



KPMHA Board of Directors Meeting Minutes In person (Mill Bay Community Hall) and online meeting (via the app ZOOM) October 13th, 2020

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

1 non-board member present via Zoom

1. Meeting called to order at 7:08 pm by MT
2. **Motion:** LG to approve agenda
Second: MM
Carried
3. **Motion:** MM to approve September 15th, 2020 meeting minutes.
Second: JM
Carried
4. Old Business/Action Items
 - a. To record email vote on September 16th, 2020
Motion: JM- I motion to the board, that we move Weston Carter from U8 to U9.
Second: AV
Carried
Action: JM to get VIAHA approval.

To record email vote on Sept 17th, 2020
Motion: MT – *Current Policy 2.9*
The Association will pay mutual aid insurance for five (5) properly certified team officials on all teams: a head coach, two assistant coaches, a team safety, and a team manager.
The exception is Initiation and Novice teams which are allowed to have up to five (5) properly trained coaches, a team safety and a team manager.
Teams can add additional certified team officials for a fee of \$50 per.
Temporary Revision
 - Due to COVID and our RTH safety Plan the association will cover mutual aid for 2 extra team officials this season.
 - There must be a Group Host (preferably a Manger) at every ice session and a Safety person. Both must be qualified and approved by Pam.
 - All volunteers must be properly certified when speaking to any participant.
 - Group Host and or Manager = CRC, RIS, CATT and new COVID safety
 - Safety person = CRC, RIS, CATT, new COVID safety and HSCP course
 - Coach = CRC, RIS, CATT, new COVID safety and Coaches course
 - Every team must maintain the 2 deep rule whenever dealing with ALL minors. For example, 2 team officials dealing with ill or injured (**one of which must be safety qualified**) and 2 team officials dealing with the remaining players on the team.



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- If a team wishes to have more team officials, they will be billed the extra mutual aid for each extra at the rate of \$50 per for mutual aid.

Second: PK
Carried

To record email vote on Sept 19th, 2020

Motion: MM – I motion the board to approve an association wide mask fundraiser.

Second: DV
Carried

To record email vote on Sept 19th, 2020

Motion: SK – I motion the board to approve the placing of a bulk order for socks for the association. The order will take 4-5 weeks at a cost of \$10.64 per pair compared to \$16.24 for stocked. If we sell them at \$12.50 per pair, (home and away will equal \$25)

Second: MM
Carried

Sept 27th- the Board met through Zoom to discuss approval of volunteers. Volunteers approved do not get rostered until CRC, RIS, CATT and New mandatory safety course on RTH get completed.

b. Action Items

- Discuss and need a Director to motion in remaining volunteers on the provided chart that are highlighted in yellow.

Discussion regarding doubling up on team managers/hists and safeties for this season so every team has a full back-up.

Motion: LG to accept the proposed list of remaining volunteers on the provided chart.

Second: JM
Carried

- DV to email the board recommendation for coach mentor for the 2020/2021 season.

MT stepped out of the room at 7:22 pm

Discussion regarding DV's recommendation to the Board of Jason Taron as coach mentor for the 2020/2021 season.

Motion: DV, I motion that the Board give the President and myself the authority to enter into contract with Jason Taron for coach mentoring services not to exceed \$10,000.00 taken from operating and development funds.

Second: LG
Carried

DV and AL to work out a contract with Jason Taron.

MT came back into the room at 7:35 pm.



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- AL, may need to do some amendments to the bylaws regarding power of board decisions and the appeals committee. – on going
- AL to determine what OIPC safeguard/privacy seminars/webinars KPMHA should use for training.

AL reports that the investigator for the Privacy Commission commends KPMHA BOD for their work and now considers the matter closed. She will send AL recommendations on some videos she feels would benefit our volunteers.

Action: AL to forward power point and information to Board.

- AL, ZR, AV and LG to submit recommendation to the board regarding mission, vision, and value statement. – on going
- JM to talk to the family of the U9 player in regard to movement down to U7.

See below (registration numbers) for discussion.

c. Registration numbers by divisions and player movement. PK/JM

- No update on numbers as there hasn't been much change in numbers
- PK to get manager/coach/safety list done
- JM, U18 Rep team now has the numbers needed
U15 Rec team all set just waiting on approval for goalie movements
U13 teams are all good
U11 Rec numbers are low, we have 2 small teams. Wondering what will happen when less than 6 players are available for a league game. Will the U11 team be penalized for missing a game(s).
Action: AL to speak to Nelly Brummitt about our concerns.
- U9 – U7, JM to do an email vote regarding player movement. NB will need to give approval after BOD email vote.

d. President's report. AL

- VIAHA, few resolutions were passed. The main one is that when AP's are again allowed, teams will be able to exceed their original roster amount.

di. Development Committee. DV/MT

- MT, no proposal for development at this time, hoping to have this done in the next couple of weeks and know where we stand on cash flow.
- Discussion about who KPMHA will use for player and goalie development.
Action: DV/JM to create and publish a list of KPMHA approved development coaches.



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- f. Attendance sheets and safety forms. MT
 - MT, these sheets are a lot of work but are important if someone tests positive all information will be needed right away. These sheets must be filled out properly and clearly. Best to use the Adobe Scan app for clear scanning and emailing to MT. Whoever is in the building must be included on the list.

- g. Pucks and jerseys. SK
 - Pucks have been issued to all teams. One team has asked for more pucks. SK reports he needs more money to purchase additional supplies. Teams must keep track of their pucks, safety person could go around the arena to pick up pucks that have left the rink service.
 - Jerseys have been issued to some teams.

- h. Ref clinics. LG
 - LG reports that clinics are on going

- i. Coach clinics. DV/PK
 - MT reports that clinics are online but there are limited amounts available. Coaches needing courses should sign up ASAP before they are filled.

- j. Managers meeting. MT
 - Meeting is scheduled for Wednesday, October 14th via Zoom and at KP rec center in the meeting room.
 - The managers manual is available online; there have been a few changes.

- k. Financial questions. MT
 - We did not qualify for the CVRD grant.
 - For people and associations experiencing financial hardship this season, ViaSport is offering assistance.
 - No cash flow sheet yet as ice expenses are not yet known.

5. New Business

- a. Streaming games. AV
 - AV reports that our first attempt at live streaming a home game worked well, had approx. 80 viewers.
 - AL, waivers are required from all players and volunteers (attending the game) from both the home and away teams. The team manager can sign off on behalf of their team if they have been given consent by all their players.
 - AL will talk to each MHA president to let them know our process.
 - Some other MHAs' are using FB live to live stream, these are password protected.



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- Managers are responsible to collect forms from their teams and send a digital copy to AL at KPMHA@islanderhockey.ca to put into google drive.
- b. U18 Goalie Evaluation (BN). JM
- BN has now joined Peninsula.
- c. Game Play. MT
- No game play at SLS arena at the moment, just KP arena.
 - Send referee request to Raina, with game number, date, and time of the game, please cc Sheena at KP.
 - Teams must not be together, home team is in the warm room and away team by the stairs/in front of the concession. Referees will possibly be in a dressing room.
 - AL, switching from 1 cohort to another will require a two week 'cleansing period' before playing with a new cohort.
6. Question period
- LG, great job to the disciplinary committee regarding penalties to two U13 players.
 - LG, all head coaches and players should know that contact penalties will be taken very seriously this year and will result in penalties and possible suspensions.
 - If a parent is sick can their player attend practices and games? All situations/questions should be directed to MT.

Motion: SK to adjourn this meeting at 9:29 pm

Second: LG

Carried



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President – Aaron Lamb

1. Just 1 Big Thank you to all
 - Wanted to thank all the Board and team volunteers so far. This season has been extraordinarily challenging, Covid-19 responses, and team dynamics, roster declarations and player movements have been extremely challenging and sometimes frustrating.
2. BC Hockey:
 - AGM for BC Hockey occurred on September 19, 2020 – Michele and I had KPMHA's votes – some new Board of Directors for BC Hockey, meeting was quick and formal, without any real opportunity for good dialogue.
 - Provided update to officiating clinics and certification.
 - Released Points of Focus and changes in Officiating for 20/21.
 - Released their Minimum Suspension Guidelines for 20/21.
3. VIAHA:
 - AGM was held on October 3. Jim Humphrey remains as President, Nelly Brummitt remains as VP South Island and Al McCulloch remains as VP Island Teams.
 - Final Declarations for teams was made.
 - Nelly Brummitt hosted a South Island MHA Presidents meeting on September 30 to discuss challenges and confirm declarations and wishes/wants for cohort make up.
 - Final Island League Placement meeting October 24, 2020.
4. Adjacent Peer Associations:
 - CVMHA – Discussion w/CVMHA President about players moves and potential residential waivers given our challenges to declare a U15A and U18S teams.
 - JDF – Same goes with JDF President. Concerns that players are 'shopping' around.
5. Live Streaming
 - Successfully trialed live streaming at U18 ice session on Oct 10. Parents very appreciative. Forms collected for all participants.

Vice President of Operations – Josh McKamey

1. Rep teams have made final cuts. Still roster spots available on U18A team.
2. Rec team rosters are balanced. only a few minor moves remain. Big thanks to the divisional directors for all their efforts.
3. We've had a few players from neighbouring associations fill empty roster spots on various teams.



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4. The Disciplinary Committee met with two individuals and their families and made recommendations to the Board of Directors.
5. Some work still required to unlock U7/U8/U9 rosters to comply with COVID guidelines and numbers in KP.

Vice President of Admin and Finance – Michele Taron

1. Please see financial reports attached.
2. Managers meeting tomorrow night at 6pm in the Dennis McLean room with a Zoom option.
3. Once all volunteers get voted in Pam and I will set them up under the team account on TeamSnap and they SHOULD be using TeamSnap to do their Health Check.
4. Host and Safeties MUST remind players to fill out online Health Check every time. It is much less work if they all fill out the online check.
5. BC Hockey AGM – Sept 19th and VIAHA AGM on Oct 3rd, attend through Zoom.
6. Due to COVID, the work load has been hard to keep up on, if anyone knows someone wanting to learn the ropes and help out please send them my way.
7. Marsha now has access to our website.
8. Every team has an @islanderhockey email that is linked to their team bank account for auto deposits or e-transfers.
9. Team account balances were cleared out. Still waiting on names and carry over amounts from some teams.
10. Have signers for 60 % of the teams and waiting on the bank to start docs that will need to be signed.
11. Remember signers must be 2 rostered volunteers.
12. Updated Manager's Manual with all the many changes. Link to manual is under Managers information on our website.
13. Live streaming waivers is now on our website under Managers/Manager information.
14. Group Safety form required for each ice session is now on our website under Managers/Manager information. Make sure all visiting teams have this form if playing on our home rinks.
15. All injuries need to be reported to Shane and ALL illnesses need to be report to me.

Communication Officer RTH

1. When playing games, it is especially important that the vising team/Manager knows our rink protocols ahead of time. I will need an attendance forms with full names and clear phone numbers for all their participants and volunteers. Also send the Manager a copy of our safety form which I will need filled out and sent to me at the same time you send in your team forms.
2. I would like an assistant that can create an online form so we can get away from all the paper forms.
3. PLEASE remind Managers that if I need to produce these attendance forms to PHO they MUST be legible and have first names, last names and contact numbers beside every person that has set foot in the building during our scheduled time!
4. Adobe Scan is an app on your phone that allows you to take a pic of your forms and save as a pdf, then send me the link to the pdf. Right NOW all the COVID admin forms are a TON of work!



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5. All illness **MUST** be reported to me and the team safety is required to follow up with the family and myself.
6. Please direct *all Member questions* to me in regard to Return to Hockey at KPMHA.
7. All Coaches should be wearing masks on the benches, it is too difficult to be constantly 6 feet apart from everyone during a game.
8. Every single player and KPMHA Member entering the rinks must have a phone number listed and their name on the attendance sheet.
9. NO spectators allowed in rinks, only volunteers
10. If someone is trying to get into the rink and they are a problem, please contact rink staff with the numbers I have provided all of you. Managers should list these numbers at the bottom of their attendance forms so that they are easy to access for the Host and Safety people.
11. There must be a certified Host taking attendance at every ice session and a safety person (which can be a Coach).
12. Every ice session should have 4 qualified volunteers in the building which will provide a 2-deep system for each scenario.
13. Reminder to ALL Coaches, Safeties, Managers, Officials and Board Members need to have taken the new 20 min online safety (Planning a Safe Return to Hockey) course <https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=131168>

Registrar – Pam Kendall

1. Dealing with transfers, registrations, and volunteer qualifications.
2. Numbers to be discussed at the meeting.

Ice Management – Michele Taron

1. Still receiving ice in small chunks this season.
2. Dressing room trials with U15 and U18 teams at Kerry Park arena.
3. All players/Coaches must wear masks in dressing rooms.
4. Need Contact info for all Managers and backup Hosts so that it can be passed on to Rink Managers.
5. With games starting it is **VERY IMPORTANT** that there is a counter making sure that we do not exceed 48 in building at KP.
6. No game paly yet at Shawnigan Arena
7. Whomever has time, I am looking for an assistant to help with reconciling ice bills and mapping out ice costs for the season.

Head Coach/Competitive Coordinator – Darren Van Oene

No report submitted

Marketing and Tournaments – Zahra Rasul

Marketing

1. Have been communicating with the association over Twitter (including individual teams' fundraisers).



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Tournaments

1. Fielding questions about tournaments (mini tournaments in cohorts?).

Gaming and Sponsorship – Marsha MacMurchy

Gaming

1. Actively working to conclude Face Mask Fundraiser. 50 masks have been purchased so far yielding \$146 for the association.
2. Working on January tree chipping fundraiser for the association.
3. Approving team fundraisers/reviewing marketing materials as they come to me.

Sponsorship

1. Secured \$500 Bronze sponsorships from Great Green Market and Good Used Car.
2. Waiting to hear back from Tim Hortons
3. Actively pursuing leads as they come up.
4. Keeping a list of companies' teams are soliciting for sponsorship/prizes so there little to no duplication.

Referee in Chief – Lonnie Goodfellow

Nothing to report.

Risk/Equipment management Director – Shane Kendall

1. Equipment (pucks, first aid kits, COVID kits, and keys) has been issued to teams.
2. Jerseys issued to 3 teams. Teams that require jerseys are to plan in advance and provide notice so that I can access the rink.
3. Hockey sock order submitted to Hometown
4. Next step in EPact is to set up group admins for each team.

Junior Divisions Director – Nate Boersen

1. Players on the waitlist, waiting for processes to sort out. VP-Admin, VP-Ops, and registrar are working on it.

Intermediate Divisions Director – Aaron Vaillancourt

1. Volunteers are almost all placed...will be motioning the following positions:
 - **U11 C1**
Alternate safeties, Jamie MacMurchy and Amy Blatchford
 - **U11 C2**
Manager, Liz Elias
Alternate safeties, Bryan MacFarlane and Jackie MacDonald
 - **U13 C1**
Co-manager, Tracey Hanson



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Backup Hosts identified as Amelia Sangara and Angie Briggs (not sure if they need to be formally rostered)

Assistant Coach, Dan Whiteford (previous experience with Cowichan)

- **U13 C2**

Co-manager, Cara Smith

- **U13 A**

Safeties, Paul Reynolds and Mike Kozoriz

2. Waiting on cohort formation from VIAHA to begin scheduling recreational exhibition games. U11 and U13 rep teams have each played one game.
3. Would like to discuss potential solutions to U11 teams being short players for league play.

Senior Divisions and Female Director – Kim Downie

No report submitted.