



**Chilliwack Minor Hockey Association
Board Meeting Minutes
March 12, 2020
6:30pm
-Sardis Sports Complex-**

1. Attendance

- **2nd Vice President and Website:** Mark Luknowsky
- **Secretary & Tournament Coordinator:** Sarah Stevens
- **Treasurer:** Francesca Shannahan
- **Player and Coach Development Director:** Jason Tatarnic
- **Public Relations and Sponsorship:** Charmaine Surman
- **Hockey 1/2 (Initiation Minor/Major) Director:** Chantelle Bisschop
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw
- **Female Director:** Taya Kuznik
- **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

- **Interim Presiding Officer:** Mike Jordan
- **1st Vice President:** Vacant
- **Director at Large:** Ross Holding
- **Pewee Director:** Chase Porter
- **Hockey 3/4 (Novice Minor/Major) Director:** Avalon Daugtreay

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 – 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		
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		
Name bar - policy and plan	Charmaine			
Review Office admin employment contract	Andrea			
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 th , 2020	
Team Fee Policy	Teresa and Krista	Early 2020- new season planning		
2020/2021 Registration Process	CMHA Board of Directors	Early 2020- new season planning	Completed March 12 th , 2020	Late fees, dates and 3 rd party funding rules

Advertising – website/email Registration details with fee, dates and late fees – include 3 rd party info and ramp user fee info	Brittany	Now		
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				
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			
AGM Date	Board of Directors			
Hockey Day in Chilliwack – Postponed or cancelled	Board of Directors			
Rink Board Dividers				

3. Call to Order: 6:33pm

- Welcome
- Rotary Club of Chilliwack visitors
 - Thanks for coming and we appreciate your support
 - No decision has been made on whether we will accept their donation/sponsorship.
 - Waiting on the financials to be updated before we look into purchasing the equipment (Rink board dividers for Initiation, Novice and potentially Atom)

3. Approvals

- Motion by Lee to accept the February 6th board meeting minutes amended to include Avalon in attendance, seconded Colin. All in favor (7) motion carried.

4. Appointed Positions and Committee Reports

- **RIC** – Connor
 - No Update at this time – aware everything is cancelled.
- **Ice Coordinator** - Ron
 - No report
 - Mike is working on ice program for next year
- **Equipment Manager** – Jack
 - No report
 - Equipment return dates – postponed
 - Send out email to membership to await for further notice for equipment return

Jack leaves meeting

- **Tournament Coordinator** – Sarah
 - Report attached
 - Tournament recommendations for 2020/2021 – Sarah and Jeremy Presentation
 - Tournament recommendations cannot be approved until we know we will be getting enough ice for games and practices.
 - Waiting on update from Ron and Mike
 - is there a formula (spreadsheet perhaps) on how we can make sure we get enough ice based on number of teams etc...?
- **Coach Coordinator** – Lee
 - No report
 - All coaches handed in books (2)
 - Coach Survey sent out to parents has been beneficial in getting coach reviews
- **Registrar and Website** – Brittany
 - No report
 - Insurance
 - Any event off ice is team responsibility and they must get their own personal liability
 - Board gives Brittany permission to get insurance for female ice sessions
 - Board email group

- Certain discussions Brittany will be included or informed of decisions but will not be added to email group as some stuff is confidential.
- **Website** – Mark
 - No report

5. New/Outstanding Business

- All events and ice cancelled until further notice
 - Games, Practices and equipment returns etc...
 - All Hockey Day in Chilliwack events postponed until further notice
 - We will reuse what we can and save non perishables until further notice on whether we can postpone or cancel all together.
 - Free registration postponed
- Until further notice/tabled items:
 - Hockey Day in Chilliwack new date if only postponed
 - Townhall Date
 - AGM Date
 - Election Policy
 - Constitution and Bylaw update
 - All uncompleted Action items
 - Player and Coach development
 - Rink board dividers
 - Financials

6. Female Division Discussion - Visitor @ 8pm

- Female discussion - Visitor
 - Advertising poster was past around
 - Will be posted around schools, rink bulletin board etc...
 - Registration will be available for all levels on website (drop down when selecting division)
 - Bantam rep team is supported by board

7. Treasurer's Report

- Report attached in separate doc
- Lee motions to immediately hire a bookkeeper to update our financials, seconded by Chantelle. All in favor (7), zero opposed, motion carried.
- Registration fees for 2020/2021 Season:
 - Motion by Chantelle that the CMHA board acknowledges that even though ice has increased by 2% we will be keeping all registration fees the same as the current 2019/2020 season. We will be including a late payment schedule as follows for anyone who hasn't registered and paid by cheque, cash, etransfer, credit card, or payment plan; \$50.00 late fee starting June 1st, \$100.00 late fee July 1st, and a \$200.00 late fee as of August 1st and beyond. All late fees are not subject to financing from 3rd party funding, seconded by Lee All in favor (7), zero opposed, motion carried.
 - If members are seeking financial assistance it is important they still register and at least select payment plan until funds are received. They must notify Brittany that they have submitted for financial assistance from 3rd party companies.

- Last months meeting also included a motion that CMHA will not cover ramps online admin fee this coming season (2020/2021) for those who use the service as there are other payment options with no fees available.
- Email reminders will also be sent multiple times this season regarding registration dates, deadlines with late fees and financial assistance details etc...
- Chantelle motions that we charge \$25.00 for all NSF on any payment types, seconded by Lee. All in favor (7 yes), no opposed. motion carried.

8. Public Relations and Sponsorship Update – Charmaine

- Report attached

9. Player and Coach Development director – Jason

- Report attached
- Player and Coach development discussion:
 - Room for improvement - entire budget not being used
 - Hard to get instructors who are available when you need them
 - Need pay rates for development instructors - send to Francesca
 - Recommends that the position is a paid full time position
 - Constitution must reflect change if we decide

10. Director at Large – Ross

- No report

11. Officer Reports:

- **President** – Mike
 - No Report
- **First Vice-President** – Vacant
 - No Report
- **Second Vice-President** – Mark
 - Report attached

12. Divisional Reports:

- **Hockey ½** - Chantelle – Report attached
- **Hockey ¾** - Avalon – Report attached
- **Atom** – Lee – Report attached
- **Female** – Taya – Report attached
- **Pewee** – Chase – No report
- **Bantam** – Colin – Report attached
- **Midget** – Cindy – Separate doc
- **Juvenile** – Cindy – Separate doc

13. Next meetings scheduled for:

Date: March 31, 2020

Time: 6:30pm-8:30pm

Room: Fraser Room

Purpose: Board Meeting

Status:

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

Motions by email:

- February 12th
 - a. Avalon made the following motion: “That both Initiation Division (Hockey 1 and 2) and Novice Division (Hockey 3 and 4) each have free registration draw at Hockey Day in Chilliwack for next season, seconded by Taya. In Favour: Sarah, Chantelle, Chase, Cindy, Lee, Ross and Colin. Motion carried.
- February 14th
 - a. Taya motions to give the female division a budget of \$1000.00 for advertising, seconded by Lee. In Favour: Avalon, Sarah, Chantelle, Cindy, Chase, Ross. Motion carried
- February 16th
 - a. Motion by Chantelle: “Production and sale of CMHA Pink Shirts for February 26, 2020. Cost \$15.00 and purchase of CMHA shirt will automatically enter players name into a draw for 50% off registration for the 2020/2021 season,” seconded by Lee. In Favour: Avalon, Taya, Sarah, Cindy, Jason, Colin, Chase, Charmaine (but isn’t in favour of the 50% off registration). Motion carried
- March 11th
 - a. Sarah motions that CMHA covers the cost of chartering a bus and giving the team \$1000.00 to cover hotel cost for their trip to Duncan for their Provincial Finals March 14-15, 2020, seconded by Jason, 9 in favour and we will mark 2 abstaining.
- March 12th
 - a. 3rd years – Black jerseys
 - b. Colin motions that third year juvenile players get to keep their black jerseys as a parting gift for their years of dedication to the association, seconded by Chantelle.

Reports:

Tournament Coordinator - Sarah

- Tournament recommendations for 2020/2021 – Sarah and Jeremy Presentation
 - Some dates may change slightly due to school district calendar changing and not posted yet.
 - Registration closed until August 1
 - Sarah to update website and registration procedure
 - Separate doc provided at meeting

Public Relations/Sponsorship – Charmaine

HDIC

- Final touches are being put in place for the day and night event. This will definitely be a learning curve of what works and what doesn't for next year. We definitely need to start

planning earlier in the year. We will have a better idea of what the cost for the entire event will be after the event. I will have a final report for the next meeting. We can finish any final thoughts and discussions during the Thursday night meeting.

Player and Coach Development director – Jason

Initiation

Hockey 1 and Hockey 2 completed all development sessions

Hockey 3 and Hockey 4 – waiting on final report but I believe all teams completed their development. Hockey 3 and 4 development ice after Christmas switched to Pond Hockey

Atom

A1 – Completed

A2 – Completed

A3 - Completed

C1 – Completed

C2 – Completed

C3 – Completed

C4 – 1 missed forwards

C5 – Completed

Female Aton – Completed (did not charge for all sessions)

Peewee

A1 – Completed

A2 – 1 missed (sessions scheduled but cancelled)

A3 – 2 missed (scheduling conflicts)

C1 – Completed

C2- Completed

C3- Completed

C4 – Completed

C5- 1 missed

Female – Completed

Bantam

Bantam A1 – Completed

Bantam A2 – 3 missed (sessions scheduled cancelled by coach)

Bantam A3 – Completed

Bantam C1 – 2 missed

Bantam C2 – 2 missed

Bantam C3 – 2 missed

Bantam C4 – 2 missed

Bantam C5 – Completed

Midget

A1 – 2 missed (lack of interest and respect towards development)

A2 – 1 missed

Midget C Division

Due to practice times there was no interest from development people to attend.

These sessions are to late at night. Need to look at different options. One team did use funds for off-ice conditioning.

Goalie Development

Sessions were available on Mondays. 5 sessions for each group

Atom/peewee C/female group

Atom/peewee Rep group

Pewee/bantam/Female group

Pewee/bantam rep group

Bantam/ Midget C group

Bantam/midget Rep group

Recommendations

The majority of development should be carried out in September and October. Scheduling is more difficult than members realize. Our player development team that conducted the majority of sessions consisted of Denis Anderson, Natalie Kehler, and Clayton Krahn. Todd Geddes was used a couple of times. Development people from outside are not interested in coming to Chilliwack due to travel and practice times. I found myself doing the majority of the sessions and it was difficult to accommodate at times due to my work schedule. Kevin Zarillo joined the development team late in the season and did a great job. He is from Abbotsford and is a person the association can use more next season.

Goalie development

Jeff Battah and Grant Rollheiser were our two main guys. Drew Martz and his crew committed to Hope for the season that conflicted with our Monday schedule. Teams did hire these two outside of our development plan.

Recommendations

The player and coach director position should be a full time position and should focus on player development early in the season. This person should develop a curriculum for the coaches that concentrates on skill development. The position is very time consuming and there is not enough time to do both at the volunteer position.

Overall I am happy but at the same time disappointed we did not get all the sessions in from initiation to bantam.

2nd Vice President – Mark

- By far the most important item that needs to be brought up is that we need a committee to update our bylaws. These need to be completed no later than 30 days prior to our AGM in May, so time is of the essence and in all honesty, I am uncertain what needs to be done. Regardless, we have to get going on this.
- We have 1 appeal that we are currently dealing with, and the details need not be shared at this time but we are in the process of discussing it. Cindy Rhodes and Taya Kuznik are on the appeals committee along with me.
- I have not received any Scholarship Applications yet, but the deadline is March 31.

Initiation Minor and Major – Chantelle

- Initiation all ice conflicts have been completed all game conflicts have been resolved.
- Teams have chosen to end before spring break.
- One parent complaining about 4 year old son having to repeat hockey 1 this was voted on by this board earlier this year. He mostly says his son will be upset to have another year of development. He wants games and tournaments.
- For clarification hockey 1 can attend jamborees

Novice Minor and Major – Avalon

- All is well in Novice division. Games are being completed by March 14th. Got lots of great feedback about the Novice Tournament as well.
- Overall a smooth season despite ice issues but those have been worked out the best they could be.

Atom Director – Lee

- C4 vs C5 in the Connor Cup Mar 14th.
- C2 and C3 were the top 2 teams but they are both away for out of town tourneys so they forfeit their spots to the next teams in line.
- All ice times are pretty much done and very little issues most of the season.

Female Director – Taya

- Pee wee girls win play off banner
- Atom girls finished 2nd place
- Coordinator is currently working on advertising.
- Ice is booked for off-season. Working on dev. coaches and bring a friend details.(Jason)
- Pee wee coaches/parents would like Bantam team to be a rep team so they don't have to go to Abbotsford.
- New registration option for a Hockey 2/3 female team.
- Registration note-all female divisions must have their own selection box on website registration. No notes. Hockey 4 girls wishing to play female should select the Atom female.
- Thank you to Jeremy for being our rep at the last female committee meeting.

Bantam Director – Colin

- C2 is playing C5 for the Donaldson cup at hockey day.
- It has been a pretty straight forward season, will have a full report for the next meeting