

PMHA 2021 AGM Minutes

Wednesday August 4th, 2021

1) Call to order: 7:09pm

2) Attendees:

a) Board Members: Brent McCracken, Jackie McKinnon, Brittany Tremblay, Kristina Ewen, Nick Boser, Breanne Styner (late) and Suzanne Williams.

b) Non-Board Members: Janelle Adamson, Darren Raymond, Alex Benson and Amin Nasr.

3) Additions to/Adoption of the Agenda:

a) Add "Other" as number (8), move "Committee Reports to (9), "Next Meeting Date" to (10) and Adjournment to (11).

b) Jackie made a motion to adopt the Agenda, Brittany 2nd.

4) 2020/21 Financial Report (Treasurer)

a) Krystal is not in attendance, but supplied the board with a detailed report.

i) There are currently \$7,000 in unpaid fees from last year. It is estimated that we should be able to recover about \$5,500 of this.

ii) If we collect all overdue fees, we lost \$1700 last year. This is not too bad considering we couldn't bill for sign boards, or do any regular fundraising.

iii) Current balance is \$28,157.69.

b) Brittany has heard that there may be "start-up" grants available to us. Treasurer may need to apply and submit financials.

c) If you have a credit left over from last year, ask Krystal to apply it to your account.

5) New Business

a) SOP Updates – Jackie spent some time making notes of the changes that need to be made to the SOP's to bring them up to date since they hadn't been revised since 2013. Jackie read the SOP's aloud and highlighted the updates that need to be made. When we finished discussing all the proposed updates Brittany made a motion to adopt all of the changes and revise the SOP's to reflect the changes, Nick 2nd. All were in favour, none opposed. The following changes were made:

i) On page 3, Procedure 102, subsection (b). We will remove the \$100 late charge for overdue fees and replace with “the player will not be allowed to play in games or practises until a payment plan is in place.”

ii) Procedure 102, subsection (h) will be removed.

iii) Procedure 102, subsection (i) remove “AGLC” and change “majority” to “80% attendance at meetings with consideration given if the board member was unable to attend but still completed their tasks.”

iv) Procedure 106, subsection (a) will be updated to indicate that a discipline committee will be set up once a situation occurs (not at the start of the season), to avoid putting board members in a position where there may be a conflict of interest.

v) Procedure 107, subsection (a) will be updated to indicate that a game and conduct committee will be set up once a situation occurs (not at the start of the season), to avoid putting board members in a position where there may be a conflict of interest.

vi) Procedure 110 – will add “Vaping” to the title as this is also prohibited in the dressing room and on the players bench.

vii) Procedure 111, subsection (a) – update to include that players need to register for their appropriate age category, and may indicate their intent to play up or down a category in the notes section of their online registration form. Also, the player must be evaluated in the top 1/3 of the team (instead of ½) to move up a level.

viii) Procedure 111, will add subsection (c) which will outline the evaluation process and individuals involved if two teams are formed in one age category. In this case, 2 outside evaluators will be brought in to do an evaluation on players according to Hockey Alberta’s evaluation policies. Then coaches from each prospective team and a board member with no affiliation to the team/players will finalize player placement.

ix) Procedure 113, subsection (a) – will add that the Board must approve all fundraising prior to the start of the fundraiser.

x) Procedure 114, subsection (b) will be updated to reflect that name bars are no longer paid for by PMHA, but are instead the responsibility of each player if they choose, and PMHA will notify the vendor that must be used. The cost of socks is now included in the registration fees. Jersey purchases must be pre-approved by the board and players will be encouraged to choose numbers over 30.

xi) Procedure 116, subsection (c) will be updated to include that the fundraising budget must be submitted to the board prior to fundraising.

xii) Procedure 118, subsection (b) will add in the \$75 deposit/jersey that is to be provided as a post-dated cheque for January 1st of the current season. Also update to indicate that the team may agree that individual players will be responsible for looking after their own jersey's instead of the manager.

xiii) Procedure 120 will make the following updates to board member duties:

- Vice President – will be responsible for performing a “re-set” on the website at the start of the season. The Vice President is responsible for all passwords, etc.
- Secretary – remove subsection (e) about the “seal of the association.”
- Treasurer – add subsection (f) that the treasurer will work with the Registration Director to ensure RAMP registration page is up to date and working correctly.
- Game & Conduct – add the “Safety” role to the title and job description.
- Director of Equipment – will order and maintain appropriate amounts of socks and jerseys for each team. This person will be responsible for keeping lists of those that have received items.
- Director of Publicity will be removed. Upon discussion, this role is very minimal and can be performed by other board members. Suzanne made a motion to eliminate this position, Jackie 2nd. All in

favour, none opposed. Will move the budgets for parade (\$500) and advertising (\$800) elsewhere in the SOP's.

- Registration Director – update to add forms that need to be completed, as well as notifying families that need to do Respect In Sport training. Update to include working with the Treasurer to ensure RAMP registration is updated and working correctly. The Registration Director is also responsible for ensuring that all coaches, managers, refs and board members complete a criminal record check.
- Hockey Development Director – remove subsection (6) and (7). Also add “including the PMHA Pre-Season Kick off Camp” to subsection (2).
- Communication Director – remove “prepare list of volunteers of odd jobs” as this will be a duty of the President. Add in additional role of ensuring the website is updated with meeting minutes, news articles, and any forms that are required for the season.
- Referee in Chief – need to outline in detail how income is paid out to this person. It will be done either at intervals throughout the season as outlined by the board, or at the completion of the current season. The full amount will not be paid out at the start of the season under any circumstance.
- Fundraiser – will update to include that they may form a committee (with board approval) to help organize the PMHA fun casino, but only the board member will receive the \$100 board credit.

b) Select a Game & Conduct Committee - no longer applicable. See SOP Updates above.

c) Select 2 auditors – Lee Hicks and Janelle Adamson

6) Board Member Elections

a) Breakdown of Positions – Jackie read aloud all positions and required duties from the updated SOP's.

b) Elections

i) First Call

- A) President – Jackie nominates Brent McCracken, he accepts. No other nominations.
- B) Vice President – Cara Nagy has stepped down from this position. Nick nominates Darren Raymond, he accepts. No other nominations.
- C) Game & Conduct/Safety – Jackie nominates Nick Boser, he accepts. No other nominations.
- D) Director of Equipment – Currently held by Brandon Duchene, but he is willing to step down if someone else is interested. Brittany nominates Breanne Styner, she accepts. No other nominations.
- E) Publicity Director – this position has been dissolved, see SOP updates above under New Business, subsection (a), (xiii).
- F) Communication Director – Jackie McKinnon is stepping down from this position. Suzanne nominates Janelle Adamson, she accepts. No other nominations.
- G) Fundraiser – Caranda Raymond currently holds this position but hasn't attended a meeting in the last year so she is removed from holding this position. No nominations, although Nick is interested. Will leave empty for the time being.
- H) League Representative Director – Brittany Tremblay currently holds this position but is no longer interested. No nominations, will leave empty for the time being and Brent will look after this role.
- I) Registration Director – Jackie nominates Kristina Ewen, she accepts. No other nominations.
- J) Referee in Chief – Nick nominates Dale Hofmann, he accepts. No other nominations.
- K) Hockey Development Director – Breanne Styner has stepped down from this position. Alex Benson is interested. No nominations.
- L) Secretary – Jackie nominates Suzanne Williams, she accepts. No other nominations.

M) Treasurer – Suzanne nominates Krystal Alston, she accepts. No other nominations.

N) Ice Scheduling Director – Jackie nominates Brittany Tremblay, she accepts. No other nominations.

O) Past President – no longer required.

ii) 2nd Call Nominations: None.

iii) 3rd Call Nominations: None.

c) Name Position Holders:

A) President – Brent McCracken

B) Vice President – Darren Raymond

C) Game & Conduct/Safety – Nick Boser

D) Director of Equipment – Breanne Styner

E) Publicity Director * Position has been removed

F) Communication Director – Janelle Adamson

G) Fundraiser – open for now

H) League Representative Director – open for now

I) Registration Director – Kristina Ewen

J) Referee in Chief – Dale Hofmann

K) Hockey Development Director – Alex Benson

L) Secretary – Suzanne Williams

M) Treasurer – Krystal Alston

N) Ice Scheduling Director – Brittany Tremblay

O) Past President – None

8) Other – will actually discuss in (9) Committee Reports below.

9) Committee Reports

a) President

i) Brent was approached by a parent about the possibility of having a U15 girls only team. He has looked into creating a team with Mayerthorpe and Drayton Valley but it is not feasible. Drayton Valley was going to join a league in

Edmonton, but the teams were unwilling to travel to Drayton, so all of their home games would be played in Edmonton. Onoway U15 girls team has also folded.

ii) Hockey Alberta has a U11 AA pilot project. Spruce Grove will have a team but is not accepting kids outside of their immediate area despite Hockey Alberta indicating they must take kids from the draw zone. It might not materialize into anything here.

iii) If we don't have enough players registered in different age groups, players will be released. Brent will stay in contact with neighboring associations to keep options open.

b) Vice President – Pass

c) Game & Conduct/Safety – pass

d) Director of Equipment – Breanne will make a spreadsheet for jerseys and meet up with Brent to go over current inventory.

e) Communication Director – pass

f) Fundraiser – not currently filled

g) League Representative – not currently filled, but Brent already gave updates from the league.

h) Registration Director – Kristina is having troubles with the HCR website and has been blocked out of everything, therefore home transfers have not yet been completed. She will be following up with them to find a resolution. We currently have only about 30 kids registered, but she doesn't have access to all of the info yet.

i) Referee in Chief – not present

j) Hockey Development Director – pass

k) Secretary – Suzanne will work with Brent to look into different options for annual pictures. Will aim to book a company for the end of October.

l) Treasurer – not present

m) Ice Scheduling Director – pass

10) Next Meeting Date – September 1st 2021, 7:00pm at Entwistle Concrete.

11) Meeting adjourned at 9:14pm by Brent, Suzanne 2nd.