



## Carleton Place Girls Hockey Association

### Executive Meeting #12 Agenda

**Topic:** Executive Monthly Meeting  
**Date:** May 26, 2020  
**Time:** 6:30pm – 8:20 pm  
**Location:** Microsoft Teams

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#### Attendees:

Ryan Carroll	President
Rene Colley	Vice President
Jen Wright	Competitive Director
Dave Mitchell	Director of Discipline and Risk Management
Alex Bennett	Treasurer
Crystal Devlin	Ice-Scheduler
Dwight McNutt	Player & Goalie Development Coordinator
Kayla Twigge	Senior Rep
Christine Shillinglaw	Secretary
Steph Grabe	Equipment Manager
Brandy Mallinson	Registrar

#### Regrets:

Hamish Fraser	High-Performance Director
Ron Buchanan	Coach Mentor
Sara Simpson	Special Events & Communications Coordinator

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### **1.0** INTRODUCTIONS

- Call to Order at 6:30pm
  - **Meeting held by teleconference (Teams)**
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## 2.0 REVIEW OF PREVIOUS MINUTES

- Tryout policy to be reviewed throughout the season to see if we can adjust the wording in relation to the tryouts - volunteer needed to complete this tasks
- Renee to get quotes for evaluator services based on criteria outlined under Section 3.4
- Crystal to arrange ice time for tryouts and exhibition games as outlined in Section 3.4
- Current Executive was asked to notify Ryan of their intentions for next year in terms of positions they would like to try and/or if they are remaining on the Executive
- Executive to provide summaries and send to Christine/Ryan by end of April – Christine/Ryan to compile an AGM report and provide to the association by the end of May – voting for new Executive still TBD
- Alex to send out a table to the Executive to review fees – table will not include High Performance fees
- Registration fees to be set at a later meeting once we hopefully know more on how the season will play out.
- Steph to order smaller jersey's for Atom and Peewee level tryouts – Steph to ensure payment of invoice is in May for next fiscal year
- Jen and Ryan to initiate House Coach applications – due May 1st

## 3.0 NEW BUSINESS

### 3.1 Administration

- Approval of minutes
  - Motion to approve minutes by Alex and seconded by Dave
- HP committee
  - Ryan updated the executive on the meeting held with Jason Clark on April 20. Jason Clarke has agreed to support the High-Performance program again next season. He asked that the program be followed more strictly than last year. CPC name will be used. We will have one high-performance team, Midget AA.
- AGM
  - AGM will not be held for this season. Ryan compiled annual reports including season updates and business of the executive. To be shared with members this week.
  - Nominations for executive positions will be posted at the time of Report distribution
  - Discussed how to handle a potential need to vote during executive elections. Survey Monkey was suggested as a secure option. It will allow only emails on the specified distribution list to be counted.



- Request for feedback pertaining to the Annual Report will be requested at the time of the report being sent out.
- 10 days will be given for nomination form submissions and all feedback.
- OWHA UPDATES: Registration System change
  - Ryan updated on teleconference meeting with OWHA on May 12. OWHA is working with the Provincial Government, Hockey Canada and Health Officials to create a plan for next season. They do not have a direction at this time.
  - Tournaments are not currently sanctioned at this time, and therefore can not be registered for.
  - OWHA is moving away from Ivrrnet and will be updating its registration system to RAM.

### 3.2 Financials

- Budget
  - Approx \$10,000 credit from CP as a result of unused ice
  - Draft financial summary to be finalized for report
  - Alex will file taxes with Ben McNeeley when previous seasons are reconciled
- 2020/21 registration & tryout fees (5 min)
  - To be determined when we know what the season will be
  - Registration can be opened when the new OWHA system is in place
- Golf tournament deposit
  - All agreed to carry over the \$500 to next years golf tournament

### 3.3 Team Updates

- HP team updates (5min)
  - Coaches are working on plans for next season

### 3.4 Coaching and Referees

- Coach applications/selection
  - Interviews and coach selections completed for competitive teams. Jen shared the coach selection
  - Atom C - no coach applied
  - Atom B - Hamish Fraser and Derek Anderson
  - Pee wee B - Dwight McNutt
  - Bantam C- Steve Scott
  - Midget B/C - no coach
  - Request for house coach applications will go out in the next week
  - Will repost vacant Atom C and Midget B/C positions



### 3.5 Equipment

- Outstanding jersey/equipment collection
  - Jerseys and equipment can be collected when the arena opens up
  - CPC jerseys were offered to players to purchase. Bantam AA all bought their jerseys, Bantam BB- 2, Midget A - 11
  - Email sent to Ryan at Pro2cal regarding ordering tryout jerseys. Pro2cal not open yet.

### 3.6 Other Business

- Job Descriptions
  - Job descriptions for High-Performance Director, Special Events and Communications Coordinator, and Player & Goalie Development Coordinator were not formalized after their creation at the end of last season.
  - Descriptions are now completed and will be added to Appendix A in the Policy Manual
  - Motion made by Ryan and seconded by Renee to adopt job description as listed
- Ice Scheduling
  - Crystal submitted ice request to Mississippi Mills

## 4.0 MOTIONS

## 5.0 ACTION ITEMS FOR NEXT MEETING

- Crystal to follow up with CP, MM and Beckwith regarding timing of arena openings
- Ryan to follow up with OWHA regarding timing on new registration system
- Jen/ Ryan will move forward with requesting applications for house coaches
- Registration fees to be set at a later meeting once we hopefully know more on how the season will play out.
- Sara to post competitive coach selections online, and request applications for house coaches
- Sara to post Executive vacancies and share Annual Report with members.
- Crystal to arrange ice time for tryouts and exhibition games as outlined in Section 3.4
- Steph to order smaller jersey's for Atom and Peewee level tryouts – Steph to ensure payment of the invoice is in May for next fiscal year
- Tryout policy to be reviewed throughout the season to see if we can adjust the wording in relation to the tryouts - volunteer needed to complete this task
- Dave to update discipline policy



## 6.0 NEXT MEETING

- TBD

