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KPMHA Executive Meeting Minutes
July 8th, 2019 at Kerry Park Recreation Centre Lounge

Executive Members in Attendance: Aaron Lamb, Dave Brummitt, Pam Kendall, Michele Taron, Kevin Kostin, Darren Van Oene, Loonie Goodfellow, Zahra Rasul, Nelly Brummitt, and Josh McKamey

Absent: Michelle McComb and Loonie Goodfellow

Meeting called to order at 7:01pm

Motion: KK to approve agenda

Second: DB

Approval of **June 2018 Meeting Minutes** was done through email vote on June 22nd. **MT/LG**

Old Business/Action Items

1. A request was made by Brentwood College for their Midget C team to be under KPMHA's umbrella. Guest speaker, Tom Shadlock, was heard from. BC Hockey told Aaron Lamb they would be self sustaining.
Motion: KK to approve the Midget C team from Brentwood College under KPMHA's umbrella pending the signing of an agreement.

Second: JM

Carried

2. To record the email vote from 15th June 2019
Motion: DV to approve the names listed below for the 2019/2020 KP Development Committee

Darren Van Oene

Dave Brummitt

Josh Mackamey

Blue Bennefield

Jason Taron

Greg Batters

Cam Bond

Michelle Taron will be sitting in on all development committee meetings for scheduling purposes.

Second: MT

Carried

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3. Financial update (see attached financial report from MT)
 - No gaming grant information yet.
 - Yes, we can do email transfers to registrar's email at registrar@islanderhockey.ca.
 4. Registration numbers by division from PK
Discussion
 5. **Motion:** PK to temporarily over roaster the Midget and Bantam divisions by 1 player in each division.
Second: ZR
Carried

Motion to go in camera at 7:39pm **PK/NB**.
Motion to come out of in camera session at 7:42pm **NB/KK**.
 6. **Motion:** NB for KPMHA to cover the cost of a Novice registration fee.
Second: KK
Carried
 7. **Motion:** PK to waive administration fee for player withdrawing due to medical reasons
Second: NB
Carried
 8. Secretary/Administration position. MT reported its status quote.
 9. Coach Selection Committee
Motion: DV to approve Neil Robinson as the Atom Development interim Head Coach.
Second: DB
Carried

Motion: DB to approve Darren Van Oene as the Peewee A Head Coach. (DV stepped out of the room during the vote)
Second: KK
Carried

Motion: DV for the board to approve the addition of Josh McKamey to the "2019/2020 KPMHA Coach Selection Committee".
Second: PK
Carried
 10. Committees – reported by AL
Team Budget Committee – MT, PK, and NB
Association Budget Committee – MT, PK, and DB
Policies and Procedures Committee – AL, MM, and ZR
Bylaws – tabled for now
Atom Pathway – JM, MT, DV, and NB

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11. Team Snap – reported on by MT and PK

Motion: MT, KPMHA to pay for Team Snap Organization platform used for communication and 2020/2021 registration.

The total cost of \$870.00 USD for 2019/2020 will come out of KPMHA 2018/2019 season surplus.

As of Friday, July 5th, 2019 \$870.00 USD is approx. \$1,138.46 CDN.

Second: DV

Carried

New Business

1. Initiation Jamboree, reported on by NB. “Just for the Fun of Jamboree” February 16th and 17th, 2020. VIAHA and BC Hockey have approved this already.

Motion: NB to approve jamboree

Second: DB

Carried

2. Team Managers and Assistant Coaches to be brought forward by Coach Selection Committee for Executive approval, reported on by AL.

Policy 7.15 The Competitive Coordinator (for competitive teams) and Divisional Coordinators (for recreational teams) are responsible to ensure there are Team Officials for teams. Selection for coaches for teams will be the responsibility of a Coach Selection Committee which is typically comprised of the KPMHA Head Coach/Development Coordinator, respective Divisional and/or Competitive Coordinator, 1st Vice President. The Executive Committee will designate who will be on the Coach Selection Committee for each hockey season. Team Officials for competitive teams will be decided first, given competitive team rosters must be established prior to the recreational teams. The Coach Selection Committee will recommend team head coaches and Team Managers, for each team, to the Executive Committee, given the vital responsibilities these officials have for the team. The Executive Committee may give the Coach Selection Committee the authority to designate head coaches and Team Managers, without Executive.

3. How to align website information to get information out to families quickly as this hockey season approaches. ZR

Action: MT will email ZR (twitter) and RB (Facebook) whenever website information changes

Action: MT and ZR to add Athletics for Kids and Lace ‘Em Up to website and twitter under fundraising resources.

4. ZR looking for contact information to contact existing sponsors.

Current Sponsors: Good Used Cars – Cam Bond (member)

Jones Marnie Group – Darren
Jason Powell (member)
Sean’s Septic Systems Ltd. – Sean Creally (we owe him a free year)
Bridgeman’s Bistro – Josh
Raven Valley Kitchens – Raina
Victoria Truss –
South Coast Standing Stem – Gord Closson

Action: tabled for next meeting, discussion on World.

Questions/comments on Director’s reports.

- Great job Zahra on helping with Presidents message and on sponsorship.
Action: PnP committee, to create a vision, mission statement and values for KPMHA
- NB reported that Atom Pathway not till next year
- NB has resigned as Junior Director due to her new VIAHA position. She will still stand on some committees.

Motion: DB nominates Nate Boersen as the new Junior Director.

Second: PK

Carried

- NB reported that the closest First Shift program will be held at Fuller Lake this year.
- Sign-up can be done there.

Motion: KK to adjourn meeting at 8:42pm

Second: DB

Carried

Consolidated KPMHA Directors Reports

President – Aaron Lamb

1. Brentwood College School

- BC Hockey still requesting we “host” Brentwood College School
- Clarification with Tom Shadlock - Midget C team
- Drafted attached agreement tied to our potential support (similar to SLS but more formal protects ice provisions and tightens other areas
- Tom Shadlock has been invited to July 8 meeting to explain their request and answer any questions of the Board.

I will be asking any Director to motion our support pending signing of the agreement

2. Fiscal Reminder

- Directors who are responsible for budget lines, it requires Board approval for expenditures to exceed budget.
- The Treasurer/Finance Director is responsible to ensure the Association’s affairs are in alignment to budget line items, so it is extremely important Michele is kept up to speed or asked when potential incoming expenditures may exceed budget before commitments are made.

3. Policies and Procedures

- A reminder that, as the season starts to ramp up, we are to follow our Policies and Procedures (PnPs) unless the Board has approved one-off alterations to the PnPs and/or amendments are approved by the Board. This includes the processes and approvals of the Board and Committees for Team Officials.

4. PnP Updates

- I have started a review of the PnPs and have started the process of ‘clean-up’ and spending time updating references (new Director positions) and other alignments to the Bylaws. I will also be highlighting areas which we should consider for amendments.

5. BC Hockey

- Operations Update Meeting June 18th focussed on recapping the BC Hockey Congress.
- Also, as part of their new strategic direction, they plan on reaching out MHA’s across BC to obtain their Vision, Mission and Values.
- Some associations across BC are either completing or starting strategic plans, and establishing their Vision, Mission and Values.
- We need to consider if this is something we should do.

6. VIAHA

- Al McCulloch (Port Alberni) has been appointed as the new VIAHA VP-Island League.
- Next Executive Meeting on September 8 - Final Team Declaration Day

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7. Going to ask someone to motion the granting of further honorariums for the admin support position as it is still not filled.

Thank you, Zahra, for all your help!

1st Vice President - Dave Brummitt

- Seminar from B.C. Hockey AGM on officials forwarded to Lonnie and Michele.

Ice Scheduler – Michele Taron

- Waiting for ice contract from KP for 2019-2020 season.
- Working with Kevin Cooper on weekend ice from SLS for 2019/2020 season.
- Once I receive ice contracts then I can calculate how much development slots will cost.
- I will volunteer to be part of the Atom Pathway committee as this will affect ice schedules.

Treasurer – Michele Taron

- See financial reports sent out.
- Remaining team account balances have been transferred to our main account.
- Gaming Grant application still says “In Progress”
- Spoke to accountant regarding secretary honorarium. \$250 is an amount that is satisfactory under honorarium. T4A should be completed yearly for this.
- Accountant also stated that the bookkeeper be paid as an employee.
- Sub-contractor would only be if bookkeeper is doing books for other businesses.
- After multiple emails, finally received certificate and set up information from Central 1 banking for our CAFT system. (used to pay refs)
- Reconciled all of 2018/19 registration finally ☺ This is a huge project each year!
- Would like the budget Committee to be split into 2 committees (I will chair both);
 - 1) Team budget committee that works with team managers at the beginning of the season on constructing realistic budgets based on their team season plan.
 - 2) Association Budget Committee – works on the Proposal for 2020/2021 Association budget to be approved by Execs and membership. This committee would not meet until January.

Registrar – Pam Kendall

- Will discuss registration numbers at meeting.
- Would like to discuss short term rostering of Midget and Bantam.
- Updated Registration summary on Google Drive.
- Working on reconciling registration.

Secretary/Website – Michele Taron

- I have not received any applications for this position.
- Discussion regarding me filling in for this position.
- Created a letter of intent for those players wishing to try out for combined JDF T1 team. Posted on website under Registration/Combined T1 Tryouts, all submissions are sent to PK (registrar email) and website produces a summary spreadsheet.
- Update website included adding a tab for Vancouver Island Rinks, added Twitter link. Thank you, Zahra, for setting up a Twitter account!
- Updated the google drive with multiple important KPMHA docs.
- The right-hand column will show activities on drive for anyone looking for new items to drive.
- Informed all Coaches that applied for Initiation, Novice and house teams that applications will be looked at in September.
- Updated Coaching application spreadsheet and placed on Google Drive.
- Sat in on Uber conference call with Rep from Team Snap. Took notes that are now up on google drive if anyone is interested in all the great benefits this system can provide ☺
- In a nutshell Team Snap would provide KPMHA with a better communication platform and 110 % easier reconciliation system for registration. Currently reconciliation of registration takes multiple days to manually reconcile through our Netbanx/HCR system.

Head Coach/Competitive Coordinator – Darren Van Oene

- Coach interviews for Bantam A are set for July 11th and Midget A on July 10th.
- Unfortunately, Dave Brummitt is unable to attend the Bantam interviews on July 11th. It is for this reason I would encourage the board to approve the addition of Josh McKamey to the coach selection committee. This will allow us to have two members from the KPMHA board present at all coach interviews; I believe this is very important to help ensure this process is as transparent as possible.
- I am continuing to have conversations with possible development coaches for KPMHA. Hoping to have the first “development committee” meeting before the end of the month to start discussion regarding the “2019/20 KPMHA Development Plan”.

Equipment/Risk Manager – Kevin Kostin

- All 6 teams jerseys have been ordered and yes...all Hometown
- 1 Atom D
- 3 Atom house
- 2 Peewee house
- Socks have been ordered from the count provided by Pam....with some extras in all categories.... just in case.
- Expecting to have the new “KP clothing” ordering system and brochure ready to go on our website by August 1st....this will be a full menu order system online (including pant shells) ...linked to Hometown! Easy and efficient with a wide variety of options in keeping with the larger associations!

Referee in Chief - Lonnie Goodfellow

- Nothing to report

Marketing/Sponsorship – Zahra Rasul

- Marcom update: Created a Twitter page. There are 1-2 new followers every day. Should sync up website items with Twitter.
- To discuss: How to align comms plan with website info to get stuff out to families quickly as hockey season approaches.

Sponsorships update:

- Confirmed \$1500 from Renu Laser, \$1500 from Prima Strada, \$1500 from Back-to-Back Motion so far.
- Waiting to hear from 8 other sponsors. - -Reached out to contact at Tim Hortons suggested by Nelly but no response.
- To discuss: Does anyone know the contact people for the existing sponsors? I don't have any info about this and have made general inquiries with no responses.
- Will be soliciting additional sponsors in community and should have a further update by Aug 12 meeting

Discipline Committee

- Nothing to report

Junior Coordinator - Nelly Brummitt

1. First shift: I finally heard back from them yesterday and sadly we weren't expected. After hearing at BC hockey that the program was 4x more successful than they expected last season and that us, lake cow and cow valley all hosted a program I expected they would make some changes this season. The program is brilliant, I have nothing but praise for it but not pleased with how things have unfolded this year. If they were overwhelmed with MAH's wanted to host a program they should have said so back in May. Regardless they needed to centralize, and we are a small MHA: I don't know yet who has been chosen but officially registration starts on Monday July 8th at noon ECT. Will email the families we have waiting to hear about the program and let them know.

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2. World Family: as most of you know, one of hockey families lost a child last month. On behalf of the association I sent the family a food basket. Pam, Zahra and I have discussed ideas to honor Wilder and his family – thoughts?
 3. Learn to Play: run though Vancouver Canucks: island MHA's don't qualify
 4. KPMHA bursary winners: Isaac LaRoy and Taja Brown: had the pleasure of attending their school's awards night.
 5. Lace 'Em Up - see the below. Families must apply, but we should put this on the website and FB
 6. Just for the Fun of it Initiation Jamboree: have applied for sanctioning for our family day jamboree
 7. Lace'en up – see below

IMPORTANT: PLEASE READ IN FULL PRIOR TO APPLYING

Our grant provides funds for kids between the ages of 3 and 18. We do not fund kids enrolled in post-secondary. Applications for grants open on June 1st, 2019. The deadline to submit an application is August 15th, 2019. Funding is **limited** and applications are processed on a **first-come, first-served basis**. The sooner you apply the greater the chance for funding, assuming you meet all eligibility requirements. Kids need to be registered with a hockey association and the money goes directly to the organization.

We **ONLY** fund hockey registration fees up to a maximum of \$1000 per child.

A parent or a guardian must apply for the child and the parents of the child must meet our low-income cut-offs to qualify for funding. To verify your family income falls under our low income cut-offs [click here](#).

You will need to provide the following as a part of the application:

Hockey association contact information

Invoice from the hockey association showing registration fee amount

Parent(s) Notice of Assessment(s)

Canada Child Tax Benefit notice (if receiving this funding)

ALL applications that are not completed before the deadline will be rejected.

Intermediate Coordinator – Josh McKamey

- Michelle McComb has been a big help getting things set up for the season ahead. She has provided me with some templates for player evaluations and team formatting as well as a list of KP coaches that may be able to help with assessments.
- Dave B and I have had some good conversations on team composition and approaches for dealing with player/parent requests.
- I have had good response back from the membership on Rep prep and preseason ice times. I have also had some requests about making accommodations for family holidays and Rep tryouts – we will be addressing these on a case by case basis.
- I have not received word from VIAHA about Vancouver Island moving forward with the Atom pathway process this year and have had no takers on the Atom Pathway Committee but will continue efforts to get some involvement from members outside the executive.

Senior Coordinator – Michelle McComb

- E-mailed JM Pee wee Evaluation forms, 2018/2019 Pee wee assessment information, and a list of 2018/2019 Pee wee teams
- Created list of coaches/contacts for Pee wee evaluations and e-mailed to JM/DB
- Requested some documents to be added to the Google drive
- E-mailed some graduated KP players about Juvenile team information session in Victoria (birth years 2001 & 2000)
- Proofread sponsor letter
- Proofread meeting minutes from June 10th
- Replied to Laurie Wishart (BC Hockey Female Lead-Vancouver Island Zone) about female players registered at KP
- Participated in an Uber Conference with MT, PK, and Kelly Lanter from Team Snap
- Replied to various e-mails from members