



**Chilliwack Minor Hockey Association  
Board Meeting Minutes  
October 24th, 2019  
6:30pm  
-Sardis Sports Complex-**

**1. Attendance**

- **Interim Presiding Officer:** Mike Jordan
- **2nd Vice President:** Teresa Armstrong
- **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
- **Hockey 3/4 (Novice Minor/Major) Director:** Avalon Daugtreay
- **Female Director:** Taya Kuznik
- **Bantam Director:** Colin Prachnau
- **Midget & Juvenile Director:** Cindy Rhodes

**Guests:**

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

**Absent with regrets: Board Members**

- **Treasurer:** Krista Christiuk
- **1st Vice President:** Vacant
- **Director at Large:** Ross Holding
- **Atom Director and Coach Coordinator Rep & C Division:** Lee McCaw
- **Pewee 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 @ 6:40pm**

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

*Chantelle Bisschop*  
*Teresa Armstrong*

## 2. Approvals

- Taya motions to approve the minutes from the October 7<sup>th</sup> board meeting, seconded by Teresa. All in favor, motion carried
- Avalon motions to approve the minutes from the October 16<sup>th</sup> board meeting, seconded by Teresa. All in favor, motion carried

## 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 <sup>th</sup> , 2019	
A3 Decision	CMHA Board of Directors		Yes – July 17 <sup>th</sup> , 2019	
Interview Questions Document	Teresa		Yes	
Interview candidates for Equipment Manager and Ice Coordinator Positions	Andrea, Teresa, Kim and?		Yes – July 15 <sup>th</sup> & 16 <sup>th</sup> , 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 <sup>st</sup> 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	Coach Selection Committee	ASAP		
“Motion by Mike to announce A1 coaches except Peewee and Juvenile, seconded by				

Chase. 1 abstention (Teresa) rest in favor, motion carried"					
Signs to be posted in Arenas: <ul style="list-style-type: none"> <li>• Parent/player conduct</li> <li>• No Cellphones in dressing rooms.</li> </ul>	?		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		
Ice Issues – Directors send to Sarah to include next meeting	Divisional Directors		Due by November 11th		
Player X Hockey fund request	Board of Directors		November 12th		
Association Calendar to be displayed in office – create a draft for now	Board of Directors		Early 2020- new season planning		

#### 4. Appointed Positions and Committee Reports:

- RIC – Connor

- No report
- **Ice Coordinator - Ron**
  - No Report – attending November 12<sup>th</sup>
  - Issues to bring to Ron next meeting
    - Missed ice
    - Potentially moving Initiation and Novice (hockey 2-4) games to Prospera (dividers there) – use atom slots for extra set up time
    - If board members have questions, please to put together and forward to Sarah to include next meeting
- **Equipment Manager – Jack**
  - No report
  - Email was sent out to coaches/managers that players are not to wear game jerseys at practice
    - Mike – All Divisional Directors please pass on again
    - How do we determine if they are wearing last year's jersey? By Logo
    - Motion by Chantelle that no current CMHA logo jersey (including Atom Atomic Jerseys) to be worn at practice, seconded by Avalon
  - Taya put female goalie equipment in twin storage but didn't know which locker to use
    - Charmaine will tell jack
  - Juvenile A asked if they pay for name bars can they have on jersey
    - Yes of course name bars are allowed but they must go to sapphire
    - Jerseys must be returned with name bars removed – Email coaches and Managers a reminder
- **Tournament Coordinator – Sarah**
  - Report attached
  - Tournament and Regular Season Scorekeepers
    - Send email out to membership for those interested to email Brittany and Sign up
    - Ross look after training on HiSport and Time Clock
    - Jeremy Mann will organize for tournaments
  - Initiation/Novice Equipment at Rinks – Send email to Jack as he's not in attendance
- **Coach Coordinator – Lee**
  - No report
- **Registrar and Website – Brittany**
  - 3 new initiation/novice registrants
    - Feb 15<sup>th</sup> is PCAHA deadline
    - Post on website how many spots left
  - Sapphire branding at rink for display case and trophy case
    - Cases haven't been touched since 2002 and need a refresh
    - Motion by Taya to go with Sapphires branding that includes their logo for the trophy and display case, seconded by Charmaine. 1 abstention, 8 in favour, motion carried

- Fundraising opportunities
  - If teams are struggling to find ideas then they can talk to Brittany and Teresa

#### **5. Public Relations and Sponsorship Update – Charmaine**

- No report – next month

#### **6. Player and Coach Development director – Jason**

- No report
- Rep evals done by November
- Wednesday initiation session will not include goalie development

#### **7. Treasurer’s Report – Krista**

- Report and Financials attached
  - Table until next meeting when Krista is present
- Office, admin, banking fees
  - Brittany would like office to be separated as she doesn’t touch much of budget but its showing otherwise as its blocked in with other expenses
- Revenue and expenses inaccurate
  - Mike and Teresa to have a meeting with Krista
- Book Keeping Possibilities: to be explored
  - We hire an Independent bookkeeper to support individual (treasurer)
    - Treasurer woks with bookkeeper
  - Membership raises lots of financial questions
- POS fees high
  - Moneris dropped rates – Brittany didn’t know we were covering all online/merchant 2% fees
  - Redo ramp budget for next year
  - Committee:
    - Brittany, Jason, Cindy – November report
- Hockey funding requests
  - Player X request:
    - clarity on account and more details so deferred to next month
  - The board would like more clarity on application process
  - Keep player off ice for now

#### **8. Officer Reports:**

- **President – Mike**
  - Update roll of president and continue with Discipline Committee
  - Leaving the 1st Vice President Roll vacant and delegate other duties
    - Stay on as head of Disciplinary committee
    - More problematic moving directors around mid-season
  - Discipline Committee activities

- Mike requests to add James Dick (Discipline Committee member) to our life time membership list
- Sarah requests that we add Tonya Woldock and David Soltys as a motion to n was passed to make them members in the summer but not lifetime members
- Motion by Cindy that James Dick, Tonya Woldock and David Soltys to be given lifetime member status, seconded by Colin. 1 abstention, motion carried.
- 15 Disciplinary files on the go since June (4 completed)
- **\*\*Player X\*\*** discussion of refund for this year and offer free year of hockey for next season
  - Motion by Chantelle that CMHA covers Player X 's 2020/2021 registration fees and refunds the 2019/2020 registration fees, seconded by Avalon. All in favor, motion carried
  - 5 missed ice slots, what can we do to improve this? Haven't gotten report from city yet as Kristy is behind. The rink staff mark as no show and send to Kristy at the City who then sends Brittany a report
  - Confidentiality
    - Review at the next meeting
  - Mark has been appointed as Website Coordinator
    - Motion by Chantelle that Mark Luknowsky be appointed to the Website Coordinator position, seconded by Colin. All in favour, motion carried
  - Last seasons Appointed Member situation
    - Offered a review of process for position this season (how candidates were discussed and chosen)
    - Settled?
  - Assignr
    - Can Connor block games to appear for some refs to eliminate conflicts of interest? Follow up
- **First Vice-President** – Vacant
  - No Report
- **Second Vice-President** – Teresa
  - Report attached
  - 2020/21-- initial planning discussion. Ron to attend Nov. 12 meeting (invite sent & confirmed)
  - Semi has given us permission to use their policies to update and create ours
  - Policy & Bylaws- quick update, next steps – Mike and Theresa follow up
  - Team Fees- draft guidelines (review)
  - Scholarship – Post notice that Midget and Juvenile kids born 2006 or later

## 9. Divisional Reports:

- **Hockey ½** - Chantelle – Report attached
- **Hockey ¾** - Avalon – No report
- **Atom** – Lee – No report
- **Female** – Taya – No report
  - Pee wee coach not happy with cancelled game and sent emails/heated discussion
  - League director said there will be consequences if continued
- **Bantam** – Colin – No report
  - Parents suspended – until resolved they are not allowed in the rink to watch their child

- **Peewee** – Chase – No report
- **Midget** – Cindy – Attached
- **Juvenile** – Cindy – Attached

**10. New/Outstanding Business**

- Hockey day in Chilliwack Date – Saturday, March 14, 2020 tentative date – Board doesn't agree so set new date
  - Brittany send us list of volunteers
  - Table convo via discuss via email
  - email advertisement for committee
- Pre-Hockey – table
- Coach Clinic 1/2 inquiry
  - Call James at BC Hockey
- Draft an Association Schedule – action item
  - Large visual calendar posted in office - Teresa in January
  - meetings, coach clinics and tryouts etc..

Motion to adjourn by Colin, seconded by Charmaine. All in favor, motion carried.

**11. Next meetings scheduled for:**

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: BOOKED

### **Tournament Coordinator – Sarah**

- Email follow ups with teams and contact waitlisted teams when spots open up
  - Follow on payments now that registrations are closed
- Had first tournament meeting last week for Atom and Bantam, Novice next week.
  - Getting lots of help which is great and positive feedback from teams and coaches on process this year.
- Working with Kristy at city regarding ice and have a tentative schedule completed
- Midget
  - Brian Sprott will be running this tournament.
  - Helping with online registration, payments and bank account
  - Accepting 24 teams
    - Full
- 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)
    - 1 spot open
  - C Division - Accepting 14 teams now including Chilliwack(5)
    - Full
- Atom
  - A1 - Accepting 4 teams including Chilliwack(1)
    - 2 spots open
  - A2 - Accepting 6 teams including Chilliwack(1)
    - 1 spot open but may move teams up from A3 due to tiering
  - A3 - Accepting 8 teams including Chilliwack(1)
    - Full
  - C Division - Accepting 14 teams including Chilliwack(5)
    - Full
  - Added an Atom Female division – 4 teams (registration does not open until tiering is complete)
- Hockey ¾
  - Hockey 3 – taking 14 teams (3 chilliwack)
    - Full
  - Hockey 4 – taking 18 teams (4 chilliwack)



- Full

**Second Vice President – Teresa**

Monthly Report: October 2019

		Action taken	Action planned
Primary Responsibilities	Fundraising	Form updated and posted on website  Directors/Managers to remind team Managers to submit forms. Request initiated Oct.18	Few requests received. Continue to monitor. May need to issue formal warnings and/or discipline. Non-compliance is high risk for CMHA Gaming Licence.
	CRC	Receiving, reviewing and forwarding to CMHA Info to enter into Excel spreadsheet	No concerns. Continue to monitor
	Appeals Committee (Chair)	Request made to parent member (1) and non-parent member (1) to participate	No appeals received.
	Scholarship Committee	Announcement to be posted to CMHA website Oct. 21/19 (due annually Oct. 15)	Review application and scoring system by Nov. 12.
	Tournament Committee (Liason)	Planning email sent to Ron Oct. 17 re: 2020/21 schedule.	Ron to attend Nov. 12 meeting—confirmed Oct. 18
	Registrar (Oversee)	Offer to assist with office clean up/refresh	Planning mtg with Pres. & Registrar TBD (by Nov. 1)
External Meetings (eg. Gaming)	None	n/a	n/a
Projects	Policy Review	Liasing with Semi MHA, online review	Update sent to 1 <sup>st</sup> VP and PP. Action: timeline for the work to be completed?
	Team Fees	Online policy review; guidelines drafted	Board review Oct. 24

**Initiation (Hockey ½) - Chantelle**

- Initiation has had some ice double bookings this was taken care of by Ashley and Ross but needs to be addressed, as an ongoing issue.

- After talking to Prospera about heat one game day the operation guy John asked me why the little guys don't play there so I explained we were told that there is no storage he said I have tons of storage right here and showed me a place we can store the little nets. He then mentioned to me they could you use these and showed me the boards that divide the ice in half which they have had in storage brand new since Prospera opened. We have option now to use the boards that divide the rink in half at Prospera and no more bumpers. He mentioned if we give the go ahead he will pull them down from storage for Wednesday and he would even set them up 5 min is all it takes if he knows the kids will need them he would help set the rink up he wants to work with CMHA.
- I have contacted all my people on outstanding fees two families have paid one was the child who dropped from H3 to H2. One emailed right away to Krista. And Player X was told by Friday or I will be at every practice sitting with her child again and she said grandma will call with visa.
- Ross helped Ashley and I with all the coaches for the coaching clinic, haven't heard of any issues since we sent the info he gave. Thanks Ross.
- Ashley mentioned she is having a hard time with people not answering emails on time sensitive matters.

Chase: Pre Hockey

Hey Everyone,

I just wanted to get an email circulating for discussion at our next board meeting.

Over the last few weeks we have had numerous conversations back and fourth about moving kids around and registering underage kids to play hockey. With lacrosse we had similar issues as there really isn't any pre-hockey or pre-lacrosse development programs where kids can start learning the fundamentals of the sports. I know there are some programs through prospera and cheam skating which help skating but not all of them meet all the development needs to transition into a hockey player.

With that being said we started a program called "mini mustangs" which essentially we did to capture the younger kids into lacrosse before they chose other sports like soccer and baseball and that way we can grow the sport and start developing kids at a younger age. (none of this is to knock the other sports just a little bias on what sports i push for). Since doing things like this we have drastically improved our registrations numbers are we are growing by roughly 10% every year and our kids at the younger level are starting to be some of the best players in tournaments and we are no competing and beating all of bigger associations at these levels. (this never use to happen)

With all that being said I think it would be worth a discussion that maybe CMHA can make a mini program to get more kids interested in hockey. Obviously there would be a commitment to this and insurance requirements etc etc.

Let me know your thoughts if we think its a good idea and I can put a proposal together for everyone to look at.