



**Chilliwack Minor Hockey Association  
Board Meeting Minutes  
April 28<sup>th</sup>, 2020  
6:30pm  
Virtual – Go to Meeting**

**1. Attendance**

- **Interim Presiding Officer:** Mike Jordan
- **2nd Vice President and Website:** Mark Luknowsky
- **Interim Treasurer, Secretary & Tournament Coordinator:** Sarah Stevens
- **Director at Large:** Ross Holding
- **Public Relations and Sponsorship:** Charmaine Surman
- **Hockey 1/2 (Initiation Minor/Major) Director:** Chantelle Bisschop
- **Hockey 3/4 (Novice Minor/Major) Director:** Avalon Daughtrey
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw
- **Female Director:** Taya Kuznik
- **Pewee 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:** Vacant
- **Player and Coach Development Director:** Vacant

**Absent with regrets: Appointed and Guests**

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

## 2. Action Items:

Action Item	Assigned	Due	Completed	Outcome
Constitution & Bylaw Review & Update Policies and Bylaw update	Lawyers - Mike	30 days prior to AGM		
Signs to be posted in Arenas: <ul style="list-style-type: none"> <li>Parent/player conduct</li> <li>No Cellphones in dressing rooms.</li> </ul>	Board of Directors	ASAP		
Committee planning	CMHA Board of Directors			
AP Guidelines	Teresa	ASAP		
Equipment Rooms – Inventory, clean up and organize	Equipment Managers			
Discuss plan for replacing jerseys next season	Jack and Board	Early 2020- new season planning	Completed	No jerseys for next year 2020 – reassess for 2021
Name bar - policy and plan	Charmaine			
Review Office admin employment contract	Andrea – Mike took over		Completed	Current contract is missing some info that's covered by employment standards act but to be added with more clarity when contract is up for renewal
Director Job descriptions and duties	CMHA Board of Directors			
Team policies on showers	Teresa and Chase			
Pre Hockey Idea	January	Early 2020- new season planning		
Association Calendar to be displayed in office – create a draft for now	CMHA Board of Directors	Early 2020- new season planning	Donated – in office as of January 2020	To be filled in and posted
Locker Room Policy	Mike	ASAP		
Tournament planning/schedule for 2020 season	Sarah and Jeremy	Completed but not approved depends on ice we receive from city – Practice and game slots come first		

Female Advertising Proposal	Taya	ASAP	Completed March 12 <sup>th</sup> , 2020	Advertising will be done via posters, social media and a video?
Team Fee Policy	?	Early 2020- new season planning		
2020/2021 Registration Process	CMHA Board of Directors	Early 2020- new season planning	Completed March 12 <sup>th</sup> , 2020	Late fees, dates and 3 <sup>rd</sup> party funding rules
Fee Advertising – website/email Registration details with fee, dates and late fees – include 3 <sup>rd</sup> party info and ramp user fee info	Brittany			
Registration fees for 2020/2021	Francesca	ASAP	Completed March 12, 2020	Fees staying the same as 2019/2020 season – even though ice costs increase every year
Ice Contract 2020/2021 Season	Mike and Ron	ASAP ???		
Development Proposal - FAQ sheet for membership	Jason	Early 2020- new season planning		
Development Coach rate – pay scale proposal 2020/2021 season	Jason	Early 2020- new season planning		
Rep Prep Proposal 2020/2021 season	Jason	Early 2020- new season planning	Sent board proposal hasn't been approved	
Rep evaluation process 2020/2021 season	Jason	ASAP		
Atom Pathways 2020/2021 – Rep Tryout process	Jason	ASAP		
Rep Tryout cancellation policy for 2020/2021 season	Jason	Early 2020- new season planning		
Player and Coach development paid position consideration				
Coach Selection Committee – coach applications	Board of Directors			
Election Policy and Nominations Committee	Jeremy			
Board positions open and nominees posted on website and emailed	Jeremy			

Townhall Date	Board of Directors	ASAP	Completed	No townhall
AGM Date	Board of Directors		In progress	June for now
Hockey Day in Chilliwack – Postponed or cancelled	Board of Directors	ASAP	Completed	Cancelled
Rink Board Dividers	Equipment Manager	Postponed until further notice with Covid-19		

### 3. Call to Order: 6:33pm

- Welcome

### 4. Approvals

- Motion by Cindy to accept the April 14<sup>th</sup> board meeting minutes, seconded Ross. In favor (8), none opposed, motion carried.

### 5. New/Outstanding Business

- City
  - 2020/2021 Ice contracts on standby
- Petition
  - Not Hockey related but supported by most of the Board. However, as it nots related to CMHA the association cannot advertise. As individuals the board can support to help promote.
- AGM plan/dates
  - June 30<sup>th</sup>
  - Jeremy will submit the policy for review and positions up for renewal
- Bylaws update
  - Sorensen Smith LLP updating and should have done and submitted to the board by the next meeting
- Jersey/Equipment Return
  - Equipment managers to sort our logistics and game plan
  - BC Hockey First aid kits requirements
    - Mike will look into
  - Rink Storage
    - Purchase container
    - Explore more options for storage
    - Better utilize what we have and clean up storage room at Twin rinks
- Referee Assigning Centre
  - Mike to email [rac@pcaha.ca](mailto:rac@pcaha.ca)
- Registration Fee
  - Look at later in the year for 2021.
  - Rep vs. C division fees and ice time for 2019/2020 committee
    - Sarah, Mike and Jeremy
- Tournament Viability
  - BOOK THEM, cancel later if it comes down to that
  - Better allocate the ice make sure it's used. See what BC/Hockey Canada says further
  - Provide clearer information to membership on ice usage (as per fees members pay)
- Ice

- Coordinator next year? Program for next year ice?
- Jaime Young set up Abby with it. Fee tbd, he would also manage it.
- Mike will get the program going
- Confidential - Update
  - As per Mike. CMHA decides the outcome.
- Financial update
  - Next Board Meeting
  - Bookkeeper still working hard on updating
  - 20/21 Budget Proposal – postponed until financials are updated.
- Ref Incentives
  - Reimbursement of carding fees based on games completed
  - Based on Connors proposal → Sent to the Board
  - 24 Hours then decide by email vote
- RIC - Honorarium/pay carding fees
  - Pay Connor for the work and have an honorarium for the next RIC.
  - Motion tomorrow evening for email vote.
- Coaching Applications
  - Ross put forward applications House & Rep
  - Lee motions to release the applications and post on our website Asap, second by Avalon.
 All in favour (8), motion carried.

#### **6. Next meetings scheduled for:**

Date: May 12th, 2020

Time: 6:30pm-8:30pm

Room: Virtual – Go to Meeting

Purpose: Board Meeting

Status: Booked

Motion to adjourn by Cindy, seconded by Chantelle. All in favour, motion carried

#### **Motions by Email:**

May 5<sup>th</sup>

Chantelle motions that Jack can order Jerseys and pucks (invoice provided to board) from Cheam Sports, seconded by Avalon. In favour (9), 1 abstention, motion carried.

May 5<sup>th</sup>

Sarah motions that we reimburse all the refs the amounts listed on conned ref incentive spreadsheet totaling \$2781.00 and that we issue Connor a \$750.00 honorarium for his hard work this season, seconded by Colin. In Favour (7), motion carried.

May 6<sup>th</sup>

Sarah motions that CMHA forgives the debt of \$47.00 in ref money that's owed back to the association by Novice 3.2 for the 2019/2020 season, seconded by Chantelle. In Favour (9), motion carried.