

**Chilliwack Minor Hockey Association**

**Board Meeting Minutes**

**October 15th, 2018**

**6:30pm**

**-Twin Rinks-**

**1. Attendance**

* **Presiding Officer:** Jeremy Mann
* **Secretary:** Sarah Stevens
* **1st Vice President:** Mark Luknowsky
* **2nd Vice President:** Andrea Laycock
* **Treasurer:** Krista Christiuk
* **Sponsorship Director:** Charmaine Surman
* **Tournament Coordinator:** Jennifer Kemp
* **RIC:** Doug Kemp
* **Hockey 1/2 Director:** Chantelle Bisschop
* **Hockey 3/4 Director:**  Michael Jordan
* **Atom Director:**  Kevin Naswell
* **Female Director:** Colleen Nerbus
* **Bantam Director:** Wiley Borg
* **Pewee Director:** Ross Holding
* **Midget & Juvenile Director:** Cindy Rhodes

**Guests:**

* **Equipment Managers**: N/A
* **Divisional coordinators:** N/A

**Absent with regrets:**

* **Director at Large**: Poma Dhaliwal
* **Co-RIC:** Connor McKracken
* **Director of Coach & Player Development/Coach Coordinator:** Mike Kind
* **Coach and Player Development:** Scott Lindhout
* **Ice Coordinator:** Craig Lehr

**2. Call to Order @ 6:33pm**

**3. Approvals**

* Motion to accept the board minutes from September 24th, 2018 by Colleen, Seconded by Andrea. All in favor, motion carried.

**Amendment:** September 24th board meeting minutes

* Team Snap – Andrea has more info coming – webinar
  + When we thought we were a part of the plot process we weren’t and will be integrated in January
  + Working with hockey Canada to expand
    - It is doing what it promised but we weren’t apart of testing.
    - Waiting for webinar hope to have up and running in April.
    - Returning and new registrants
* Motion to accept the amended board minutes from September 24th, 2018 by Andrea, seconded by Ross. 1 abstain, 11 in favor, 0 opposed, motion carried.

**4. President Update: Jeremy**

* Thank you, Mark, for helping out in the office while Brittany was on vacation
  + Conclusion: Brittany is overwhelmed but not her fault as she has many duties and responsibilities.
  + Mark looked at duties to see what could be passed on to directors and president/vice-presidents
  + Financials – where does Brittany end and where does Krista begin
    - Mark didn’t touch financials and doesn’t know what she does and what she should be doing
    - Krista – Brittany should be accepting payments, but Krista can post payments and pay vendors and utilities to help lighten the duties. She can list stuff that can be paid when she takes payments and help people with Team Snap. Krista will enter everyone and can be in charge of financial reports.
  + Coaching Credentials – Mike Kind Responsibility
    - Brittany inputs into HCR but Mike tracks
    - Mike - Coaching clinics and coaching level 1 and 2 etc.….
    - Brittany continue to do Criminal Record Checks (CRC), CATT and Respect in Sport
    - Colleen - but why have two in charge of credentials the coaching coordinator should be responsible. Discussion as a board – discussion has been made that we will redirect CRC to Mike and he will be responsible for credentials.
  + Andrea working on Brittany’s job description – Jeremy, Andrea and Mark to sit down and discuss – Mark boundaries where one job ends, and one begins.
    - Bring proposal to the board for approval
    - Bursting at the seems – need to help Brittany lighten the load segregate financials from office to help out.

Note: Credentials for board positions

* Treasurer is an important position so what happens when Krista leaves or something happens.
* Succession planning
  + We need to do a better job at handing off and vetting.

Note: Game sheets

* Can’t have no more than 5 officials listed
  + 1 head coach, 3 assistant, 1 Manager, 1 HSCP (up to 3 parent helpers allowed to be rostered per team as well but can’t list everyone on game sheet as said above the max is 5)
  + Need to inform teams of what the association allows for the number of rostered individuals per team.
  + Jeremy to email
    - directors to inform teams
* Apparel Policy
  + Jeremy getting emails on what’s allowed
  + The following as stated at the Coaches/Managers meeting:
    - As long as they used the proper logo(Dominant logo is CMHA one) and had the embroidery done at Sapphire the Board doesn’t care about fonts and names added etc….
* Electronic Game Sheets – BC Hockey
  + Game sheets gone as of December
  + Videos and demo system
  + Jeremy to sit down with the divisional directors and Coordinators and train the trainer
  + Done on smart phone or Wi-Fi (3g and 4g networks)
    - The City will allow us to upgrade the Wi-Fi
      * ask them what would be involved

Suggestions:

* + - Reimburse people for using the data?
    - Can download and fill out without internet then send once we have internet
    - Purchase iPad - Access control
    - Refs don’t sign?
    - How do refs get paid?
  + The implementation program will not be easy but we are expected to implement it
    - if it falls flat its not our responsibility
    - Jeremy to attend meeting
* Townhall Meeting
  + October 23, 2018
  + Krista may be able to come so she can answer any potential budget questions
  + Potential questions
    - Will fees go up next year – not answering yet to early in the season
  + Ice Coordinator attending– Answer any questions regarding Ice times
  + Mark, Andrea and Jeremy attending
* Late registrant players – Rep eligibility
  + Player X bantam A1:
    - Last year had a bad experience and didn’t want to play this year.
    - Registered in the summer then changed his mind but came out and watched and then asked if he could play this year
    - Bantam A2 – 1 spot available (16 spots of 17 one player went down to C) he’s a rep player and should be playing at this caliber.
    - The kid wants to play but balancing has already taken place in midget. If a player gets cut in midget, then they come down no spot available.
    - Wants to bounce back and play in a division he should be playing.
    - Email sent before meeting has more details if needed.
  + Potential issues brought up – Board Discussion:
    - Unfair he didn’t go through the process – pay rep fees and try outs
    - Could always play C and Affiliate up
    - Need a policy in place – Jeremy doesn’t believe its necessary as we do have precedence as a board
    - Would we allow late registration - allowed in C division as of right now.

Motion by Jeremy that CMHA approves the placement of the player in question to midget A2, second by Wiley. 0 in favor, 12 against, 0 abstentions.

**5. Treasurer – Krista**

* Money still in RBC account waiting for cheques to clear or stale date.
* Gaming grant not in our account yet
  + direct deposit
  + movement between accounts is a concern as getting money into the gaming account without having to transfer from the operating account. If we move money from the operating account can potentially lead to an audit of accounts.
    - Need to have a plan for the money:

Gaming grant, ice budget less – extra money in account now

* + - ideas:
      * More ice
      * skating development for players – initiation levels – farm it out – need multiple people. – contract people or company
      * more ice coming – make skating development as a part of a scheduled practice? Already get 800$ development budget which will stay talking more development for skating. Proposal?
      * Tell coaches we are sending someone out to practice no PO involved.
      * Implementation?
      * Conceive, cost and implement - Need Mike, Scott and Craig here
        + Talking about several lower divisions – 300 kids approx.
      * Clinics and help for new coaches in lower levels.
* Motion to accept the financial statement by Andrea , seconded by Mike Jordan . All in favor, motion carried.

**6. Divisional Reports**

* Hockey ½ - Chantelle – Attached to Agenda
* Hockey 3/4 – Mike
  + No update
* Atom – Kevin – Attached to Agenda
* Female – Colleen
  + Attended the PCAHA Coach/Manager meeting
  + Tied the first game
    - Girls were excited
  + PCAHA would like to see more female refs ref the female games
    - only have one left and she refs’ higher level
    - PCAHA would like to see more female refs – Association to advertise
  + Underage approved
* Bantam – Wiley – Attached to Agenda
  + Suspensions coming in now
  + Midget goalie moved down to bantam (overage exemption)
    - AP up to midget if they need a goalie
    - Appeal PCAHA as they don’t have a policy and told us no to AP as it’s an overage exemption
    - Wanda keeps going back and forth with exemption, but paperwork is signed, and she has paperwork.
    - He can skate in practice but cannot be on the bench for game. Not apart of team yet until Jeremy gives the go ahead.
* Peewee – Ross
  + Smooth and balanced
  + Movement done
  + 2 teams
  + Need a coordinator still
* Midget and Juvenile – Cindy
  + Midget
    - Moved some players and still not balanced
      * Will watch more to determine
    - Suspensions already
      * Coach - 4 game suspension – player jumped the bench and fighting
  + Juvenile
    - Have a team
      * Pressure with provincials coming
    - Need to pay
    - Will start off horrible last-minute team
    - Need a manager

**7. RIC Update – Doug**

* Safety Equipment issues
  + Refs checking player equipment and finding the following:
  + Chin straps too low
    - 1 coach got a 3-game suspension from it
  + HCSP and Coach responsibility to check player equipment
    - Doug to draft an email
      * Outline what the refs are looking for
    - Mark and Jeremy to look at and send to teams to be safe.
    - Liability and child’s safety concern needs to be taken seriously
* Games scheduled during tournaments and not enough refs for everything
  + PCAHA won’t cancel games, not ideal but out of our control

**8. Sponsorship – Charmaine – Report attached to Agenda**

Board Comments - Fantastic work, thank you Charmaine!

Discussion:

* Hasn’t spoken with all businesses as she doesn’t have the contracts from last year
* Business she has contacted are not happy:
  + mix ups with jerseys
  + Contract mix ups with numbers
* Communication through phone or in person will mend fences and businesses are appreciating the effort so far
* Jeremy still can’t find contracts – should have a paper copy or e copy – ask Brittany
* Copies made for future, so they can be found

Suggestions:

* Possibility to have contracts signed and ready at the end of the season to be ready for next season.
* Pennies instead of evaluation jerseys which will give extra time, so we can get ready with name bars.
  + This would potentially fix logistics
  + Look at options – source and price – coordinate with Jason the equipment manager

**10. New/Outstanding Business**

* Honorariums
* Vote on Coaches
* Development Rates
  + Defer all 3 above items until the next meeting
  + Need Mike Kind and Craig in attendance
* Registration for next year
  + Process – Address Brittany’s office workflow
  + Andrea and Jeremy to discuss – Proposal needed – Take off-line for now
* 1st Vice- President – Mark
  + Dressing Rooms at Prospera during Showcase weekend
    - States in contract with city that Chiefs need dressing rooms
    - Andreas answer – we can have ice with no dressing rooms or no ice. Discussion over.
* Team Fees and balancing process – Colleen
  + Can’t micro manage, so its up to the teams to decide on team fees and tournaments.
  + Teams can go t their Director if it becomes a problem
  + Add to the Coaches/Manager meeting next year
  + Who does the evaluating? As its not written down in balancing document/policy
  + Board comments – coaches do it
    - Coaches not showing up though – complaint
    - Add to policy
    - Take away and look into

**11. New meetings are scheduled for:**

* Town Hall: October 23, 2018
* Board Meeting: November 19th, 2018 at 6:30pm, Twin Rinks, Fraser Room

Motion to adjourn by Andrea, seconded by Wiley. All in favor, motion carried.