



**Chilliwack Minor Hockey Association
Board Meeting Minutes
August 19th, 2019
6:30pm
-Sardis Sports Complex-**

1. Attendance

- **Presiding Officer:** Andrea Laycock
- **2nd Vice President:** Teresa Armstrong
- **Director at Large:** Ross Holding
- **Secretary & Tournament Coordinator:** Sarah Stevens
- **Treasurer:** Krista Christiuk
- **Player and Coach Development Director:** Jason Tatarnic
- **Public Relations and Sponsorship:** Charmaine Surman
- **Hockey 1/2 (Initiation Minor/Major) Director:** Chantelle Bisschop
- **Hockey 3/4 (Novice Minor/Major) Director:** Avalon Daugtrey
- **Female Director:** Taya Kuznik
- **Peewee Director:** Chase Porter
- **Bantam Director:** Colin Prachnau
- **Midget & Juvenile Director:** Cindy Rhodes

Guests:

- **Past President:** Jeremy Mann
- **Website, Register and Office Administrator:** Brittany Rhodes

Absent with regrets: Board Members

- **1st Vice President:** Mike Jordan
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw

Absent with regrets: Appointed and Guests

- **RIC:** Connor McCracken
- **Coach Coordinator Rep:**
- **Equipment Manager:** Jack Surman
- **Ice Coordinator:** Ron Richardson
- **Divisional Coordinators:**

2. Call to Order @ 6:32pm

3. Action Items: June 17th to Current

No	Action Item	Assigned	Due	Completed	Outcome
1	Constitution & Bylaw Review & Update	Committee: Andrea, Teresa, Cindy, Tonya and Francesca			
2	Gift card purchase for thanking members who volunteered for AGM and nominees committee	Lee and Krista		Yes	
3	Create and Post Job Descriptions for Equipment Manager and Ice Coordinator	Andrea		Yes	
4	Development Equipment Order	Jason and Krista		Yes – July 16 th , 2019	
5	A3 Decision	CMHA Board of Directors		Yes – July 17 th , 2019	
6	Interview Questions Document	Teresa		Yes	
7	Interview candidates for Equipment Manager and Ice Coordinator Positions	Andrea, Teresa, Kim and?		Yes – July 15 th & 16 th , 2019	2 candidates hired
8	Peewee and Juvenile A1 Coach Decision “Motion by Mike to announce A1 coaches except Peewee and Juvenile, seconded by Chase. 1 abstention (Teresa) rest in favor, motion carried”	Coach Selection Committee	ASAP		
9	Signs to be posted in Arenas: <ul style="list-style-type: none"> • Parent/player conduct • No Cellphones in dressing rooms. 	?	ASAP		
10	Cell phone bins purchase – waiting on pricing from Lee	Equipment Managers and Lee	ASAP		
11	No cell phones policy	?			
12	Development Proposal - FAQ sheet for membership	Jason			
13	AP Guidelines	Teresa			
14	Rep Tryout Policy – Players sick or away etc...	Jason		Yes	
15	Team Apparel Purchasing Policy	?			
16	Samples and Pricing from Cheam & Sapphire	Andrea			
17	Hockey Day in Chilliwack Date to be decided	CMHA Board of Directors			
18	Draft date decision – 2 days	CMHA Board of Directors		Yes	September 18 th and ???
19	Signs in Display Case - quotes	Brittany and Charmaine			
20	New Rink CMHA Celebration Date	CMHA Board of Directors	ASAP	Yes	September 21 st 11:45-1:45pm
21	Inventory of Equipment Rooms	Equipment Managers			
22	Team Fee Policy	Teresa			
23	Request – Financial report to include AP and AR breakdown (more details)	Krista		Yes	

24	2020 BC Hockey Bantam Tier 1 and Bantam Tier 3 Championships Host	CMHA Board of Directors			No decision right now – tabled until October 1st
25	Name bar - policy and plan	?			
26	Rep Prep Proposal 2020 season	Jason			
27	Development Coach rate – pay scale proposal 2020 season	Jason			
28	2020 Registration Process revise	CMHA Board of Directors			
29	Review Office admin employment contract	Andrea			
30	Rep Tryout cancellation policy for 2020 season	Jason			

4. Approvals

Motion by Taya to approve the minutes from the July 31st, 2019 meeting, seconded by Avalon.
All in favour, motion carried

5. Appointed Positions and Committee Reports:

- **RIC** – Connor
 - Nothing to add on my end at the time. Season is quickly approaching so will be sending out emails to all officials regarding start up, As well as new officials from waitlist in the coming weeks.
- **Ice Coordinator** - Ron – No Report
- **Equipment Manager** – Jack – No Report
 - Juvenile Jersey order (to replenish)
 - Need 14 (hold 25 on roster not 19)
 - No goalie jerseys
 - Cindy motions to have 2 complete Juvenile sets, seconded by Colin. All in favour, motion carried
 - Having issues with name bars being sewed on and ripping off
 - Come up with a plan and policy
 - Equipment Room Entry
 - Prospera – Jack and Charmaine going in and light on? Know they turned off
 - Might be wired with another switch – take account of were the light switch is (which position) – label
 - Stuff may have been touched
 - Andrea will check cameras again
 - No inventory of what we have so they are currently doing it
 - Get final numbers for teams
 - Get organized and set for all pickups
 - Midget still registering
 - Initiation goalie sets short – Krista told jack to price out
- **Tournament Coordinator** – Sarah
 - Potential ice issues still this season

- BC Hockey
 - Decided to run its own AAA Bantam Tournament Thanksgiving weekend
 - We cancelled our AAA Bantam and merged with the other Bantam Tournament due to conflicts so not sure why they think they will be successful
 - Taking ice from association when we should have gotten back
- Tournament dates
 - Atom Tournament in January this year
 - Be prepared for complaints from membership as less ice will be available due to two tournaments running
 - Directors remind their coaches/managers to book their away tournaments when CMHA is hosting
- **Rep Evaluation Committee**
 - Dressing room supervision during tryouts
 - Jason's Evaluation Responsibilities and Guideline document suggests actual coaches of each division trying out to monitor rooms
 - Email going out to parents
 - Scrimmages for tryouts – game numbers and health and safety person – grey area – pacific coast says yes – best to do it – if someone gets injured and parents complain then issue – so do it – ref on ice need game number – HiSport – no game sheet
 - Meals for coaches during Rep tryouts and C Division Evaluations
 - Krista motions that any evaluator gets \$15 per diem for each day through penguin, seconded by Chantelle. All in favor, motion carried
 - Rep Prep Next season 2020
 - Jason to prepare a proposal for January/February
 - Set development rates for coaches – Next season 2020
 - Jason to provide a proposal for pay scale

6. Public Relations and Sponsorship Update – Charmaine

- CMHA Grand Opening for SSC – Date September 21st
 - Celebration
 - Family Skate
 - By donation
 - Leave to penguin – not doing anything to compete
 - 500 cupcakes while supplies last
 - Mike – canucks player possibility
 - Bruiser – midget kids to volunteer
 - Gift baskets
 - Equipment
 - Skate rentals
 - Make sure Leonard is available

- Helmets and gloves must be worn
- Letters to businesses for donations
- We will still be a part of the cities grand opening with table
 - Rep tryouts at same time
 - Doors open 3:30
 - Give away Atomic tuques
 - Need a banner
- Vancouver Giants 50/50
 - Minimum to sell - 300
 - Tickets cost us \$14.00, we sell for \$20 and make \$6.00
 - Whose getting license?
 - What's the cut?
 - We respectfully decline

Andrea asked to leave:

- Chiefs sponsorship
 - Lee, Jason, Sarah and Charmaine met to discuss what we want in return for sponsor bars on AAA Bantam jerseys
 - It was decided that Charmaine sends Barry our standard Sponsorship contract
 - Unresolved and the season is about to start
 - Charmaine to email Barry again with new offer
 - Deadline August 30th to resolve or sponsor bar will come off

7. Registrar, Website and Office Administrator – Brittany

- Registration Update
 - Midget:
 - Waitlisted goalie issues
 - Rep goalie didn't register in window so waitlisted even though they may evaluate higher than other goalies
 - Can't play in C division either – declare September 15th
 - Review policy and make air tight – correct situation – potential for more teams
 - Pacific coast could approve 3 goalies for a team but that's too many need to stick with 2
 - Some registered players have not paid fees
 - Email to be sent out stating that if you do not pay you will lose your spot as there is a waitlist
 - If you don't pay, you're not rostered
 - Player was able to register for rep tryouts but not main registration
 - Fix for next year, a process must be followed where it won't allow you to skip main registration
 - Set up multiple registration dates
 - early bird, regular, late
 - Work on policy for next season to include financial incentives

- Proposal for December 31st
 - Krista – review fee policy – table
 - Let all waitlisted players try out and hold fee
 - Refund if payed if payed already
 - Policy states - After September refunded minus 75\$
 - Taya makes a motion that everyone participates in evaluations including waitlisted players (receive refund if paid already), seconded by Teresa. All in favor, motion carried
 - Cindy motions anyone in main registration who has not paid by august 7th be moved to a waitlist for their respective division, seconded by Colin. All in favor, motion carried
- Brittany on vacation – October 4-11th and November 21 -28th
 - Office coverage?
 - Will check email

8. Treasurer's Report – Krista

- Sarah motions to approve the Financials as presented, seconded by Chase. All in favour, motion carried
- Request: Development revenue
 - Separate into more detail
- Income statement with comparison to the 2019/2020 budget as of July 31, 2019 (Attached)
- Cheques issued from May to July (Attached)
- GL's for the finance charges for the CMHA main account (Attached)
- Receivables list (Attached)
- Board members please review the request to open team bank account letter (Attached)
 - Board approves
- Office Assistant
 - Timesheet
 - More details
 - Effective immediately the office assistant is no longer needed
 - Next time we advertise position
 - Job description and expectations
- Office Admin
 - Need to be clearer on our expectations for Brittany
 - Better evening hours
 - Review employment contract
- Midget Hold Fee
 - May 1 to 31st – A Player can pay \$100 to hold spot
 - Come back they pay \$150 rep tryout fee
 - Don't have to come to tryout but will have to be evaluated on own
 - Rep – full roster? Knocks kids down

- Administration fees for players registering and then cancelling along with cancelling for any camps.
 - Policy – Jason put in proposal
- Request from Connor McCracken to reimburse him for his Level 4 upgrading.
 - Motion by Krista the we will not cover Connors fee for level 4 upgrading, seconded by Ross. 6 in favour, 1 abstention and 4 no – motion carries
 - Chase motions to pay the RIC their carding fee every season, no seconder. Motion defeated
 - Jason motions to pay the RIC 50% of their carding fee every season, seconded by Chantelle. All in favour, motion carried

9. Officer Reports:

- **President** – Andrea
 - Samples from Sapphire and Cheam for team wear
 - Board looks over
 - Dealing with a suspension issue that happened end of last season but the player wasn't notified and may now impact the players start with his Jr. B team
 - Sent letter to BC Hockey thanking them for the opportunity to be a part of their tournament but respectfully decline.
 - Tablets for the rinks – high cost to association – other ideas?
 - HiSport (electronic game sheets) replaces paper game sheets – mandatory this season
 - Team uses their own phone (Manager, Coach or parent volunteer)
 - Give every team 50\$ to cover data costs – total cost approx.: \$2700
 - Motion by Chantelle that \$50 goes into each team account to cover data charges for using HiSport (electronic game sheets) excluding hockey 1 and 2, seconded by Chase. All in favour, motion carried
- **First Vice-President** – Mike
 - Discipline committee is running smoothly
- **Second Vice-President** – Teresa – No Report

10. Divisional Reports:

- **Hockey ½** - Chantelle - No Report
- **Hockey ¾** - Avalon - No Report
- **Atom** – Lee - No Report
- **Female** - Taya
 - Bantam team decision
 - Sent email no response
 - Coordinator issue/removal - stepped down on their own
 - Discuss possibly setting some guidelines to minimize/eliminate parent ultimatums
 - No one technically registered for female – no drop-down box in registration to choose this option so everyone registered for co-ed
 - Changes for next year:

- Charge a fee to transfer back to coed
- Make sure we have drop down box to select female
- **Bantam** – Colin - No Report
- **Peewee** – Chase - No Report
- **Midget** – Cindy - No Report
- **Juvenile** – Cindy - No Report

11. New/Outstanding Business

12. Next meetings scheduled for:

Date: September 19th, 2019

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Board Meeting

Status: BOOKED

Date: October 1st, 2019

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Coach &

Manager Meeting

Status: BOOKED

Conflict with PCAHA

Date: October 8th, 2019

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Town Hall-Parent

Meeting

Status: BOOKED