



**Chilliwack Minor Hockey Association
Board Meeting Minutes
November 12th, 2019
6:30pm
-Sardis Sports Complex-**

1. Attendance

- **Interim Presiding Officer:** Mike Jordan
- **2nd Vice President:** Teresa Armstrong
- **Secretary & Tournament Coordinator:** Sarah Stevens
- **Treasurer:** Krista Christuik
- **Public Relations and Sponsorship:** Charmaine Surman
- **Player and Coach Development Director:** Jason Tatarnic
- **Hockey 1/2 (Initiation Minor/Major) Director:** Chantelle Bisschop
- **Hockey 3/4 (Novice Minor/Major) Director:** Avalon Daugtreay
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw
- **Midget & Juvenile Director:** Cindy Rhodes

Guests:

- **Website, Register and Office Administrator:** Brittany Rhodes
- **Equipment Manager:** Jack Surman
- **Ice Coordinator:** Ron Richardson

Absent with regrets: Board Members

- **1st Vice President:** Vacant
- **Director at Large:** Ross Holding
- **Peewee Director:** Chase Porter
- **Female Director:** Taya Kuznik
- **Bantam Director:** Colin Prachnau

Absent with regrets: Appointed and Guests

- **Past President:** Andrea Laycock
- **RIC:** Connor McCracken
- **Ice Coordinator:** Ron Richardson
- **Divisional Coordinators:**

2. Call to Order @ 6:43pm

- Mike thanks everyone for attending, please make sure you sign the attendance sheet

Michael J. [Signature] *C. Bisschop [Signature]*

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			
Signs in Display Case - quotes	Brittany and Charmaine			

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			
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		
Signs to be posted in Arenas: <ul style="list-style-type: none"> Parent/player conduct No Cellphones in dressing rooms. 	?	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			
2020 BC Hockey Bantam Tier 1 and Bantam Tier 3 Championships Host	CMHA Board of Directors				No decision right now – tabled until October 1st
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			
Rep Coach Honorariums	Board of Directors	ASAP			
Tournament planning/schedule for 2020 season					

4. Approvals

- Cindy motions to approve the minutes from the October 24th board meeting, seconded by Krista. All in favor, motion carried

5. Appointed Positions and Committee Reports:

- **RIC – Connor**
 - No report
 - Midget Tournament Note: Didn't have RIC in attendance, Connor refed someone else's tournament
 - Board agrees RIC should cover their own tournaments
 - Add to job description
 - Assignr – Connor only access
 - Board has no access but we should especially for tournaments
- **Ice Coordinator - Ron**
 - No Report – verbal
 - Working out conflicts
 - More training to be provided to Coordinators next year so they understand their roles
 - Many new faces volunteering and no info/manuals being passed on
 - Teams are not giving ice back in time
 - Set up meeting to discuss tournaments for next season
 - Hockey Day in Chilliwack – ron can get ice on 14th and schedule around cup games
 - want 7th now potentially – Ron will see what's available

Equipment Manager – Jack

- Jerseys for sarah
 - Tournament Gold sponsorship
- Will get a quote for new bumpers and dividers for rink 3
- Need 12 nets for tourney – jack will talk to rink staff and make sure(may have to purchase, bring quote to next meeting) we have enough equipment for novice tournament in February
- Directors/Coordinators to coaches to lock door – dev equipment could get stolen
- **Tournament Coordinator – Sarah**
 - Report attached
 - Expense reimbursement details (\$1,000.00 max) what am I allowed to claim?
 - Cell phone, internet, etc...
 - Teresa draft up policy on whats allowed to be expensed
 - The association is paying for the swag and each of the tournaments will pay CMHA back for the swag they take and the remainder Brittany will sell in the office. Just want to be transparent about the expense.
- **Coach Coordinator – Lee**
 - Clinics – coaches registered
- **Registrar and Website – Brittany**
 - Website - mark doing great – reaching out to ramp
 - Coursework – changes and weird rules
 - Working on it – lots of directors emailing coaches – Pacific Coast will email us soon as their deadline is Dec1st and BC Hockey Dec 15th
 - More registrations coming in

6. Public Relations and Sponsorship Update – Charmaine

- Planning for Hockey Day in Chilliwack tentatively scheduled for Saturday, March 14, 2020, next year 2021 for March 13th.
 - Lee, Jack, Avalon, Brittany, Mark and myself met on Tuesday, November 5th to discuss the layout of the day. We have asked Ron to book SSC 3 for the day with the Atom game starting at 8:30.
 - We are hoping to divide the day into two parts: Day time with the games and night time starting at 6:30 for the awards.
 - Day: games for Atom, Peewee, Bantam, Midget. Free registration at the rink. Also having hotdogs and hamburgers for everyone. We should have a ticket for them to receive one or the other.
 - Night: Awards for each division for MVP, MIP, Most Sportsmanship, 3rd year midget award . Refreshments for who is in attendance (dessert squares, fruit, coffee, tea and punch.
 - Hoping to see if Trevor McDonald can MC the night.
 - Inviting for association sponsors. Raffle baskets for the night awards
 - Tzeachten Hall: \$800.00 + \$500.00 for deposit tables 380 people, theatre set up 500 people, standing 800 people.
 - Evergreen Hall: \$30 per hour, \$60 for deposit contact Kristi Hahn to book (Brittany)
 - We would like to have Initiation attend as well. Hockey day in Chilliwack
 - Book March 7th instead as Banner on weekend of March 14th
 - Motion by lee to go with Tzeachten Hall, seconded by Charmaine. All in favor, motion carried
 - Charmaine to check and see if March 7th is available for hall
- Bowls of Hope Society
 - The association geared up two kids through Bowls of Hope and Cheam this season
 - What can we do to help out, they need volunteers
 - Volunteer to make candy bags for Christmas
 - Get players to volunteer
 - Charmaine reach back to Cindy Waters on what we can do
 - Will put a package together of whats needed
 - Lee volunteered his bantam team
 - Teresa will formalize volunteers

7. Player and Coach Development director – Jason

- Report Attached
- Review development coach list for next year
 - No one wants to travel
- Next year schedule development better with ice schedule
- Midget A1
 - No more development
 - Jason and mike go watch and support coach
- Rep Tryouts
 - Majority of parents seem to want outside evaluators but there's a high cost

- Build into rep fees?

8. Director at Large – Ross

- No Report
- Can I start scheduling honorarium captains from the chiefs to our teams
 - Board says yes

9. Treasurer's Report – Krista

- Report and Financials attached
- Detailed GL of sponsorship requested
- Families seeking 3rd party hockey funding
 - Deadlines to be followed
 - Update policy/process for next year
- Table hockey fund requests

10. Officer Reports:

- **President – Mike**
 - Discipline committee findings report for file 2019-02
 - Family X discussion
 - Motion by Lee that family X can attend tournament, child can play but parents may not attend games and enter rink, and parents must sign code of conduct beforehand, seconded by Teresa. All in favour, motion carried.
 - Locker room policy: discussion to amend CMHA policy to bring in line with BCHL policy
 - Abbotsford has nicest example of policy
 - Mike will write up
 - City of Chilliwack- Mike and Brittany to have a meeting with the city
 - Wifi issues.
 - Storage room in rink 3
 - Sanitary disp.
 - PCAHA
 - Balancing – All Chilliwack teams have been deemed balanced
 - Hazing
 - Zero tolerance
 - January Committee to be put in place
 - Policy updates
 - Policy creations
- **First Vice-President – Vacant**
 - No Report
- **Second Vice-President – Teresa**
 - No Report
 - 2020/21-- Tournament Schedule (discussion with Ron) - tabled
 - Scholarship form update

- Midget and Juvenile player candidates
- Female have been excluded so bring them back into fold as they've been apart of minor hockey at least 4 years

11. Divisional Reports:

- **Hockey ½** - Chantelle – No Report
- **Hockey ¾** - Avalon – No Report
- **Atom** – Lee – No Report
 - Coach issues regarding equal ice time
 - Atom is still development so equal ice time is important
 - Meeting to be held with coach and players/team
 - This is our mandate, equal play time etc
 - Mission statement
 - Mike and Jason to take care of
- **Female** – Taya
 - Tiering complete. Pee wee Black flight (flight 1) Atom Orange flight (flight 4)
 - Goalies asked to attend own teams' practices going forward per coach/player dev
- **Bantam** – Colin – No Report
- **Pee wee** – Chase – No Report
- **Midget** – Cindy – No Report
- **Juvenile** – Cindy – No Report

12. New/Outstanding Business

- The Twin rinks concession contract and should CMHA take over the contract and sub contract out to others for profit.
 - Discussion lead by Lee
- Confidentiality - tabled
- Coaches honorariums – tabled
- Charmaine to book rendezvous for dinner on December 3rd at 6:30pm

13. Next meetings scheduled for:

Date: December 3rd – Year End Dinner
 Time: 6:30pm-9:30pm
 Location: Rendezvous
 Purpose: Board Meeting
 Status: BOOKED

Date: December 10th
 Time: 6:30pm-9:30pm
 Room: Fraser Room
 Purpose: Board Meeting
 Status: BOOKED

Motion by lee to adjourn meeting, seconded Avalon. All in favor, motion carried.

Tournament Coordinator – Sarah

- Midget
 - Completed this past weekend
- Pee Wee Jamboree
 - Postponed until 2020
- Bantam
 - A1 - Accepting 8 teams now including Chilliwack(1)
 - Full
 - A2 - Accepting 6 teams including Chilliwack(1)
 - Full
 - A3 - Accepting 4 teams including Chilliwack(1)
 - 2 spots open – a team dropped out need to fill asap
 - C Division - Accepting 14 teams now including Chilliwack(5)
 - Full
- Atom
 - A1 - Accepting 4 teams including Chilliwack(1)
 - Full
 - A2 and A3 - Accepting 6-8 teams including Chilliwack(1)
 - Full
 - Work on tiering and sorting out pools for A1, A2 and A3
 - C Division - Accepting 14 teams including Chilliwack(5)
 - Full
 - Added an Atom Female division – 4 teams (registration open now)
 - 2 teams potentially interested
- Hockey ³/₄
 - Hockey 3 – taking 16 teams (3 chilliwack)
 - Full
 - Hockey 4 – taking 16 teams (4 chilliwack)
 - Full

Player and Coach Development director – Jason

CMHA Development Report

Development Sessions to date

Team	Number of Sessions
Atom A1	4
Atom A2	4
Atom A3	5
Peewee A1	4
Peewee A2	4
Peewee A3	5
Bantam A1	7
Bantam A2	2
Bantam A3	5 (to be completed by November 21)
Midget A1	4 (suspending sessions as of now)
Midget A2	4
Atom C1	4 (to be completed by November 27)
Atom C2	4 (to be completed by November 25)
Atom C3	4
Atom C4	3
Atom C5	4
Peewee C1	2
Peewee C2	3
Peewee C3	2
Peewee C4	3
Peewee C5	2 (by November 17)
Bantam C1	2
Bantam C2	3
Bantam C3	2
Bantam C4	1
Bantam C5	3
Midget C1	0
Midget C2	0
Midget C3	0
Midget C4	1
Midget C5	0
Midget C6	0
Female Atom	4
Female Peewee	5

Goalie development Sessions completed by the end of November

Atom/Peewee Rep	2
Bantam/Midget Rep	2
Atom/Peewee/Female C	2
Bantam/ Midget C	2

Initiation development Sessions completed

H1 & H2	4 (6 completed by December 15)
H2.1	4
H2.2	1

H2.3	4
H2.4	4
H3.1	4
H3.2	6 by November 27
H3.3	5 by November 30
H4.1	2
H4.2	3 by November 30
H4.3	3 by November 17
H4.4	2

Over 150 development sessions have been performed

Problems that we have faced:

- Practice times vs number of games especially in October (some teams only practiced twice in the month of October)
- Conflicting practice times
- Not enough development staff for players
- Monday night goalie sessions Drew Martz's goalie group is in Hope so we need to bring outside people in
- Managers and coaches do not communicate their practice times so I have to track them down through the website which is time consuming
- It is much easier to receive their schedule and forward it to the development staff

Development Plan for Next Season

Prep Camp

I would offer the two week program in the evenings again. The price needs to increase. Set the maximum number for each group including goalies. I would set it at 28 players and 4 goalies.

32 x \$250 = \$8,000

5 age groups = \$40,000

Possible age groups include novice, atom, peewee, bantam and midget.

Hockey School

CMHA should offer a full day hockey camp with specialized coaches and fitness trainers. We have a good location that can provide the ice, lunch room, and fields for outdoor activities. The target age groups should be Novice, Atom, Peewee and Possibly a small Bantam group.

Structure

- 5 days
- 30 plus 4 goalies Max
- \$700

- 3 hours of ice daily
- 2.5 of off-ice training (team building, off ice challenges, fun component)
- Specific Goalie Training during ice times

Revenue (2 weeks)

- \$95,200

Expenses

- Instructors
- Ice time
- Jerseys
- Pizza on Friday
- Camp Director
- Counsellors (junior instructors)

Rep Evaluation Process

It is my opinion that we should move to an outside evaluator process. I recommend that we use personal from outside the lower mainland so there are no personal connections. I can assemble the staff, organize the structure of the tryout process, and coordinate all score reporting by incorporating the team genius app.

Why use Team genius?

- Customize our evaluation form
- Replaces all paper forms
- Evaluators download the app and enter their ratings and comments
- Offline mode
- See immediate player rankings, run reports, email results and team placements
- Cost is 4 dollars per year for each player – we can use this app to assess players throughout the season
- They provide training for the app

Structure

- Need to start a little earlier
- Need to have the ice time organized
- Need more ice time for smaller groups
- Run one session that is completely skill analysis then inter-squad games after
- Increase our rep tryout fee
- Need to purchase new goalie jerseys for evaluations
- Players must pay for rep tryouts and must be paid in full, on payment plan or receiving funding to eligible

Cost

- 20-30K
- Plus ice time