

# KPMHA Executive MEETING MINUTES July 9<sup>th</sup>, 2018 Kerry Park Recreation Centre Lounge

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Executive Members Attendance: Dave Brummitt (Chair), Darren Van Oene, Nelly Brummitt, Pam Kendall, Julie Charbonneau, Kevin Kostin, Lonnie Goodfellow and Michele Taron.

Absent: Gord Closson, Blue Bennefield and Jackie MacDonald.

Meeting call to order at 7:12 pm

**Motion** to approve agenda

First: NB

Second: KK

**Carried**

**Motion** to approve June 2018 meeting minutes

First: LG

Second: PK

**Carried**

## **Old Business/Action Items**

- 1) Changes to policy 1.8- **MT**

### **Current Policy 1.8**

Prior to September 1, refunds will be provided for the full registration amount, less the cost of mutual aid (if applicable), and an administration fee of \$20 (except for players making a junior or major midget team).

After September 1st, refunds will be pro-rated based on a 7-month season (September-March), under the following guidelines:

- a) Fees will not be pro-rated to less than 1 month  
(i.e. if notice received September 2nd, there will be no refund for the month of September).
- b) The date the request is received in writing by the KPMHA Registrar is the date from which the refund will be adjusted. Times actually on the ice will not be considered.
- c) No refunds will be provided after November 1st (except for injury related circumstances).
- d) Refunds due to injury after November 1st will be considered by the KPMHA Executive, provided the request is supported by a doctor's letter noting the date and extent of the injury. Refunds will then be pro-rated (less insurance costs)

**Motion: to change Policy 1.8 as follows;**

Prior to September 1, refunds will be provided for the full registration amount, less the cost of mutual aid (if applicable), and an administration fee of \$20

Except for players making;

A Junior Team

A Minor or Major Midget team

A Cooperative Tier 1 team

A Zone Team

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Second: PK

**Carried**

**Action-** MT will update Policy Manual on website.

- 2) Discussion around current registration numbers. **PK**  
**Action-** DB will talk to Cowichan about Midgets numbers.  
**Action-** DB will connect with over age application.
- 3) Initiation starting at 4 years old. **PK/NB**
  - PK will register player.
  - Lake Cowichan accepts some 4 year old players.
- 4) Financial update. **JC**
  - Process is set up with bookkeeper
  - Will work with Heather during month of July to get cash flow up to date.
- 5) Team Bank Accounts. Policy 3.3. **JC**  
**Current Policy 3.3**  
3.3 All teams will open an account as per KPMHA Board recommendation to manage their team funds and any tournaments they oversee.

**Motion:** to change Policy 3.3 as follows;

### 3.3 Team Bank Accounts

- a) All team bank accounts will be opened and held by the association with 3 Board of Directors as sponsor members (KPMHA President, Treasurer and Registrar).
- b) The 3 Board of Directors (sponsor members) will add/remove signers to each team account as needed. Signers will be 3 of the rostered officials on each team.  
This will allow for better control and transparency of the team funds.
- c) A secondary account will be set up to hold all team gaming monies as per gaming license regulations.
- d) Teams will have until June 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 June 1<sup>st</sup> of every year.

Second: LG

**Carried**

**Action-** MT will update Policy Manual on website.

### 6) Gaming Grant Application update. **MT**

- Still showing as in progress.
- Next season we should aim for submission deadline of the first week in May.

### 7) Development Committee updates/Questions. **DV**

- Still in progress due to confirmation of Gaming Grant.

### 8) Coach Selection Committee. **DV**

**Motion:** to add Aaron Spotts and Rob DeClark to the Coach Selection Committee.

Second: LG

**Carried**

### 9) Jerseys update. **KK**

- Bantam, Midget and Pee wee A jerseys are in at Hometown.
- Working on going through all inventories in our equipment room and organizing this space.
- This is a BIG job! There are a lot of old jerseys.

## New Business

### 1. Islanderhockey.ca email accounts. **MT**

- All emails under these accounts are stored on a main server for future Executive help.
- Please do not use these for personal emails.
- Let Michele know if you would like an email account set up.

### 2. Prep ice sessions for Atom to Midget recreation groups. **MT**

- Recreation players wishing to attend must sign up with their coordinator.
- We should have a min of 10 players per session.

**Action-** **Coordinators** please follow up with your divisions to remind them and see who is interested.

3. Pictures on website. **MT**
  - The website is particular about clarity and sizing of photos.
  - Photos will be posted on the KPMHA facebook page. If you do not have facebook, you can view all FB posts at the bottom of our website.
  
4. Executive Reports timeline. **MT**
  - All reports and agenda items must be submitted no later than the Friday before the Monday meeting.
  
5. Team Tournaments as per policy 8.1. **MT**

**Motion-** To approve the Bantam A team request to host a tournament Nov 9<sup>th</sup> – 12<sup>th</sup>.

Second: LG

**Carried**

**Motion-** To approve the Midget C, annual Nick Collins tournament Dec 27<sup>th</sup> – 29<sup>th</sup>

Second: LG

**Carried**

**Motion-** To approve the Initiation annual Jamboree Feb 17<sup>th</sup> and 18<sup>th</sup>.

Second: LG

**Carried**
  
6. Questions on any Director's reports  
Ref Assignor. **LG**
  - Mike Laroy will be training Josh Byers on the Ref Assignors job.
  - LG would like us all to think about how to show appreciation to long standing volunteers

**President** - Gord Closson

- Attended South Island presidents meeting on tiering. Will report at meeting.
- Thanks Michele for getting pre-season ice sorted in record time.

**1<sup>st</sup> Vice President-** Dave Brummitt

- Nothing to report.

**Ice Scheduler** – Michele Taron

- Just got the draft ice contract from KP, going through it now.
- Week #15 (Dec 14<sup>th</sup>–16<sup>th</sup>) I am unable to get any ice at SLS or KP. We are still in league play during this week! Hoping Lake Cowichan can provide ice.
- I have already gone through the contract for the last 2 weeks in August. (Preseason ice)
- Try out schedules and Rep Prep schedules are up on our website.
- There are Recreation "Prep" ice times. Would like players to sign up for this. If there are not enough players then a session may have to be given to another group.

**Treasurer – Julie Charbonneau**

- Attached are financial reports (AR,AP P&L and balance sheet).

**Secretary/Website – Michele Taron**

- Gaming Grant application shows still in progress.
- Information on the Cooperative Tier 1 tryouts can be found on our website by clicking on the top menu, “Registration” “Tier 1 Tryouts”
- Registration information is showing on 2<sup>nd</sup> news article of website.
- Pictures are difficult to post unless they are of good quality

**Registrar – Pam Kendall**

- Discussion on wait listing and divisional numbers.
- Bantam is currently waitlisted.

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

- Work on the development plan continues. Will have it finalized to present to the board for our August meeting.
- The draft development plan as of now is attached. This is not a final draft but wanted to show the board how much progress the “Development Committee” has made so far.
- Interviews for the rep head coaches start on July 10th and will be finished by the end of the month. I will have the “coach selection committees” recommendations for board approval at our August meeting.
- I am sure you are all aware that our pre-season ice has been finalized. Thank you to Michele Taron for your hard work and cooperation on getting this done!

**Equipment/Risk Manager – Kevin Kostin**

- Nothing to report.

**Referee in Chief - Lonnie Goodfellow**

- Nothing to report.

**Marketing/Sponsorship - Blue Bennefield**

- Nothing to report.

**Discipline Committee**

- Nothing to report

**Junior Coordinator - Nelly Brummitt**

- All is good in Jr Director land...
- First Shift - have 3 children signed up, a couple less than I expected for the first month but won't panic yet. Newbie hockey parents aren't thinking hockey in June/July. We can host up to 30 but will be happy with 10.
- Lots of interest in coaching. Have 5 new parents in initiation wanting to coach - happy dance! All Novice/Initiation coaches must have 'Coach One - Cross Ice Program' this fall. Briefly touched base with Lee Richardson about hosting a coach one course, he is on board if we can make the dates work. A couple of coaches in Novice are missing their coach one as well.
- Attended Awards Night FKSSS. It was special evening and I was honored to hand out our bursaries to our two recipients: Caelan Cook and Shain Abdul.
- Please read the attached 'thank you' email from Caelan.

**Senior/Female Coordinator** – Jackie MacDonald

- Sent out information to members for the Tier 1 tryouts at JDF
- Sent out info to female members for hockey camps
- Sent out info to members for pre-season ice and will have numbers of interest for the upcoming meeting.

**Motion:** To adjourn the meeting

First: LG

Second: KK

**Carried**

Meeting adjourned 8:31pm.

**President - Gord Closson**

- Thank you Dave, Nelly and Kevin for attending VIAHA AGM.
- Thank you Dave for attending BC Hockey AGM
- Thanks to all board members for their hard work so far this year, looks like everyone is sliding into their positions seamlessly.

**1<sup>st</sup> Vice President- Dave Brummitt**

- Attended VIAHA AGM May 27th in Nanaimo:
  - Electronic Game sheet pilot program on the island to begin in September with guidance from BC Hockey
  - Need to ensure budget space for purchase of tablets required
  - Jim Humphreys was voted in as VIAHA President
  - Cory Manton is the new Vice President of South Vancouver Island
- Attended BC Hockey AGM in Kamloops at Sun Peaks Resort:
  - See details in minutes above.
- Zone team update:
  - Pilot program for tier 1 zone teams on Vancouver Island nearing competition on details
  - Presidents still need to vote and BC Hockey must approve player transfers
- Disciplinary Committee:
  - See Motions above.

**Ice Scheduler – Michele Taron**

- Waiting on draft ice contract from Kerry Park Arena, hope to have it by month end. SLS will also be discussed shortly.
- My goal is to have “try out” schedules and Rep Prep schedules released before the end of June.
- Waiting on more “Zone team” information before I can draft up try out dates and times with Darren and Dave. I have spoken with KP Arena about several options that work around the Jr B and hockey camp schedules.
- Have a request into Lake Cowichan for a few winter dates where I cannot get ice from KP or SLS. Have also requested a bit of weekly ice, where development sessions could possibly take place. Lake Cowichan does not look at their request until into July.

**Treasurer – Julie Charbonneau**

- Attached are financial reports (AR, AP P&L and cash flow).
- The bank reconciliation for April and May won't be done in time. The bookkeeper has been too busy with the Sole Proprietors' year end coming up June 15<sup>th</sup>.
- I'd like to stress the importance of having a system in place that allows for an easy transition for someone stepping into any of our roles.  
This could be in the form of binders that would include the following;  
Agencies/Suppliers and their contact info  
Web Portals Access Information – or how to obtain it  
Weekly, monthly, quarterly and annual duties and responsibilities, etc.

- I was fortunate enough to have Heather ready to help me throughout this transition but the association is currently at risk of not functioning appropriately in the event of a sudden turnover, especially in certain key positions.
- Additionally, in the future, I will be mailing out cheques instead of leaving them in the office at KP. This should reduce any time inefficiencies for everyone involved.
- I'm also having difficulties sending emails from the treasurer's email account. Please continue using [treasurer@islanderhockey.ca](mailto:treasurer@islanderhockey.ca) to keep things organized - Thanks!

**Secretary – Michele Taron**

- Annual BC Society report and change of directors has been submitted.
- Website is updated with all new events and items.
- Waiting on up to date info before posting JDF Hockey Gear Swap on website.
- Gaming Grant application shows still in progress. All documentation was provided; their branch just needs time to go through the stack of applications.

**Registrar – Pam Kendall**

- Have all Pre-registration numbers broken down into player and goalies for each division.
- Discussion on wait listing and divisional numbers.

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

- Conversations with Rob Armstrong are ongoing, to continue his involvement with KP for the 2018/19 season.
- I plan on having a contract proposal between Rob and KP to put forward to the board for approval at our July meeting. Rob is committed to KP and has assured me that he wants to continue his working relationship with KP for the upcoming season.
- A rough Development Plan for Skaters has been put together for the 2018/19 season. The development committee has been unable to meet as a group to go over this plan. I am hopeful the committee will be able to finalize a plan to be presented to the board for approval at our July meeting.
- Kevin Kostin has volunteered his time and efforts to come up with a Goalie Development Plan for the 2018/19 season. This plan will also need to be reviewed and agreed upon by the Development Committees before it is presented to the board for its approval. I thank Kevin for his willingness to get this done.
- Ice time will be the biggest deciding factor for both the Skaters and Goalie development plans. Michele Taron has been a huge help in this regard. We have had many conversations on how to make the available ice at KP, Shawnigan Lake and any other available ice in the area work to facilitate both Development Plans.
- Michele and I have also had conversations regarding try out dates and times, with the intention of finalizing the dates and times ASAP to allow families the opportunity to plan their summers accordingly.
- The Rep team coach selection process has started which begins with a Selection Committee.
- The plan is to have coaches for all rep teams finalized by mid-July.



**Equipment/Risk Manager – Kevin Kostin (absent)**

**Safety**

- I will be arranging a meeting with the KP facility rink operator to go through the “safety inspection checklist” before our next meeting and have the details and updates for reporting. I am working on the “two deep” VIAHA policy with regards to dressing room supervision in addition to other “best practices” methods to ensure we have a safe and properly supervised upcoming season. Also reviewing VIAHA and BC Hockey current polices to ensure we are compliant and up to date.

**Equipment**

- Our orders for jerseys placed with Hometown have arrived there and John Turcotte has them in the “cue” for completion soon. I will be doing a full stock taking before our next meeting and will have a full report and deficiencies list ready so we can decide on budget and course of action.
- Our current website order form for members has been checked and prices are up to date.

**Referee in Chief - Lonnie Goodfellow**

- Nothing to report.

**Marketing/Sponsorship - Blue Bennefield**

- Nothing to report.

**Discipline Committee**

- Nothing to report

**Junior Coordinator - Nelly Brummitt**

**Attended VIAHA AGM;**

- BC hockey has developed an online game sheet/report system, they trailed it in the Okanogan last season and will be launching it throughout the rest of the province this season.
- Each arena will be given a tablet to use and game sheet program will be down loaded on them (it will be the only program on them)
- BC hockey had a power point presentation on how the program worked - seems easy enough.
- All team rosters and games league/Ex will be entered into the system and the managers will just have to select the correct info and it will automatically load it into the game sheet.
- Once the game is done the sheet can then be emailed to managers and commissioners. If no internet is available it will store the info until a connection can be located.
- The present plan is that VIAHA will come to each association and run training classes.
- As that I personally need to have a full understanding of the program, I can be the contact/resource person for KP and make the needed changes to the manager’s manual.

**First Shift Program;**

- All ready to go - flyer has been sent to the local elementary schools and is posted at KP and Shawnigan CC. Staff is aware of the program and how it works
- Met with Sheena (at KP) and she is excited about the program: booked ice for Monday at 4pm starting in October.
- Program runs for 6 weeks.

- Sheena is organizing us a space in the fall CVRD broacher either in conjunction with Cow Valley or on our own – free. Has been posted to Face Book
- New paper advertising expensive - 200ish for a basic tiny add
- Want to get this program out in the community: thought we should set up booths and different community events including Canada Day (Elsie Miles), Cobble Hill Fair, CVRD ball hockey tourney (this Friday night) and possibly at the BC summer games in Duncan later this summer.
- Was positive that Mill Bay Center held a fun fair every June but can't find any info on it. Thoughts?
- Need to organize a coach to help with the program and on-ice helpers. (Midget/Bantam players)
- Welcome event is booked for Sept 30 at SLCC. Organizers bring everything including all the gear for the kids. Should be fun.
- First Shift asks that we allow the players to attend 5 bonus ice sessions (integrate them into the division/team they would actually be on) when the program is complete. We want these families to stay in hockey
- If the new players want to join KP after this experience we need to come up with reg fee to quote them(very reduced)

Bursary Winners;

- KP will be handing out two bursaries of \$750 each this Wed night (Jun 13) at FKSSS: Caelen Cook and Shain Abdul. This is not public information yet so please do not release the names to anyone until after the 13th.
- Thank you to Pam, Jackie and Darren for taking the time to read though the applications and choosing our two very deserving graduates.
- Working on tourney applications for both the Initiation Jamboree and Nick Collins: Need RIC's signature to complete.
- Continuing as the Bantam Commissioner for SVIAHA for the 2018-19 season.

**Senior/Female Coordinator** – Jackie MacDonald

- Sent emails to all members regarding upcoming hockey camps, appointment of female coaches, head coach rep interviews and more information regarding the zone program.

Motion: To adjourn the meeting

First: LG Second: BB

**Carried**

Meeting adjourned 9:35pm.