receipts) must be provided to prove the expenses and that the expense is legitimate. If the Treasurer receives this and is satisfied he will reimburse. Theo seconded. All in favor – Carried.
* Please note Theo would greatly appreciate that if you are purchasing personal items alongside things for MMHA that you do not combine the two on the same receipt, but pay for it separately and have a separate receipt. This will need to be communicated by team co-ordinators and managers to everyone purchasing things for the team who are going to be reimbursed; this will come into play mostly for tournaments.
* There was zero response from anyone in the association from the email sent out requesting help to move chairs, tables and sweep after the Seniors Events at the Agriplex. Thankfully Greg rounded up some people and there were 5 families represented. Lepage, Rennie, Giaccabo, Klapstein & Langabeer. Roger indicated he thought a motion should be brought forward regarding the $200.00 donation from the seniors (that we previously communicated via email, would go to the families who helped.) Cindy made a motion that the funds be divided equally amongst the five families represented. Kelly seconded. All in favor, 3 abstained due to conflict of interest. Carried. Tanya will apply these credits to their accounts.
* A comment was made encouraging the VP and President to remind outgoing members to hand over their duties and responsibilities in the most efficient and effective way possible for ease of a smooth transition to the incoming members, to eliminate frustration, wasted time and encourage good communication. Many hours have been spent on the phone with RAMP, and several people from Hockey Alberta that potentially did not have to be, however has been very helpful with the learning curve.
* Our current registration numbers are sitting at 54.
	+ Initiation - 11
	+ Novice - 3
	+ Atom - 14
	+ Peewee - 9
	+ Bantam - 4
	+ Midget – 3
* Tanya needs to do some work to get some errors corrected in the back end of the registration system regarding people who registered using credit card payment plans, as well as contacting all families who registered this way. She will complete this by the end of the week.
* Tanya needs the bingo credit list as people want to know how much they owe. Attempts to get this information to date have been unsuccessful. Lisa will try to get this information from Dawn. A discussion was had and Dawn (absent from the meeting) is ready and wanting to step down from her position as the Bingo Co-ordinator. Tanya will send an email out to the association that we are looking for someone to fill this role, as well she will forward Greg the information to put up on the Facebook page.
* Tanya submitted the letter to Hockey Alberta regarding Carter Huolt`s release asking for it to be rescinded. Wetaskiwin rejected it. She was directed form our zone 4 HA Rep to make contact with Bryden Burrell, Co-ordinator of Hockey Operations as he would be the final authority on this matter. A conversation was had, and he stated they are not willing to reverse the release as it was intentional and not an error. He will contact a secondary member on our board going forward if he receives a permanent release to ensure something of this nature does not happen again. His email with decision is attached.
* Conversation was had regarding a move with parent that was received from Beaumont Minor Hockey for Zander and Chayse Hein. More information was requested from the family as a move with parent is a permanent release. Tanya received the supporting documentation requested, had discussed with Greg the details for the purpose of having input and support from another board member without relaying all unnecessary specifics to the whole board for privacy reasons. Tanya and Greg are satisfied that this is a legitimate move. Tanya will approve it when it is re-submitted through Hockey Canada. If they move back into our zone, it would be up to Beaumont to send them back to us.
* If you know that you have not handed in your CRC, please get it to Tanya ASAP. If you know she has an old one, she will go through by the end of the week and let you know if it is still valid or if another one is required.
* Emails will be sent out reminding families to register even if they are not able to pay right now, as well reminding all Bantam and Midget parents that if their child wishes to play hockey this year, even though in the past we have not had teams for those divisions, they are still required to register them in Millet. Info will also be sent to Greg so he can post it on our facebook page.
* In a recent conversation with RAMP, it was brought to attention that whoever is the admin of the website has full access to everything on the website. For now Becky will remain the person to maintain the website primarily, however discussion was had and it was decided in the future this task should be taken on by whoever is in the position of PR ,as well as having a secondary person with access to it in case one is away or anything of that nature
* Greg made a motion that the Public Relations Co-ordinator be granted admin access to the RAMP website for the purpose of updating, maintaining and creating email addresses. Cindy seconded. All in favor, 1 abstained due to conflict of interest. Carried.
* As registration was the topic, Josh Van de Kraats brought up a question. His son Owen (Bantam) was registered in Millet last year as a first year player for $50.00. We declared NO Team and he went to play in Wetaskiwin where they had to pay full registration for him. Is he able to register him as a new player again this year because they were never able to actually have the advantage of the $50.00 year. Roger asked Josh to leave the room while we discussed. Greg noted historically, it is very uncommon to have a first time player in these higher divisions. A vote was held to allow Owen Van de Kraats to be registered at the first time player fee again, but that this is a one-time allowance due to circumstances out of our control. 7 in favor. 2 abstained. Approved that the Van de Kraats family will pay $50.00 this year for Owen.
1. **ICE CO-ORDINATOR** – James Rennie
* James already received confirmation from Meghan confirming the ice contract up to December 31/2017. The Ice is scheduled to be in September 18/2017. The rate has stayed at $85.00 this year. He provided us with a very well laid out schedule. Thank-You James!
* James did get ice times for Bantam and Midget. If we end up not needing them, it is easier to have the time now and give it back then to try get it later.
* Our teams have worked well together in the past if one needs extra ice time for a game that they can share/move things around to accommodate what works best for everyone.
* James did his best to limit Sunday morning ice time as there are people who attend church and have other commitments then; player turnout tends to be lower during that time.
* It would be very beneficial for all co-coordinators to decide on tournament dates and get these to James ASAP.
* Discussion around ice time on Remembrance Day. We will not be using any Ice time on November 11th, 2017.
* There are other dates that will be blackout dates around Christmas as well, that is still to be determined.
* Hockey Day in Millet is scheduled for Saturday January 13, 2018.
* A discussion was had about who is in charge of player development. Roger stated that as we do not have that role filled right now, it is the responsibility of the Vice President.
1. **REFEREE IN CHIEF –** Greg Lepage

**Atom and Novice Teams Discussion**

* We are estimating 23 novice registrants and 22 atom registrants. What options do we have for creating two teams? Discussion was had and there are many options, but none that will leave all parents satisfied.
* For the Atom Division, we had 12 kids coming up from one Novice team, 2 kids from the other Novice team and 8 Atoms in their second year. There is no ideal was to split these into two teams.
* Independent evaluators are an option, where they come in and score kids and then make the two teams equal based off the scores with no coach input whatsoever. Another option is Independent evaluators coming in and then the coaches using that information to create two teams, one higher and one lower tier team. Goalies would have separate evaluations. We are losing one Atom Goalie this year in a move with parent release.
* Josh mentioned we could do evaluations for Atom and just do first and second year teams for novice, it does not need to be the same process for both.
* Board members need to remember that these decisions needs to made in the best interest of the association and every child playing, not our own children if they are on any of these teams.
* Please everyone be thinking about this because we need to make a decision at the next meeting as tabling it again will not be an option. We need a decision to be made soon.
* Merge with New Sarepta was discussed earlier under Presidents report.
* The meeting was getting long and Greg kindly flew through his points and they were not all covered. If you have any feedback on the coaching requirements he provided to us last meeting, please email him your thoughts and we can discuss in July. As well, a date was not set to clean up the roof banners and replace the Millet Storm Flag. This date still needs to be set.
* Reminder again about the bylaws. Was discussed earlier under Presidents report. Please reference.
1. **PUBLIC RELATIONS –** Kelly Hofstra
* We will be partaking in the parade August 24/25. Sheldon generously offered the use of his truck, flat deck trailer and shop for decorating, Thank-You Sheldon!!
* Josh motions for PR (Kelly) to have a budget of up to a maximum of $500.00 for decorations, candy and other expenses for the parade. Lisa seconded. All in favor, Carried.
* At our last meeting a discussion was brought forward by Greg regarding Jeff Stevenson from the Wildside offering to make us a promotional video to show at the July 1st Movie in the Park Day, as well as us having it on a USB to use in other advertising such as on our website. Kelly received the pricing. They would normally charge $2,500.00 but are giving our association their cost price of $900.00 plus an extra $300.00 should be wish for them to advertise it on their website and facebook page as well. Greg made a motion for Jeff from the Wildside to make a promotional video and advertise at the park, and additionally on their website for a total cost of $1,200.00. Lisa seconded. All in favor, 1 abstained. Carried.
* Activity and Information Table at Harvest Fair. I do not have any notes on this. I believe it was not discussed.
* Government Grant. Please reference above in Treasurer Report regarding Roger contacting Bruce Hinkley.
1. **EQUIPMENT CO-ORDINATOR –** Sheldon Hanson
* Sheldon has had conversation with Jose.
* Sheldon and Cindy will go through the cages together to get an inventory on what we all have up there. Roger requested this information be forwarded on to him and Theo. It is recommended that this be completed by July 15 so we have enough time to order what we still need for the upcoming season.
* Sheldon will get the information he needs from Jose to change all the codes on the cages.
1. **BINGO CO-ORDINATOR** – Dawn Trent (not present)
* There was discussion regarding bingo earlier in the meeting, please reference under registrars report.
* Discussion around Millet Minor Ball and their assistance with May 13th Bingo. We will make a $600.00 donation to their association. Theo made a motion to give a $600.00 donation to Millet Minor Ball for their assistance. Josh seconded. All in favor, Carried.
* Due to the great difficulty filling summer bingos, it was decided to try and give back the August 4th date. Tanya will contact the Bingo hall right away and report back via email to everyone regarding the status of this.
* Dawn is stepping down, Tanya will send an email out and Greg will update the facebook page to put a call out to our members for this role to be filled.
* We need to assign bingos to the teams. This was tabled for the next meeting as we do not know the breakdown of the novice and atom teams at this time

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1. **MIDGET COORDINATOR -** Dawn Trent (not present)
* Nothing to Report
1. **BANTAM COORDINATOR** – vacant
2. **PEEWEE COORDINATOR** – Lisa Henschel
* Nothing to Report
1. **ATOM COORDINATOR –** Cindy McGrath
* Nothing to Report
1. **NOVICE COORDINATOR –** Lisa Henschel
* Nothing to Report
1. **INITIATION COORDINATOR** – Jennifer Overeem
* Nothing to Report
1. **OLD BUSINESS**
* Joyce Johnston was delivered flowers. Reference registrar report.
* Joyce Johnston is requesting our help to clean up a graveyard. Lisa will talk to Joyce about a date and let us know as this needs to be done ASAP.
* Bantam & Midget Status: Reference President & RIC Report. Waiting for New Sarepta to survey their parents. We need to survey our parents.
* CRC for board members: Reference Registrar report.
* Promotional Video: Reference PR report
1. **NEW BUSINESS:**
* Oilers 50/50 Program: Now 50/50 Applications for 2017/2018. Discussion was had about if we were accepted would be able to get aprox. 60 bodies which would be required. As this is a fun event most people like to participate in, we think this is manageable. Tanya made a motion for Kelly to send in the application. Cindy seconded. All in favor, Carried.
* Tournament Profits discussion is tabled to the next meeting due to the length of the meeting.
1. **TABLED/FOLLOW UP FOR NEXT MEETING:**

**PRESIDENT – Roger**

* Report on follow up with Bruce Hinkley re: government grant.
* Form completed at the bank for Theo to get signing authority.

**VP – Josh:**

* Set up your email

 **TREASURER – Theo:**

* Audit Follow Up
* Signing authority at the bank
* Progress on quick books being updated

**REGISTRAR – Tanya:**

* Was the Aug 4th Bingo status
* Have we had responses from association members about a bingo co-ordinator or 1660 governor?

**ICE CO-ORDINATOR – James:**

* Confirm Blackout dates around Christmas

**RIC – Greg:**

* Status of the Bantam/Midget Merger. How are we surveying our parents? Would you like an email sent out?
* Date to clean up banners
* Proposed Coaching Requirements was tabled.

**PR – Kelly:**

* Oilers 50/50 Application
* Activity and Information Table at Harvest Fair. I do not have any notes on this. I believe it was not discussed.

**EQUIPEMNT CO-ORDINATOR – Sheldon:**

* Inventory
* Change Cage Codes

**PEEWEE/NOVICE COORDINATOR -Lisa:**

* Joyce – Graveyard Clean Up

**ALL DIVISION CO-ORDINATORS**

* Get tournament dates in to James

**HOUSEKEEPING FOR EVERYONE**

* Go through bylaws
* Read through Roberts Report
* CRC in to Tanya
* Please be thinking about how we are going to create two novice and atom teams and be prepared to give your thoughts, so we can have a beneficial and positive conversation about it where a decision can be made about how we are moving forward.
1. **DATE OF NEXT MEETING:** Next meeting will be held Monday July 17, 2017
2. **ADJOURNMENT:** Roger adjourned the meeting at 9:30pm