



KPMHA Board of Directors' Meeting Minutes KP Denis McLean Room Tuesday, October 12, 2021

Board members in attendance: Josh MacKamey, Phil Downie, Michele Taron, Darren Van Oene, Suzanne Rourke, Nate Boersen, Lonnie Goodfellow, Pam Kendall, Shane Kendall, and Marsha MacMurchy

Absent: Zahra Rasul

1. Meeting called to order by **JM** at 7:04pm
2. **Motion:** **LG** to approve Agenda
Seconded: **NB**
Carried
3. **Motion:** **NB** to approve the Board's September Meeting Minutes
Seconded: **LG**
Carried

Email vote on Sept 16th

Motion: **PD-** to approve the following U18C team staff for the upcoming season:

Jeff Metcalfe - assistant coach
Conrad Pilon - assistant coach
Chris Gray - Safety

Seconded: **PK**

Carried

Email vote on Sept 16th

Motion: **PD-** to approve of the following people to be assistant coaches for the U15A team:

Assistant Coach: Matt Bleackley
Assistant Coach: Blue Bennefield
Assistant Coach: Darren Martiniuk

Seconded: **MM**

Carried

Email vote on Sept 18th

Motion: **PD-** to approve Neil Robinson as U18A Assistant Coach

Seconded: **ZR**

Carried



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Email vote on Sept 20th

Motion: DV- to approve the following U11 Dev team staff for the upcoming season:

Jason Taron – Assistant Coach
Josh McKamey– Assistant Coach
Steve McDonald– Assistant Coach
Jeff Olson– Assistant Coach
Nate Boersen- Safety Person
Kelly Simons- Safety Person

Seconded: SR

Carried

Email vote on Sept 22nd

Motion: SR- to approve the following U11 C team staff for the upcoming season:

Carsen Oglend – Assistant Coach
Bill Erskine – Assistant Coach
Bill Hodgson– Assistant Coach
Amelia Sangara - Safety Person
Amber Arthurs- Manager

Seconded: MM

Carried

Email vote on Sept 22nd

Motion: PD- to approve the following people for approval to be U15C assistant coaches:

Mark Champ
Rob McNutt
Sean Burns: (subject to completion of CRC, RIS, CATT and Coaching Certification)
Jason Briggs

Seconded: LG

Carried

Email vote on Sept 27th

Motion: PD- to approve:

Trevor Hunt as an Assistant Coach for the U18A Team, and
Mike Kozoriz as U15A Safety person

Seconded: LG

Carried

Email vote on Sept 29th

Motion: PD- to approve Trevor March as an Assistant Coach for the U18C Team

Seconded: MT

Carried



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Email vote on Sept 30th

Motion: MM- to approve an association wide fundraiser to be organized by Laura Aitken whereby 25% of all sales of Summer Skates Custom Sports Sandals and Koozies branded with our logo will be given back to the association. That's about \$7 or \$8 per pair. Proceeds will be advertised as general association funds.

Seconded: MT

Carried

Email vote on Sept 30th

Motion: NB- to approve the following staff for the upcoming season:

U7

Head Coach: Jordan Warner

Assistant Coaches: Scott Ceelen, Rob de Clark, Shawn Garry, Kevin Hind

Manager: Carli Truant

U8 (Orange)

Head Coach: Carsen Oglend

Assistant Coaches: Cody Drinkwater, Michael Murray, Ryan Truant, Jordan Warner

U8 (Blue)

Head Coach: Chris Knight

Assistant Coaches: Leigh Belton, Preston Partridge, James Pollock

Manager: Stacey Robertson

U9

Head Coach: Pat Jadan

Assistant Coaches: Kris Carter, Brad Heugh, Shane Simard, Rob Wakelin

Manager: Zahra Rasul

Safety: Rob Wakelin

*All of the above pending Pam's approval based on min requirements being met.

Seconded: PK

Carried

Email vote on Oct 1st

Motion: NB- to approve Andrew Bell for the Safety position for the U7 group and U8 Orange team

Seconded: LG

Carried

Email vote on Oct 5th

Motion: MT- to approve Phil Downie to fill the VP of Ops position at KPMHA

Seconded: PK

Carried



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4. Old Business/Action Items:

Action items:

- **JM** to connect with **AL** about the OPIC safeguard/privacy seminars/webinars presentation
- **SK** spoke with CVRD staff about a sticker on the glass for coaches. The staff does not want anything permanent on the glass. **DONE ✓** In regards to tournaments, teams can use the warm room screens and arena screen (near photo display case) to post tournament information using two USB sticks. It is also okay to post information on posters inside the warm room. **Action:** **SK** will check with Sheena about using the Junior B screens for tournament sponsor information or 50/50 winners for example.

a) President's Report – **JM/MT**

Motion: **MT**- to approve Josh McKamey as President of KPMHA

Seconded: **PK**

Carried

- **MT** attended an emergency VIAHA Zoom meeting on Wednesday, Oct. 6th to discuss proof of vaccination. Team staff will have to show Shane proof of vaccination status before Nov. 22nd in order to stay on a roster. **DISCUSSION**
Action: **LG** to speak with referees about coaches on the bench wearing a mask or the referees can put it in their report at the end of the game. If spectators are letting people into the arena via other entrance doors or if spectators are pushing past the entrance then report it to **MT**.
- Jim Humphrey would like there to be AP's in the recreation divisions. The deadline for KPMHA AP's to be made know to **PK** is Friday, Oct. 15th.

b) Financial Update – **MT**

- She is still waiting for some teams to submit their budgets
- **Action all:** **MT** would like the board to think about a stipend for non-parent coaches. Some Associations reimburse their non-parent coaches for mileage, food, or accommodation. The Association would pay a portion. **LG** suggested that referees also be paid for mileage (\$40 per game) and could work back to back games since there is a referee shortage.

c) Vaccination checks at the door – **MT**

- It is possible that Island Health and arena management could ask for identification and vaccination checks at any minor hockey event.



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- d) Registration Update – **PK**
- Because of the new restrictions it is possible that some members are interested in the KPMHA refund policy. Members can read the information under Policies & Procedures on the website or they can reach out directly to **PK** for clarification and questions.
- e) First Shift Update –**ZR/MT**
- Two fully wrapped pallets of gear arrived and needs to be moved by Tuesday, Oct. 19th
 - Coaches are still needed for the on ice sessions
5. New Business:
- a) Senior Divisions Director – **JM/MT**
- This is a vacant position
- Motion:** **SK** to approve Karl Faber as the Senior Divisions/Female Director
Seconded: **NB**
Carried
- b) Parent Meeting Documents - **SK**
- Teams should have had parent meetings by now. There are specific topics that need to be covered and a form that managers need to fill out and send in to Shane.
 - Our BC Hockey association membership is dependent on this being complete.
- c) U13A Tournament Update – **SR**
- The tournament ran smoothly. Mostly everyone has a positive attitude. As far as she knows there wasn't a problem getting referees. There was a senior referee who was a great mentor to the younger ones. She received good feedback from coaches and parents. She does not have any totals on fundraising amounts yet. She suggested to creating a budget before setting a registration fee for teams is a better route.
- d) Tournament Update for U11D and U9 – **NB**
- They are looking for teams and preparing an ice contract for an 8 team tournament.
Action: **MT** to send **NB** and ice costs again for **KP** and **SLS**.



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e) Tournament Update for U18A – **MM**

- The Tournament has been approved for Dec. 20th to the 22nd and she has the permit # and 50/50 gaming license approval. She has received the ice contract from Kerry Park and has sent the game schedule to the Referee Assignor. Teams will be approved with the next week and a budget will be finalized with the next few days.

f) Disciplinary Committee Update – **JM/PD**
(MM left the room for the discussion)

Motion: PK to go in camera at 8:05pm
Seconded: MT
Carried

Motion: PK to come out of in camera at 8:25
Seconded: LG
Carried

Motion: PD to motion on behalf of the disciplinary committee that XXX writes an apology to the U18A team apologizing for her comments on Team Snap. Upon receipt of the letter her Team Snap access will be reinstated. The letter will be sent to the U18A team by the manager.

Seconded: LG
Carried

Action: JM will contact XXX to ask her to write the letter

g) Coaches not rostered – **PK**

- Coaches that are not on the team roster should not be on the bench
Action: Divisional Directors are to e-mail their teams to remind them that only rostered coaches are allowed on the bench. All coaches must be approved by PK and must be on the roster before going on the bench.

h) Third Jersey – **DV**

- The U11 Development team would like to order a third jersey for their players as per the e-mail sent to the BOD prior to the meeting. The jersey would be paid for by the team. DISCUSSION.

Motion: DV that the board approve the third jersey for the U11 Development for the 2021/22 season only.
Seconded: PD
Carried:



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- i) Panago Coupons - **MM**
- The Association bought 1,200 coupons for both the Mill Bay and Duncan locations. Nov. 1st is the deadline for selling the coupons.
 - Many teams are asking for coupons.
Action: MM to email managers to see if anyone wishes to give back coupons.
- j) Equipment Update – **SK**
- The Association has ordered some new goalie jerseys
 - All teams have received pucks, First Aid kits, and keys
 - Game socks have arrived. E-mail SK for pick up/distribution
 - Goalie bags are being ordered
 - Going forward gear bag orders through Hometown will go out once a year at the beginning of the season
- k) Referee Update – **LG**
- The U18C team has had a lot of suspensions and should be reminded to watch the video about the new section about Maltreatment in the Referee Handbook
Action: LG to speak with both the U18C and U18A teams about the new rules and to let PD know when he does.
 - There is a shortage of referees in the south island. Some Associations pay the mileage of the referees and some rogue leagues pay refs more per game.
 - He would like two consecutive ice sessions to teach new refs.
 - The Ref Assignor will assign referees through Hi Sport not Ramp
 - BC Hockey encourages senior refs to mentor younger ones
 - U11 D and U18 A tournaments will have a BC Hockey Rep to mentor refs.
- l) Sponsorship Update – **MM**
- She has left several messages but hasn't received many replies
 - Teams should be sending pictures and team info to Marsha to post on Social Media
- m) Hi Sport and E-game-sheets – **MT**
- Anthony Bone will be the rep for Hi-Sport and E-gamesheets
 - Paper game-sheets are still an alternative if the WiFi goes down.

Motion: to adjourn meeting at 9:30pm: **LG**
Second: **NB**



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DIRECTOR'S REPORTS

President – Josh McKamey

- Since VIASPORT put forward their updated chart, there have been several discussions with other MHA's and VIAHA regarding operational plans and vaccination checks. VIAHA called a special meeting October 6th (Michele Taron attended) which resulted in the October 8th memo from VIAHA regarding mandatory vaccination checks for all team officials and volunteers.
- Clarifications regarding emergency recreational player relief - teams must have AP's on their roster and must reach out to these players before requesting emergency relief. From there, it must go to MHA President and then to Jim Humphrey for approval

Vice President of Operations – Phil Downie

- Met with Disciplinary Committee on October 7th to discuss issue that arose from the U18A team. DC agreed on a recommendation to present to the board.

VP of Admin and Finance/Communication Officer RTH/Ice Scheduler – Michele Taron

- Week day ice slots are posted up to the end of October.
- Placement games for REP teams will be complete Oct 16/17th weekend and a league schedule meeting will take place on Oct 23/24 with League play starting Oct 30/31st.
- Recreation league play will start weekend of Oct 16/17th
- U11 Development will finish placement games weekend of Nov 6/7th with league games starting Nov 20/21st.
- Once I receive ice back from VIAHA and the league schedules are set then, I should have available ice for teams to purchase.
- Team photos will be Nov 2/3rd at the Shawnigan arena. Details to be sent to Managers in the next couple of weeks.
- Partially Parent Paid sessions with Adam Geric will begin Friday, Oct 15th and every Friday after that. They have been delayed due to my lack of available time in organizing and invoicing for these sessions.
- After Thanksgiving I will send out information to parents on dates and times they can sign their child up for the partially parent paid sessions. Payment must be received before child can attend.
- First Shift gear arrive early to KP arena on Friday, Oct 8th. The rink cannot store it until the welcome event on Oct 19th.



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VP of Admin and Finance/Communication Officer RTH/Ice Scheduler – MT (Continued)

- Foot Print Security will be assisting with vaccination checks on all weekends in October.
- Masks are mandated for 9 years old+ as per the PHO. Next week it is set to change to 5 years old+ for mandatory masks inside.
- Sent out operational plan for Vaccination checks to membership on Oct 1st, as well as protocols for volunteer to all team managers.
- Attended several team events to answer questions in regards to vac checks.
- Responded to multiple emails in regards to complaints from members about volunteers not having to show proof of vaccinations.
- It is very important that every person showing vaccination card, must show government issued id. When a spot checker comes through they will not know our parent group and will require to see id with the vac card.
- Attended the VIAHA emergency meeting on Oct 6th regarding volunteer vaccinations.
- Distributed VIAHA Mandatory vaccination memo to membership on Oct 8th.
- Anthony Bone is our KPMHA rep for E-game sheets. Managers are asked to contact Anthony regarding problems with the App and or questions. Thank You Anthony for your help with this!
- All team Managers and Head Coaches have had their mandatory zoom meeting with VIAHA for Recreation and Rep teams.
- Oct 3rd KPMHA hosted part 2, in person and on ice portion of the Development 1 coaching clinic.
- Oct 2nd KPMHA hosted part 1 of a referee clinic run by Lonnie G. On ice part 2 will be scheduled shortly after I know what ice VIAHA will not be using for games.
- All last seasons seed money carryover has been transferred into team bank accounts, except for Junior Division. Still need names of treasurers for U15A, U11Dev, U11C, U9, U8 and U7.
- Any team expenses payable to the association will be taken from team bank accounts on November 15th.
- Still waiting on several team budgets and tournament budgets for approval before seed money is requests and parents sign the team budget.
- Will send out Association financial reports on Monday to the Board.



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Registrar – Pam Kendall

- It was a busy month finalizing last min registrations and processing various refunds. Spent time working with divisional directors on splitting teams and team staffing requirements. Worked on communicating with team staff of missing requirements.
- HCR has been a constant challenge this season so far with continues changes to the system as they work out the bugs. All departments have been great to work with and making accommodations for teams in the meantime. We now seem to be able to make the rosters and have all teams almost completed for U11 up.

Head Coach/Competitive Coordinator – Darren Van Oene

- No report submitted

Marketing and Tournaments – Zahra Rasul

- No report submitted

Gaming and Sponsorship – Marsha MacMurchy

It's been a busy month helping teams with fundraising. I distributed 1200 Panago coupons amongst teams. Panago has a hold on coupons until November.

Gaming

- applied for licenses on behalf of U18A and U13A teams
- set U13A up for their 50/50 raffle being held at their Thanksgiving Weekend tournament
- updated a form to use for tracking 50/50 sales.

Sponsorship

- attended cheque presentation for \$300 from Royal Canadian Legion
- not much luck with other sponsorships
- fulfilling contracts for sponsorships we extended into this year

Social Media

- I am actively posting content on FB, Instagram and Twitter.
- trying to get photos from all team practices/games. Feel free to send me photos if you have some

Huge thanks to Michele for all her hard work dealing with protocols.



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Referee in Chief – Lonnie Goodfellow

I conducted a new official's clinic on the 2nd of Oct. We now have 9 new officials in KPMHA. As well I have sent an e mail to all officials with some positive direction on the way forward for this season. I am looking at getting two 30 minute ice sessions to get our young officials out on the ice to go over procedures. This is critical for all but mostly for our new officials as I did not do the ice on Saturday for the clinic. I had a number that had to be in a tiering game in Nanaimo that afternoon and instead of possibly losing them I made it work.

Rick/Equipment Management Director – Shane Kendall

- Jerseys distributed to Atom teams and above
- All teams have pucks/first aid kits
- Association sock order has arrived, being distributed

Junior Divisions Director – Nate Boreson

- No report submitted

Intermediate Divisions Director – Suzanne Rourke

- No report submitted

Senior Divisions and Female Director – Phil Downie

- Finishing off with the Approval of all Senior Division Team Staff via Board Motions
- U18C: 3 players handed down multiple game suspensions for fighting and Head Coach given 3 game suspensions as well. I notified all suspension recipients and have not been contacted about the decisions handed down.
- U15A has had 2 players suspended in the past several weeks for receiving major penalties in last 10 minutes of the game.