

ARA Monthly Board Meeting

AGENDA & MINUTES

MEETING SCHEDULE AND ATTENDANCE (2016 / 2017 SEASON)	BOARD MEMBER (POSITION)	MAY 31	JUNE 21	AUG 9	AUG 23	SEP 6	OCT 4	NOV 1	DEC 6					
	Geoff Rice (President)		a	a	a	a	a	a	a	a				
	Kelly Boudreau (Vice President)		a	a	a	a	a	a	a	a				
	Jodie Amsing (Treasurer)	a	a	a	a	a	a	a	a	a				
	Jenaya Stewart (Secretary)	a	a	a	a	a	a	a	a	a				
	Tania Schwartzberger (Fundraising)	a	a	a	a	a	a	a	a	a				
	Scott Sinclair (Director of Coach Development)	a	a	x	x	x	a	a						
	Mark Sturby (Player Development)	x	x	x	x	x	x	a	a					
	Bob Smith (Equipment Manager)	a	a	x	a	a	a	x	x					
	Blair Schiffner (Ice Scheduler)	a	a	x	a	a	a	a	x					
	Lee Krause (Director of Officials)	a	a	a	a	x	x	x	a					
	Michell Strauss (Registrar)	a	a	a	a	a	a	a	a					
	Clara Leblond (ROF Tournament Director)	a	a	a	a	a	a	a	a					
	Kendra McIntyre (Volunteer Coord)	x	a	x	a	x	a	x	a					
	Kerri Sturby (Public Relations Coord)	a	a	a	a	a	a	a	a					
Jenn Rice (Zone 2 Rep)	a	a	x	a	a	x	x	a						
Others														
Notes														
ATTENDANCE: X = ATTENDED, A = ABSENT, AR= ABSENT SENT IN REPORT, AC=ABSENT CALLED IN (OUT OF THE 15 ELECTED ARA MEMBERS)														
MEETING DATE:		TIME CALLED:					Adopt agenda & minutes							
LOCATION HELD:		TIME ADJOURNED:												

AGENDA TOPIC

TIME ALLOTTED

LED BY

PRESIDENT MESSAGE

DISCUSSION	<p>President Report</p> <p>1.Goalie Development Coordinator position. I would like to motion to appoint Scott Campbell. Non-voting position for 1.5 years. .</p> <p>Main areas of the goalie program:</p> <ul style="list-style-type: none"> • Goalie Budget • Goalie Training • Goalie Mentorship • Goalie Rewards Program • Goalie Registration Incentives • Goalie Appreciation Day • Goalie Come Try It Day • Goalie Affiliation • Quick Change Gear for U10, follow link http://bit.ly/2s3GV1X
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Coaching Director, no takers - Mark had suggested he would be willing to take on the role. I would like to motion to appoint Mark as Coaching Director and open Player Development up to members to fill position.

Coaching Certification due December 15th. Issues - Coaches not able to sit on bench. Need to look into if more coaching courses will be added. Can Airdrie add one. Do we reimburse the costs?

Complaints/ Grievances..reffing issues Med Hat

- U12A team issues
- U12A parent concerns - ice time
- U12B Parent issue
- U14A team issue
- AMHA locker room issue - geoff to follow up.
- Affiliation problems - letter sent to all coaches
- Reffing issues
- U12C coach reprimand

Overage Players due Dec 15th

Play downs-- No Airdrie teams have applied (due date is Dec. 15)

Criminal Records Check - did this get overlooked? I thought Scott handled them. AA spring tryouts maybe dropped. Policy under review. Geoff responded to request Playdowns and Attendance. So far no one has applied.

Coach Evaluations - Geoff to create online form and send out

Bunny Bash—nothing confirmed yet. Need to form committee - any takers?

Sign Sadies Card - probably out till mid-january - will skate with team soon.

Coaching Follow Up Meetings, waiting to hear back from Graham and Peggy?

- coaches meetings should be held once a month

Evaluation Committee needs to be established.

Increase goalie budget

Asking Scott Campbell to be Goalie Development Coordinator

Goalie reward program-ribbons or tokens at young levels

Goalie appreciation day

Scott heads goalie committee, and will offer positions on the committee to help

Mark to switch from Player Development position to Coach Development position

Form grievance committee

If there is a second warning given to a coach, there will be a 3 game suspension. A coach was given a verbal warning and Kelly will write up everything involved in the verbal warning

Bunny Bash-form committee of Active Start, Step 1, 2 and 3

DECISIONS Geoff motions we vote to put Mark Sturby into Coaching Director position, Lee seconded; vote results unanimous yes for Mark

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Geoff to remove admin	Geoff	Jan.8th
Evaluation committee needs to be established	Geoff	Jan. 21st

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VICE PRESIDENT MESSAGE

DISCUSSION	Board members send agenda items 4 days prior to meetings Secretary-send out reminder 1 week before meeting		
DECISIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

TREASURER

JODIE

DISCUSSION	Volunteer commitment tourneys-do we do like hockey? Cheques to be written @ beginning of season for volunteers		
DECISIONS	Jodie motioned for a team cheque for ROF tourney at beginning of the year, Mark seconded, all in favor		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MICHELL

REGISTRAR

DISCUSSION			
DECISIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ICE SCHEDULER

BLAIR

DISCUSSION			
DECISIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DIRECTOR OF COACH DEVELOPMENT

SCOTT

DISCUSSION	Mark to contact Racheal Bushfield-not allowed on bench-under 14 (needs to take mentor course)		
DECISIONS			

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Scott	

ADVERTISING/PR

KERRI

DISCUSSION	Registration for Home and Garden show	
DECISIONS		
ACTION ITEMS		

ZONE 2 UPDATE

JEN

DISCUSSION	Zone 2 Update - nothing to report (no board) 1. Lethbridge and med hat U10 teams should be moved up.	
DECISIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

RING OF FIRE TOURNAMENT

CLARA

DISCUSSION	<p>Tournament Report</p> <p>1. Mid season survey? Should we send out a team/ARA/coaches review?</p> <p>2.ROF1 updates:</p> <ul style="list-style-type: none"> -Down again in cash donations and overall sales, raffle, booze & silent auction-before paying for March medals and player bags we made approx. \$4700 -5 less teams in ROF1 vs Nov.2016-due to no Zone 2 participation -Pick a Player-new format HUGE success, will repeat the new board but make it a set prize vs. 1/3 of the pot -Rath game-SUCCESS-also had 4 bags of food donation for the food bank -Games-had 1 shoot-out, for future need shoot out sheets for the box, will add to registration table duties -Complaints-one regarding Regina parent yelling at other teams player in the penalty box. Email sent to coach regarding incident -ice not yet paid for as there was an error in the invoice due to new system this year -Banners were signed by almost ALL the winning players from 2016 <p>ROF 2</p> <ul style="list-style-type: none"> -waiting for Corine to confirm schedule ok
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	-posting application Tuesday -secured sport accommodation for March-same booking program that Spruce Grove uses-we receive \$5 back from each room booked -planning meetings for ROF2 to start mid-January Add additional comments section for coaches evaluation (non coaching related)		
DECISIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

EQUIPMENT

BOB

DISCUSSION			
DECISIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DIRECTOR OF OFFICIALS		LEE	
DISCUSSION	Six new girls, but only 2 are reefing Girls are developing confidence Wants schedule to be able to give more notice to refs		
DECISIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

FUNDRAISING

DISCUSSION	<p>Fundraising Report</p> <ol style="list-style-type: none"> Documenting process re: complaint(s)/grievance(s) – re: last meeting VP had mentioned there was an issue brought up but it had been dealt with. What does this mean? Where did it go? Why was the board not advised as a whole? Where do complaints go? I know as a board we get cc'd on communications; however, was it the dealing process and where does it get filed for record? For example: Complainant lodged a complaint against Coach A. Person A, B, C met with Coach A to address. A course of action was created and follow-up with Coach A and the complainant was done in 30-days – resolving the situation OR indicating further address would be required. Good Questions...First year I have been involved with them. I believe some our complaints are housed binders in office. We should create online form to track them. I'll do this over Xmas break. Currently No formal Grievance committee in place. Only Case manager is appointed. A panel may be formed depending on issue. Unless formally written down in an email or letter, then we don't consider them serious. We will talk with complainants first. Kelly has dealt with some major issues. The discipline and complaints process is confidential involving only the Parties, the Case Manager and/or the Panel. Evaluation Committee – what progress has been made for next year?
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Evaluation Committee needs to be established in the next 3 weeks. Not sure why this hasn't been formed before season ends in the past.

- Bob is working on a summary on his thoughts about evaluations.
- We have no evaluation manual. We have an outdated policy.

Last year it was left up to myself to come up with a committee over the summer. I contacted the previous year committee and they agreed to come back on. Anne Moman designed the spreadsheet that works great.

Going forward personally I would like to see tryouts for the A levels along with mandatory second practices minimum once every two weeks.

This is the first year I've been on an A team doesn't have extra practices. I don't see any team taking on extra practices. Can't compete properly against teams that do.

3. Should coaches be selected first, then teams? Who do you want to coach the A team for example that you feel would be the best coach for that team to ensure a successful year. **Very Good point, but will depend on level of daughter as well. I would like to this happen if possible**

4. Some implementation for next year should be silent vote when there is any concern re: team allotment.

5. Overhaul to the player selection committee. I felt this year there was a very set way and it was almost intimidating / peer pressure to side with their judgement. **We can do a draft. Need someone to research other teams draft process. South Calgary has updated their evaluations. An evaluation manual will be ready by years end.**

6. Why is there never any action? As an outsider looking in, it appears there is a certain reserve when it comes to conflict and one would rather let it continue rather than address and attempt to resolve. **Most conflict is addressed, but kept confidential. Unless written down or sent through email, we don't have time to deal with gossip.. Much of the conflict can/should be dealt with at the team level not through board.**

7. As an association with as many new board members that we have, it appears there is absolutely no moving forward and we are allowing actions of previous years continue. While I can appreciate that we are all busy with our paying jobs, we as an association need to start taking a firm approach to people whom may be flexing policies to their advantage (and not just occasionally, constantly). **This is a tough one. Again it needs to be documented and verified. Can't rely on gossip or unsubstantiated actions. Most people complain but don't want to send in formal complaint.**

8. What is the status of new policies? We should have what we can have available for disbursement January 2018 – what are we waiting for?
Affiliation Policy currently on hold. We need to create an affiliation application similar to player release form....and add wording that any outside affiliates require board approval. We need to read through existing policies and see where issues are. Board needs to help Kara to edit current documents that don't make sense or need to be amended. Policies needed - look at other associations. We do need to update evaluation policy. Need to create a player move-up policy. others?

9. There seems to be a lot of outside the boardroom talk that is likely relative/applicable to the board as a whole. Maybe we should be having a meeting every 3 weeks to keep on top of issues/concerns that arise. **Good idea.**

10. This is most definitely a development year, not only for our athletes but for as an association. It appears there has been a lack of policy/procedure for so long, we are now paying the price. We are losing athletes from our already small association due to over-drama that appears to be happening this year. **Definitely agree. I still want to create a Development Committee to address why our teams historically have been at bottom of rankings. In part it is due to ice availability. I do also want to get our coaches more help.**

11. U12A – what happened after the highly inappropriate email Cam sent? What was address and by whom? To date, there has been no parent meeting to clear the air. There **should be ASAP** with our VP present (due to the conflict of our president). **I had put in a formal response and grievance. I was very upset with what had occurred especially addressed to whole team. I want to thank Kelly for the follow up. It's a very tough position to be in when**

	<p>dealing with coaches.</p> <p>12. That is all – it is my birthday tomorrow – 😊 Happy Birthday!!!</p> <p>13. Golf booked for June 16th (\$88 per person-includes dinner, golf, and cart)</p> <p>14. \$15,874 each team received \$1200 from Halloween fundraiser</p> <p>15. Calgary Flames game- received \$3771</p>
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DECISIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SECRETARY		
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DISCUSSION	<p>Secretary</p> <p>1. coaches meeting</p> <p>2. Why are items not getting addressed (admin, my concern about another coach...)</p> <p>3. How are groups picked? not discussed with board (evaluation committee, coach selecting committee)</p>
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DECISIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PLAYER DEVELOPMENT		
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DISCUSSION	<p>Player development</p> <p>The new girls are coming on the alternate Tuesday ice time. As of right now I believe we have 5 goalies on each week.</p> <p>Group 1 - Ava(On-ice), Kieren(On-ice), Jessie(On-ice), Cassie(Facility), Amelia(Facility)</p> <p>Group 2 - Ashlyn, Paeton, Mikayla, Alexis, Peyton - All on-ice</p> <p>On my end I am charging \$100 per ice time for 4 goalies and \$50 for my facility session based on 2 goalies. (overage being \$25/goalie)</p> <p>Since there are 5 per group totaling 10 girls I will just charge \$250 for everyone every 2 weeks.</p> <p>Other than that, it has been communicated to me that the budget is \$2100 this year. This works out to be 14 sessions for 6 goalies. With tax that will be \$2205.</p> <p>Need to check current costs.</p>
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DECISIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VOLUNTEER COORDINATOR		KENDRA
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DISCUSSION	
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DECISIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE