

Carleton Place Girls Hockey Association

2022-2023 Executive Meeting #7

Meeting Minutes

Date: November 2, 2022
Time: 7:45pm – 9:30pm
Location: Final Score Sports - 384 Flora Street, CP

Attendees

- | | |
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| 1. Keith Wigney | Vice President |
| 2. Sara Dorken | Secretary |
| 3. Nicole Oesterle | Treasurer |
| 4. Brandy Mallinson | Registrar |
| 5. Jen Wright | Competitive Director |
| 6. Joe Schut | Coach Mentor/Player and Goalie Development |
| 7. Steve Swanson | Risk and Discipline Director |
| 8. Stuart Robinson | HP Director |
| 9. Joe Dowdall | FUNDies & House Director |

Regrets

- | | |
|-----------------------------------|----------------------------|
| 1. Amanda Waterfield (filling in) | Communications Coordinator |
| 2. Paislee Puckett | Senior Rep |
| 3. Crystal Devlin | President /Ice Scheduler |
| 4. Vacant | Director of Equipment |

1.0 Introductions

Called to order at 7:45pm.

2.0 Administration

OWHA update - Crystal

There is a new affiliate player policy from the OWHA.

U9 Player Pathway – Crystal

- One of the teams in the league is not following the pathway despite all teams agreeing to field a team of 15-18 players for all U9 teams prior to the season.

- Brandy has reported the issue to OWHA via email on behalf of the U9C team.
Action: There will be a meeting set up between all association Presidents to discuss the issue and align on how to move forward.

Code of Conduct – Keith

The Code of Conduct needs to be read and followed by everyone.

Action: All new Executive members need to sign and hand in their Confidentiality Agreement to Sara Dorken, either in paper format or scanned and emailed.

Roster update – Brandy

- All rosters are approved, a few need to be resubmitted due to adding players or coaches but everything is good for now.
- There was a discussion about players being added to the U18AA team roster. There is no formal policy for this, but it was determined that if players will be moving teams it will be from the U18BB team, not the U15A team. The movement of players will be discussed via email and mutually decided upon.

Action: Stuart Robinson will take the lead on this discussion.

Financials – Nicole

- All Executive members have viewed the current financial update.
- Non-payees have been notified via email, November 1st was the deadline for payment for most, though there have been individual payment plans discussed between the former Treasurer and specific families.

Action: Nicole will determine previously agreed-upon payment plans between former Treasurer and specific families.

- Those who have not paid or who have not followed their agreed-upon payment plans will not be allowed on the ice starting Saturday, November 5th, 2022. Once payment has been made (either in full, or the agreed upon payment plan amount) the player will be allowed to rejoin the team on the ice.

Action: Nicole Oesterle will send emails out to the Manager and Head Coach of the teams that have players owing registration fees. The Manager and Head Coach will talk to families to ensure they understand that their child will not be allowed on the ice until payment is made as agreed-upon.

- Going forward payments will be collected via automatic credit card payment.
- It was suggested that in the future when parents are offered a payment plan that there be 1-3 specific options to choose from to streamline.
- Lottery license issue from 2019 needs to be solved, this was part of the beginning of COVID, there may not have been any lotteries run during that time.

Action: Keith will follow-up with Crystal and Amanda to determine next steps for the lottery license.

3.0 All Other Items

Player & Goalie Development Update - Joe S

- Goalie development is going well, goalies are enjoying the development sessions.
- A second, winter goalie development session will be offered February-April 2023.
- For player development, Joe Schutt is working to get U18AA, U18BB or U15A players to come out to help on-ice with the younger divisions.
- Coaches and managers can sign for volunteer hours for cyclone high school students who help on-ice with player development.

Coach Mentor Update - Joe S

- The first coach development meeting will take place on November 16th. Head Coaches and Assistant Coaches will attend to discuss the season and any issues encountered.
- A second session will be planned for early 2023 (January or February).

Competitive Update – Jen

- Teams are all up and running smoothly.
- 2 silver medals were won by competitive teams in Coburg at the 2022 Halloween Havok.

High Performance Update – Stuart

None.

Equipment Update - Keith

- We are looking for another full set of goalie equipment for U7 (size 20-22" pads).
- U9 House League team has purchased a set of goalie equipment, the league will reimburse the team for this set of equipment at the end of the season and keep the equipment for next year.
- We need to secure a sponsor for a 3-5 year commitment for jerseys.

Action: Brandy will follow up with TPS to see if they will sponsor again, Nicole to reach out to Independent to ask about sponsorship.

- Invoices need to be sent to various teams to collect for sock and name bar payments.

Action: Keith will send invoices to Nicole; she will forward to specific teams and collect payment.

Ice Schedule/Games – Crystal

Crystal continues to work to schedule practice times around games.

Risk and Discipline Director – Steve

- Steve Swanson needs access to the Risk and Discipline email account.
- There are several related, on-going issues with one parent that affect several teams. This has recently been brought to the attention of the board.

Actions:

1. Members of the board will observe the reported behaviour.
 2. A written complaint will be sought from the original complainants.
 3. The offending parent will be notified of the complaint via email, required to re-take the Respect in Sport training from Hockey Canada, and will be subject to any further required action as outlined in the CPGHA and OWHA Policy Manuals.
 4. A survey will be sent out to the affected team from last season where they can respond anonymously to give their account of the incident(s).
- Moving forward the board will outline and share with the members of the association a procedure for submitting complaints with the option of submitting anonymously.

Action: Sara will draft an email about the complaints submission procedure and share with Crystal, Keith, and Steve. Ken will determine the best way to have anonymous submissions sent in via the website.

4.0 Motions brought forward

A motion was put forward by Keith to appoint Fred Olmsted as Equipment Manager.

Seconded by Joe Dowdall.

Motion carried by all.

A motion was put forward by Jen Wright to accept the minutes of the September 28th, 2022, Executive Meeting.

Seconded by Keith.

Motion carried by all.

5.0 Action Items Prior to Next Meeting

All **Actions** outlined above plus:

- Crystal will get approval for new @cpgha.ca email accounts for board members and will share access once it's available.
- Nicole Oesterle needs access the financial accounts.
- Insurance information needs to be sent to the 10 surrounding West End rinks so that teams can purchase ice and be insured. Joe Dowdall will look into ice at Lanark Arena. We will let teams know where they can begin scheduling ice.
- All members to read the CPGHA Policy and bring forward suggested changes.

- Cyclones Day is approaching, all teams will need to help out.
- At the next meeting:
 - Dates for spring tryouts need to be determined. We will outline which rinks, number of hours required, which levels will be having a competitive team.
 - Cyclones Tournament – discuss whether we will do one and the associated requirements.