

KPMHA Executive Meeting
MEETING MINUTES
August 2nd, 2016
Kerry Park Lounge

Executive Members Attendance: Erin Egeland, Dave McDill, Jason Rockson, Jason Taron, Martin Wright, Isabel Grondin, Louise Thomson, Heather Calabrese, Lonnie Goodfellow, Aaron Wade, Dave Brummitt, Mari Ann Rockson

Absent: Aaron Lamb, Mike La Roy, Nelly Brummitt, Alison Russell

Meeting called to order at 6:31pm.

Motion to approve agenda: LG

Second: IG

Carried

Motion to approve June 2016 Minutes: LG

Second: IG

Carried

Old Business

a. Action items from previous minutes

i. Items requiring follow up:

1. Erin will be posting survey results once raw data is received from Martin
2. Answers to JT's questions re: finances
3. LT to post annual report to website

b. Association documents – IG and AL

i. Policy and Procedures

1. Section 2 – Finances (worked on by Erin, Alison and Heather)

a. Action: President to discuss whether we want to include a type of annual review of the finances with Budget Committee.

b. Motion: Be it so moved that Policy and Procedures - Section 2 be amended as presented – I G

Seconded: LG

i. Carried

2. Section 14 – Coach Responsibilities

a. Motion: Be it so moved that all coaches at Kerry Park MHA be selected by a committee made up of a minimum of three members. – IG

Seconded: LG

i. Defeated

b. Action: Continue review of Section 14 by committee. Feedback should be submitted to IG by August 9th.

c. Review of Registrar job description – IG

- i. Presented
 - 1. Motion: Be it to moved that the Administrator Expectations document as presented by adopted – I G
 - a. Second: LG
 - b. Carried
 - 2. Be it so moved that the Expression of Interest for Administrator contractor be approved as a framing document to the KPMHA Administrator Expectation document. – I G
 - a. Seconded: LG
 - b. Carried
- d. Review of Registrar contract – EE, DM, LT
 - i. Action: Finalize the contract issues. – EE, IG and DB to form committee. Will report by August 30th.
- e. Meeting with Peewee A – EE
 - i. EE met with them in June.
 - ii. Team account has been settled.
- f. Budget changes – EE
 - i. Mariann will do the ice based on the summary in the footnotes.

New Business

- a. SLS Representative – Veronica Brown – EE
 - i. Erin invited her to our meeting but she was unable to attend.
 - ii. MR will be meeting with her this week re: wall clock and ice plan.
- b. Information presented prior to meetings – HC
 - i. Action: Paperwork, agenda items and reports should be sent to the Board 72 hours prior to each meeting.
- c. Timing of action items post meetings – HC
 - i. Setting deadlines for these items will be helpful.
- d. Cross-ice programming 2016-17 – IG
 - i. IGtalked with BC Hockey about the roll-out of this and reported to the Board.
 - ii. JR has sourced out quotes for rink dividers.
 - iii. Discussion was had around funding for these.
 - iv. Action: EE will consult with VIAHA by Aug 9th about the implications of a gradual roll-out of this cross-ice program.
 - v. Action: EE will do an evaluation of the finances by Aug 9th to see where we are at with funds.
 - vi. MR asks to be kept in the loop about the status of this for ice scheduling purposes.
- e. BCH Skills and Development Camp – EE
 - i. Camp has been cancelled for lack of registration.
- f. Meeting Dates for next season – EE
 - i. Action: Will stick with Mondays. LTto book with the arena.
- g. Books and records review – EE
 - i. Action: EEhas created a document and will contact the member who asked for these

- h. Manager's Meeting – LT
 - i. Action: LT will run this and book room. Will send date when it is booked.
- i. Sportsmanship in the Stands – LT
 - i. They are continuing with this mandated meeting.
 - ii. Action: LT will send out the links and info. to

President's Report – Erin Egeland

1. ePACT Program

As communicated in my email of July 10, 2016, a motion to adopt ePACT District wide and use past season surpluses to cover this season's ePACT fees carried at the last VIAHA Executive Meeting on July 9th, 2016. MHA's will be billed the \$2.00 per player fee directly in the future. (VIAHA is only covering fees for the 2016-2017 season) so we will have to ensure we remember this fee at budget time in January.

The ePACT Customer Success Team will be reaching out very soon to help us get started and provide quick training. As Risk Manager, Martin will be the main contact person and will facilitate the roll out and maintenance operation of the program.

In the meantime, and if you are interested, here are links to two (2) short videos that illustrate how ePACT works and the many benefits to sports associations:

<https://youtu.be/MXXK8h-FNDE>

<https://youtu.be/Di1i6ES2EQ8>

2. Bulletins

Please visit the VIAHA and BC Hockey websites for recent Bulletins and ensure your groups are informed prior to the season beginning. There have been a few additions during the past month. The links are as follows:

<http://www.viaha.org/bulletins/index.php>

<http://bchockey.net/Administration/Bulletins.aspx>

3. Member Survey Report to Membership

I have completed a 7 page draft report based on the survey information communicated by Martin at the June 6 meeting. Martin will forward the raw data to to me so I can ensure my report is accurate (sample size, response rates, etc) before signing my name to it and distributing it to the membership. If you would like a copy of the draft, let me know and I can forward it to you.

4. Finance Policy and Procedure Review

As per Isabel's email, you will see the summary of proposed changes that was completed as assigned to us. Thanks to Heather and Alison for their contributions and time.

5. Thank you to Isabel for investigating and inquiring about the Cross Ice program implementation. I asked if she could do this as the Novice Coordinator as I have been too busy with other jobs and tasks. I have attached a BCH memorandum that outlines the search for an Initiation and Cross Ice Hockey Lead. If you are interested in applying, let myself and Isabel know and we would be happy to support your application.

Executive Reports:

1st Vice – DB

- BC Hockey AGM report was sent earlier.
- Participated with Jason T on Competitive Coaching Interviews and selection. I would like to thank all the coaches that put their names forward.

2nd Vice/Ice – MR

- Still waiting for ice contract
- Pre-season ice is posted
- Ice sessions will be done on a cost-recovery basis

Treasurer- AR – ABSENT (Erin Reporting)

Motion to go in camera at 9:20pm - MR
Second - DB

Motions to come out of camera at 9:49pm- MR
Second – DB

- Outcome: Erin will look after the financials until a resolution is found.
- Erin will be looking into electronic payment for the Officials

Registrar – LT

- Registration numbers presented
- Please remind any new parents that one of them will need to complete the parental Respect in Sport
 - VIAHA voted to keep this at one per family for next year.
 - Members can now renew the team staff version before the old one expires. A big change from last year. The team staff version will again satisfy the Parental requirement. Team staff version is now valid for 5 years instead of 4.
 - As per last year, the Respect in Sport requirement must be satisfied prior to child accessing first ice session.
- Concussion Awareness Tool (CATT) update sent to MW that is current to August 1st. Another will be sent to MW prior to first tryout session so he can verify coaches accessing the ice.
- Please remind new team staff to use the online Criminal Record Check application. It can be accessed from the Coaching Requirements page.
- We will be getting a "Square" so that we can collect tryout fees via card at tryouts.

- Tryout families will need to provide a post-dated cheque for Rep Fees that will be payable for Nov 1st. Only the cheques of those children on a competitive roster on November 1st will be cashed. Others will be shredded.
 - Action: AW to let all tryout families know they will need cheques for this purpose so they should order them now if they don't have them.

Head Coach – JT

- 2016/2017 Coaching
 - DB and I did interviews for the Competitive Head Coaches. Interview skills and coach evaluation forms were taken into consideration when making the final decisions.
 - Motion: JT - KPMHA to name the coaches listed below as interim coaches subject to their child making the respective team.
 - Second: DB
 - Carried

Atom A – Gord Closson
 Peewee A – David Hyde Lay
 Bantam A – Terry Pearson
 Midget A – Tom Shadlock
 - Recreation Head Coaches will not be chosen until the teams are set during the second week of September.
 - September is such a busy month, so I would like to get started on back ground information on anyone wishing to be a recreational Head Coach. I need divisional coordinators to send me a list of names of ALL interested Head Coaches in their division. With the help of the divisional coordinators, I would like to start gather information and having discussions on each of the Recreational Head Coach applicants.
 - Action: JT to answer questions posted to EE via email to the Board
- 2016/2017 Development
 - Even if we do not receive a gaming grant again this season, I would like to have development plans for all divisions.
 - I think we need to make a Plan B should we not receive any money this year.
 - It is extremely important that we continue the “All Novice” and “All Atom” development sessions that we started last season.
 - Alison, do you know when we should know about our gaming grant status?
 - DB and IG can you canvass your divisions to see if they are willing to pay for these sessions again and how often they are willing to have them?
 - Mari Ann, do you have a scheduled day for this yet, or is it still in the works? I would like to start these sessions sometime in September if possible.
 - It is also important to have a future development plan for the other divisions and I would like to have discussions with each division coordinator on the cost and time commitment that each division is willing to take on.
 - In terms of long term development for the Peewee group, there should be an A and B team this season.

Action plan from last meeting

- Last meeting I was asked to gather 3 quotes for photo night. Currently I have a quote from Gordon Lee photography.
- The price for photographing KPMHA will be \$8.00/ player. (Taxes included)
- This includes a 5x7 team photo and an individual photo in a Memory Mate folder.
- All the coaches receive a 5x7 team photo at no charge, a set of team photos for the arena display case and for sponsors at no charge.
- I am having a difficult time coming up with 2 other photographer options. In my experience, I have not come across a more organized photographer than Gordon Lee. He is very professional and able to get the players photos/ team photos done in an extremely timely fashion, where the players are in and out with next to no chaos.
- www.gordonleephoto.com

Equipment – JR

- Finally have all jerseys back.
- Sending list to Louise for those being charged for damage or missing jerseys
- Discussed with arena about rink dividers.
 - All is fine for storage space. We will need to figure out procedure for getting the boards on and off the ice.

Risk Manager – MW

- Nothing to report
- Working with ePACT to get that set up

Referee Assignor – ML

- Nothing to report.

Referee in Chief – LG

- Trying to set up officiating clinic for beginning of the season.

Tournament and Sponsorship - VACANT

Competitive – AW

- Tryout numbers as of most recent additions (July 26)

Division	Players	Goalies	Total
Atom	23	2	25
Peewee	29	5	34
Bantam	18	4	22
Midget	17	3	20

- Evaluations
 - I will present an updated tryout budget as well as an update on potential evaluators for both players and goalies to further this discussion. This discussion will center on the merits of paid evaluators, the process of selecting the potential paid evaluators, and the costs of making this decision (which have not been included in our approved budget). I have informed potential paid evaluators that a decision should be made shortly and they will be informed as soon as it is approved by the board.

Discipline Committee

- Nothing to report

Division Coordinators:

- Initiation – Nelly Brummitt
 - All is good in Timbit Land
 - Presently there are 23 registered, and 6 gentlemen returning to coach.
 - Looking forward to the season starting.
- Novice – Isabel Grondin
 - Nothing to report
- Atom – VACANT (Dave Brummitt covering)
 - Nothing to report
- Peewee – Aaron Lamb – ABSENT
 - Current registration sits at 51
 - 33 out of the 51 registrants are trying out for competitive (65%)
 - Interest in a 2nd Island Team
 - Roundtable discussion about this possibility
 - Leaving only one Recreational team decimates this team.
 - We should accommodate any child who wants to play competitive hockey.
 - All of the players on the list may not actually end up trying out or want to actually play competitive.
 - May be issues with coaches for a second competitive team.
 - Do all members expressing an interest in tryouts know what playing on a competitive team involves?
 -
- Bantam – Heather Calabrese
 - Nothing to report
- Midget – Dave McDill
 - Nothing to report
 - Still working on interest for Juvenile team

Meeting adjourned at 11:20pm

Next meeting – September 12th, 2016