



**Chilliwack Minor Hockey Association
Board Meeting Minutes
March 31st, 2020
6:30pm
-Sardis Sports Complex-**

1. Attendance

- **2nd Vice President and Website:** Mark Luknowsky
- **Secretary & Tournament Coordinator:** Sarah Stevens
- **Treasurer:** Francesca Shannahan
- **Director at Large:** Ross Holding
- **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 Daughtrey
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw
- **Female Director:** Taya Kuznik
- **Pee wee 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

- **Interim Presiding Officer:** Mike Jordan
- **1st Vice President:** 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 – 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	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 th , 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 th , 2020	Late fees, dates and 3 rd party funding rules
Fee 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	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: 6:30pm

- Welcome
- We are using a new platform for communication – Go To Meeting

4. Approvals

- Motion by Lee to accept the March 12th board meeting minutes, seconded Avalon. All in favor (11) motion carried.

5. New/Outstanding Business

- Hockey Day in Chilliwack
 - With regret the board has decided that we must cancel all games and awards ceremony due to the unfortunate circumstances of covid-19
 - Taya motions that we mail out the current certificates we made and the Esso medals to individuals who were to receive, seconded by Avalon. In favour (8), no opposed, 3 members did not vote. Motion carried.
 - Chantelle motions that the teams who placed 1st in points standings prior to final cup game in each division receive 1st place and Cup trophy. The teams in second place in points standings prior to Cup game to receive second place, seconded by Ross. In favour (8), no opposed, 3 members did not vote. Motion carried.
- Equipment Return
 - No date set as of yet
 - To be handed in as soon as we are allowed to set up a date
 - Potentially will have missing jerseys come new season
 - Jersey deposits expire April 30th
- Team Financials
 - Francesca will go over financials with each team and close accounts if possible
 - Permission to finish financials if equipment hasn't been handed in as teams are charged for missing stuff usually
 - This year is an exception won't worry about for now.
- Chantelle motions that we give Francesca permission to close team accounts remotely and that the equipment return cancellation does not affect the membership and put them in bad standing for the AGM as circumstances are out of our control for returning equipment. Membership will still be considered in bad standing if they have debts that have not been paid, seconded by Colin. In favour (7), no opposed, 5 members did not vote. Motion carried.
- Constitution and bylaws

- Lawyer looking after
- AGM
 - June 2020 for now
 - Look into societies to see what we can do about postponing as we would prefer to do in person
 - Jeremy sent societies update on covid-19 via email to board
 - Nomination committee will post available positions begin vetting process for those who are nominated in the meantime
 - We will follow same policy as last year
 - Timelines and process
- Registration
 - Ready to go live
 - Wait until after our next meeting to release info
 - Date for returning players will be May 1st, 2020
 - Payment plan in place
- Financials
 - Sarah motions that Francesca be provided a deposit only debit bank card to continue doing banking while branches close down, seconded by Colin. In favour (9), no opposed, 2 did not vote. Motion carried
 - Bookkeeper
 - Sarah to sign contract and send confidentiality agreement
 - Francesca will send update to board once financials are completed by bookkeeper
- Virtual Board meetings
 - Sarah motions that we sign up/create an account with the communication platform Go To Meeting (using trial at the moment) for our monthly board meetings, seconded by Lee. In favour (9), no opposed, 2 members did not vote. Motion carried.

13. Next meetings scheduled for:

Date: April 14th, 2020

Time: 6:30pm-8:30pm

Room: Virtual – Go to Meeting

Purpose: Board Meeting

Status: Booked

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