

**HUNTSVILLE GIRLS HOCKEY  
BOARD MEETING  
MINUTES – January 7, 2026, 7:00 pm  
At Thorpe - Canada Summit**

Present: Kerri Vallentin, Mike Archambault, Sam Welch, Sara Plant, Dawn Corbett, Liz Bozzo, Niki Andrews, Steve Mann, Andy Cantelon, Tyler Loates

Regrets: Tanya Neal

Call to Order: 7:02 pm

Voting Majority = 5

**1. Approve Agenda**

<b>DESCRIPTION</b>	<b>ACTION</b>
Motion to approve the agenda	M: Dawn, S: Andy – Carried - 9Y

**2. Unpaid Tournament Fees**

<b>DESCRIPTION</b>	<b>ACTION</b>
<p>Discussion:</p> <ul style="list-style-type: none"> <li>Outstanding player tournament fees owed to managers/coaches.</li> </ul> <p>Action plan:</p> <ul style="list-style-type: none"> <li>Families who have not paid will be contacted by the Manager or Dawn, depending on Manager preference.</li> <li>2-week deadline for payment will be communicated to families.</li> <li>Further actions will be taken if no resolution after 2 weeks (player will not be allowed to participate).</li> </ul>	<b>Action:</b> Dawn to reach out to managers, will send association if required.

**3. Concussion Seminar Dates**

<b>DESCRIPTION</b>	<b>ACTION</b>
<p>Finalized dates:</p> <ul style="list-style-type: none"> <li>January 12 from 6-8 pm in the Active Living Centre</li> <li>Online session date to be confirmed.</li> </ul> <p>Website/Socials Post needed:</p> <ul style="list-style-type: none"> <li>Limited to bench staff</li> <li>Register with Mike – include name and team.</li> <li>Email Mike if interested and NOT bench staff, may accommodate if space allows.</li> <li>Online session: coming soon.</li> </ul>	<b>Action:</b> Dawn to communicate dates to managers, Liz to post website article and Niki to post on socials.

**4. Equipment Manager Vacancy**

<b>DESCRIPTION</b>	<b>ACTION</b>
<ul style="list-style-type: none"> <li>Equipment manager resigned.</li> <li>Post on socials and website regarding vacancy.</li> <li>Messaging: <ul style="list-style-type: none"> <li>Email president if interested.</li> <li>Include brief role details.</li> <li>1 week – ending Jan 16.</li> <li>Candidates will be asked to attend meeting on January 21.</li> </ul> </li> </ul>	<b>Action:</b> Liz and Niki to post on website and socials.

## 5. U18B Added Players

DESCRIPTION	ACTION
<ul style="list-style-type: none"> <li>• Determine pro-rated amount for HL players moving to rep team.</li> <li>• Amount owing = \$200 plus any applicable team fees.</li> </ul> <p><b>MOTION</b> To charge the players moving from house league to competitive \$200 in association fees for the remainder of the U18B season. Conflict declared: Steve.</p>	M: Kerri, S: Tyler – Carried - 8Y

## 6. Coaching Fees Reimbursement

DESCRIPTION	ACTION
<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Board reviewed receipts submitted from applicants prior to the Nov 1 deadline, all submissions met requirements for reimbursement.</li> <li>• Receipts submitted by the Nov. 1 deadline fall below budgeted amount, therefore all received will be reimbursed in full.</li> <li>• Any additional receipts submitted to Sam will be reimbursed up to the \$1500 budget to the end of this season. This will only be applicable to rostered staff.</li> </ul>	<b>Action:</b> Sam to proceed with reimbursing those that submitted receipts.

## 7. Email Migration Outstanding Motions

DESCRIPTION	ACTION
<p><b>MOTION</b> Whereas the migration of records from the hotmail account into M365 has been completed, And whereas all email from the hotmail account is now being auto-forwarded to the m365 platform, And whereas the auto-reply is still active in the hotmail account informing senders of the change of mailboxes, Be it so resolved that effective immediately, Directors shall access emails through the M365 platform and will no longer have access to emails from within the hotmail account.</p>	M: Liz, S: Mike – Carried - 9Y
<p><b>MOTION</b> Whereas the huntsvillegha.ca email addresses were rolled out on October 22, 2025, And whereas the membership was informed to start using the new huntsvillegha.ca email addresses, And whereas since October 22, an auto-reply has been active on the hotmail account informing members of the changes, Be it so resolved that: On January 14, 2026 the "Automatic Reply" will be updated to state: Thank you for your email. Please note that this inbox is now closed.</p>	M: Liz, S: Sam – Carried – 9Y  <b>Action:</b> Liz to ask Help Desk to point "Info" alias to President address.

<p>The Huntsville Girls Hockey Association continues to grow!</p> <p>To better support the HGHA's significant growth, we have implemented changes to improve communication with our parents and players, team staff, partner organizations and governing bodies.</p> <p>Effective immediately:</p> <p>This inbox is now closed and will no longer be monitored.</p> <p>Each of our Directors can now be reached directly via email utilizing our new email addresses.</p> <p>The list of emails can be found on the Contact Us page.</p> <p>Not sure who to contact? Please email <a href="mailto:info@huntsvillegha.ca">info@huntsvillegha.ca</a> and your inquiry will be directed to the appropriate person.</p> <p>Thank you!</p>	
<p><b>MOTION</b></p> <p>Whereas the migration of records from the hotmail account into M365 has been completed,</p> <p>And whereas keeping duplicate records in multiple locations is not in line with proper records management practices,</p> <p>And whereas keeping a duplicate set of emails creates risk for data retention,</p> <p>Be it so resolved that:</p> <p>On February 18, 2026 the Association will cease all use of the Hotmail account by :</p> <p>Deleting all email from the <a href="mailto:hgha@hotmail.ca">hgha@hotmail.ca</a> account, thereby ensuring all official records are in one official location only.</p> <p>Removing the AutoForward so that no further messages sent to <a href="mailto:hgha@hotmail.ca">hgha@hotmail.ca</a> will be sent to the new system.</p> <p>Changing the wording in the Automatic Reply to inform senders that their messages will not be read, nor replied to.</p> <p>Retaining the account as an empty unused mailbox to ensure no one tries to use it as a phishing device.</p> <p><b>AMENDED MOTION</b></p> <p>Whereas the migration of records from the hotmail account into M365 has been completed,</p> <p>And whereas keeping duplicate records in multiple locations is not in line with proper records management practices,</p> <p>And whereas keeping a duplicate set of emails creates risk for data retention,</p> <p>Be it so resolved that the Association will:</p> <ul style="list-style-type: none"> <li>• Immediately delete all email from the <a href="mailto:hgha@hotmail.ca">hgha@hotmail.ca</a> account, thereby ensuring all official records are in one official location.</li> <li>• On April 14 2026: Change the wording in the Automatic Reply to inform senders that their messages will not be read, nor replied to.</li> <li>• On May 14, 2026 Remove the AutoForward so that no further messages sent to <a href="mailto:hgha@hotmail.ca">hgha@hotmail.ca</a> will be sent to the new system.</li> </ul>	<p>M: Liz, S: Mike – Carried – 9Y</p> <p><b>Action:</b> Liz will communicate all 3 resolutions to Help Desk for action.</p>

<ul style="list-style-type: none"> <li>• Retain the account as an empty unused mailbox to ensure no one tries to use it as a phishing device.</li> </ul>	
Outstanding email migration: <ul style="list-style-type: none"> <li>• The few emails still directed to hotmail are automated, mainly from OWhA and Hockey Canada</li> </ul>	<b>Action:</b> Sara to continue working with Hockey Canada and OWhA as required to update email address.

## 8. House League Jerseys

DESCRIPTION	ACTION
<ul style="list-style-type: none"> <li>• Received two HL jersey design options from Gitch (practice jersey vs. sublimated).</li> <li>• Both included new HGHA association logo, Canadian flag, stop sign, OWhA logo.</li> <li>• Proposed order: jerseys numbered 1–20 for 8 teams across U9, U13, U15, and U18.</li> <li>• U11 jerseys not required, will continue using the McDonald's Atomic jerseys.</li> <li>• Approval of preferred jersey design (practice vs. sublimated) required.</li> </ul> <p><b>MOTION</b> To approve the sublimated house league jersey option in black and gold.</p>	
<p>Jersey Sponsorship Proposal</p> <ul style="list-style-type: none"> <li>• Current HL jersey sponsorship: \$2,500 for 1 year</li> <li>• Average of 3 sponsors/year over the last 2 seasons.</li> <li>• Proposed new structure: <ul style="list-style-type: none"> <li>◦ \$5,000 for a 3-year commitment (“buy 2, get 1 free”)</li> <li>◦ \$4,000 upfront, followed by \$500 in each of the next two years</li> </ul> </li> <li>• Objective: improve sponsor retention, reduce annual turnover, and better align with jersey lifecycle.</li> <li>• To be tabled for discussion again after final 50/50 raffle numbers are determined.</li> </ul>	<p>M: Mike, S: Tyler – Carried – 9Y</p> <p><b>Action:</b> Mike to confirm pricing with Gitch and advise Gitch that order details will be confirmed at a later date.</p>

## 9. Additional U18HL Player

DESCRIPTION	ACTION
<ul style="list-style-type: none"> <li>• Review and approve adding a new U18HL player (U15 aged).</li> <li>• Fee will be \$270 plus any additional team fees.</li> <li>• Head Coach, House League Director support this addition.</li> <li>• Registrar has agreed to work to expediting the rostering process so the player can participate in the tournament</li> </ul> <p><b>MOTION</b></p>	
	M: Kerri, S: Mike – Carried – 9Y

To approve U15 aged player to roster with U18 HL team for the remainder of the season, with a prorated registration fee of \$270.  <b>Note:</b> any “at age” additional rostering for the remainder of the HL season will not require board approval.	<b>Action:</b> Sara to proceed with rostering process.
---	--

#### 10. Next Meeting

DESCRIPTION	ACTION
Scheduled for January 21, 2026 at 7:00 pm (special date)	<b>Action:</b> Tyler to book meeting room.

#### 11. Adjournment

DESCRIPTION	ACTION
Motion to adjourn the meeting.	M: Sam, S: Niki – Carried