



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

Board members in attendance: (in person) Aaron Lamb, Michele Taron, Pam Kendell, Shane Kendell, Lonnie Goodfellow, Aaron Vaillancourt, Darren Van Oene, (via Zoom) Kim Downie, Marsha MacMurphy, Nate Boersen, Josh MacKamey, and Zahra Rasul.

1. Meeting called to order at 7:02pm by AL.
2. **Motion:** LG to approve agenda
Second: AV
Carried
3. **Motion:** MT to approve June 8th, 2020 meeting minutes
Second: LG
Carried
4. Old Business/Action Items
 - a. Action Items
 - 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.
 - ZR and NB to come up with a list of questions to ask award recipients so that ZR can create a profile on each recipient. *Complete*
 - ZR to make a certificate and email it to recipients with a letter congratulating them on winning the award. *Complete*
 - ZR to ask parents for a photo of their player (need to make sure they have opted in on their photo release form during registration). *Complete*
 - ZR to share information and photo collected from award recipients with MT and Raina Benefield to put on FB and KPMHA website. *Complete*
 - JM will make recommendations to the Board at the June meeting for Disciplinary Committee. Not completed at June meeting, JM would like to hear some suggestions. JM, AL, and MT to discuss further. *Complete*, see Motion in New Business #5, H.
 - b. Tier 1 program and application, **AL**

AL reports that the VIAHA Tier 1 pilot program will continue as per VIAHA vote. VIAHA will communicate this decision regarding the Tier 1 program on their website and FB page.
For KPMHA members that want to try out, they need to first register with KPMHA.
Action: MT to communicate with JDFMHA regarding timing of and application process for players as well as 'Return to hockey' procedures.



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

c. Return to Hockey, **MT**

MT presented a very thorough power point presentation for what return to play will look like for KPMHA during stage 2, through to September 7th. This information was collected and put together through various information sources and complies with BC Provincial Health, Via Sport, Hockey Canada, and the CVRD guidelines.

After September 7th reassessments may occur based on COVID and guidelines from BC Provincial Health, Via Sport and Hockey Canada.

Key points:

- All members must fill out a COVID waiver before they will be allowed to on the ice. This will be done through the Sign Now program.
- There will be no access to change rooms. Players are to arrive fully dressed (except for skates and pads for goalies), they will be allowed access to the ‘warm room’ to put on their skates and pads for goalies.
- A manager/greater and 2 safety people will meet them at the front door to check the player in, take contact information, and do a ‘COVID’ check.
- Only 1 parent may come in, if child needs help tying skates. Parent must leave immediately after tying skates.
- Only 20 people may be on the ice at one time, up to 18 players and 2 coaches.
- The manager/greater and 1-2 safeties will stay the entire practice. Board members may also be in attendance to make sure things are running smoothly and rules are being followed.
- There will be no spectators at this point.
- During the practice, social distancing guidelines must be followed.
- When practice is finished players must change into their shoes, collect their skates, sticks, helmets and gloves (pads for goalies), and leave the building quickly. Players may not change their gear at the arena.
- KPMHA staff will clean in between practices.

Motion: MT to approve the Phase two Return to Hockey plan as presented by MT

Second: LG

Carried

Action: 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.

d. Registration numbers, **PK**

Discussion

This time of year, numbers are changing daily.

Motion: PK to allow 2 (late registration) U18 Rep players to be rostered.

Second: LG

Carried



KPMHA Board of Directors Meeting Minutes
Online meeting via the app ZOOM
July 13th, 2020

e. Rep Coach Selection, DV

DV has left the room for this motion.

Motion: JM to approve the interim U11 Development Head Coach as Darren Van Oene.

Second: LG

Carried

AV has recused himself from this next motion/vote.

Motion: DV to approve the U13 (non-parent) Rep Head Coach as Karl Faber.

Second: MT

Carried

Motion: PK to waive the \$50.00 membership fee for Karl Saber.

Second: MT

Carried

KD has left the “Zoom” room, PK and SK have recused themselves from the next motion/vote.

Motion: DV to approve the interim U15 Rep Head Coach as Phil Downie.

Second: MT

Carried

Motion: DV to go into camera at 8:52pm.

Second: SK

Carried

Motion: LG to come out of camera at 9:26pm.

Second: NB

Carried

Motion: DV to approve the interim U18 Rep Head Coach as Blue Bennefield.

Second: LG

Defeated

Motion: DV to approve the interim U18 Rep Head Coach as Jason Rockson.

Second: LG

Defeated

Tabled for now.

f. Financial update, MT

All financials docs presented to Board in email.



KPMHA Board of Directors Meeting Minutes
Online meeting via the app ZOOM
July 13th, 2020

5. New Business

- a. Coach's keys, equipment, and jerseys update, **SK**
1 team has returned all gear, 1 team has returned partial gear, and waiting for the rest to come in. All gear needs to be dropped off at SK's house and he will take it all to KP. Deadline for return of everything is August 3rd, 2020.
- b. Buy and Sell option on website, **LG**
Is there a possibility of having the option of 'buy and sell' for gear on the KPMHA website? This is something that could be done through the KPMHA FB page. Members can send a pic and description to Raina and ask her to post on the FB page.
- c. Privacy Policy section 20 additions, **AL**
Motion: **PK** to go in camera at 9:47pm.
Second: **SK**
Carried

Motion: **LG** to come out of camera at 9:53pm.
Second: **NB**
Carried

Motion: **MT** to approve the new Privacy Policy presented with the option of legal additions.
Second: **LG**
Carried
- d. Policy 3.4 change, **MM**

Policy 3.4 Gaming Funds
 - a) All teams must keep an accurate account of gaming money (anything requiring a gaming license e.g. 50/50 proceeds, raffles, etc.). The team will be responsible for the administration and tracking of all fundraising monies and providing that information to the Sponsorship and Gaming Coordinator for submission of post event reports.
 - b) As per Policy 3.3 teams will need to provide money earned and spent through their general account and their gaming account to the VP-Admin and Finance Director as per schedule.
 - c) Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting.
 - d) Teams must inform the Sponsorship and Gaming Director through the online form (found on the KPMHA website) when they need a license and provide the needed data to apply for licenses and file post event reports.
 - e) When filing final reports to BC Gaming the Sponsorship and Gaming Director must also provide copies to the VP- Admin and Finance. These funds may only be applied against eligible hockey related expenses in accordance with Provincial gaming policy.
 - f) The percentage of money earned through gaming activities returned to the teams is at the discretion of the Board of Directors.
 - g) Team managers will be required to sign a written agreement to adhere to these rules.



KPMHA Board of Directors Meeting Minutes
Online meeting via the app ZOOM
July 13th, 2020

Motion: MM to approve the changes to Policy 3.4- Gaming Funds
Second: MT
Carried

- e. Several other Policy changes, MT

Motion: MT, to approve the following (10) Policy changes as presented.
Second: LG
Carried

Change to Policy 3.1

The **Gaming and Sponsorship Director** must ensure the association has an approved gaming license from the Provincial Government prior to approving any gaming activities (i.e. 50/50, raffles, etc.).

Change to Policy 3.3

All teams must keep an accurate accounting of all **incoming and outgoing team money** (e.g. bottle drives, car washes, **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 money earned through gaming licenses must be deposited in full to the Team Gaming account set up as per policy 3.2.
- c. 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.
- d. 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.**
- e. 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 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 VP-Admin and Finance.
- f. Teams are required to submit all receipts with a listing of incoming and outgoing funds 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.

- g. 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 before any Seed money returns are paid to Parents.
- h. 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 accounts to all Members on the Team.



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

- i. Payment of any Member seed money cannot be done until the Team's yearend financials have been reviewed by the VP-Admin and Finance.

Change to Policy 3.5

All year-end team functions MUST;

1. Be sanctioned through BC Hockey (link to online Form found on KPMHA website).
2. Approved by the VP- Admin and Finance VP-admin@islanderhockey.ca Please allow a min of seven (7) days for feedback).

Change to Policy 3.6

Teams may only refund seed money to **Members**. Seed money may be defined as money paid by **Members** throughout the season, prior to any fundraising or gaming activities.

Seed money is to be used for ice, official fees, and tournament fees and:

- a) Receipts must be issued to parents upon collection of seed money.
- b) Money raised through fundraising or gaming cannot be distributed to **Members**.
- c) Refunds are to be equally refunded **amongst families that paid equal seed money**.
- d) Refunds may not exceed individual families' original seed money contribution.
- e) Refunds are to be given **only** by **cheque or E-transfer** to the **family** Member who wrote the cheque or paid cash.
- f) **Seed money is not to be returned to Members where the player was sponsored. Please speak directly to the VP-admin and Finance for directions on this.**
- ~~g) Team Managers and/or Team Treasurers are to provide all team parents a year end list of the team's expenses and income amounts before **April 30th**.~~

Change to Policy 3.7

For Competitive teams – **Members may will** be asked to contribute \$200 to a ~~max~~ of \$350 per player of seed money. Such said seed money will be paid to the team bank account at the beginning of the season to contribute to tournaments, referee bills and other KPMHA approved team related expenses. **Anything over \$350 seed money must be approved by the Board of Directors.**

For Recreational teams – **Members may** will be asked to contribute a ~~minimum~~ of \$100 to a ~~max~~ of \$200 per player of seed money. Such said seed money will be paid to the team bank account at the beginning of the season to contribute to tournaments, referee bills and other KPMHA approved team related expenses. **Anything over \$200 seed money must be approved by the Board of Directors.**

Competitive or recreational

- Team related expenses can be offset by sponsors/donations (first approved by the ~~Marketing and Communications~~ **Sponsorship and Gaming** Director) and by fundraising.
~~If a team wants to increase the amount of seed money it must be approved by the Board of Directors.~~
- **All Team apparel MUST be approved by the Risk/Equipment Management Director before orders are placed.**
- **Any Parent who has not paid their seed money may be excluded from extra activates paid by the said seed money.**



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

Change to Policy 3.6

Any team wanting to purchase team apparel, (e.g. jackets, vests, or tracksuits, etc.) that is not available through our KPMHA website, must apply for special permission from the KPMHA Risk/Equipment Management Director before ordering. Clothing must be consistent and not changing from season to season. Any Team that does not follow this policy may be assessed with a fine.

Change to Policy 7.19

Recreational Team Coaches - Head coaches for the recreational teams will be brought to the Board of Directors for final approval, by the Head Coach/Competitive Director or Divisional Director. Decided upon by the Coach Selection Committee once the final roster(s) for the competitive team(s) have been set. For fairness, the Head Coach/Competitive Director will determine if interviews are required based on potential candidates and interest, in which case the interviews are conducted by the Coach Selection Committee. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Change to Policy 7.20

Team Managers - Once teams rosters have been finalized, the team Head Coach will solicit interest for a potential team manager and make a recommendation to the Coach Selection Committee Divisional Director. The Director will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Change to Policy 7.21

Assistant Coaches - will be recommended to the Coach Selection Committee Head Coach/Competitive Director or the Divisional Director for their approval, by the team's head coach. The Director will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Change to Policy 7.22

Team Safety - The Team Manager and the team's Head Coach will obtain a Team Safety and provide the name of the team safety recommendation to the Divisional Director and Risk/Equipment Management Director and Registrar Director. The Director will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

Change to Policy 8.3

All teams hosting tournaments must receive their tournament fees from the Association or team attending. Personal cheques are not allowed for tournament entry fees.

Change to Policy 8.9

KPMHA teams attending tournaments must obtain an Association cheque from the VP-Admin and Finance Director. The Bookkeeper will invoice the team at the time of the monthly reconciliation of accounts for the association.



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

Change to Policy 12.7

Competitive team fees ~~may~~ do not include the cost of on-ice officials. Competitive teams are responsible for paying on-ice officials directly from their team accounts **once the KPMHA Bookkeeper has invoiced the team.**

Change to Policy 14.3 – Under Manager Responsibilities

Attempts to mediate any complaints **brought to their attention.** Those that they cannot successfully mediate, will be forwarded to the Divisional Director for further mediation and consultation and finally in written form to the President. Any complaints of a serious nature shall go directly to the President at which time they will be handled strictly as per the procedures in KPMHA Complaint Handling Policy or the Harassment and Abuse Policy.

- f. Feedback regarding board transparency and association awards, **ZR**
Tabled till next meeting.
- g. Coach mentor with KPMHA for the 2020/2021 season, **DV**
Action: DV to bring a name(s)/recommendations to the Board for a coach mentor for the 2020/2021 season.
- h. **Motion:** **JM**, that the Board approves; Steve MacDonald, Justin Leamy, and Matt Bleackley as members of the 2020/2021 Disciplinary committee.
Second: **PK**
Carried
Action: AL to formulate an appeals committee.
- i. Refund policy, **AL/MT**
Refunds will be given as per Policy 1.9.
- j. **Motion:** **LG** to adjourn the meeting at 10:18pm.
Second: **PK**
Carried



KPMHA Board of Directors Meeting Minutes
Online meeting via the app ZOOM
July 13th, 2020

Consolidated KPMHA Director's Reports

President – Aaron Lamb

- Hockey Canada/BC Hockey:
 - Contacted them to discuss administrative issue
- VIAHA:
 - Tier 1 shared player arrangements will continue in the 20/21 season
 - 71% in favour of it continuing
 - VIAHA released information on their Facebook page
- Developed draft approval Privacy Policy for Board of Director approval

Vice President of Operations – Josh McKamey

- Participated in U15 rep coach interviews
- Participated in U18 rep coach interviews
- Reviewed RTH guidelines from BC Hockey and Hockey Canada

Vice President of Admin and Finance – Michele Taron

- Due to COVID, most KPMHA teams are still sorting out their accounts so I will not move money out of them till sometime in July
- On Wednesday I spoke to a nice lady from the BC Community Gaming Grant and we should expect an answer sometime in early August.
- Please review attached financials.
- Once I know more on max participant capacity on the ice for Sept 7th and beyond then I may have to revise our Association budget to account for any extra ice charges.
- We will also need to increase our Equipment budget to take in account for added PPE.
- Please see revised Policies sent out. I will be motioning revisions at Monday's meeting.
- Would like to motion the increase in Safety people covered on each team this season due to COVID. The Coaches need to focus on coaching and leave the injuries/safety protocols to the safety people

Communication Officer RTH

- Please direct *all Member question* to me in regard to Return to Hockey at KPMHA. It is easier to talk directly to the source, I don't want members to get any misinformation.
- Early next week I will put out a Q&A and fingers crossed I will have confirmation on my ice requests from Sheena at KP.
- Dressing rooms will NOT be opened; players are to come fully dressed. Goalie pads and skates can be put on in the warm room. This may change after Sept 7th.
- Up until at least September 7th the max number of participants on the ice allowed is 20 (this includes coaches) that will mean that U11 and U13 will be split into 2 groups.
- I am hoping to have the first-year players in the U11 Division start two sessions of "transition" recap Aug 22nd and 23rd.



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

- As for the Shawnigan arena, I will be speaking to Kevin Cooper on Tuesday regarding our season ice at this arena. The Shawnigan Arena is a busy place and each year we don't start to use the facility until after Labor Day due to their teams getting settled.
- I will present our Return to Hockey Safety Plan to the Board on Monday night for approval. This plan strictly deals with Stage 2 which takes us up to approx. Sept 7th.

Please see some of the KP Rec guidelines and KP Rec comments below:

“The Kerry Park Recreation Centre STAGE 3 (Sept 7th and beyond)”

- Increased facility bookings and on-ice activities where physical distancing may not be maintained; however, ensuring safety plans are meeting requirements set out by Provincial Sport Organizations
- Dressing Room usage will be reviewed
- Food and Beverage Services will be assessed
- Capacity Levels will be reassessed after October 1, 2020

Registrar – Pam Kendall

- Registration numbers to be presented at the meeting
- Working on a few moves to district transfers and some withdraws.

Ice Management – Michele Taron

- Ice requests for KP have been revised based on the new guidelines of 45 min in between sessions (rink staff clean)
- There is a new Jr B Islanders owner. Sheena is balancing their ice needs with what I have requested for pre-season ice slots
- I am hoping to have the first-year players in the U11 Division start two sessions of “transition” recap Aug 22nd and 23rd.
U11 Division will be part of the New Pathway plan this season, which means there will be no tryouts until at least after the first week of school. With that being said, they will still have ice times for drills and practicing starting in August.
- The week of August 24th is when Prep ice should start. I do not have times confirmed yet.
- Currently we are not allowed to have scrimmages or games so instead of having all 3 tryout sessions completed by Labor Day, we will only have 1 tryout session and some Prep ice for U13-U18 by Labor Day and then have the remaining two tryout sessions after that.

Head Coach/Competitive Coordinator – Darren Van Oene

- Did rep coach interviews

Marketing and Tournaments – Zahra Rasul

Marketing

- Disseminated information about association awards
- Created awards for each recipient



KPMHA Board of Directors Meeting Minutes

Online meeting via the app ZOOM

July 13th, 2020

- Emailed awards with personalized emails to all recipients, notified winners through parent email addresses
- Collected answers to interview Q's, photos
- Posted all info on Twitter
- Feedback:
- Generally positive! Recipients were generally thankful and excited, other members thought recognition was cool
- Some issues with one family asking for transparency (Thanks to Josh for assistance with responses~ Josh to expand on this in meeting)
- Some other KP members communicated confusion about team v association awards - indicated they thought team awards, as done in the past made more sense. Questioned thought process of board in doing the awards this way this year
- Community-building start of season event:
Still hoping for KPMHA community building event in August - waiting to hear back from Sheena (not looking good because of parking lot renos)

Member questions about start of season

- Members asking about whether renos will affect the start date for season, when ice is going in, etc.
- Members asking about return to play guidelines and what season will look like

Tournaments

- Though tournaments are questionable this year, communicated tournament info and applications to Divisional Heads

Gaming and Sponsorship – Marsha MacMurchy

Gaming

- Last two outstanding license reports were filed.
- Motion to change Policy 3.4

Sponsorship

Nothing to report

Referee in Chief – Lonnie Goodfellow

Nothing to report

Risk/Equipment management Director – Shane Kendall

- Been in contact with the rink and have a plan in place for access to the equipment rooms.
- Have reached out to all managers and head coaches for the return of their equipment that was on loan, slowly trickling in.



KPMHA Board of Directors Meeting Minutes
Online meeting via the app ZOOM
July 13th, 2020

Junior Divisions Director – Nate Boersen

Nothing to report

Intermediate Divisions Director – Aaron Vaillancourt

Nothing to report

Senior Divisions and Female Director – Kim Downie

- Getting set-up in TeamSnap for sending out emails to U15 and U18 groups
- We have expressed interest to VIAHA for hosting the U15, Tier 3 provincials at KPMHA but have not submitted a host package at this time. More details to come in the fall.