



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

Board members in attendance: (in person) Aaron Lamb, Darren VanOene, Nate Boerson, Shane, Pam Kendall, Michele Taron, Marsha MacMurchy, (via Zoom) Josh MacKamey, Aaron Vaillancourt, Lonnie Goodfellow, Shane Kendall, and Zahra Rasul.

1. Meeting called to order at 7:05 pm by AL
2. **Motion:** NB to approve agenda
Second: PK
Carried
3. **Motion:** LG to approve October 13th, 2020 meeting minutes.
Second: MM
Carried

4. Old Business/Action Items

To record email vote on October 3rd, 2020

Motion: MT- Change to Policy 3.7

For Competitive teams – Members will be asked to contribute up to \$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 will be asked to contribute up to \$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 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 sponsorships/donations (approved by the Sponsorship and Gaming Director).
- 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 and/or contributed to any fundraising may be excluded from extra activities paid by the said seed money.



**KPMHA Board of Directors Meeting minutes
In person (Kerry Park Lounge) and online (via Zoom)
November 9th, 2020**

All Competitive and recreation team approved expenses are to be covered by one of the following;

- a) 100% player paid seed money.
- B) A combination of player paid seed money and player's family participation in fundraising and or donations.
- c) Participation by every player/player's family in each fundraiser and or collection of donations. There will be no dollar value applied to each player through this option.

**Second: DV
Carried**

To record email vote on Oct 16th, 2020

Motion: JM- I would like to motion the following player moves in the U9/U8/U7 divisions.

WC U8 to U9 (already board approved)

WP U7 to U8

JH U8 to U7 (Currently on waitlist)

LZ U8 to U7 (Currently on waitlist)

HV U8 to U7 (Currently on waitlist)

These moves will all need to be VIAHA approved. I will also be asking to have one large U7 roster since we have so few U6 children. Teams will still be split in team snap to two teams just will have one large roster. These moves allow us to stay within our COVID protocols and enroll the kids on the waitlist. All the parents are okay with the moves. If all the kids on the list confirm their spot, we may have to move one more kid to make space, but will make a separate motion if required

**Second: ZR
Carried**

To record email vote on Oct 21st, 2020

Motion: PK- I motion that we approve the following roster additions.

Katrina McCormick – U15 A host

Trina Burns – U13 C1 safety

**Second: MT
Carried**

Action Items

- JM to get VIAHA approval for U7, U8 moves, done as per above October 16th, 2020 email vote
- DV and AL to work out a contract with Jason Taron – on going



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

- AL, may need to do some amendments to the bylaws regarding power of board decisions and appeals committee – on going
- AL to determine what OPIC safeguard/privacy seminars/webinars KPMHA should use for training – working through this
- AL to forward Power Point information to the Board – on going
- AL, ZR, AV, and LG to submit recommendations to the board regarding mission, vision, and value statement – on going
- JM to talk to the family of the U9 player regarding movement down to U7 – complete as per above October 16th, 2020 email vote
- AL to speak to Nelly Brummitt about our concerns – complete
- PK to get manager/coach/safety list done – complete
- DV/JM to create and publish a list of KPMHA approved development coaches, complete. Rob McNutt will help with goalie development as well.

A. Registration by numbers and player movement, PK

- 2 international registrants to U9 and U15 approved
- Have emailed players on the U7 and U8 waitlist, heard back from 1 player.

Motion: NB, to add 2 additional helpers, CA and JP, to the U7 roster

Second: PK

Carried

B. President's report, AL

- VIAHA executive committee meeting, concern and talk with associations regarding spectators. It was decided that there will not be any spectators or championships. Discussion about COVID numbers and protocols.
- Some issues this past weekend with visiting teams (to KPMHA). Teams need to make sure there is always 1 person at the door during games and practices.

C. Development Committee, DV/MT

- Power point presentation on 2020/2021 development plan
- Adam Geric – rep teams, end of September to February \$150.00 + GST/hour
- Brandon Wong – house, U8 and U9 each week, October to February \$125.00/hour
- Leighton Williams – every Monday rotating house teams, October to February \$100.00/hour

- Total current cost of \$39,225.00 for 2020/2021 season (looking into more times for development coaches to be able to reach the \$45,000.00 budgeted amount)



KPMHA Board of Directors Meeting minutes
In person (Kerry Park Lounge) and online (via Zoom)
November 9th, 2020

Motion: MT, KPMHA BOD accept the 2020/2021 development plan as presented.

Second: DV

Carried

D. Game Play and Safety Protocols, MT

- All managers must always be diligent in following the safety protocols.
- There always needs to be 1 person at the door.
- Maximum of 3 coaches (home and visiting) on the bench, coaches must always be on the step above and masked (at all times).
- If there are blatant contraventions of protocols this needs to be written on the safety form so that MT can see it.

E. Ref Clinics, LG

- On Saturday morning certified 3 coaches here and 3 at JDF
- There are 3 more left to certify
- Coaches and managers must have patience with our young officials

F. Coach Clinics, DV/PK

- Not all coaches have done their courses, PK wo follow up with these coaches

G. Managers Meeting, MT

- Meeting went well
- Discussion about attendance sheets, best to use app to send by pdf to Michele
- Do not destroy attendance sheets, MT need them turned in to her

H. Streaming Games, AL

- Thanks to Aaron V and RateDesk.ca for their donation of the equipment to KPMHA for live streaming
- Raina is helping teams set up and learn how to stream games
- Averaging 50 to 90 viewers per game

I. Financial questions, MT

- No questions

5. New Business

A. U7, U8, and U9 cohorts, NB/MT

- Games at SLS arena are coming, work in progress
- Discussion regarding ice times and games for U9
- As per Dave Beatty U8 and U9 teams can start playing games in December, Divisional directors, and associations to find and figure out cohorts.



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

- AL to reach out to CVMHA and LCMHA presidents to talk about cohorts.
- Once cohorts are figured out, need to let VIAMHA know

B. Member requests, AL

- Discussion regarding board protocols. If a member wants the association to do something against policies and procedures the member can make a request. The member should come forward to the board to make their request. These requests will be discussed/dealt with at Board meetings.

C. Video recording games for coaching purposes, AC/JM

- Request to video tape the games for coaching purposes
- AL, Board just sent out a waiver (re: COVID and live streaming) to its members saying we would not record. Maybe next year, post COVID this would be a good training aid for teams.

D. Team photos, MT

- Working on a date, stay tuned

E. Tree Chipping, MM

- Great Greens has offered us space if we would like to have a tree chipping fundraiser after Christmas. Discussion, this is best done at a team level, not much return.

Question Period

- Legion 49 has made a donation to the association, to be used for foam dividers or intermediate nets.
- MM, is a bottle drive, going door to door, with COVID ok? MT recommends that the team drop off flyers asking people to leave their donations at the end of their driveway.
- AV, question regarding ice allocation. Policy and procedures, 9.5 says extra ice should first be offered to house teams before being offered to rep teams. Discussion regarding ice schedules and extra ice. Extra ice is offered to those that request, Managers must communicate to MT. MT committed to more extra ice than normal this season, this is not a requirement of the scheduler.

Motion: MM to adjourn meeting at 9:21 pm

Second: LG

Carried



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

Director's Reports

President – Aaron Lamb

1. BC Hockey:
 - Minor Championships cancelled
 - Lower mainland and Fraser Valley back to stage 2 activities only

2. VIAHA:
 - Discussions with President and VP VIAHA regarding moves within U6 to U9
 - Facilitated suggestions for Cohorts (U15A)
 - Participated in an Appeals Committee
 - VIAHA Executive Meetings (Oct 24)
 - No spectators
 - No championships

3. Live Streaming
 - Have waivers for most teams – still waiting on a few
 - Purchased equipment for Kerry Park Arena
 - Assisted Peninsula and Sooke with live stream options
 - Thanks to Aaron V and Rate Desk for their sponsorship – mighty generous

Vice President of Operations – Josh McKamey

- Sent a request to VIAHA for roster moves in U6/U7/U8/U9 to accommodate a waitlist and roster one team in the U6/U7 group.
- Addressing member requests for overage player exemptions.
- Discussions regarding the use of video for teaching purposes by coaches.

Vice President of Admin and Finance – Michele Taron

Communication Officer RTH

- When playing games, it is important that the visiting team/Manager knows our rink protocols ahead of time. All Managers have copies of our rink protocols and they are also found on our website.
- Managers should never be sending their opponent a copy of their team roster, this has more information than needed for contact tracing. Only send a copy of your attendance form that you use for practices.
- When teams play a game at home; 24 hours prior, managers need to send me the Game Numbers Report (see attached) and then, after the game I will need attendance sheets for both teams, a safety form for home team and a signed off Health Check sheet from the visiting manager.



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

- The Game Numbers report helps to keep Managers on track for what their numbers will be in the building. **It is extremely important to have a plan and no excuse to exceed 50 (do not forget about refs in these numbers) Raina can let Manager know what refs are scheduled. The preference is having less people in the building without sacrificing safety.**
- NO spectators are allowed in rinks, only volunteers. Anyone in the rink must be fulfilling necessary duties or they should not be in the rink.
- We have had several issues with Junior B, they are NOT to be in the rink while we are there unless there has been a special circumstance stated by myself or Sheena. If anyone is causing grief at the door, call the rink staff immediately. Every Manager should have rink staff numbers at the bottom of their attendance sheet. They are also located by the office door. Junior B is not in our bubble and to keep our membership safe we cannot have cross over with them.
- Concern over the numbers in BC going up. We cannot deviate from our safety plan at any time.
- Group Hosts must be constantly guarding the door. While the office is open the public can come in the lobby only but there is no reason to cross over into the warm room or cold area.
- If someone is arriving sick, the safety person and host MUST turn them away. Regardless of what the sickness is.
- Team Manager/Safety need to have their safety sheet filled out for those they did manual Health Checks for or do it through TeamSnap Health Check.
- Safety plans are required for everything we do. Just recently completed and submitted a safety plan to the KP rink for LG's ref clinic on Saturday.
- Any team events other than practices and games needs a safety plan created by the Manager and a BC Hockey Sanction form approved.

VP- Admin and Finance report

- Financials to follow shortly
- The volume of emails I get in a day is massive. Please be patient or pick up the phone if you need my response for a certain time. There are certain things that take less time if done over the phone.
- Manager's meeting on Oct 14th went well. Some arrived in person and the rest signed in through Zoom. All managers received a copy of the slides we discussed.
- All U11 and above Managers' received their E-game tablets at the Manager's meeting.
- SK and I have met in person with a couple of Team Safeties to explain the importance of the duties this year.
- Due to COVID the workload has been hard to keep up on, if anyone knows someone wanting to learn the ropes and help out please send them my way.
- Island Savings Credit union has all team account docs ready for signatures. Seven teams have completed everything necessary and are up and running. Six teams still need to have the signer's complete membership and or documentation before they will have access to a team account.



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

- Most seed money carryovers have been deposited into the teams' account.
- Once docs are signed at the bank, I can set up the signers so they can view their teams account online.
- Updated Manager's Manual again, this is a never-ending project. Link to manual and all manager's forms is under Managers information on our website.
- Created a Safety Person Team on TeamSnap so that SK has easy access for sharing info with them.
- Created a Coaches Team on TeamSnap so that DV/JM has easy access for sharing info with them.
- Coaches agreement will be sent out on Sunday through the SignNow program, all coaches must have signed by Thursday to stay on their team roster.
- Development coaches that will be used for this season are:
 - Leighton Williams (goalie training),
 - Brandon Wong (player training) and,
 - Adam Geric (player training)
- Thank you, Marsha, for researching the clock tutorial on YouTube for the KP arena! A link can now be found on our website under Manager's information.
- Still waiting for a couple of teams to send me the player's signed Social Media form. This is a 2-page document that can easily be signed by players before a practice. Parents signed the form upon registration. U11 and up are required to sign the form as a team.
- As of Friday night, all mandatory Team Manager/Head Coaches would have had their meeting with VIAHA.
- Rep teams will be billed shortly for their ref costs for October.
- Refs should be paid on Nov 16th. There are a few hiccups with the direct payment system.

Registrar – Pam Kendall

- Working on various transfers.
- Continuing to build rosters.

Ice Management – Michele Taron

- The ice schedules are a ton more work this year and never ending so please be patient as I work through things due to COVID changes.
- Schedules will first be produced for practices only and then once I hear from VIAHA league play and exhibition ice will come later.
- All schedules (practice only and full schedules) can be found on our website.
- No more than 3 coaches on our KP bench. Coaches are not part of the cohorts and must be distanced on the bench and wear masks due to movement during games.



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

- Dressing rooms for U15 and U18 teams at Kerry Park arena during the week. Depending on when Jr. B plays will depend on if one of the older teams gets dressing rooms for games or not. There will not be dressing rooms for back to back games for the older teams.
- All players/Coaches must wear masks in dressing rooms. If NO masks, then the players are to come dressed and use the warm room.
- When older teams have dressing rooms at KP, referees are to use upper and lower flex rooms. When the younger teams are playing games (U13 and below) referees are to be in dressing room #1.
- At KP arena, we are now required to spray down the timekeepers' box after we have a game.
- Discussions with SLS regarding dressing rooms during games to allow for one entrance per team. Availability for this will change weekly so before booking any games at SLS it needs to be run through me.
- There have been some issues at SLS rink regarding some teams misbehaving, not following rules. Each team/group has been spoken to in regard to this.
- There is to be NO spitting or throwing garbage around at either arena. We must treat each facility with respect!
- Dec 12th and 13th weekend; I will have very few ice slots at KP on Dec 12th and nothing on Dec 13th at KP due to the Santa skate. I am hoping to have ice at SLS but that will depend on if SLS teams are playing games yet.
- Teams cannot play other teams out of their cohorts unless they are following the 14 day “cleanse” break after. That means 14 days of no games with anyone!
- Parent Paid development sessions have been happening on Fridays with Adam Geric rotating through U11-U18. Created a Team in TeamSnap so that players can do Health Check online. This team will change weekly due to the group and participants signed up.

Head Coach/Competitive Coordinator – Darren Van Oene

No report submitted

Marketing and Tournaments – Zahra Rasul

- First Shift has been selected for this season, KPMHA was not amongst those MHA’s selected. I applied for it in the spring and updated in the fall that we would still be willing to host, but it did not work out for us.



KPMHA Board of Directors Meeting minutes In person (Kerry Park Lounge) and online (via Zoom) November 9th, 2020

Gaming and Sponsorship – Marsha MacMurchy

- A huge thank you to Michele, Pam, and our Return to Play committee for ensuring we are safe at all times and that play continues for our players! It's a big job. It's very much appreciated!

Gaming

- Applying for licenses as requests come in and following up to ensure post event reports are filed.
- Reminding managers that all gaming funds need to go into their team's gaming account. If done through e-transfer it goes to the team email address NOT personal email addresses or personal bank accounts.

Sponsorship

- Finalizing sponsorship contract for live streaming sponsor.
- Working on fulfillment pieces for current sponsors.
- Working on a donation from the Malahat Legion that will go toward the purchase of foam dividers and/or intermediate nets.
-

Referee in Chief – Lonnie Goodfellow

- I have qualified 3 new officials in KPMHA, and we have a new senior official that moved into our area.
- Welcome Ayden Dion, Zachary and Brendan Grisdale, and Kyle Leach

Risk/Equipment management Director – Shane Kendall

Nothing to report

Junior Divisions Director – Nate

Boersen No report submitted

Intermediate Divisions Director – Aaron Vaillancourt

Nothing to report

Senior Divisions and Female Director – Kim Downie

- Teams are now in their cohorts and playing games.
- Things are going well.