

**Chilliwack Minor Hockey Association
Board Meeting Agenda
October 16th, 2019
8:30pm
-Sardis Sports Complex-**

1. Attendance

- **Interim Presiding Officer:** Mike Jordan
- **2nd Vice President:** Teresa Armstrong
- **Secretary & Tournament Coordinator:** Sarah Stevens
- **Treasurer:** Krista Christiuk
- **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 Daugtrej
- **Female Director:** Taya Kuznik
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw
- **Bantam Director:** Colin Prachnau
- **Midget & Juvenile Director:** Cindy Rhodes
- **Director at Large:** Ross Holding

Guests:

- **Website, Register and Office Administrator:** Brittany Rhodes

Absent with regrets: Board Members


- **1st Vice President:** Vacant
- **Peewee Director:** Chase Porter

Absent with regrets: Appointed and Guests

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

2. Call to Order @ 8:31pm

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

Michael 

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	

3. Action Items: To Be Completed

Constitution & Bylaw Review & Update	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			
AP Guidelines	Teresa			
Hockey Day in Chilliwack Date to be decided	CMHA Board of Directors			
Signs in Display Case - quotes	Brittany and Charmaine			
Inventory of Equipment Rooms	Equipment Managers			
Team Fee Policy	Teresa and Krista			
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			
Development Coach rate – pay scale proposal 2020 season	Jason			
2020 Registration Process revise	CMHA Board of Directors			
Review Office admin employment contract	Andrea			
Rep Tryout cancellation policy for 2020 season	Jason			
Discuss plan for replacing jerseys next season	Jack and Board			
Rep evaluation process 2020 season	Jason			
Team Fee Policy for 2020 season	Krista			
Director Job descriptions and duties				
All directors to submit how drafts went				
Team policies on showers	Teresa and Chase			
Gift card for Mark	Lee			

4. Transition plan for President

- Messaging to CMHA members
 - Mike will draft something up in the next 24hrs and send to board for approval before notifying membership
- Mike will be assuming presidency
 - Will have to run for president at AGM if he wishes to continue
 - Stepping down from 1st Vice President
 - Tereasa – 1st Vice position
 - Will decide after 48 hrs
 - In event she declines can we appoint a person to the role (trusted person the membership feels comfortable with)
 - Will only be 1-year term and member will have to run at next AGM
- PCAHA Notification
 - Andrea confirmed she notified Wonda Warren on Friday.
 - Form to complete.
 - Brittany will contact Carol

4. Office Update/Information - Brittany

- Coach Clinics reimbursements from last season
 - Brittany told member no
 - Proof that course was taken and completed, submit coaching book
 - Board gives permission to pay even if last year
 - City Room Bookings
 - Can offer discount/incentive if we use Vedder room
 - Submit a proposal to city - 2 a month in Vedder room for free
 - Office revamp and use for small meetings.
 - Will follow up with PCAHA once we land the details of the transition plan meetings
 - Office changes
 - Teresa, mike and Brittany sit down discuss budget and office remodel
 - Old documents 10 years and older to be clean up
 - Shredding and go through stuff
 - Fire in the office
 - Please don't leave stuff by baseboards -- sign is posted 🐱
 - Hope team complained about our wifi for using HiSport
 - You don't need wifi to use HiSport
 - Scorekeepers use scratch pads - Brittany will refill
 - Directors to reach out to managers
 - PCAHA said use scratch – 24hrs – take photo – refs sign scratch pad and manager keep
 - Mark's office assistance while Brittany was on vacation.
 - Gift card thank you note for volunteering to help out
 - Future office help email monitoring
 - Change signature and have confidentiality agreement up to date
 - Ask Mark if hes interested in helping out while Brittany has short maternity leave
- Motion by Teresa that we gift mark \$50.00 to townhall as a thank you, for helping in the office while Brittany was away, seconded by Cindy. All in favour, motion carried.

- Lee will take care of
- Intra-district form or letter – sign one not both
- Rep ice – rep fees not going up – be assessed next season (with third rink will they go up? no)
- Family A Payment issue
 - Lack of clarification around fee schedule
 - People allowed to defer payment think its ok this year
 - Last meeting we decided if they didn't pay they cant go on the ice
 - Brittany – someone needs to sit down with her and discuss outstanding payment issue
 - Do we create a team fee policy to avoid some of these problems
 - Cant control, up to teams
 - Right to review – boundary of what they should be
 - Taya - Set policy – Have apparel separate from team fees
 - Andrea– everyone pays extra 250 on registration to go to team fees, cover tournaments, apparel etc... home and away tournament
 - Teresa will draft guidelines
 - budget submission essential

- Mike will deal with family with coordinator/director – Brittany send info
- Bank account-
 - Andrea allowed to stay as a signer on accounts as past president
 - Sarah approving cheques and online payments
 - Motion by Krista to add Mike Jordan and Teresa Armstrong as signers to the main bank accounts, seconded by Ross. All in favour, motion carried
- Policy updates
 - Website not secure allowing anyone to edit or delete
 - Brittany to look into
 - Post documents on website where it makes user save as pdf then open
 - Transparency to membership on CMHA Handbook/policies
 - Post on website we are currently reviewing all policies – please email for pdf as we realize it's not up to date
 - Mike to meet with Tonya and discuss having it on website
- Discipline committee
 - Need a new board member to replace Mike
 - Ongoing issue from past decision discussed
- Family X goalie issue
 - Discipline to with issue tonight
- Directors and coordinators need to remove players from ice if fees are not paid
 - Krista will send update of receivables

Motion to adjourn by Colin, seconded by Lee. All in favor

5. Next meetings scheduled for:

Date: October 24th

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Board Meeting

Status: BOOKED

Date: November 12th

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Board Meeting

Status: BOOKED

Date: December 3rd

Time: 6:30pm-9:30pm

Room: Fraser Room

Purpose: Board Meeting

Status: Pending

