

KPMHA Executive Meeting
MEETING MINUTES
May 8th, 2017
Kerry Park Recreation Centre Lounge

Executive Members Attendance: Gord Closson, Dave Brummitt, Andrew Ketch, Kayle Bell, Darren Van Oene, Blue Bennefield, Michele Taron, Aaron Lamb, Louise Thomson, Dale Purinton, Lonnie Goodfellow, Wendell Rederburg, Nelly Brummitt, Justin Leamy, Martin Wright, Heather Calabrese, Mari Ann Rockson

Absent: Mike La Roy, Jason Rockson

Meeting called to order at 6:32pm

Motion to approve agenda: KB

Second: MT

Carried

Motion to approve April 2017 Minutes: AK

Second: AL

Discussion

Carried

Old Business

- a. Action items from previous minutes
 - i. Items requiring follow up:
 - ii. Action: DB will distribute evaluation process to the BOD for voting.
 - iii. Action: JR to send list of jersey cheques to be cashed to LT.
- b. Association documents – AL

New Business

- 1) Communicating fee increase to members to cover Review Engagement. – HC
 - a. Discussion tabled
- 2) **Motion**: KPMHA to engage a Read and Review for the 2016/17 seasons and 2017/18 seasons up to a maximum of \$5000. To be added to this season's budget.
 - a. Motion: Heather
 - b. Second: DB
 - c. Carried

President's Report – Gord Closson

I'd like to start by congratulating our new and returning board members.

I would like to remind everyone that although we may have different opinions on issues everyone deserves to be heard in order for us to make well rounded decisions for the future of Kerry park hockey.

Roberts rules of order will apply and be enforced at all board meetings. Please familiarize yourself with the rules. There are lots of online documents and YouTube has several very

informative videos on it.

Respect each other's opinions regardless if you agree with them and be courteous and respectful to each other at all times.

Please remember that you represent kpmha at all times and as such it is important that we support each other in the public's eye. All board decisions are final and we all need to accept those decisions regardless of how we voted on any one topic.

Viaha's AGM meeting is coming up on May 28/2017 in Nanaimo at the coast Bastion hotel 10 am. Anyone wanting to attend is welcome to come. Costs are \$40/person and I would suggest given our financial situation that anyone wanting to attend pay for it themselves. Please let me know who wants to attend before the registration deadline of May 15/2017.

I attended the South Island presidents meeting Thursday may 4th and here is a snap shot of the discussions.

Regional teams were discussed. Not much appetite for it however there will be further discussion around association co ops and or passports given to smaller associations in order for top evaluated kids within small associations to tryout for close tier 1 associations. Our region would allow us to send kids to tryout for JDF tier 1 team. KP could also join in a competitive co-op with Cowichan. More to come.

There was talk about a female association being formed and joining VIAHA. Kerry Park was not included in the female association's application. There wasn't much support for this new association.

Restructuring South Island rec league divisions and playoff format. Talk about splitting into 2 league divisions based on skill and then splitting those 2 divisions into 4 playoff divisions to keep everyone in the playoff hunt longer. Available ice to accommodate is an issue so we will need to discuss with Mari Ann where KP sits with available ice to accommodate this potentially new format.

Associations need to try and do a better job of balanced teams. Get away from the buddy system and balance teams regardless of players past playing history together.

Novice is planned to stay with same format of 1st year and 2nd year team rosters.

In closing I want to let everyone know that I am here to help any and all of you however I can. My phone is always on and I usually answer emails by the days end. There are no dumb questions so please don't hold back. We owe it to our members and especially our kids to put our best effort forward and lead our association, free of discontent and hidden or personnel agenda. With the dedicated group we have on the board there are no limits to where we can take this association.

Executive Reports:

1st Vice – DB

- Report attached

2nd Vice/Ice – MR

- Report attached

Treasurer - HC

- Report attached
- **Motion:** HC - KPMHA accept the amended changes in policy 2.0 and 3.0 as amended.
 - Seconded: NB
 - Discussion
 - Carried
- Policy below.

Registrar – LT

- Report attached
- **Action:** Reports must be submitted to LT 72 hours in advance of the meeting. Meeting paperwork will go out 48 hours prior to the meeting.
- **Action:** LT to book meeting dates for new season. Will continue with first Monday of the month.

Head Coach – KB

- **Action:** KB to send out the coach evaluation form to division coordinators for distribution to members.
- **Action:** Coach selection committee to consist of Kayle Bell, Darren Van Oene, and Dave Brummitt. 2 alternate members to be named prior to the June meeting.
- **Action:** Coach selection committee to report back to BOD at July meeting.
- **Action:** KB to report to BOD at June meeting re: procedure and questions for coach selection.

Equipment – JL

- Report attached

Risk Manager – MW

- Nothing to report

Referee Assignor – ML - ABSENT

- Nothing to report

Referee in Chief – LG

- Nothing to report

Tournament and Sponsorship – BB

- Report attached
- **Motion:** BB - KPMHA to approve sponsorship platform as amended.
 - Second: DB
 - Discussion
 - Carried

Competitive – DV

- Some of my thoughts and ideas on the evaluation process.
 1. Evaluations take place immediately at the end of each season instead of in the fall.
 2. Allow the coaches to see the evaluation forms and to be able to share the data collected with each kid.
 3. Have a way of documenting each evaluation form before it is officially released by the evaluator.
 These are a just a few ideas that I will continue to research.

Discipline Committee

- Nothing to report.

Division Coordinators:

- Initiation – Nelly Brummitt
 - Report attached.
 - **Action:** NB will apply for a Peninsula Co-op points card for KPMHA.
- Novice – Aaron Lamb
 - Report attached
- Atom – Wendell Rederburg
 - Nothing to report
- Peewee – Jason Rockson - ABSENT
 - Report attached
- Bantam – Michele Taron
 - Report attached
 - **Action:** LT will reach out to Cowichan to enquire about goalie numbers.
 - **Motion:** - MT To change Policy 7.18 which reads;

7.18 It is recognized that there are no guarantees that a parent head coach's child will make the competitive team. The Coach Selection Committee, may withhold making the recommendation of the team head coach until the full roster has been finalized (as per Section 7.12).

to read;

7.18 It is recognized that there are no guarantees that a parent head coach's child will make the competitive team. The Coach Selection Committee may name the head coach as a TEMP Head Coach until his or her son or daughter officially makes the team.

- Second: DB
- Discussion
- Withdrawn

- **Motion:** - MT - To change Current Policy 3.7 which reads;

Competitive Only

3.7 Competitive team coaches (non-parents only) shall be reimbursed expenses by the Team. Rates for reimbursement will be as per policy 2.12(d)

to read;

3.7 Competitive team coaches (non-parents only) and KPMHA must sign a service agreement and that will be presented to the board for

approval. Any board approved service agreement will supersede the rates for reimbursement as outlined in policy 2.12(d).

- Second: MR
- Discussion
- Withdrawn

Motion: MT – KPMHA to remove Policy 3.7

- Second: MR
- Discussion
- Carried

Motion: MT – To discontinue the use of the ePACT system this season.

- Second: MR
 - Discussion
 - All ePACT fees were paid by VIAHA for this season and participation was mandatory.
 - Withdrawn
-
- Midget – Dale Purinton
 - Report attached
 - Female – Andrew Ketch
 - Nothing to report

Meeting adjourned at 10:40pm

Next meeting – June 5th, 2017

2.0 Finances

2.1 Objectives:

- a) Ensure the KPMHA financial activities are properly planned, controlled and reported.
- b) Produce financial information in accordance with Generally Accepted Accounting Principles (GAAP) that is meaningful and useful in decision making to the Board of Directors and to the membership.
- c) Ensure the integrity of the KPMHA accounting system.

2.2 Budget:

- a) A Budget Committee will be organized in January of the current fiscal year. The Budget Committee will prepare an itemized annual operating budget for the subsequent fiscal period. The Treasurer will present the Operating Budget for approval by the Board of Directors prior to the registration period.
- b) The budget will be presented to the membership at the AGM, for approval.
- c) It shall be the duty of the Treasurer to oversee financial management of the Association, establish financial policies and report financial results of the association.

2.3 Chart of Accounts:

- a) The Treasurer establishes a Chart of Accounts that is revised as needed.
- b) The Treasurer ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger.

2.4 Reporting:

- a) The Treasurer shall present financial statements at the Board of Director meetings which shall include:

I. Statement of Financial Position that includes the following:

- Profit & Loss
- Current Receivables
- Current Payables
- Bank Reconciliation from the previous month

II. Statement of Operations (actual vs. budget).

III. Forecast to year end.

- b) If these reports are not provided to the Board of Directors then a current copy of the association accounting system may be requested from the Board of Directors and must be provided within 15 calendar days.

- c) The annual financial statements of KPMHA may be subject to an annual Notice to Reader engagement as per approval by the Board of Directors or unless otherwise specified in the Society Act.
- d) The “reviewed” annual financial statements shall be presented to the membership at the AGM.
- e) The Treasurer is responsible for any legislated reporting requirements (i.e. gaming).

2.5 Disbursements:

- a) The following four positions shall have cheque signing authority for the Society (each cheque shall require 2 separate signatures): President, Treasurer, Secretary and one other as determined by the Board of Directors, subject to 2.5(c).
- b) Before signing, these authorities should ensure the transaction is:
 - I. Properly approved.
 - II. Consistent with the terms of the initiating purchase document.
 - III. Coded correctly
 - IV. Legally chargeable to KPMHA
- c) Cheque signing authorities shall be at arms’ length (independent) of each other.

d) KPMHA bank accounts shall be reconciled monthly.

2.6 Deposits and Receipts:

- a) The Treasurer is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
- b) The Treasurer is responsible for segregating revenue control duties among volunteers to separate authorization, custody, record-keeping and control functions; taking into account the KPMHA organizational structure, volunteer availability, amount of revenue and acceptable levels of risk when doing so.
- c) A listing of credit notes should be prepared by the Treasurer.
- d) *KPMHA discourages the remittance of cash through the mail, preferring:*
 - I. Cheque.
 - II. Money Order.
 - III. e-Transfer
- e) Cheques and money orders should be stamped immediately upon receipt: "For deposit only to the credit of KPMHA".
- f) All monies received by KPMHA must be promptly deposited (at least once a week).
- g) All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited.
- h) A receipt must be issued when payment has been made by cheque or money order.
- i) A receipt must be issued for a cash payment at the time of the exchange.
- j) Gaming funds shall be kept in a separate bank account unless otherwise legislated.

2.7 Acquiring Goods and Services:

- a) The Treasurer and President may initiate the purchase of goods and/or services, provided the goods and/or services are included in the approved operating budget. Other **Board members** may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods and/or services being received or performed. The following qualify as initiating documents:
 - I. Purchase Order.
 - II. General Service Contract.
 - III. An email approval from the Treasurer and President.
- b) If a budget will be exceeded through initiating a purchase, pre- approval is required **by a majority vote of the Board of Directors and must be in the meeting minutes.**
- c) If an expense is initiated by the payee, a cheque signing authority must verify the goods or services received.
- d) All purchases over the amount of \$500 shall be approved by the Board of Directors. Additionally, three (3) quotes must be obtained and presented to the **Board of Directors** for consideration.
- e) **It is recommended that all items to be purchased through grant and/or fundraising monies should not be purchased until documentation guaranteeing funds have been received by the Treasurer and President.**

2.8 Paying for Goods and Services:

- a) Invoices, claims for payment and statements of account must be date stamped Immediately upon receipt by KPMHA. Before processing an invoice for payment, the Treasurer must ensure:
 - I. Goods and services have been received.
 - II. The invoice is supported by an approved initiating document.
 - III. Any additions/extensions are correct.
 - IV. The invoice is properly coded.
- b) KPMHA pays only current charges on invoices. Any interest or late charges should be removed.
- c) KPMHA shall strive to pay all invoices within 30 days of invoice date.

- d) KPMHA Risk Manager is to produce a list before January 31st of the given season to the Treasurer, of all team staff that will need to be reimbursed for clinics (any clinics that fall under the direct coordination of Risk Management)
- e) KPMHA Head Coach/Development is to produce a list before January 31st of the given season to the Treasurer, of all coaches that will need to be reimbursed for coaching clinics (any clinics that fall under the direct coordination of Head Coach/Development)
- f) All Coaching reimbursements must be accompanied by BC Hockey completion and original clinic receipt.
- g) All reimbursements deadline will be October 31 the following season.

2.9 Accounts Receivable:

- a) All amounts due to KPMHA must be entered promptly as an accounts receivable and maintained in the accounts until collected or forgiven.
- b) Amounts due (work performed, goods supplied and services rendered) must be recorded as revenue in the period they occur.
- c) Teams have thirty (30) days to pay association invoices. If invoices are not paid after thirty (30) days, the Treasurer will provide the team with written notice for outstanding amounts. If team accounts remain outstanding for more than sixty (60) days, further action will be determined at the discretion of the **Board of Directors**.
- d) Account receivables may be written off only with Treasurer and President approval.
- e) KPMHA Secretary/Registrar is to produce a list before January 31st to the Treasurer, of any extra team officials on any given team (The Association will pay mutual aid insurance for five (5) properly certified team officials on all teams: a Head Coach, two Assistant Coaches, a HCSP Trainer, and a team manager. Teams can add additional certified team officials for a fee of \$50 per person.)

2.10 Capital Assets:

- a) An itemized capital budget shall be prepared annually by the Treasurer and recommended by the Budget Committee for approval by the **Board of Directors**.
- b) The capital budget should support any purchase and/or acquisition of capital assets, otherwise, approval from the **Board of Directors** is required.
- c) The Board of Directors shall approve capital purchases in advance.
- d) Capital assets are recorded and controlled in the Association's financial system:
 - I. By location and major category of asset.
 - II. At cost. Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset.
- e) Moveable capital assets such as hockey equipment should be clearly identified as property of KPMHA.
- f) Capital assets are amortized over their estimated useful lives at a rate established by the Treasurer (following GAAP).
- g) Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial system.

2.11 Board of Directors Travel:

- a) Volunteers travelling on KPMHA business must present, in writing, a summary of travel expenses to be incurred in order to obtain approval from the **Board of Directors**, unless the travel has been included in the Board approved budget. Travel expenses must be in accordance with KPMHA's Travel Policy
- b) The Treasurer must verify and approve travel claims prior to reimbursement. All travel claims must include a summary of expenses as per KPMHA's expense claim form and original receipts. The expense claim form can be obtained from the Treasurer.
- c) KPMHA reimburses **Board** member travel expenses when conducting Association business outside of KPMHA electoral areas.

- d) Unless otherwise reimbursed by VIAHA Remuneration

or BCHockey, KPMHA reimburses reasonable travel expenses as per 2.12 a) and 2.12 c) as follows: Travel Expense

Type

Vehicle	\$0.52/km from point of departure.
Per Diem	\$10.00 Breakfast*, \$15.00 lunch, \$25.00 Dinner**
Accommodation	As per receipt
Other Transportation	As per receipt

3. Fundraising and Gaming

3.1 The KPMHA Treasurer must ensure the association has an approved gaming license from the Provincial Government prior to approving any gaming activities (ie 50/50, raffles, etc).

3.2 All teams wishing to fundraise require prior authorization from both the President and BCAHA. A form is available on the BCAHA website.

3.3 All teams will open an account with Island Savings Credit Union to manage their team funds and any tournaments they oversee.

3.4 All teams must keep an accurate accounting of money fundraised (e.g. bottle drives, car wash, etc.) and a statement of these monies must be submitted in October, December and March to the KPMHA Treasurer. The statement will show the team budget, expenses and refunds provided to members.

3.5 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. Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting. All team when filing their final reports to BC Gaming must also provide copies to the KPMHA administrator. These funds may only be applied against eligible hockey related expenses, in accordance with Provincial gaming policy. The percentage returned to the teams is at the discretion of the KPMHA Executive. Team managers will be required to sign a written agreement to adhere to these rules.

3.6 All year-end team functions must be in accordance with the guidelines set out by the Executive Committee.

3.6 Teams may only refund seed money to families. Seed money may be defined as money paid by families throughout the season, prior to any fundraising or gaming activities. Seed money is to be used for ice, official fees and tournament fees. a) Refunds may not exceed a family's original fees paid. b) Money raised through fundraising or gaming cannot be refunded.