**GAARA General Meeting May 26, 2020 7pm**

**Virtual Zoom call**

Executive Attendees:

Gabrielle Rodrigue – President, Lisa Rausch – Vice President, Katie Robinson – Treasurer, Vicki Martin – Registrar, Terri-Lynn Campbell – League Scheduler, Elysia Ford – Webmaster/Silverspoon Chair, Tanya Martin – Secretary/BB Division Stats, Dave Berthelot – Adult Development Coordinator/ERRA, Caryn McKee - Coaching Coordinator, Steve Welch – A Division Rep/ERRA, Stephanie Murray – BB/B Division Rep, Tracy Robillard – C/Dev Division Rep, Michelle Chartrand – C Division Stats, Donna Carroll – Dev Division Stats.

Executive Regrets:

Maureen Carroll – Ice Contracts, Brenda Clarke – Referee In Chief, Sean Simmons – B Division Stats

Team Attendees:

A Division: Carleton University, Houlegans, Nepean, Nutri-Lawn Panters, Ottawa Avalanche, Ottawa Blizzard, Ottawa Capitals, Rink Rats, The Ice, Tux Express, West Ottawa A.

BB Division: Diablos, Dino-Mites, Gatineau, Ice Queens, Ottawa Blast, Ottawa Storm, Ringers, The Edge.

B Division: Devils, Hot Shots, Houle Stars, iFathom Mischief, Jaguars, Les Girls, L’il Devils, Metcalfe Falcons, West Carleton 7, West Carleton Tigers, Young Guns

C Division: Blue Storm, Chaos, East End Ringers, Goulbourn Shooters, Hot Flashes, Ottawa Eclipse, SNAP, Vanier Rebels.

DEV Division: Blue Lightning, Goldiggers, Metcalfe Hornets, Orleans Eastenders, Ottawa Rookies

Teams Absent:

West Ottawa B, Dragonettes

Guests:

Representative from new Open A team, Blue Ravens.

Meeting called to order at 7:08pm Confirmation of Quorum by Tanya and Gaby.

**Opening Remarks - Gaby**

Gaby welcomed everyone to GAARA’s first virtual GM. She asked that everyone remain on mute and ask questions using the chat box which will be monitored by the Executive.

**Approval of the Minutes- Gaby**

The minutes of the November 26, 2019 meeting were circulated by email. Gaby reviewed the minutes and called for any questions. There was only one action item and it was completed.

**Motion to approve the minutes of the November 26, 2019 meeting as circulated by Gabrielle Rodrigue, seconded by Dave Berthelot. Motion carried.**

**President’s Report – Gaby**

Gaby thanked everyone for their handling of the abrupt end of the season due to COVID-19. Although RO and GAARA are working behind the scenes, currently there is no information on how and if next season will operate. GAARA is going ahead and planning as if the season will operate as normally scheduled but recognize delays and changes could be necessary. Updates will be sent to all team representatives when they become available. But be prepared to go quickly once we get the green light.

**Changes to the Constitution – Gaby**

After a season that saw many challenges with the League Scheduler position, the Executive discussed solutions to address all the issues. After a great deal of research and discussion the Executive believes the best route of action is to have a paid scheduler position. An email outlining the proposal of a paid ice scheduler position and asking for feedback was sent by Terri-Lynn to all teams on May 14th, 2020. Terri-Lynn reported that all the responses she has received to date were supportive of the proposal. On May 19th, 2020, an email to all teams was sent with appendix A, “Constitution Change” for review in advance of the May 26, 2020 GM. In summary, the proposed changes are to change the Executive Position from League Scheduler to Ice Contracts Coordinator and create a new appointed position of League Scheduler (non-voting) that will be eligible for an honorarium. Katie reported that an amount per team will be added to GAARA team fees to cover the honorarium. A question was raised if the money will be returned to the teams if the honorarium is not earned by the League Scheduler and Katie replied that if that is the situation, the amount will be returned with team bonds at the end of a season. The process for hiring a League Scheduler and the qualifications required for the position was conveyed by Terri-Lynn. A question regarding the guidelines for the League Scheduler was fielded by Terri-Lynn as being covered in the job description for the current League Scheduler and will also be current rules for scheduling games in GAARA. There was a question about who determines the amount of the honorarium and Gaby replied that it will be determined by the Executive but voted on by the members at AGMs if any large changes in the amount. Question on why GAARA can not fund this out of its reserve funds. Katie replied that is not possible as there is not enough money in the reserves for this ongoing cost. Question on if GAARA will purchase any scheduling software for the paid League Scheduler as it currently does for the volunteer position. Tanya replied that it was not discussed but does not believe GAARA would be responsible for any other costs if the position is an eligible for an honorarium.

**Motion to approve the changes to the GAARA Constitution as presented in Appendix A by Tanya Martin, seconded by Lisa Rausch. Motion carried.**

**Vice President’s Report – Lisa Rausch**

Reminder that all player evaluation forms need to go to the VP not the registrar. Players new to GAARA or returning to GAARA after a two-year absence are required to submit an evaluation form. Question regarding release forms for Quebec players. This is a registration issue and Vicki will find the information supplied by Ringuette Quebec last season and relay to all teams.

**Scheduler’s Report – Terry-Lynn**

GAARA’s ice application was submitted to the City in mid-March, just before all shutdowns due to COVID-19. With all facilities closed and some arenas in use as testing sites, it is foreseeable that there will be an impact to the ice allocation for next season. Gaby thanked Terry-Lynn for stepping up and filling in as League Scheduler this season.

**Registrar’s Report – Vicki**

Pre-registration is now open and will close on June 20th, 2020. An email with information will be sent to all teams immediately following the meeting. No fees will be collected until we have more information from the City. If you have successfully pre-registered, you will receive a confirmation email from the system. If you do not get a confirmation email, please contact Vicki and she will investigate if you have completed the registration successfully. Vicki will contact all teams from this past season that have not pre-registered by June 20, 2002. Michelle reported that the East End Ringers may not have a team this season. Question on if the season does not start in September, will we re-open registration at a later date. Vicki replied that this registration is to gather information on what teams intend to return to GAARA if the season operates as in the past. Since we have no information on when we will be given the green light to go ahead, we are suggesting to everyone to be ready to go in a hurry. We are unsure when the City will require GAARA to pay for ice, but ice pool teams should be prepared to pay once things start rolling. RO new registration system, RAMP will require individual players to register online themselves. The system includes the concussion forms required under Rowan’s Law. More information will be sent to teams once registration officially begins. Question on uncertainty faced by players due to COVID-19 (school and job factors) that may impact their ability to register. Vicki reiterated that this is just a pre-registration and money will only be collected once GAARA has more information on when and how the season will operated so players will have only have to make the decision once the information is available to them.

**Treasurer’s Report – Katie**

This is just an interim report, Katie will present a formal report at the next AGM. Team bond refunds were issued late March and early April. As the City refunded cancelled ice times due to closure of facilities, these refunds were passed on to the home teams from the GAARA ice pools. Silverspoon Tournament had a profit of almost $4000. Due to a clerical error in the first step of the scheduling process, creating the spreadsheet for ice scheduling, GAARA was billed over $9000.00 for ice it did not use and did not return. Katie and Terri-Lyn have looked over the process and added additional checks, so this does not happen in the future. There is enough money in profit from Silverspoon, savings from not having playoffs and the GAARA reserves to cover the amount so there is no impact to fees. Teams should expect an increase in team fees of $60-75 per team to cover the honorarium for the League Scheduler. Teams in the GAARA ice pool will also have an increase in their administrative fee to help build up a reserve fund. Questions were raised regarding the error with the ice. Katie reported it was made when the ice contracts from the City were inputted into an excel spreadsheet for the scheduler, 24 ice times were missed. As there was a new person in this position, the training provided may have been inadequate and some double checks along the way missed. The exact amount that this error cost GAARA is $9133.60. Question on what steps will be taken to ensure this doe not happen again as this is a big hit financially for the association. Katie and Terri-Lynn conveyed the steps and additional double checks that will be followed from now on. If anyone has any further questions or concerns, Katie encouraged members to contact her directly as this is their money and they have a right for answers.

**Coaching Coordinator’s Report – Caryn**

There are no new requirements for coaching this year. No new information from RO has been sent out yet due to COVID-19 but if the season operates as last season, November 30 will be the date that everyone must have completed their coaching requirements to be on the bench. There will be a coaching meeting hosted by ERRA in the fall, once dates are available, they will be sent to all team reps and posted on the GAARA webpage. There is a coaching section on the website that has all the coaching information, teams are encouraged to read through all the information and then contact Caryn if they still have a question. Lisa let team reps know there are currently many webinars available for anyone in need of PD points. Caryn will add a link to these webinars to the website.

**A Division Rep/ G & T Rep Report – Steve**

Steve congratulated the Ottawa Avalanche their A division championship. He thanked Erica Moxness for her many years of dedication to her role as statistician in the A Division. Jody MacInnis has volunteered to take over the A Division statistician position. There will be a new team, Blue Ravens, in the A Division next season. There are G & T conference calls every other week to keep everyone in the loop on discussion for next season. RO executive director is on several committees in provincially and nationally that are looking at “what ifs” regarding the impact COVID-19 will have on adult sports. RO has been looking at all associations’ policies with their respective ice providers to research the potential financial impact of COVID-19 on future tournaments and league games. There have been lots of work behind the scene to ensure all the safety of member once the green light has been given to go ahead and play.

**BB/B Division Rep – Steph**

Nothing to report.

**C/Dev Division Rep – Tracy**

Nothing to report.

**Silverspoon Report** – **Elysia**

As reported the Silverspoon turned a profit this year. The tournament has filed paperwork with RO to run February 26 – 28 20201. Fees will remain the same, $1000 for A Division and $800 for BB, B, C and DEV. Fundraising may be difficult next year due to the impact of COVID-19 but the committee will be watch the budget. Question on if we should have a tournament if out of town teams are not able to travel. Elysia will discuss with the Executive once more information is available from RO.

**Webmaster’s Report – Elysia**

Teams are requested to pay close attention to the details they provide in pre-registration as this is the information that is used for team emails. If there is a change to any contact information, please let Elysia know and she will make the changes. If there are players that are interested in being spares, have them contact Elysia. The current spares page has last year’s information, after registration is complete, Elysia will contact all players listed and ask if they would like to remain on the spares page and update any information that may have changed. Currently there are not many players from the C or Dev divisions that are listed as spares, GAARA encourages team reps to talk to their players about being available to spare.

**Adult Development Coordinator’s Report – Dave**

The fate of tournaments is unknown at this time but Nepean will host open A and BB divisions, Arnprior will host an A, B and C divisions, Kingston will host open A, BB and C divisions and Sliverspoon will host all open divisions. The Adult Provincial Committee is in a holding pattern. RO is looking at creating an information package for new open teams in the Province and Dave encouraged GAARA to do the same. Dave reported that the committee is currently looking at the substitution rules for tournaments as the current rules have a impact on adult teams at tournaments when some players are not available for only Friday games. RO will be evaluating teams that register at B level to make sure they are actually B teams and not BB teams. They will move any strong B teams up to BB. Ajax is considering have a round robin format for adult divisions.

**New Business:**

Ottawa Avalanche reported that they raised $850 last season using Flip Give and encouraged all teams to consider using this easy fundraiser. She will circulate information to teams after the meeting and if teams use the link, she provides they both benefits. Jaguars asked if GAARA has considered providing paid minor officials for games as they struggle to fill these roles. Gaby replied that this is something GAARA will not consider doing as it would be too difficult to schedule and manage. Gaby encouraged teams that if they are struggling to fill these roles, they consider exchanging games with another team and using our Facebook group to reach out to fill the positions. The idea of having a GAARA webpage listing paid minor official people would be a great resource. Elysia will create this page and send information out on our Facebook page to find people interested in this job. Question on if GAARA would consider hosting future AGMs virtually as this meeting was a success. The Executive will discuss but are open to the idea.

Tanya thanked everyone for their participation and concluded the AGM portion of the meeting.

**Meeting adjourn 8:36pm. Next meeting date TBD**

**GAARA General Meeting to Elect Executive Members**

**Meeting called to order at 8:37pm**

**Election of Executive Positions – Tanya**

As this is an even year the following Executive positions are up for election:

* President – Gaby has put her name forward for re-election
* Ice Coordinator – Terry-Lynn has put her name forward
* Coaching Coordinator – Caryn has put her name forward for re-election
* Division Reps – all current Division reps have put their name forward

For each position individually, Tanya asked the team reps if there were anyone who would like to put their name forward for the position up for election. There were no other nominations for any of the positions. Tanya asked if any team reps had an opposition to any of the current names being considered for any of the positions. All positions were approved by vote of the Team Reps.

The following positions are not up for election in an even year but are being vacated mid-term and need to be filled:

* Secretary
* BB Division Stats (appointed position)

Tanya asked if there were anyone interested in either position. Tracy from the Ottawa Storm volunteered for the BB Division Stats position. There were no names brought forward for the secretary position. The Executive will recruit to fill the secretary position.

**Meeting adjourn 8:44pm**

**ACTION ITEMS**

* Team Reps are to pre-register by June 20, 2020
* Caryn will add links to webinars for coaches to earn PD points to the coaching section of the GAARA website
* Executive will discuss not hosting the Silverspoon if out of town teams can not attend due to COVID-19 restrictions.
* Team Reps are to encourage their players to register as spares on the GAARA spares page
* Ottawa Avalanche will send information to all teams about Flip Give
* Executive to discuss holding AGM virtual in the future
* Executive to recruit a secretary

**Appendix A**

CONSTITUTION

ARTICLE 8: OFFICERS (EXECUTIVE)

8.1 Officers shall be elected to the Executive by the members of GAARA present at the Annual General Meeting.

8.2 The officers of GAARA shall be the President, Vice-President, Secretary, Treasurer, Ice Coordinator, Registrar, Coaching Coordinator, Referee-in-Chief and at least two (2), but no more than seven (7) division reps.

a) The positions of President, Secretary, Ice Coordinator and Coaching Coordinator shall be considered for election in odd numbered years Eg. 2009/2010 season would be odd year going by the 2009;

b) The positions of Vice President, Treasurer, Registrar and Referee-in-Chief shall be considered for election in even numbered years Eg. 2010/2011 season would be even year going by the 2010; and

c) Division representatives shall be elected on an annual basis.

ARTICLE 9: APPOINTED OFFICERS (NON-VOTING)

9.1 The GAARA Statisticians, League Scheduler, Webmaster and Tournament Director shall be Officers of GAARA but not voting members of the Executive.

ARTICLE 10: Honorariums

10.1 The League Scheduler may qualify for an honorarium. This requirement and the amount will be determined via majority vote of the GAARA Executive each year.