



KPMHA Board of Directors Meeting Minutes In person (Kerry Park curling lounge) and online meeting (via the app ZOOM) August 10th, 2020

Board members in attendance: (in person) Aaron Lamb, Pam Kendall, Aaron Vaillancourt, Michele Taron, and Darren Van Oene, (via Zoom) Nate Boersen, Shane Kendall, Zahra Rasul, Martha MacMurchy, Josh MacKamey, and Lonnie Goodfellow.

1. Meeting called to order at 7:03pm by AL
2. **Motion:** AL to approve agenda
Second: PK
Carried
3. **Motion:** MT to approve July 13th, 2020 meeting minutes.
Second: AV
Carried
4. Old Business/Action Items
 - a. To record email vote on July 14th, 2020
Motion: DV – I motion the board approve Jason Rockson as the head coach for rep U18 this season.
Second: MT
Carried

To record email vote on July 20th, 2020

Motion: MT – I motion the board that we refund tryout fees for the following players that have withdrawn from KPMHA before July 15th, 2020; JR, LG, MB, EB, and SB.
Second: PK
Carried

Normally in June we would have secured and committed to ice times and other expenses in regard to Rep Tryouts. Due to COVID, many things were delayed this year.

To record email vote on July 27th, 2020

Motion: MT – motion to change Policy 1.3 to the following.

A Returning Player is defined as a player that has played the majority of the immediate past season. Exception will be made for any player that ended the previous season early due to injury or illness. All other players will be considered a New Player.

Returning Player registration will begin in February for the following September season start up. Each year the Board of Directors will determine an “Early Bird” discount and registration period. New Players are not eligible for a registration discount. New Player registrations will begin after the “Early Bird” period expires



KPMHA Board of Directors Meeting Minutes

In person (Kerry Park curling lounge) and online meeting (via the app ZOOM)

August 10th, 2020

- a) Incomplete registrations will not be held longer than 7 days
- b) Complete registration includes payment
- c) All cheques must be payable to KPMHA
- d) All NSF cheques shall result in the following:
 - I. Payment of a \$25.00 surcharge
 - II. Ten (10) business days to replace the payment with e-transfer, money order or certified cheque
- e) Failure to comply will result in the following:
 - I. Suspension of ice privileges until payment is received
 - II. Member will not be “in good standing”

Second: PK
Carried

To record email vote on Aug 4th, 2020

Motion: MM- I motion the Board to approve the emailed 2020 Sponsorship Package.

Second: MT
Carried

Motion: JM- I motion to the board, that we move Weston Carter from U8 to U9.

Second: AV
Carried

Action: JM to get VIAHA approval.

To record email vote on Sept 17th, 2020

Motion: MT – *Current Policy 2.9*

The Association will pay mutual aid insurance for five (5) properly certified team officials on all teams: a head coach, two assistant coaches, a team safety, and a team manager.

The exception is Initiation and Novice teams which are allowed to have up to five (5) properly trained coaches, a team safety and a team manager.

Teams can add additional certified team officials for a fee of \$50 per.

Temporary Revision

Due to COVID and our RTH safety Plan the association will cover mutual aid for 2 extra team officials this season.

- There must be a Group Host (preferably a Manger) at every ice session and a Safety person. Both must be qualified and approved by Pam.
- All volunteers must be properly certified when speaking to any participant.
 - Group Host and or Manager = CRC, RIS, CATT and new COVID safety
 - Safety person = CRC, RIS, CATT, new COVID safety and HSCP course
 - Coach = CRC, RIS, CATT, new COVID safety and Coaches course
- Every team must maintain the 2 deep rule whenever dealing with ALL minors. For example, 2 team officials dealing with ill or injured (**one of which must be**



KPMHA Board of Directors Meeting Minutes

In person (Kerry Park curling lounge) and online meeting (via the app ZOOM)

August 10th, 2020

safety qualified) and 2 team officials dealing with the remaining players on the team.

- If a team wishes to have more team officials then they will be billed the extra mutual aid for each extra at the rate of \$50 per for mutual aid.

Second: PK

Carried

To record email vote on Sept 19th, 2020

Motion: MM – I motion the board to approve an association wide mask fundraiser.

Second: DV

Carried

To record email vote on Sept 19th, 2020

Motion: SK – I motion the board to approve the placing of a bulk order for socks for the association. The order will take 4-5 weeks at a cost of \$10.64 per pair compared to \$16.24 for stocked. If we sell them at \$12.50 per pair, (home and away will equal \$25)

Second: MM

Carried

Sept 27th- the Board met through Zoom to discuss approval of volunteers. Volunteers approved do not get rostered until CRC, RIS, CATT and New mandatory safety course on RTH get completed.

- SK informed the Board that all awards except for one (supplier sent the wrong one) are ready for pick-up. Shane is waiting to hear from Heritage Trophies with an ETA on the last award.
Most awards have been given out, still have a couple left that will be given to recipients during pre-ice or as SK can meet with families/recipients.
DV was presented with his 'Coach of the year' award.
SK has all the plaques to go in the display cabinet.
- MT to communicate with JDFMHA regarding timing of and application process for players as well as 'Return to hockey' procedures.
JDF Tier 1 application deadline is August 15th, 2020. JDF will send PK a list of all KPMHA members who are trying out for JDF Tier 1. Tier 1 try-outs should not affect KPMHA try-outs.
- MT, AL, and ZR to communicate and come up with a plan as to how to communicate the Return to Hockey plan with KPMHA members.
In motion, Phase 2 was sent out to all KPMHA membership, its also on the KPMHA website.



KPMHA Board of Directors Meeting Minutes In person (Kerry Park curling lounge) and online meeting (via the app ZOOM) August 10th, 2020

- DV to bring a name(s)/recommendations to the Board for a coach mentor for the 2020/2021 season.

In progress.

Action: DV to email the board recommendation for coach mentor for the 2020/2021 season.

- AL to formulate an appeals committee
AL reports that Sierra Acton, Anthony Bone, Dylan Durand, and Shawna McKale have all volunteered to be on the committee. He is talking to a 5th person and hopes to confirm 5 people on the committee soon.
AL, may need to do some amendments to the bylaws regarding power of board decisions and the appeals committee.

b. Privacy policy, AL

Motion: MT to go in camera at 7:17pm.

Second: PK

Carried

Motion: MT to come out of camera at 7:20pm.

Second: PK

Carried

Action: AL to determine what OIPC safeguard/privacy seminars/webinars KPMHA should use for training.

Action: All board members, read privacy policy.

c. Return to play, MT

- We are waiting for VI Sport for their next RTP steps, there is no deadline for when the next steps need to be released.
- MT reminds all board members and asks that all communication, questions, and concerns regarding RTP need to be directed to our Communication Director, MT. Lots of information, it is best that MT be the one to communicate to membership since MT has all the first hand information.

d. Registration numbers by division and move requests, PK
Discussion. Numbers are changing daily right now.

Motion: PK to approve a 4-year-old to register in U7

Second: LG

Carried



KPMHA Board of Directors Meeting Minutes In person (Kerry Park curling lounge) and online meeting (via the app ZOOM) August 10th, 2020

Motion: PK, to move CH from U11 to U9 pending approval from/of VIAHA

Second: MT

Carried

- Discussion regarding U11 and U18 numbers and how to break them into groups for pre-ice sessions while still allowing for 2 coaches to be on the ice with players at all times.
- PK will ask for and hold a deposit for 2 registrants who will be moving into our area in September and wish to play hockey with KPMHA.

Motion: PK, request to move a first year U9 player to play second year U9 based on registration numbers.

This item has been deferred until September so that the board can see where numbers are at for the first year and second year U9 team(s).

e. Coach's keys, equipment, and jerseys update, SK

- Waiting on some keys to be returned.
- Jersey return deadline is Friday, August 14th, 2020, if not returned their jersey deposit cheques will be cashed.

f. New PPE in first aid kits, SK

- SK has put together PPE kits and will issue 1 per team.

g. Sponsorship questions, MM

- Question from AL, where are you (MM) keeping sponsorship documents. MM, being kept on Google Drive.

Action: ZR to share some sponsorship leads with MM

h. Feedback regarding board transparency and association awards, ZR/JM/AL

Motion: MT to go in camera at 8:03pm

Second: PK

Carried

Motion: MT to come out of camera at 8:14pm

Second: PK

Carried

- ZR, most members that she spoke with about the membership awards were very happy with the boards decision to give out awards. Some members expressed confusion and felt there was a lack of board transparency regarding the process of selecting award recipients.



KPMHA Board of Directors Meeting Minutes

In person (Kerry Park curling lounge) and online meeting (via the app ZOOM)

August 10th, 2020

i. Financial update, MT

- May need to do another/revised budget next month depending on phase 3 of RTP.

5. New Business

a. COVID agreement

Motion: MT- I motion the Board to approve the presented COVID waiver that will be sent through SignNow for all membership Parent/Guardians to sign 1 week prior to player stepping foot on the ice.

Second: LG

Carried

- Health Check will be sent out to members via Team Snap up to 8 hours before each ice session and must be filled out (before each session) or players will not be permitted on the ice.

b. Mission, vision, and value statement, AL

- MT sent the board a copy of our current mission, vision, value statement, it is time for this to be updated to reflect KPMHA today.
- Discussion surrounding what the new statement should include.

Action: AL to solicit a committee and submit recommendation to the board.

c. Volunteers for prep ice sessions, MT, DV, PK, AV, KD

- AV reports that he has received several offers to help at pre ice session.
- **Action:** PK to send AV a list of members who have their Respect in Sport, CRC, and safety that are eligible to volunteer as a host/manager and safeties.
- Discussion surrounding host/manager and safety responsibilities.
- MT has added a board group to Team Snap for board members to sign up at pre ice sessions to help.

d. Ref clinics, LG

- LG reports that ref clinics are online. On ice ref clinics are only for new refs. LG has opted not to do on ice ref clinics in the past, instead opting to mentor new refs by pairing them up with either himself or senior refs.

e. Coach clinics, MT

- MT reports that BC Hockey is working towards offering online coach clinics. Some extra learning (re: COVID) may be involved, all to be announced.



KPMHA Board of Directors Meeting Minutes

In person (Kerry Park curling lounge) and online meeting (via the app ZOOM)

August 10th, 2020

- f. TeamSnap/Divisional Directors, MT
- MT reports that through the tracking tab on TeamSnap divisional directors can access list of teams, list of players attending each session, and if each player has completed the necessary paperwork (safety check, COVID agreement, social media agreement, jersey deposit) so that they can attend the ice sessions.
- g. Third person information, MT/PK
- Please direct member emails with the original email to the correct board member. Please note, RAMP, which is the email used by board members, does not automatically attach the original email when you are forwarding.
- h. Discussion, 2 U13 rep players with broken arms, how to proceed with evaluation and team formation, AV
- AV reports that 2 U13 members have broken their arms.
 - AV, KPMHA policies and procedures will be followed. Members will work with JM, DV, and through the process.
 - Discussion regarding ailment and recovery time.
 - Reminder from SK that he will need all return to play paperwork.
- i. Misc news from AL
- AL reports that the AGM date for BC Hockey has not been set. VIAHA AGM date is yet to be determined.
 - AL reports that VIAHA has sent an email to BC Hockey advising them that they do not support the formation of U15 AAA and U18 AAA.
- j. **Motion:** DV to adjourn the meeting at 9:27pm
Second: LG
Carried



KPMHA Board of Directors Meeting Minutes In person (Kerry Park curling lounge) and online meeting (via the app ZOOM) August 10th, 2020

Consolidated Directors Reports

President – Aaron Lamb

Vice President of Operations – Josh McKamey

- Meeting with new Peeewe Rep head coach about team composition, tryouts, and KPMHA policies.
- Responded to member questions regarding return to hockey.
- Responded to member questions regarding tryout process and player injury.

Vice President of Admin and Finance – Michele Taron

- Gaming Grant application approved for \$47,100.
- Please see financial reports attached.
- Sent out T1 tryout info to all U13-U18 members through TeamSnap. Please do not forget these members must also email Pam letting her know their intent to tryout.
- New Tracking check list on team Snap under Management/Commissioners logins. Provides a check list for COVID Waiver completed, jersey deposit cheque handed in and Kids signed Social Media Agreement signed.
- Would like to discuss changes to our Association Mission, vision, and value statement.
- There is New feature that will be available on TeamSnap. The new feature is integrated directly into the TeamSnap app, automates the COVID-19 health screening process, and can be utilized by athletes before they arrive at the field, court, or rink. Best of all, it is free for the duration of the pandemic. This feature is found on the availability tab for each team beside each player.
- Health checks will only open 8 hours prior to an event, meaning members cannot complete assessments for practices and games days or weeks in advance, and you have the most up-to-date info.
- Members Health Check status is only visible to Coaches and Managers and only stored for 90 days.
- New Gaming License form on our website for all Managers to enter the info need to apply of a license through Marsha. Each Manager will get a login code for it.
- Created a new TeamSnap Division for Board Members. This will allow us to sign up for each Pre-ice session to support the Group Host.

Communication Officer RTH

- Please direct **all Member questions** to me in regard to Return to Hockey at KPMHA. Things change, in order to get correct information, it is best to talk to the person getting the most up to date information.
- Phase 2 RTH plan was sent to all members through TeamSnap and link is on our website.
- Waiting for news from Via Sport for what phase three RTH will look like and date it will start.



KPMHA Board of Directors Meeting Minutes In person (Kerry Park curling lounge) and online meeting (via the app ZOOM) August 10th, 2020

- I will present the COVID waiver and motion for approval of it at the meeting. This waiver will go out through SignNow to all U11-U18 members by Thursday so that they have time to electronically sign it before Pre-ice starts. ***Remember it must be signed before a player is allowed to take part in an ice session*.**
- Created New Group Host check-in form on our website for all Hosts to enter who was present at each ice session and contact info. Each Manager will get a login code for it.
- Created New Safety Report form on our website for all Safety people to report on for their ice session. Each Safety will get a login code for it.

Registrar – Pam Kendall

Nothing to report.

Ice Management – Michele Taron

- Waiting to discuss ice usage at KP once phase 3 guidelines are released by Via Sport.
- U7 and U9 will start ice sessions the weekend after the first week of school as per usual.
- There will be two other Tryout sessions booked for each Rep team. Dates and times TBD once RTH plan allows for scrimmages.
- Due to U11 pathway, these tryout sessions are not to start until after the first week of school.

Head Coach/Competitive Coordinator – Darren Van Oene

- Start preparations for rep try outs; evaluators, practice plans, on ice coaches etc...
- Numbers are very low for Atom transition ice, I suggest if numbers stay as low as they are now, we should combine the two groups. As of now there are only 3-4 kids for each session. If we combined the two groups we would still only have eight kids per session.
- A big thank you to Michele for once again applying for the KP gaming grant and once again successfully receiving close to every penny that was requested!

Marketing and Tournaments – Zahra Rasul

Nothing to report.

Gaming and Sponsorship – Marsha MacMurchy

1. Gaming, nothing to report.
2. Sponsorship
 - Email motion to approve 2020 sponsorship package
 - Approached by Orthodontist, Dr. Evan Ayres at Westshore Orthodontics about sponsorship.
Action: MT to send sponsorship package to Dr. Ayres.
 - Following up with sponsors from last year to try to secure sponsorship for this season.



KPMHA Board of Directors Meeting Minutes
In person (Kerry Park curling lounge) and online
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August 10th, 2020

Referee in Chief – Lonnie Goodfellow

Nothing to report.

Risk/Equipment management Director – Shane Kendall

- Been in contact with Epact and have received a quote, will present at meeting.
- Received jerseys and equipment from some teams. Still waiting on Initiation (key and jerseys), Novice Major (key), Atom C (jerseys), Peewee C(jerseys), Peewee A (pucks and key), Bantam A (key).
- Have distributed awards to about half of the recipients
- Have purchased supplies to put together COVID kits for teams in addition to the first aid kits.
- Sport traders in Duncan is now closed. They carried Kerry Park socks for members. Will look to get a different supplier locally if possible.

Junior Divisions Director – Nate Boersen

No report submitted

Intermediate Divisions Director – Aaron Vaillancourt

- Currently booking pre-ice sessions with coaches, safeties, and hosts.

Senior Divisions and Female Director – Kim Downie

Nothing to report.