



## KPMHA Board of Directors Meeting minutes Online (via Zoom) January 11<sup>th</sup>, 2021

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Board members in attendance (via Zoom): Aaron Lamb, Darren VanOene, Shane, Pam Kendall, Michele Taron, Marsha MacMurchy, Josh MacKamey, Lonnie Goodfellow, Kim Downie, Shane Kendall, and Zahra Rasul.

Absent: Nate Boersen

1. Meeting called to order at 7:02 pm by AL
2. **Motion:** LG to approve agenda  
**Second:** MT  
**Carried**
3. **Motion:** LG to approve November 2020 meeting minutes.  
**Second:** JM  
**Carried**
4. **Motion:** MT to approve December 2020 meeting minutes.  
**Second:** KD  
**Carried**
5. Old Business/Action items
  - a. Action items
    - AL, may need to do some amendments to the bylaws regarding power of board decision and appeals committee – on going
    - AL to determine what OPIC safeguard/privacy seminars/webinars KPMHA should use for training – on going
    - AL, ZR, LG to submit recommendations to the board regarding mission, vision, and value statement.  
**Action:** ZR to send ideas to the Board before the February meeting for the board to look over.  
After the board meeting, if the board is in agreement, the committee would like to send 3 vision, 3 mission, and 8 value statements out to the association in April (before the AGM) via Survey Monkey so the association can vote for what statements they feel best represent KPMHA.
    - MT, to discuss at the next board meeting players that haven't paid seed money.



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### b. President's report, AL

- VIAHA meeting that was set for January 4<sup>th</sup> was moved to January 12<sup>th</sup>, therefore AL does not have any updates at this time.
- On the schedule is
  - Expectations for VIAHA arranged games
  - End of season date
  - VIAHA finances
- **Action:** AL to send to the board via email highlights from the January 12<sup>th</sup> VIAHA meeting.

### c. Financial update, MT

- Budget vs actual – no questions, no discussion
- Next season's team accounts - the team manager and treasurer will be delegates on the team bank accounts only. All transactions will be done through e-transfer(s). Any team bills needing to be paid will get sent to the KPMHA bookkeeper to process from the Team Manager.
- Panago Pizza fundraiser – next season, the association will purchase these coupons upon request from team managers. This will allow for better reconciliation and more transparency.
- **Motion:** MT- change Policy 3.2 and 3.3 to the following;

### 3.2 Team Bank Accounts

a) All team bank accounts will be opened and held by the association with three (3) Board of Directors as sponsor members (President, VP-Admin and Finance Director and Registrar Director).

b) The three (3) Board of Directors (sponsor members) will add/remove ~~signers~~ **delegates** to each team account as needed. This will allow for better control and transparency of the team funds. **Delegates will have access to view all team account bank transactions and instruct team expenses be paid (with copy of receipt) to the KPMHA Bookkeeper.**

c) A secondary account will be set up to hold all team gaming monies as per Gaming License regulations.

**d) All team funds will be only run through the above team account. Teams are not allowed to set up a different team account or use a personal account to run any team funds through.**

**e) All E-transfers pertaining to fundraisers or any other team funds must be run through the auto deposit team email address assigned by the VP Admin and Finance Director for each team. For example; [U13C2@islanderhockey.ca](mailto:U13C2@islanderhockey.ca)**

d) Teams will have until **July** 1st to use their funds in accordance to KPMHA guidelines.

e) All remaining balances in the team accounts will be transferred to the KPMHA operating account on **July** 1st of every year.



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**3.3** 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 Sponsorship 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 and Finance Director. 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 VP-Admin and Finance 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 offsite by; purchasing ice, on ice officials for an extra game, 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 VP-Admin and Finance.

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 VP- Admin and Finance no later than by the following three (3) dates:

Dec 31st

Jan 30th

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 VP- Admin and Finance Director.

i) **Before any Seed money returns are paid to Parents** the Team's yearend financials ~~have been reviewed~~ **must be verified and approved** by the VP-Admin and Finance.

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 VP- Admin and Finance by April 15<sup>th</sup>.**

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

**Second: KD  
Carried**



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- d. Development tools  
SK, foam dividers are due to arrive at the end of the week.  
New attack and passing triangles, shooter tutor, stick handling tools, and radar gun have all been purchased and are in the equipment room (at KP).
- e. Ice times  
MT, managers must all understand that they cannot cancel ice times, especially at the last minute.  
**Action:** **Divisional coordinators** please send an email to your team managers and communicate with them that they need to be prepared and make sure that they always have at least 1-2 coaches available at all ice times, if only 1 coach is available then the Safety person needs to be close to the ice surface in order to provide the 2 deep rule.

### 6. New Business

- a. Scholarship – Frances Kelsey email  
PK, Frances Kelsey has reached out to the association, wanting to confirm that the association is still wanting to offer (up to 2) scholarships (of \$750.00 each) this year.

Discussion regarding the scholarships, how many to offer this year and what amount.

**Motion:** **JM** - KPMHA issues 1 scholarship of \$750.00 for the 2020/2021 season for graduating players (in June 2021) of Frances Kelsey.

**Second:** **LG**

**Carried**

ZR, PK, and MM will be the Scholarship committee this season with KD as an alternate in case of conflict.

- b. Sponsorship arrangements
  - AL and MM have spoken at length about extending current sponsorship agreements from this season to also the 2021/2022 season. Due to (COVID 19) restrictions this season, we haven't been able to give our sponsors (RateDesk, Good Used Cars, and Great Greens) as much value
  - Discussion.

**Motion:** **MM**- that sponsorship agreements/obligations established this season (2020/2021) will be extended to the 2021/2022 season.

**Second:** **ZR**

**Carried**



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c. Registration and Budget for next season

- MT, Early bird registration for returning players (for next season 2021/2022) will start on February 24<sup>th</sup>, 2021 and run through to March 24<sup>th</sup>, 2021.
- Budgeting Committee for next season will consist of MT, PK, and KD.
- Discussion regarding registration numbers for next season.
- Discussion regarding current year's budget, MT reports all teams have had lots of extra ice time this season.

**Motion:** MT – to offer a \$100.00 credit to all returning players from U11 Dev through U18A and U11C through U18C against next season's registration during the Early Bird Registration period.

**Second:** PK

**Carried**

- Below U11 is subsidized, there won't be a credit offered to these returning players.

**Motion:** PK – for a partial refund of current season registration for CL and a partial credit for next season for KHR due to injuries (this season).

**Second:** MT

**Carried**

d. Tentative AGM date is April 26<sup>th</sup>, 2021. Possibly have to be done via Zoom again this year dependant on COVID 19 restrictions.

e. Pulse check, AL

- Discussion about how members of the association are feeling.
- **Action:** Divisional Coordinators to email all teams about the option to live streaming practices at Kerry Park Arena (not allowed at Shawnigan Lake Arena).

**Motion:** PK to adjourn the meeting at 8:12pm.

**Second:** MM

**Carried**



**Consolidated KPMHA Directors Reports  
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**President** – Aaron Lamb

**Vice President of Operations** – Josh McKamey

Nothing to report.

**Vice President of Admin and Finance** – Michele Taron

- Financials attached
- The majority of our Association expenses are fixed. Ice is our largest expense and all team have received have received their allotment+, of ice.
- We have a couple of Association expenses that were not required or less than budgeted for ( BC Hockey AGM fee, Officials, Playoff ice, Paid Coach Mentor, VIAHA Rep team fees and VIAHA hand books)
- Due to the above I wish to motion to offer a credit to all returning players from U11 Dev thru U18A and U11 C thru U18C against next seasons registration.
- U7 thru U9 players are subsidized therefore there is no offer of credit.
- Association Budget will be presented and motioned next meeting.
- Team Financials were due Dec 31<sup>st</sup>. This is a huge job, as the bookkeeper Pam is helping to reconcile and make sure all receipts are handed in. We are still missing pieces of information from 3 teams.
- Wish to discuss Panago fundraiser at our Monday's meeting. This fundraiser will need to be setup differently next season.
- Next season there will be rostered team delegates for each team account which means there will no longer be the need to sign on team accounts or have team cheques. All team bills will be forwarded to the KPMHA Bookkeeper and bill payments will be done through E-transfers.
- Team Managers and Treasurers will be required to sign a seasonal agreement with the Association regarding team finances on an annual basis. Coaches sign an annual agreement regarding coach already.
- Motion to change the following Policies 3.2 and 3.3.

**Communication Officer RTH** – Michele Taron

- On Jan 7<sup>th</sup>- PHO extended phase two activities thru to Feb 5<sup>th</sup>.
- TeamSnap email regarding this was sent out to membership and BC Hockey FAQs are on our website.

**Registrar** – Pam Kendall

- Working on outstanding team staff requirements.
- Working on outstanding Respect in Sport requirements for some parents.
- Early bird registration for the 2021-2022 season will be February 24<sup>th</sup> to March 24<sup>th</sup> 2021.



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- To propose to the board a motion for a partial refund of current season registration for applicable injured applicants. Details to be presented at the meeting.

### **Ice Scheduler – Michele Taron**

- All schedules were sent to Managers and are posted on website up to the end of January.
- U7, U8 and U9 groups have been split up with ice slots in order to not have too many participants on the ice at once. Max 5 coaches are to be on the ice at one time.
- Scheduled two ref on ice development sessions.

### **Head Coach/Competitive Coordinator – Darren Van Oene**

- Development break down up to end of January:

Parent Paid sessions	12
Goalie development sessions	70
Player development sessions	77
- Thank you to Rob McNutt who has also been helping out with some Goalie Development.

### **Marketing and Tournaments – Zahra Rasul**

No report submitted.

### **Gaming and Sponsorship – Marsha MacMurchy**

Nothing to report.

### **Referee in Chief – Lonnie Goodfellow**

No report submitted.

### **Rick/Equipment Management Director – Shane Kendall**

- Purchased development tools for association (attack triangles, Passing aides, Speed radar, and foam dividers).
- Received development tools from members who graciously fabricated these items for the association. Thank you to Jason Taron for the fabrication of the new shooter tutor.



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**Junior Divisions Director** – Nate Boreson

No report submitted.

**Intermediate Divisions Director** – Zahra Rasul

No report submitted.

**Senior Divisions and Female Director** – Kim Downie

Nothing to report.