



**Chilliwack Minor Hockey Association
Board Meeting Minutes
December 10th, 2019
6:30pm
-Sardis Sports Complex-**

1. Attendance

- **Interim Presiding Officer:** Mike Jordan
- **2nd Vice President:** Teresa Armstrong
- **Treasurer:** Krista Christuik
- **Secretary & Tournament Coordinator:** Sarah Stevens
- **Public Relations and Sponsorship:** Charmaine Surman
- **Player and Coach Development Director:** Jason Tatarnic
- **Hockey 1/2 (Initiation Minor/Major) Director:** Chantelle Bisschop
- **Director at Large:** Ross Holding
- **Pee wee Director:** Chase Porter
- **Bantam Director:** Colin Prachnau
- **Midget & Juvenile Director:** Cindy Rhodes

Guests:

- **LLT**

Absent with regrets: Board Members

- **1st Vice President:** Vacant
- **Hockey 3/4 (Novice Minor/Major) Director:** Avalon Daugtrey
- **Female Director:** Taya Kuznik
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw

Absent with regrets: Appointed and Guests

- **Website, Register and Office Administrator:** Brittany Rhodes
- **Equipment Manager:** Jack Surman
- **Ice Coordinator:** Ron Richardson
- **Past President:** Andrea Laycock
- **RIC:** Connor McCracken
- **Divisional Coordinators:**

2. Call to Order @ 6:34pm

3. Action Items: Completed

Action Item	Assigned	Due	Completed	Outcome
Gift card purchase for thanking members who volunteered for AGM and nominees committee	Lee and Krista		Yes	
Create and Post Job Descriptions for Equipment Manager and Ice Coordinator	Andrea		Yes	
Development Equipment Order	Jason and Krista		Yes – July 16 th , 2019	
A3 Decision	CMHA Board of Directors		Yes – July 17 th , 2019	
Interview Questions Document	Teresa		Yes	
Interview candidates for Equipment Manager and Ice Coordinator Positions	Andrea, Teresa, Kim and?		Yes – July 15 th & 16 th , 2019	2 candidates hired
Cell phone bins purchase – waiting on pricing from Lee	Equipment Managers and Lee	ASAP	Yes	Using Puck bags
No cell phone policy	Teresa	ASAP	September 20, 2019	Posted on website & Coach/Manager Meeting
Rep Tryout Policy – Players sick or away etc...	Jason		Yes	
Team Apparel Purchasing Policy	Andrea	ASAP	September 17, 2019	Posted on website & Coach/Manager Meeting
Samples and Pricing from Cheam & Sapphire	Andrea		Yes	Brochure/Website link
Draft date decision C Division	CMHA Board of Directors		Yes	September 16-22nd
New Rink CMHA Celebration Date	CMHA Board of Directors	ASAP	Yes	September 21 st 11:45-1:45pm
Request – Financial report to include AP and AR breakdown (more details)	Krista		Yes	
Hockey Day in Chilliwack Date to be decided	CMHA Board of Directors			March 14 th , 2020
Signs in Display Case - quotes	Brittany and Charmaine			Completed and installed
Rep Coach Honorariums	Board of Directors	ASAP	Dec 10 th , 2019	Noted in minutes

3. Action Items: To Be Completed

Action Item	Assigned	Due	Completed	Outcome
Constitution & Bylaw Review & Update Policies and Bylaw update – permission to use Semiahmoo as resource	Committee: Andrea, Teresa, Cindy, Tonya and Francesca			
Signs to be posted in Arenas: <ul style="list-style-type: none"> Parent/player conduct No Cellphones in dressing rooms. 	Board of Directors	ASAP		
Development Proposal - FAQ sheet for membership	Jason	Early 2020- new season planning		
AP Guidelines	Teresa	ASAP		
Inventory of Equipment Rooms	Equipment Managers			
Team Fee Policy	Teresa and Krista	Early 2020- new season planning		
Name bar - policy and plan	Charmaine			
Rep Prep Proposal 2020 season	Jason	Early 2020- new season planning		

Development Coach rate – pay scale proposal 2020 season	Jason	Early 2020- new season planning		
2020 Registration Process revise	CMHA Board of Directors	Early 2020- new season planning		
Review Office admin employment contract	Andrea			
Rep Tryout cancellation policy for 2020 season	Jason	Early 2020- new season planning		
Discuss plan for replacing jerseys next season	Jack and Board	Early 2020- new season planning		
Rep evaluation process 2020 season	Jason			
Director Job descriptions and duties				
Team policies on showers	Teresa and Chase			
Pre Hockey Idea	January	Early 2020- new season planning		
Player X Hockey fund request	Board of Directors	November 12 th - tabled		
Association Calendar to be displayed in office – create a draft for now	Board of Directors	Early 2020- new season planning		
Locker Room Policy	Mike	ASAP		
Tournament planning/schedule for 2020 season				
Tournament Coordinator Expense Policy	Teresa	December/January		

4. Approvals

- Motion by Cindy to accept the minutes from the November 12th board meeting, seconded by Colin. All in favor, motion carried.

5. Appointed Positions and Committee Reports:

- **RIC** – Connor
 - No report
- **Ice Coordinator** - Ron
 - Emailed, no update
- **Equipment Manager** – Jack
 - No report
- **Tournament Coordinator** – Sarah

Tournament Coordinator – Sarah

- Meetings this week to check in with committee on status of everyone’s jobs
- We have received a few In-Kind sponsorships
 - Cottonwood offering 2 for 1’s for teams during all tournament weekends
 - 4th Dimension Escape Room offering discount to teams for Bantam Tournament
- Bantam – 30 teams
 - Schedule done
 - Electronic program this year
 - Social media will be used during tournaments to give updates. We will be promoting teams to follow us on Instagram and facebook.
 - Have a live scoreboard on ramp I need to figure out how to use
- Atom – 32 teams plus 4 Female teams

- 1 A3 dropped out need to fill spot
 - Female teams keep dropping out or don't fit into flight we can accept, only 1 interested
 - Working on schedule so issues above need to be sorted out asap
 - Hockey ¾ - 29 teams registered so far out of a possible 32
 - Almost Full
- **Coach Coordinator** – Lee
 - Not much to report except we still have a few coaches missing some certifications or online courses etc.
 - We are just finishing up getting everyone approved and should all be completed Dec15th
- **Registrar and Website** – Brittany
 - No report
- **Website** – Mark
 - There is a new app scheduled to be rolled out by RAMP in January. They realize the current one is loaded with issues that are out of their control (3rd party app) but they do seem to be concerned and dedicated to making that better.
 - I have had some issues with getting support from their IT department but I have gone to the top of RAMP and discussed that with the CEO and it has been better as of late. The website itself is strong and suited for what we do, many things I like but also many that I will be working on RAMP to change (we don't need a Standings or League Leaders tab etc) but that will take some time of course.
 - Need some articles to post on the website though. Anything about a team or an individual or some sort of an event that might interest the membership. Right now we have no news articles on the website.

6. Treasurer's Report – Krista

- Presentation by LLT
- Motion by Krista that we have reviewed the auditor's financials for the 2018/2019 season, seconded by Teresa. All in favour, motion carried
- Questions from the board:
 - Help with player registration/planning?
- Funding approvals
 - Motion by Krista that the CMHA Funding account covers registration fees totaling \$1,840 for Players A & B, seconded by Chase. All in favour, motion carried
 - Reach out to family that we received notice from membership regarding situation and if they are comfortable taking refund
 - Need to create a formalized policy
 - look at in January with committee
 - Transparency – consistency and guidelines if refunding money
 - Motion by Krista that the credit balance from Lace Em Up funding on Player C's account for \$360.50 be issued as a gift card from Cheam Sports to cover equipment, seconded by Colin. All in favour, motion carried
 - Motion by Krista that Player D is not charged Peewee Registration fees but pays the Atom rates as he was asked to move up due to a goalie shortage, seconded by Chase. All in favour, motion carried

- Motion by Krista for the CMHA Funding account to cover the remaining fees of \$370 for Player E who received \$550 in 3rd party funding, seconded by Chase. All in favour, motion carried
- Motion by Krista to write off the unpaid registration fees from 2018/2019 season to bad debts for two Juvenile players who have aged out seconded by Cindy. All in favour, motion carried
- Association/Tournament Swag purchase:
 - Motion by Sarah that the office account be charged for all tournament merchandise and each tournament billed separately for merchandise used, seconded by Teresa. All in favour, motion carried

7. New/Outstanding Business

- Confidentiality
 - All board members please keep a copy of your signed agreements and read over for a refresh
 - If board members run into each other outside of meetings, be aware of environment and surroundings. You can talk to spouses but make things general, no names, dates and teams
- Rep Coach Honorariums – send out coach questionnaire to parents for feedback at half way point and at the end of the season (coach selection committee)
 - Krista – 2500k across board and Juvenile gets 1k – 50% now (Christmas report – next year) and 2nd half get it when they hand in book (course) don't do reports don't get last half based on course completion and book
 - Krista motions that we pay all rep coaches \$2,500.00, plus the 2 nonparent coaches will receive an additional \$1000 each and juvenile will receive \$500 each. 1st half paid now, 2nd half paid March 1st (Coaching book completed and submitted), seconded by Chase. All in favor, motion carried.
 - Table pay scale for next year
 - nonparent versus parent
 - add to list for policy committee
- Discipline Committee documents from November 12th meeting
 - Everyone had a chance to read and process it all – open floor for conversation
 - We need to keep a master file with legal for when board members changeover as this allows for documentation and confidentiality
 - Chase motions that Individual 1 face an indefinite suspension of a minimum of 2 years with a chance for review by the request of Individual 1, seconded by Charmaine. 8 in favour, 2 abstentions, motion passes.
 - Colin motions that Individual 2 must complete 200 hours of volunteer time in an official capacity before holding a board position and face a suspension of a minimum of 2 years with a chance for review by the request of Individual 2 seconded by Chantelle. 8 in favor, 1 abstain, 1 opposed, motion passes
 - Teresa motions that Individual 7 must complete 200 hours of volunteer time in an official capacity before holding an appointed/board position and face a suspension of a minimum of 2 years with a chance for review by the request of Individual 7 seconded by Colin. All in favour, motion carried.
- **98.3 Star FM**
 - Chilliwack Coliseum and the Chilliwack Chiefs are going to do a bottle drive for Ryan Masales (aka Chopper), an Abbotsford Police Officer suffering from a rare

form of brain cancer, so that he can go to Phoenix for treatment. The bottle drive will be on January 19th. They were wondering if the Association would be interested in partaking.

- Motion by Chantelle to advertise on the CMHA website the bottle drive being held for Ryan Masales on January 19th if anyone is interested in participating, seconded Teresa, all in favor, motion carried

8. Public Relations and Sponsorship Update – Charmaine

- No update
- Meeting on Sunday for hockey day in Chilliwack
- Bowls of hope
 - Look at summer to help

9. Player and Coach Development director – Jason

- Midget - On hold
- Need to complete more goalie development sessions for hockey 1-4
 - midget c goalie - make optional
- Cindy motions to a fee increase from \$150 to \$200 for rep prep, seconded by Chantelle. All in favor, motion carried.
 - helps with development equipment
- Sample camp document (attached)
 - Potential to run all day camps, Monday to Friday for 1 or 2 weeks during the summer
 - Cost would include a jersey, shirt and lunch
 - Minimum age – atom
 - Idea: (used back East) \$100 goes to hockey registration
 - Incentive for local kids
 - goalie camp would be included with player camp
 - 4 per group
 - specific goalie instructor for whole practice
 - lots of interest already as parents are already asking for dates on upcoming summer programs/development/Rep prep and rep tryouts
 - Need to post on website that something is coming
 - Committee - Ross, Chase and Jason
- Jason will tell Ron when he's available over Christmas
- Rep tryouts – people asking me for dates
 - Outside evaluators
 - Tryout fee paid for process in past
 - Jason recommends coaches from the interior and sport genius app
 - Jason to put together a proposal providing costs, dates and app info
 - Idea to have 3 ice times, 1 being for skills then inter squad games for rest
 - Written reports on each person
 - Run about 20k Jason thinks– paid over 30k last time
 - Motions through email to fast track if needed over Christmas

10. Director at Large – Ross

- 6am practices have been introduced to rep Atom and Peewee. Initially they were asked to try to make up two 6am practices in the month of November to make up for the missed one in October, this was tough to accomplish. Multiple concerns were brought forward from rep managers regarding this issue, of which I am looking into.
 - ex.
 - What are rep fees paying for?
 - 6am is difficult because of travel (Vancouver, south Delta, Squamish)
 - Willing to take an extra 6am
 - Not willing to trade a 75min evening slot that rep pays for to C div for a 60min morning slot that costs less money.
 - Mike will connect with Ron that all teams get 6am practices

11. Officer Reports:

- **President – Mike**

Discipline Committee:

The Discipline Committee has investigated or is currently investigating 27 investigations, to date. There are currently 10 files under investigation. Current files that are still under investigation are mainly player related.

A significant investigation has been initiated as a result of bullying and breach of the player code of conduct. Several athletes and coaches are or will be interviewed. This matter will be fairly time consuming. The athlete has been suspended until completion of the investigation.

In another investigation, a coach has been suspended for allegations made against him for inappropriate conduct at a tournament. The coach is currently suspended until the completion of the investigation and the results of the discipline committee's findings are presented.

President's Business:

Chilliwack Chiefs

Met with the Chilliwack Chiefs and they happy with the way the relationship is progressing and if any team or player is interested in using the Rapid Shot system, located at Prospera arena, to connect with their front office and they will take care of the rest

City of Chilliwack

Have been trying to connect with the city of Chilliwack, but our schedules haven't worked. Some of the issues at the city rink that we would like to have addressed are:

1. sanitary napkins disposal in the locker rooms
2. improving wifi – it is felt that it is a safety concern
3. posting the rinks address and details across the ice, in plain view for emergencies
4. novice/initiation goal crease markings on two rinks – for next year
5. Finding out if there's any available storage in rink 3

Chilliwack Progress

A reporter has reached out to CMHA and wanting to cover our Association more in the newspaper. Going to meet up with them to see what we can do. The board is open to any ideas.

Ice Scheduling Program

Jamie Young, who does the ice scheduling for Abbotsford Minor Hockey has a computer program to schedule ice. I have reached out to Jamie already and we're looking to have a meeting before January to review the program and see if its applicable for Chilliwack Minor Hockey.

6 AM Practices

I've received multiple complaints from both house and rep teams surrounding why rep teams do or don't have. For rep teams, change will be a cause of concern, but I believe that this will be a good thing for the Association.

Should Board Members be asked about this change in policy, here are some talking points to go by:

- It was policy that the Board voted on in the summer time
- The change in policy is to provide equity through the Association
- Rep teams schedule will be considered when 6 am practices are assigned (they won't be assigned a 6 am practice after an away or late game)
- Rep teams will receive their 1.25 hours of ice time for 6 am practices

Checking Clinic

Checking Clinic application was completed and submitted and requested for December 14 & 15. Once application was completed POC was Lee McCaw.

Team Ipads

On several occasions, I've used the an ipad for score keeping and it worked very well and it worked very nicely. To discuss in new business. The only issue is the wifi in the building and had to use my phone as a hotspot.

- Discuss in January

Committees

In January, we will be looking to form various Committees in developing new policies, updating our constitution, election committee will be formed, just to name a few. If there is a committee that you would like to be formed to explore change, please take time to think about this and if there are any questions or thoughts, reach out through email.

- **First Vice-President** – Vacant
 - No Report
- **Second Vice-President** – Teresa
 - Appeals- none received to date.
 - Fundraising- only a few number of CMHA Fundraising Applications received. Exploring ways to audit teams for compliance. Pub nights that include ticket raffles, 50/50, toonie toss, etc must have a BC Gaming License and are NOT covered under the Pub's liquor and/or gaming license.
 - Scholarships-January 2020 will formalize Scholarship Selection Committee.

12. Divisional Reports:

- **Hockey ½** - Chantelle

- All development is now booked
- Game slots have been sent to pcha for games to start in January
- 1 issue with parents smelling like “pot” as from parents. - coach wanted to talk to them and since I have not had any more complaints.
- 1 parent who yelled at an atom manager about them taking their practice ice but missed several notifications on ramp about the jamboree and showed up to their ice slot instead. Manager has a kid in initiation so helped him get to where he needed to be.
- Jamboree went well.
- The mini boards are down at prospera. Little hero’s has used them and said they are great. They take about 5 min to set up and take down. When talking with John during the set up for them he offered the use of them for our tournament at twin and said he could bring them over.
- Parents and coaches are happy about seeing them at prospera.
- **Hockey** ¾ - Avalon – No Report
- **Atom** – Lee
 - Everything is running pretty smooth in Atom right now. All teams are balanced and no serious issues. We do have 3 coaches still needing certification and 2 have registered for the Dec 15th clinic.
 - We did address a brief complaint with the A2 coach about equal playing time for all players and it seems to be fixed for now.
 - Jason and Mike can discuss in more detail as they spoke to the coach while I was away.
 - Also have had a few questions from Rep teams as to what their extra fees pay for and what extra ice do they get. Do we have a baseline template as to how many ice times each division and rep vs house get each year?
- **Female** – Taya – No update
- **Peewee** – Chase
 - C3 needs ice over Christmas – Ron looking into more for peewee.
 - PCAHA ruled all teams were balanced and we didn’t have to change any of the teams.
 - Current Peewee C records: C1 5-2-4, C2 5-4, C3 0-10, C4 2-7, C5 4-6.
 - Morrow cup games have now started and standings will be updated on CMHA website and RAMP.
 - All teams would like 1 practice over the holidays to stay fresh and prep for tournaments if they are registered.
 - Peewee Rep teams are now starting to trade a 6am practice for one of their scheduled practices. Teams are still upset with the process and feel like they are being ripped off, I have had numerous complaints and emails saying that rep teams shouldn’t have to do 6am practices which has made trading with them very difficult. Hoping to have it so its not the coordinators responsibility to take ice from them and the 6 am can be built in to their schedule for the season.
 - Peewee C has lost a lot of practices ice slots for scheduled games on weekends. Hopefully we can possibly switch other divisions for some week day ice.
 - It would be nice if we could figure out the formula for how many ice times each division is supposed to get so we can decipher the difference per age group and rep. It seems to be an ongoing theme members want to know what their fees get put towards for the season and having solid numbers could help us explain to them.

- Questions in regards to sharing ice? Is it more beneficial for house teams to share ice with low attendance?
- **Bantam** – Colin
 - It has been a fairly smooth sailing month everything seems to have worked itself out, and the rest of the season is looking rather promising.
 - Bantam (U 14) was deemed balanced by PCAHA and no further movements players will be required.
 - As everyone is aware Family X suspension was lifted, I believe it served its purpose and with communications with the coach it looks as if there should be no further problems. They now understand their actions are unacceptable and there will be consequences for said actions.
 - Player pulled from hockey by parents because I was unable to accommodate a move (they had already been moved this year once because of a similar circumstance). It is unfortunate, but they were unwilling to attempt to proceed with the paths I believe would have been willing to fix the issues they were having.
 - In the month of November, we have had a handful of game misconducts including a fighting major penalty, and one child accumulated two game misconducts in short order. however there have been a number of ten-minute misconducts, which is being monitored.
 - Player X has been suspended indefinitely for accusations of bullying and harassment. The disciplinary committee is in the process of determining an outcome.
- **Midget** – Cindy – – Update print out will be provided at meeting
- **Juvenile** – Cindy – Update print out will be provided at meeting

Last minute addition:

- Form a committee to discuss team fees
 - Potential fundraising for entire association, 1 large event to kick start season and profits split between teams
 - Need to speak with bank
 - Maintaining all team accounts is a lot of work.
- January
 - Clean up outstanding action items

13. Next meetings scheduled for:

Date: January 6th, 2020 6:30pm

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Board Meeting

Status:

Note: Sarah – I will be unavailable for the entire month of January as I have tournament meetings, planning, set ups and two 4-day tournaments to supervise and attend. If someone could please fill in for me that would be much appreciated ☺ – No one offered so Sarah is attending.

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