



JDF Lacrosse Association Executive Meeting

Minutes

9 January, 2025 – 7 pm /JDF Seniors Centre 201

Meeting called to order: 7:02pm By Ryan, 2nd by Kyla

Adoption of Agenda: moved by Alicia, 2nd by Curt, all in favor, carried

Adoption of December Minutes: moved by Rob P, 2nd by Blake, all in favor, carried

Adoption of Reports of Committee Members and Committee Reports: moved by Alicia, 2nd by Jamie, all in favor, carried

Attendance: Ryan, Jessica, Cass, Nikila, Rob P, Alicia, Jesse, Curt, Blake, Craig, Jamie, Jill, Kyla, Nic

Online: Jean

Non-executive members: Jordan Waters, Wendy Hall

President – Ryan Hyland (Interim)- Nothing to report. Will discuss BCLA document around conflict of interest.

Vice- President Box 1- Kyla Pedlow

I attended the Island Box meeting tonight. A few take aways from that meeting:

1. Scheduling Committee: there will be a scheduling committee this year that they are requesting all associations have a representative that sits on that committee. Nikila has agreed to be our representative.
2. Female Floor Time: the female game is growing enough that many associations will be asked to provide floor time for the female teams, even if they are not hosted by that association.
3. Team Declarations: the Island is asking that all associations consider declaring C teams instead of B teams, if it is obvious that the team is not a B team. Last year we had quite a bit of retiering at the end of the season, which is a lot of work for everyone, and also hard on the kids. To avoid this, they'd like teams to be declared accurately at the beginning, when it is possible. For example, last year we had 4 U13 teams. We declared an A1, A2 and two B teams. But we should have declared a B and a C team instead.

4. Commissioners: each association must submit a name of someone who is willing to act as an Island Division Commissioner. Wendy Hall has agreed to be our representative again this season. I have submitted her name as willing to do either U13 or U11.

I've been continuing to work with the assessment committee to get assessments organized, and plan to be at many of the sessions checking players in.

Vice-President Box 2 – Nic Collison

The assessment committee has been hard at work to get started this weekend! Jan/Feb/March will be a busy time for executive.

I've been working with the island commission and up island associations to create exhibition league for U11 A team. More to come and discuss on Thursday with everyone.

Fielding some questions from parents on schedules, Play downs, and some normal Q&A

Vice-President Box 3- Blake Anderson

Have had a few conversations with Curt on some supplemental training for our coaches and have been doing some related research.

Looking forward to assessments starting this month. I won't be here for back to box as we are in Vancouver for the warriors game, but I will be at all u13 assessments.

Vice-President Field 1 – Matt Towle Nothing to report.

Vice President Field 2- Jamie Boyd Nothing to report.

Vice-President Female – Criag Patzer

1. Coaching. Elle Hamilton has committed to assisting with the 25/26 Girls Field year. With the return of Coach Britany (RBSS) and covering off the youngest age groups with high school coaches we are looking good for next year. Ideally I would like to have one more NCAA / pro alumni but we can work with this. The initial idea that has been discussed is that we have parent volunteers act as Head Coaches and then the experienced women coaches as assistants / coaching mentors.
2. VI Girls Cup. I had a good discussion with Bryan from Nanaimo. We are going to move ahead with attempting to book UVic for the tournament as originally discussed. If we cannot get UVic then we will move to Nanaimo. In any case, we are concurrently planning to expand the tournament and fields required to do so. There will be a review of the 2024 tournament and Nanaimo is needing to get in touch with Dawn for the financial roll up / close out. Details on 2024 and 2025 can be discussed as required.

3. Girls Field Allocation. There have been a number of grassroots conversations between myself and current / prospective players from the Saanich / Pac-Rim area with regards to their girls joining field lacrosse. The topic of travel is highest in their mind so I would like to bring it up to the Pac-Rim Womens VP and the field allocation folks to try and get practices / games next year at both the JDF Velodrome and Topaz or something similar so the JDF / Pac-Rim families can share the burden of travel.

4. Marketing. I am still looking for someone with some graphic arts skills to construct a digital poster to send out to schools / school boards in the coming months. I would love to have promotion for the 25/26 season in place prior to schools ending this June.

Secretary – Jessica Lejeune

Secretary Report- City of Langford Grant in Aid Funding request submitted.

Societies filing complete for the 2024 year.

Mailbox has had 1 letter since Canada Post strike. I check often, suspect lots of mail stuck in processing still.

Chek News The Upside email request sent for March 6th Try Lacrosse for Free event. Will update when I hear back.

Printed posters promoting box registration around for JDF lobby.

Digital ad booked for Eagle Ridge screens. Once digital file received, I will also share to JDF and City of Langford Screens.

PDF newsletter promoting box registration, coach applications and officials sent to SD 62 for their news bulletins sent to all schools.

Social media posts and events shared for registration and Try for free events.

If anyone with marketing experience is willing to fill position, please contact me. Willing to train new person and help where needed.

Treasurer – Cass Jutting

As the incoming Treasurer, I have been conducting the ongoing review of financials for 2024 and started to review the current year starting in September 2024 (Fiscal Year 2025). A meeting is planned for 7 January with the bookkeeper and the accountant to discuss the review engagement for the 2024 financials so that we are prepared for the Gaming Grant application process 1 March. Please note that it is a regulatory requirement for a public accountant to review the financials when an organization receives government funding. I cannot do that review as the Treasurer because it must be someone who is "arms length" to the organization. This will continue to be an ongoing necessary expense.

For starters, Jill and I have been working to clean up the banking arrangements. We have too many corporate bank accounts to reconcile monthly and this appears to be a holdover from the field/box associations merging and/or operating on a cash basis with

the attempt to segregate funds. I am recommending closing accounts at Scotiabank and ultimately the Paypal account until I can determine the best way forward for the lowest amount of fees. The previous issues seem to be resolved with Coast Capital and they remain the only bank with no monthly fees for non-profit. The overall bank fee expenses will become more clear as we continue to improve our bill payment processes.

I have been slowly getting a grasp on our key revenue streams and the systems we use to record and manage the funds. i.e. Registration, Tournaments, Fundraising, and Whaler Wear. I will be discussing with the accountant the possible necessity of having a GST account based on the current Whaler Wear revenue; however, I will need to confirm we are actually generating the revenue it appears we are, as opposed to being a flow through for orders.

Overall, there is a lot of information to review and get us fully up to date on the actual financial situation. There are still outstanding questions from the bookkeeper/accountant related to transactions in 2019. I request that any members who previously served as Exec and anyone with long-standing tenure on the Executive please share any financial (regarding actual transactions) information that may be stored in your email or personal computers with the treasurer email or in teams. THIS IS NOT RELATED TO INDIVIDUAL TEAM ACCOUNTS.

On a positive note: We have completed our arrears payments to WSPR and so this is really a clean slate to move forward with full clarity on our financial situation and an opportunity to develop clear financial policies and procedures for issues that have been outstanding and also not accounted for in policy. These will be addressed in the Policy Committee meetings.

Registrar – Jean Gallagher

At a glance in the system, we have 238 registrations for coed and 13 for female box.

U7 - 25

U9 - 50

U11 - 56

U13 - 53

U15 - 28

U17 - 30

Female:

U9F - 0

U11F - 1

U13F - 1

U15F - 8

U17F - 3

U22F - 0

I have been out of commission for the last 3 weeks so am behind on reconciling payments, but hope to get caught back up by the end of this week.

Most of the inquiries so far have been about U13 groups which will be sent out this week, and requests for buddies or coaches. Nothing else major to report.

Head Coach Box – Curt Morwick

Have been busy with coaching applications and reviewing/researching applicants.

Working with the assessment committee on fine tuning that process the best we can.

Looking ahead to assessments, been putting together practice plans, and finding on floor coaches to run the sessions.

Worked with Nikila to secured a field lacrosse Level 1 Coaching course to be run at JDF for those looking for their coaching certificate for this year and possibly get a step up for next year. Will get that course details out to our current field team managers so they can pass the info on.

Working on finalizing a booklet that was started by Ryan to give to our coaches that outline each divisions 'player development' guidelines, some coaching resources etc.

Assessment time will definitely be busy. Appreciate the hard work everyone has been putting in!

Head Coach Field – Adam Ranns Nothing to report.

Head Referee – Rob Cook

I have nothing to report right now.

By next meeting I will have a list of JDF refs attending Field provies and should have dates for box ref clinics.

Looking forward to working with the returning exec and all the new ones.

Based on how well the U11 tournament went with three officials and three officials for the U13 medal games,

I am recommending that we have three officials for both tournaments this year.

The experience and confidence the officials gained at our tournaments, having three officials on the floor, was invaluable.

I can say that the number of complaints about the officiating was night and day, except from the U11 Nanaimo teams.

Referee Allocator Box & Field- Sarah Nishimura

Field/Box Official Allocator.

Field season is wrapping up, a u11 "jamboree" has given us the opportunity to get a few more games in for our entry level officials, and I have strategically paired entry level officials with more experienced officials for ongoing mentorship.

Play downs I anticipate will be allocated by Wes Tyre. Last regular season games wrap up next weekend.

Box - training sessions for RAMP assigning coming up from what I understand. Anticipating that the majority of the entry level field officials will sign up for box which will give us a robust group of young officials.

Equipment Manager – Rob Ponte

On Saturday Jesse, Jill and I spent the day at the locker fitting this years box goalies. It seemed to work really well. This may be a system to keep going forward.

New goalie gear has come in and I am still working on getting more. There seems to be a backlog of orders with certain suppliers.

Risk Management – Matt Towle Nothing to report.

Gaming – Rochelle McRae

Still waiting to get answers back from Dawn and Nanaimo for number for the tournament. Nothing else new.

Jersey Manager Box & Field- Jesse Henwood nothing to report.

Webmaster – Stephen Laws nothing to report.

Whaler Wear Coordinator- Ashley Petch

Nothing new to report just dealing with waiting on replies to have hoodies switched out as the one batch had defects. Once they have been exchanged, I can deliver the damaged hoodies to out of the blue for our invoice. We have stock for shorts but not enough to cover registration so as soon as I get a list of orders and sizes I will have a order submitted.

Head Manager Box & Field – Alicia Hayes

With some of our teams being finished for the season or finishing up soon I have sent out an email to start collecting end of season packages.

We have had one U13 team unfortunately need to undeclare from provincials. I have been in contact with BCLA and after the next field directorate meeting we will be invoiced with the fine. The team understands they will be responsible for paying that. With it being close to the end of season, I do suggest having them pay the amount now and then once we are invoiced, JDF will already have that money instead of trying to track it down at time of invoice.

I have put my name down for some of the volunteer shifts for the upcoming assessments.

I'm starting to look towards box season and getting manager packages organized.

Floor & Field Allocator – Nikila Cyr

- I've been waiting for the Playdown Schedule from the Island, which prevented me from returning any field time to WSPR for January. Unfortunately, this means we'll have to pay for unused field time. On a positive note, the island approved a U11 Jamboree since the U11 division will not be participating in provincials this year.
- There was an issue with the field due to a rip in the turf. I reported it to WSPR via email but have not received a response.

Box Allocator Report:

- Floor allocation requests for WSPR open on January 17th. Now that we are in good standing with WSPR, I am hopeful we can secure more indoor floor time at The Q Centre and JDF.
- Belmont Box: I have not yet signed the contract for these bookings. Craig was planning to consult with the base regarding the maintenance of the box.
- I've reached out to the Island to be a part of the League Scheduling Committee for the upcoming box season.

Other Business:

- I've reached out to the City of Nanaimo and the CRD about their covered box projects but haven't heard back yet, which is understandable given the holidays. I will follow up soon.
- I'd like to propose discussing the possibility of seeking sponsorships for upgrades to the JDF Box, including adding a cover. For example, Thrifty Foods sponsored the skate park, and we could look for a similar sponsor willing to fund upgrades or a covered box.

Tournament Coordinator – Brittney Corkery

Tournaments have been applied for.

U11 Travis Bateman Memorial May 23-25

U13 Rumble on the Rock June 6-8

U7/U9 DC Heat Wave Hustle June 21/22 (in-house)

I did not hear back from Peninsula on whether they were putting on a U15 tournament this year but I feel I may have had incorrect contacts for them. I would like to start the process now of potentially joining up with Saanich for our U13 tournament next year to see if they would be interested in co-hosting and then we could expand to include the U15's as well.

Depending on our final team numbers for U7 and U9 year end jamboree, we can always look at extending the invite to Vela like we have in the past when they only have one or two teams.

I have already started the planning process for our tournaments this year and have reached out for booking food trucks and host hotels, as well as getting started on some of the planning for MVP prizes and getting the structures going for what we'll need donation wise.

I will be in touch with Nikila soon to discuss what I'm hoping to get for floor time for our tournaments. Basically the same as what we've had before in the JDF arena but hoping for a little more time in the Q center which I know is hard with the Shamrocks season starting the same weekend as the Bateman tournament.

Marketing Manager- Vacant

Administrative Coordinator- Jill Denis

I have been busy preparing paperwork, pinnies and supplies for assessments. We are in need of new assessment pinnies for the U11-U13 divisions, I have a quote that I will be bringing to the meeting on Thursday.

I have been working with Cass on finances and supporting her transition into that role. We applied to Microsoft for non profit status and it was approved, this will save us on our annual subscription!

I worked with Jesse over the holidays to sort and inventory box jerseys. A huge thank you to his family who owns 1 hour cleaners for cleaning and repairing some of the jerseys for us at no charge. The jersey locker looks amazing!

Past President- Ryan Hyland

Policy Committee- Committee we will be meeting later this month, our first meeting since the AGM. Nothing else to report.

Disciplinary Committee-Nothing to report.

Assessment Committee- The assessment committee met last night, this was our last meeting before back to the box/assessments start. We are looking for a few more executives to help at assessments/try lacrosse sessions. A schedule will be at the meeting on Thursday for those who want to sign up. A reminder that the assessments this year will be closed to spectators, only registered players and volunteers will be allowed in the arena for U13 and up.

Sponsorship Committee- To be formed.

Agenda

Review of Old Business:

Sponsorship Committee- to be formed

Goals for the executive spreadsheet-to be updated as needed

New Business

Topic	Action Item	Responsible
<p>Cass-Finance items for discussion and approval</p> <ol style="list-style-type: none"> 1. My biggest challenge/concern at the moment is that we don't appear to have an approved budget for this fiscal year (1 September 2024 - 31 August 2025) to track our revenue targets and spending against. I will produce a budget that is essentially based on 2023-2024 spending and current requirements/spending to date. 2. <p>Recommendation: We should have immediate standup of a Finance Committee (eg. Equipment Mgr, Jersey Mgr, Registrar, and VP Female, Head Ref/Coach for input re development) to develop a three-year budget plan/business plan for exec approval --most importantly so we can account for wear and tear on equipment and future equipment needs (eg. female program growth, goalie equipment needs, inflation increases to WSPR services and other costs like storage lockers).</p> <p>Recommendation: Ensure bank/paypal/merchant account fees are taken into account when determining registration costs if we continue to offer RAMP/Credit card payment options and</p>	<p>Finance Committee: Cass, Jutting, Craig Patzer, Rob Ponte, Jean Gallagher</p> <p>Sponsorship Committee: Cass Jutting, Nikila Cyr, Blake Anderson, Jamie Boyd</p> <ol style="list-style-type: none"> 1. Cass Jutting makes a MOTION: To close the second Scotiabank Account and linked Paypal account, the Field Gaming account, and then re-name the Field General account as "Tournaments". <p>2nd By: Jill Denis</p> <p>Discussion:</p> <p>To make things easier and monthly reconciliation. 20 team accounts, 5 association accounts at Coast Capital, 1 at Scotia , 1 merchant account, pay pal account. Left over legacy accounts from amalgamation. Don't need pay pal now, only use e-transfer and merchant account for registrations. Merchant account is significantly cheaper. Jill and Cass will be depositing total funds at scotia into general Coast Capital Account. Will work on creating accurate budget for 2025. This will help our gaming application. Focus on culture shift, increasing transparency, having monthly finance reports, financial visibility, will help player and parent experience.</p> <p>All in favor, carried</p> <ol style="list-style-type: none"> 2. Cass Jutting makes a MOTION: To add Ashley Petcher as the Whaler Wear Coordinator to the Whaler Wear account access, and add Brittney Corkery to the Tournaments account access. <p>2nd By: Blake Anderson</p> <p>Discussion: Makes sense and straight forward to work with budget given by Cass. Cass and co-signor</p>	

<p>encourage e-transfer as long as it remains manageable.</p> <p>3. I see several opportunities for sponsorship/fund development when it comes to advertising, equipment and jersey's. For example, adding sponsor logos to digital ads on billboards (Jessica), sponsor names on team jersey's (Jesse), equipment such as 10x10 tents with JDF/sponsor logos to be displayed at games (Rob).</p> <p>Recommendation: Stand up of a Sponsorship Committee to collaborate on the attached draft and would ask that those with experience in fund development, sales, and business step up to contribute to this with their views and expertise. If we end up with a new Marketing Coord to replace Jessica, this could be part of their responsibilities if not already included.</p> <p>4. We are holding funds in multiple "incorporated" Coast Capital accounts and these should be pared down as well (not the team accounts). Currently we have Booster, Field Gaming, Field General, Box General, Box Gaming. We are primarily using the Box General account. As a single entity, it is most efficient for the purposes of accounting to have the minimum number of bank</p>	<p>approves all transactions. \$50,000 limit before needing GST account.</p> <p>All in favor, carried.</p>	
--	--	--

<p>accounts to reconcile. I am therefore recommending we maintain the following: General Account, Whaler Wear Account, Gaming Account, and a Tournaments account with access given to the responsible appointed directors as a second signer. The merchant/Paypal account is linked to the General Account and will be maintained. The Scotiabank accounts (one closed previously) should be closed and the linked Paypal account should also be closed; however, this may take longer to ensure that the necessary reports to account for the fee expenses are reviewed and recorded in the accounting system.</p>		
<p>Nic- U11 A travel team</p>	<p>See monthly report. Nic- John Swanson requested exhibition A U11 games between JDF, Nanaimo and some mainland teams. In past years JDF had balanced teams and 1 Crosby tournament team. Tim Frost has denied original request. Nic will look at schedules and consult with commissioner if any exhibition games are feasible. Crosby will de changed locations this year, Consider U11 Calgary Canada tournament. Travel Team will apply for both tournaments. Curt- U11 tournament team will go through assessment process, share sample assessment sheet ahead of time with parents for full transparency. Have designated alternates. Better communication in writing with all parents. Coach will be selected via interviews, same as league teams.</p>	
<p>Ryan- Update</p>	<p>Ryan is stepping down as interim president. Adam is unable to return to president role. He will consider field</p>	

<p>BCLA Conflict of Interest</p>	<p>head coach in fall 2025. Kyla will be stepping in as interim president. Nic moved to In Camera, Ryan 2nd 7:45pm. Ryan moved to out of camera 8:15pm</p> <p>Sixes and Olympics- mandated CLA has to be a governance model, and now BCLA as well. Conflict of interest real or perceived by any executive member will be sent to BCLA discipline committee. Suspensions issued to those found in conflict of interest for days up to indefinitely. Appeals can be made, fee paid and apply for appeal process. Information on BLCA website</p> <p>Anyone with a conflict of interest needs to recuse their voting rights on any matter where it could be an issue.</p>	
<p>Jill- Assessment Pinnies</p>	<p>Jill Denis makes a MOTION: To spend up to \$2000 to purchase 84 reversable new pinnies for assessments.</p> <p>2nd By: Kyla Pedlow</p> <p>Discussion: to order white, red, green, black, blue with large visible number. Bar Down apparel supplier. Current pinnies have multiple repeated numbers and can create distraction for assessors. Ordering a set with no duplicate numbers will solve this.</p> <p>All in favor, carried</p>	
<p>Jesse-</p> <ol style="list-style-type: none"> 1. Placing jersey order for goalie jerseys and missing single jersey 2. Annual Jersey Budget for maintaining, cleaning 3. replacing jerseys annually 	<ol style="list-style-type: none"> 1. Jesse Henwood makes a MOTION: To spend up to \$3000 to purchase new goalie jerseys and missing single jerseys <p>2nd By: Jamie Boyd</p> <p>Discussion: supplier- Kirbys Make sure correct green. We need to replace missing jerseys, years ago graduating box players bought 1 of their jerseys, deposit cheques were cashed.</p> <p>Annual budget will be set in near future.</p> <p>All in favor, carried</p> <ol style="list-style-type: none"> 2. Jesse Henwood makes a MOTION: To spend up to \$200 for maintain and cleaning jerseys. <p>2nd By: Jill Denis</p>	

	<p>Discussion: Jerseys need annual cleaning and maintenance/repairs to prolong their life as done in previous years.</p> <p>All in favor, carried.</p> <p>3. Jesse Henwood makes a MOTION: To spend up to \$1000 to replace damaged jerseys annually</p> <p>2nd By: Cass Jutting</p> <p>Discussion: Cass- Doesn't need to be motion, will be a budget item</p> <p>Motion rescinded.</p>	
<p>Rob Ponte- proposing trading a set of leg pads to graduated U17 goalie in exchange for XX hours of goalie coaching</p>	<p>Rob Ponte makes a MOTION: To offer a graduated U17 player to keep a set of leg pads, previously owned by JDF in exchange for 10 hours of goalie coaching to JDF teams in the 2025 box season</p> <p>2nd By: Jamie Boyd</p> <p>Discussion: 22" leg pads, at least 4 years old, used pads. We are benefiting because they are used gear. There is no one currently that height able to use them, or in perspective following years that could use them (younger goalies moving up next year). JDF currently owns 20" new leg pads to be loaned out to JDF goalies. 20" fits up to 6'4" height.</p> <p>All in favor, carried.</p>	
<p>Nikila- box upgrades at WSPR.</p> <p>I'd like to get an idea of immediate concerns about the JDF box as I am going to meet with WSPR to voice our concerns</p>	<p>WSPR wants to meet with president/executive.</p> <p>Safety concerns to be #1 item addressed- floor surface uneven, needs resurfacing.</p> <p>Replacing all wooden boards, fix holes, fix fencing, kids unsafe in contact with the wooden boards, safety of players would be better with plastic hockey style boards. See Sooke, Duncan, Nanaimo, Parksville outdoor boxes.</p> <p>Covered box would also be very beneficial to WSPR and all user groups. Would allow JDF arena to keep ice year round, if U15 and U17 could get floor time in Q Center. Ball hockey, roller hockey, roller skating, roller derby, etc other user groups can use covered box.</p>	

	<p>Parksville got \$750,000 for covered facility growing communities fund through their city. Beautiful covered box. Peninsula is also currently building a covered box.</p> <p>Nanaimo has perfect lay out. 2 Outdoor boxes side-by-side. Both hockey style plastic boards. 1 is covered, 1 is not. 2 turf fields, water park and playground all in same walking distance park. Lions Club sponsored signs on their facilities.</p> <p>Explore Indigenous government funding available, partnerships with local bands/individuals.</p> <p>We should invite a local Elder to our opening/welcoming ceremony for tournaments.</p>	
--	--	--

Next Meeting:

Meeting Adjourned: Moved by Kyla 9:00pm