



KPMHA Board of Directors' Meeting Minutes KP Denis McLean Room Monday, December 11, 2023

Board members in attendance: Shane Kendall, Michele Taron, Terri Slade, Anthony Bone, Kyle Hamilton, Marsha MacMurchy, Elie Kozma, Daryn Martiniuk, Steve MacDonald, Nate Boersen, Mike Murray, Jordan Warner

Absent: Darren Van Oene and Steven Campbell

1. Meeting called to order by **SK** at 6:33pm

2. **Motion:** **KH** to approve Agenda
Seconded: **MM**
Carried

3. **Motion:** **AB** to approve the Board's November Meeting Minutes
Seconded: **MarshaM**
Carried

4. Action Items:

- **Div Dir** to let appropriate managers know to submit a list of Affiliate Players (APs) to the Registrar by December 15th. Not all teams submitted a list. **TS** to send **Div Dir** a reminder to send her an AP list. **ONGOING**
- **DV** to discuss fees with development coach **AG**. **ONGOING**
- **SK** to ask **BCH** for clarification on the new dressing room policy since there are some discrepancies. **ONGOING**
- **MT** to contact **BCH** Dave Cummings about adding more "Coach 1" courses. **BCH** will not be providing any more courses. None of the **KP** coaches require this course. **✓ DONE**
- **SM** to bring samples of jackets to the next **BOD** meeting. **SM** did bring samples and **BOD** members will try them on after the meeting. **✓ DONE**
- **AB** to try and get screenshots of gamesheet warnings (eg. stick infractions) for teaching purposes. He contacted the **U18A** league commissioner who has not replied yet. **ONGOING**

5. Old Business:

- a) President's Update – **SK**
- There will be a Christmas dinner for **BOD** members. **SK** to send out an e-mail to members.
 - **VP Ops** – **DV** is no longer able to substitute in this position due to his busy schedule. This position requires a volunteer for the rest of the season; nominations will be accepted for this position at the **AGM** in April.
 - Gamesheets – volunteers in the box need to be reminded about entering accurate information into the tablet.



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- b) Financials/Administration Update – **MT/EK**
- **MT** is receiving a lot of e-mails that should be going to the **Div.Dir.** **Action:** **DD's** to contact their teams via Team Snap to remind them that they are their point of contact.
 - **MT** may have a shadow for a portion of her responsibilities.
 - Ref Assignor – the current Ref Assignor is working with a volunteer that will take-over that position.
 - Cash Flow – chart presented by **MT** on the overhead. Next seasons budget items will be reviewed in January. **DISCUSSION**

Motion: **MT** to make changes to Policy 3.3 (below in red)

Seconded: **MarshaM**

Carried

All teams must keep an accurate accounting of all incoming and outgoing team money (e.g. bottle drives, car washes, Pizza fundraisers, raffles, seed money paid by each member, team expenses, etc.)

a) Teams are not to pay any team expenses, seed money refunds/returns by cash.

b) All fundraising coupons can only be purchased by the Association and sold to teams at cost. Team Managers are to request the number of coupons from the KPMHA Gaming and Fundraising Director and the team will be billed for this expense within 30 days.

c) All money earned through gaming licenses must be deposited in full to the Team Gaming account set up as per policy 3.2.

d) In September Teams are to submit a draft Team budget to the ~~VP Admin~~ **KPMHA Treasurer** Director and **KPMHA Bookkeeper**. This budget will be submitted to the Budget Committee for approval or edits/changes.

e) Once the Team's budget is approved, the Team Manager or Team Treasurer will present their budget to the remaining Members on the team and each Member will be required to sign the bottom of the budget. The signed budget must be sent to the **KPMHA Treasurer** Director before Oct 31st.

f) If a team raises more money than expected, the Members do not have to resign a new budget if these funds are off-set by: purchasing ice, on ice officials for extra games, attending an extra tournament or paying for a KPMHA Development Coach. Any other purchases for this income will be required to have 2/3 of the Parent group sign off on an updated budget and sent to the **KPMHA Treasurer** Director.

g) Teams are required to submit all receipts with a listing of incoming and outgoing funds and list of who paid seed money and how much, to the **KPMHA Treasurer Director and KPMHA Bookkeeper** no later than by the following three (3) dates:

1. Dec 31st
2. Jan 30th
3. March 31st

***Ice times will be suspended for those Teams that are not in compliance with any part of Policy 3.3.**

h) By March 31st, each Team Manager or Team Treasurer must provide a final total of incoming and outgoing funds to the **KPMHA Treasurer Director and KPMHA Bookkeeper**.

i) Before any Seed money returns are paid to Parents the Team's year-end financials must be verified and approved by the **KPMHA Treasurer Director and KPMHA Bookkeeper**.



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j) No later than 45 days after the end of the season the Team Manager or Team Treasurer is to send out the final report listing of all finalized incoming and outgoing totals of the Team account to all Members on the Team.

k) All seed money carry over funds must be detailed and sent to **KPMHA Treasurer Director and KPMHA Bookkeeper** by April 15th.

l) All Team Managers and Treasurers will be required to sign an agreement regarding team finances.

- **Action:** **EK** to remind managers and treasurers that the first deadline for submitting finances to the Treasurer Director and Bookkeeper is December 31st.
- c) Registration Update - **TS**
 - All coaches that needed their Coach 1 and Coach 2 level courses have completed them.
 - Some new players have joined the Association and are in the process of registering.
 - Not all teams have APs. **DISCUSSION**
 - **Action:** **TS** to contact teams that still require APs.
- d) Head Coach/Competitive Coordinator Update – **DV**
 - Absent. Nothing to report at this time.
- e) Referee Update – **DM**
 - Some Associations have adopted the use of neck guards for on ice officials. There is no directive from BC Hockey. **DISCUSSION**
 - The U13 female provincials (in March 2024) are looking for female officials
- f) Goalie Development - **JW**
 - Some goalies are mentoring teams in the younger divisions. For example, U8/9 goalies are going to U7 practices and older goalies are going to the U8/9 practices. It helps to have two goalies at a practice.
 - Thank you to the Association for providing gear to the younger groups. The gear is getting organized and used by the teams.
 - **Action:** **JW** will create a list of the equipment, its approximate age, and wear so that the Association can budget for replacements. **DISCUSSION**
 - Suggested that the registration fees for goalies return to the regular amount, but that some of those fees go towards an Association goalie camp in August.
 - **Action:** **JW/SC** will create a budget and timeline for the proposed goalie camp.



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- g) Risk Manager Update – **AB**
- Sent an e-mail to managers to ensure that volunteers in the box know how to enter information into the gamesheet tablets.
 - Also sent an e-mail to the KP Recreational Centre about a rope barrier at the top of the stairs near the penalty boxes to prevent people from visiting players in the penalty boxes. There are already eyelet hooks in place. He has not received a reply yet.
- h) Equipment Update – **SM**
- Brought sample jackets to the meeting. Discussion about colour of jacket, style, etc. Members to try on the samples after the meeting.
 - Game socks were given to the teams that requested them and the teams will be billed.
- i) Social Media/Sponsorship/Gaming – **MarshaM**
- Some teams are sending items for posing on social media.
- j) Banquet Update – **MarshaM/TS**
- The venue options are Arbutus Ridge or Shawnigan Lake School
 - The number of teams/players/coaches attending has to be determined
 - Tentative date is Sunday, March 24th
 - Banquet would be for U11 to U18 and U7 to U9 would have a fun skate at KP before the Kinsol Cup
 - Awards Committee volunteers – **MikeM, KH, SK, TS**
 - A Google form for nominations needs to be created. There are team and Association awards per division.
7. New Business:
- a) Divisional Directors' Update – **NB, KH, MikeM.**
- **Action:** **DDs** need to remind families to fill in player availability on Team Snap and that players have to be dedicated to attend games unless of illness.
 - Teams are continuing with their seasons.

QUESTIONS – no questions

Motion: **TS** to adjourn the meeting at 8:42pm
Seconded: **DM**
Carried