



## KPMHA Executive Meeting Minutes Kerry Park Recreation Centre Lounge September 10<sup>th</sup>, 2019

Executive Members in attendance: Aaron Lamb, Dave Brummitt, Pam Kendall, Michele Taron, Shane Kendall, Daren Van Oene, Lonnie Goodfellow, Nate Boersen, Josh McKamey, and Michelle McComb

Absent: Zahra Rasul

Meeting called to order at 7:11pm by AL

**Motion:** LG to approve agenda

**Second:** PK

**Carried**

**Motion:** MM to change DO (item 4. A.) to DV

**Second:** PK

**Carried**

**Motion:** MT to approve the minutes of the August 12<sup>th</sup>, 2019 meeting.

**Second:** DB

**Carried**

### Old Business/Action Items

1. A. To record email vote:

August 24<sup>th</sup>, 2019 **Motion:** MT – Please accept a motion for Shane Kendall to take over the role of Risk and Equipment Manager for KPMHA

**Second:** MM

**Carried**

B. To record email vote:

September 5<sup>th</sup>, 2019 **Motion:** PK – as per policy 7.1 to officially declare the following teams:

ATOM	1 carded	2 house
PEEWEE	1 carded	2 house
BANTAM	1 carded	1 house
MIDGET	1 cared	1 house
JUVENILE	0	0

**Second:** MM

**Carried**



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### 2. Action item updates:

- 1) If anyone has any sponsorship leads, please give them to ZR.
- 2) Reached out to Nelly Brummitt and South Island Associations in regard to goalies. Lack of goalies, especially in Bantam, is a problem with all South Island Associations (the only exception is Sooke with 6 Bantam goalies).
- 3) DV and DB provided an update on the players that were not able to make tryouts. DB reports that 1 boy has pneumonia and had been unable to play (player played on the weekend), 1 is Peewee and 1 is Atom Development and was observed 3 times, and the last is a Bantam goalie who DB hasn't had the opportunity to observe.

**Action:** DB is going to follow up with the Bantam goalie this weekend as they have 2 games and DB would like the opportunity to observe this goalie. Will attend game for player in Bantam (pneumonia).

- 4) AL asking when we should know which players, if any, will be returning to KPMHA from JDF1 tryouts. PK reported that she knows of some players who will be staying with JDF 1 and should know next week about the remaining players.
  - 5) AL, a big thank you to Pam K for her hard work and attending all division sign-ins. Also thank you to the divisional directors JM, NB, and MM for attending for their divisions and all of the evaluators and Shane K.
  - 6) AL reports that Tom Shadlock at Brentwood College currently has 9 kids wanting to play hockey, he is looking for 6/7 more. By Friday of this week Tom is hoping to have a team sanctioned by BC Hockey. Brentwood College must sign an agreement with KPMHA before the team is sanctioned (by BC Hockey).
3. MT reports that there are several changes to the Policy and Procedures manual (as emailed to all Executive Members), to be discussed later in the meeting.
4. MT reports that the Managers manual is being worked on, being finalized soon (on paper and online). Part of the Managers manual will include a detailed part for the team(s) Treasurer. A mandatory Manager and Treasurer meeting will be held on September 17<sup>th</sup>, 2019 at 7pm in the Kerry Park Recreation Centre Lounge.
5. Financial update MT (*see attached financial reports*)
- The gaming grant has come through and will be used towards the Development Plan.
  - Question from MM about reimbursement of cheques issued last year and not cashed, will new cheques be issued? MT reports that no, cheques will not be issued unless individuals contact her.
  - No further questions about financial reports



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6. Registration numbers by division(s) PK

Discussion regarding registration numbers in each division and the possibility of moving some players between divisions.

**Action** - PK to talk to a Peewee-aged parents about the possibility of moving him from Peewee Rec to Bantam Rec since he was wanting to play Rep this year and unable to tryout due to BC Hockey Policy regarding international students.

**Action** - JM to talk to a Peewee Recreation player about moving to Bantam, since the Bantam house team has smaller numbers.

7. **Motion:** LG to move Peewee-aged goalie (CP) to Bantam Rec from Peewee Rec.

**Second:** PK

**Carried**

**Motion:** MT – Pending conversation and parents’ support to move Peewee-aged player (GQ) from Peewee Rec to Bantam Rec.

**Second:** JM

**Carried**

**Motion:** LG – to open up Peewee registration for additional registrant on waiting list, once registered, close Peewee registration.

**Second:** DB

**Carried**

**Motion:** MT – to approve Atom-aged player (EM) to move from Atom Rep to Peewee Rep, as received evaluation approval form VIAHA assigned evaluator.

**Second:** DV

**Carried**

8. Update on TeamSnap – MT

There have been a few changes and adjustments to TeamSnap and the structure of it, PK will be sending out a new invite (to Directors), please accept as soon as you receive them. Please remember, do NOT add or delete players, this need to be done by MT or PK.

9. Sponsorship update – NB (for ZR as she is away)

A few new ideas to generate income.

- A ‘welcome back’ and swap and shop on September 22<sup>nd</sup>? Unfortunately, ZR hasn’t heard back from the facility regarding having this at Kerry Park. Also, weather and time restraints are a concern. This may be something that can be held at a later date or considered for next year.
- Great Greens and Cowichan Bay Liquor have offered to sponsor, \$500.



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- Cowichan Bay Fire Department has offered (Christmas) tree chipping.
- Julie Charbonneau, a local mortgage broker, has offered a \$500 donation to any team who has a family that uses her services for a mortgage before the end of June 2020.
- Flip-Give an app that can be used for shopping and a per cent of what is spent is 'refunded'. In discussion it was decided that this would be better used at the team level instead of as by the association.

### 10. Equipment update – SK

- All socks are in, all Rep teams have received their socks, Rec players that have submitted all their paperwork, will receive their socks in the coming week.
- All Rep teams have their jerseys; Rec teams will be receiving them in the coming week(s). Some size issues (to small) with the Atom jerseys.
- What are we doing with the old jerseys? Space is an issue and we don't have room to store them. Discussion but no decision.
- All Rep teams have their 1<sup>st</sup> aid kits, Rec will receive them as teams are formed and head coaches are picked.

**Action** – MT to send SK an updated list of managers and coaches.

### 11. Policy and Procedures updates – MT

Question from MM about regulation 1.3.

PK and MT discussed that having registration close at the end of March is very difficult for them as they are also extremely busy with month-end at their jobs. Registration will now be open from 20 February to 20 March.

**Motion:** MT to adopt all proposed policy (and procedure) amendments as provided.

**Second:** DV

**Carried**

### 12. Update on Manager's manual – MT

It continues to be a work in progress, getting the manual online is a lengthy process but when done managers (or anyone looking) will be able to easily find what they are looking for. There is a section for the team Treasurer within the manual.

If Executive members are available, it would be great if they could attend the Managers meeting (September 17<sup>th</sup>) for representation.

### 13. Update on Rep tryouts – DB and DV

**Motion:** DB – to temporarily (2019/2020 season only) amend policy 7.11, instead of having 3 to 5 games, have 2 games for Atom Rep.

**Second:** SK

**Carried**



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**Action:** DV to speak with Neil Robinson to see if he is comfortable making a decision after 2 games.

DV reports that Pee wee Rep will have a decision by the end of this week about players.

### New Business

1. AL, there has been a request from a parent to live broadcast practices and games. What is our role? What about photo release and opt-out? PK feels that we don't have enough knowledge of legalities to answer this.

**Action:** AL to seek clarity from BC Hockey and VIAHA.

**Action:** PK to give opt-out forms to managers and division coordinators.

2. **Motion:** LG to go in camera at 8:41pm

**Second:** MM

**Carried**

**Motion:** LG to come out of in camera at 9:04pm

**Second:** SK

**Carried**

Discussion about Zero Tolerance policies.

**Action:** AL to speak with Midget teams regarding KPMHA, BC Hockey, and VIAHA policies and Zero Tolerance.

**Action:** AL to speak with Bantam teams regarding KPMHA, BC Hockey, and VIAHA policies and Zero Tolerance.

**Action:** DV to speak with Pee wee teams regarding KPMHA, BC Hockey, and VIAHA policies and Zero Tolerance.

3. DB motioned Raina Bennfield to be Ref Assigner, given she is partners with the President. Discussion in regards to whether the motion is needed as she will be supervised by LG and that the Board of Directors did not make a motion the previous year for Josh Byers to be Ref Assignor.

**Motion:** MT to rescind the motion.

**Second:** LG

**Carried**



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DB was against this motion being removed, given she is the President's partner.

#### 4. Sept 8<sup>th</sup> VIAHA meeting - updates from AL

- A. BC Hockey wants to remind all coaches to watch the website for coaching courses as they are filing up fast and if you need any courses you should sign up ASAP.
- B. The post-task from BC Hockey currently has a backup of up to 4 years.
- C. Dave Beatty has asked all MHA presidents to be the point of contact between him and the associations. For any concerns, questions, or general inquiries please email KPMHA president to be addressed and/or forwarded to Dave Beatty.
- D. Teams wishing to play out-of-district are reminded that this requires approval, please fill out the out-of-district travel request form (found on the KPMHA website).
- E. Nelly Brummitt, VP of South Island, reports that there are 4 commissionaires for the South Island, 2 are new.
- F. There is a mandatory meeting for all Rep head coaches on September 15<sup>th</sup>. If coaches/managers do not attend this meeting, they will be suspended for two weeks and fined.

Jim Humphries is disappointed that some MHA are not following the agreement in regard to JDF Tier 1 tryouts. This agreement was put in place to prevent overlap between MHA Rep tryouts and JDF Tier 1 tryouts. Board was not fully aware of how this was to work.

- G. PK reports that it has been very difficult to get information from JDF Tier1 tryouts in regard to players who will stay on with the JDF Tier 1 team and the players that will be returning to KPMHA.

**Action:** AL to discuss with JDFMHA President.



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5. Update regarding Referees – LG  
Thank you DV for using the new referees during tryouts.  
KPMHA has 5-6 new referees this year and are potentially losing 2-4 senior referees.

**Motion:** LG to adjourn meeting at 9:45pm

**Second:** PK

**Carried**

### Director's Reports

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#### President – Aaron Lamb

1. Policies and Procedures
  - Thorough review of updating old titles to new titles, grammar and spelling (thanks Michelle), agency names etc.
  - Sections that need an overhaul:
    - Volunteer Certification Requirements
    - Complaint Handling Policy and Procedure Policy
    - Harassment and Abuse Policy
2. Underage Exemption Applications
  - Underage Atom Rec to Pee wee Rec approved by VIAHA – Pee wee registrants need to be finalized
  - VIAHA Evaluator for Atom D to Pee wee Rep September 5<sup>th</sup>
3. BC Hockey
  - Provided criteria and process for a player to play outside of BC Hockey
  - BC Hockey provided a reminder to MHAs regarding resources available for harassment/abuse etc.
4. VIAHA
  - Executive Meeting September 8<sup>th</sup> Team Declaration – verbal update for rest of meeting
  - Island League Coach and Manager Meetings September 15. Attendance is mandatory.
  - Bulletin – Interdistrict Travel for teams travelling anywhere outside of VIAHA or hosting outside of VIAHA
  - Requested information regarding waitlists and marginal numbers – movement between MHAs
5. Adjacent Peer Associations
  - CVMHA - Discussions regarding player registrations etc., costs etc. w/ President Cowichan Valley MHA – continued opportunity for synergies and movement of players given proximity
  - JDF - Discussions regarding Tier 1, Policies and Procedures, culture, general affairs w/ President JDF MHA
6. Acknowledgments



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Thank you to all the Board, coaches and evaluators for their extraordinary efforts over the last month in getting our season off the launch pad, it was an amazing team effort

### Vice President – Dave Brummitt

1. Thanks to everyone involved for putting their time forward at this year's competitive evaluations. Everything went quite smoothly, well done team.
2. Continued evaluations are in progress for those players that were absent for formal evaluations, hope to have them done this weekend.
3. Thank you gift for volunteer evaluators?

### Ice Scheduler – Michele Taron

1. Ice Schedules up to Oct 6<sup>th</sup> are posted on our website.
2. I have asked that once team Managers get into place, that they post their team schedules on TeamSnap. The Coordinators are the second set of eyes to make sure they correspond with my posted schedules.
3. Sept 21<sup>st</sup> – Oct 6<sup>th</sup> are three weekends of placement games for the Rep teams. I have given VIAHA ice for these placement games. You will see "VIAHA" in the ice blocks. Stay tuned for schedule once I receive it from VIAHA.
4. Atom Dev will have placement games starting Sept 28<sup>th</sup> – Oct 20<sup>th</sup> with a break for Thanksgiving long weekend.
5. Rec teams will start League play the weekend after Thanksgiving. They will have to arrange several balancing games before Thanksgiving.
6. It is very important that teams applying for tournaments check with their commissioners first if the tournament is not during a long weekend or on x-mas breaks so it does not interfere with scheduled league games.
7. Just recently, SLS changed our Monday ice time so I had to change around team practices, and I am still working on balancing development sessions due to these changes.
  - a. Please remind coaches and Managers it is very important to thoroughly read the schedule, to separate what development coaches will be there so it can be properly communicated to parents;  
Goalie Coach James will be out to all ice sessions that have (J) beside the team name.  
Brian Passmore will be out to all ice blocks that are colored blue.  
Adam Geric will be out to all ice blocks that are colored purple/violet.  
Rob Armstrong will be out to all ice blocks that are colored orange/peach.
8. Remind all Coaches about the Rob Armstrong Coaching sessions that start this **Monday, Sept 9<sup>th</sup> 8:00-8:50pm. This is extremely beneficial for the development of all our coaches.**
9. I will need to know what teams are interested in purchasing extra ice this season. Please have managers reach out to me with an idea of how much extra ice they are hoping for.
10. Working on many updates in Manager's Manual regarding ice.





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### Treasurer – Michele Taron

See financials attached.

1. Gaming Grant was approved for \$47,950.00 and money was deposited into gaming acct at the beginning of September.
2. Have had 1 tournament cheque request from Peewee A and Bantam A. Midget A request will be coming in shortly.
3. Amber has kindly filled out tournament applications for Peewee C1 and C2 and Atom C1 and C2. Thank you Amber!
4. Once a manager is in place on a team it is important for them to discuss the vision of the team plan for the year with the HC. This will help kick start the team budget.
5. All teams will be required to hand in their team budgets by Oct 15<sup>th</sup> with all parents' signatures on the bottom.
6. I will need Managers names ASAP so that Pam, Aaron and myself (Team Budget Committee) can start the conversation around team budgets and setting up signers on teams' accounts at Island Savings Credit Union.
7. Will need to have discussions with each team as to who are the 2 rostered officials that will go on the team bank account as signers. Each signer will have to become a member at Island Savings, if they are not already.
8. Once signers are all set up /sign bank documents then Team bank accounts can be set up to receive payments and invoicing through TeamSnap, so that they can start collecting seed money.
9. Created new policies around team budgets and financial reporting for teams.
10. Working on Team treasurer role for Manager's manual.

### Registrar – Pam Kendall

1. Submitted carded team appeal for Bogdan Kornlyashik, as per board approval via e-mail vote July 24<sup>th</sup>.
2. Submitted exchange student transfer request for George Qi who played with us last year. I found out this must be done every year he wants to play.

### Administration/Website – Michele Taron

1. Updating Manager's Manual. Still in the works!
2. Updated some Policies and Procedures. Please see list attached as I will be making a motion to except these changes.
3. Can everyone read over the slight Policy changes **before** our meeting so that we can get through this quickly?
4. Updated forms on website.
5. There will be a **MANDATORY** Manger's/Treasurer's Meeting for all teams on Tuesday, Sept 17<sup>th</sup> in the KP Curling lounge starting at 7pm sharp. If someone cannot make it, they must send a substitute.
6. E-Game sheets. Raina Bennefield is our contact person for this. If a team has not received their tablet yet then Raina needs to be notified [raina.bennefield@shaw.ca](mailto:raina.bennefield@shaw.ca)



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7. House teams will start using the e-game sheets during Thanksgiving long weekend and beyond. Up until then, house teams will use the paper game sheets and must submit the copies to their commissioners.
8. Finalized the documentation required to Appeal the international SLS student registration for KPMHA Peeewe competitive.
9. Updated website with VIAHA's Mandatory Rep Head Coach and Mangers Meeting on Sept 15<sup>th</sup> in Nanaimo at Beban Park Centre.

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

1. Finalized Development Coaches after receiving acceptance of the Community Gaming Grant funds.
2. First day of development is [Monday Sept 9<sup>th</sup>](#) with Rob Armstrong.
3. Coaches should also be attending all team development sessions.
4. [Monday at 8pm](#) is the first of four Coaches Sessions with Rob Armstrong. This is huge development for all coaches. No matter how many years you have coached for, there are always things you can take away from Rob.
5. Organized paid evaluators and volunteer evaluators for Atom Development thru Midget A.
6. Organized on ice coaches for all rep tryouts and distributed try out practice plans. Thank you guys for stepping up!
7. The first phase of the try outs for rep teams has been completed. I would like to thank everyone for their assistance and time to make sure this process ran as smooth as possible.
8. This weekend Competitive teams will be playing exhibition games as the Head Coach sorts through the final cuts.
9. We still have 1 player in Peeewe, 2 players + 1 goalie in Bantam and 2 players + 1 goalie in Midget at JDF T1 tryouts. Hoping decisions on this front will be made this week.
10. Rep evaluations for the kids that were away, have been taking place both at practice and during game play.
11. VIAHA chosen evaluator attended Peeewe A practice [on Thursday night](#) to evaluate underage player.
12. Met with Initiation/Novice Coaches [on Thursday](#) night with Nate
13. We need to discuss the lack of Bantam goalies.
14. House teams have had a week of assessments and will hopefully be balanced out by [Sept 15<sup>th</sup>](#).

### Equipment/ Risk Manager – Shane Kendall

1. Received 6 sets of new jerseys (Atom and Peeewe).
2. Received first aid kits (13 in total).
3. The Rep teams (Midget, Bantam and Peeewe) all have team equipment (jerseys, pucks, first aid kits). Once other teams are formed and team officials in place, I will get them their equipment.
4. Socks are in, need to be organized.
5. Have been in contact with Hometown and will look to add more items to their revamped website.
6. Need a plan for the old jerseys, only so much space.

### SAFETY



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1. Will be contacting all teams to let them know what is required from Risk management.
2. Name of safety person/s.
3. When “parent meeting” has taken place.
4. Ensuring that all coaches and parents have the required “respect in Sport”. And other required courses. Will liaise with the registrar on this as well.
5. Sanctioning guidelines.
6. Reporting injuries.

### Referee in Chief – Loonie Goodfellow

1. We have 6 new kids from 2007/2006 birth years taking the refereeing course for the first time this weekend.
2. Assigning has been going well with a senior/junior combo happening during the tryout games. For the upcoming exhibition games, we will be also placing a senior/junior combo where we can to get the younger refs some higher-level games and confidence.
3. The RAMP system does not regularly alert refs with games, I am having to follow up with texts. I will continue to work with RAMP on specific issues.

### Marketing/Sponsorship – Zahra Rasul

1. Communications/ Marketing:
  - Have been updating Twitter and sending out relevant info in coordination with website (Michele) and Facebook (Raina)
  - We still only have 17 followers... can managers send out an email to all parents/ update on Team Snap messages that they should follow us on Twitter??  
<https://twitter.com/KPMHAIslanders>
2. Sponsorships:
  - Good Used Cars - Cam Bond and his brother have agreed to sponsor, waiting for amount!
  - Great Greens- Owner Kim is very supportive, have agreed to sponsor, waiting for amount!
  - Thrive Physio - Very supportive, waiting to hear back for confirmation
  - TCC - Received a \$1000 cheque, but not sure who this is?
  - Tire Exchange in Cobble Hill- Owner Alan demonstrated interest, waiting to hear confirmation
  - Prima Strada- waiting for response on funds

### New ways to raise money:

Looking at different avenues than traditional sponsorships to continue raising \$ for the Association

1. FlipGive (<https://www.flipgive.com/>) - this is a great opportunity for us to raise money while KPMHA members (and friends and family) spend on things they would already be buying
  - People shop online or in store at partner orgs (there are literally hundreds including Under Armour, Nike, Apple, NHL, Walmart, the Gap)
  - KPMHA gets a percentage kickback (between 5-35%) on purchase price



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- We get cut a cheque every month from FlipGive
2. Welcome Back KP families/ Sports Parking Lot sale
    - Proposed for Sept 22, 2019 in the later afternoon
    - Just got confirmation that we can use KP parking lot for this event
    - Plan to invite all families + KP Jr B Islanders (I already reached out to owners, waiting to hear back) for road hockey parking lot event
    - Will ask families to bring sporting goods to donate, set up tables (\$2, \$5, \$10, \$25 - cash only) in the parking lot
    - Was hoping to dovetail event with Bridgeman's Bistro but the arena won't let us have outside food
    - Waiting to hear from Sheena at arena about whether we can have food available outside
    - I want to make this happen but worried about marketing this late and long response time from the arena on details.... Suggestions?
  3. Bridgeman's event- still need to chat with Josh McKamey about other dates (off season) and details.
  4. Selling K socks - had a conversation with Pam Kendall about how we should be selling the socks as an association and making \$\$ off that (would have to be for next season now)
  5. Food Truck Partnership (would have to secure permits and do off KP site but might be interested end-of-year event)- I have a great contact who owns 2 food trucks and is interested in doing something like this with KPMHA. Thoughts???
  6. Have been in touch with Western Direct Fundraising and Mom's Pantry- two "middlemen" orgs in BC/ Canada that specialize in helping teams and orgs raise money- will have update on this at the next meeting

### **Junior Coordinator** – Nate Boersen

1. Junior Division has Managers in place for four teams.  
H1: Alison Murray  
H2: Laura Aitken  
H3: Ashley Richter  
H4: Nate Boersen
2. There was a Junior Coaches meeting last Thursday. We are working on identifying Head Coaches and rostered coaches for the Initiation Division.
3. Numbers continue to grow. :)

### **Intermediate Coordinator** – Josh McKamey

1. The ramp up to the season has been busy and exciting. Rep prep sessions are all finished, and tryouts are almost complete – exhibition games have been scheduled for Peewee this weekend



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and Atom next weekend. Big thanks to Darren Van Oene for all his work to coordinate the tryouts across divisions. Thank you to all the coaches and execs that have been involved.

2. The Atom and Pee wee Rec prep sessions are complete, and assessments are underway, we expect to have balanced teams and coaches finalized by the 15<sup>th</sup> of September. As these teams come together over the next few days I will be reaching out for Managers and Safety volunteers. We've had great support from our coaches, helping on the ice and getting the kids prepped for the season.

### **Senior Coordinator – Michelle McComb**

1. Replied to various e-mails/texts from members, executives, and people outside of the Association.
2. Proofread Manager's Manual.
3. Assisted Registrar by collecting paperwork at pre ice sessions for rep/house.
4. Updated Team Snap ice schedules for Bantam (rep/house) & Midget (rep/house).
5. Messaging teams through Team Snap for coaching applications, managers, etc.
6. Arranged coaches for Bantam and Midget ice sessions and team practices.
7. In the process of training the Bantam A manager.