

# PMHA Minutes

Thursday November 14<sup>th</sup> 2019

- 1) Call to order: 7:04pm.
- 2) Attendees: Brent McCracken, Kristina Ewen, Dale Hofmann, Caranda Raymond, Brittany Tremblay, Amy Kremeniuk, Jacqueline Smith, Cara Nagy and Suzanne Williams.
- 3) Additions to the Agenda/Adopt Agenda:
  - Brittany made a motion to adopt the agenda, Cara 2<sup>nd</sup>.
- 4) Review of minutes from last meeting (October 8<sup>th</sup> 2019):
  - Cara made a motion to adopt the minutes, Brittany 2<sup>nd</sup>.
- 5) Correspondence:
  - i) AGLC notified us that our casino date was moved up to the 4<sup>th</sup> quarter of 2020 (from the 1<sup>st</sup> quarter of 2021).
  - ii) Received cheques for Novice tournament registration.
  - iii) Received bank statements.
  - iv) Cara has passed on the mail key to Jackie to facilitate pick up. The post office is only open during regular business hours and we can no longer access boxes after hours. Cara will still be opening the mail.
  - v) The post office requires an updated list for board members that can pick up registered mail (last completed in 2009). Brent, Cara, Jackie and Jacqueline will be the only board members with authority.
  - vi) AGLC contacted Jacqueline to inform us that we have outstanding paperwork due from our previous casino. She will pass this information on to Cara who is the PMHA casino chairperson.
  - vii) Hockey Alberta AGM is scheduled for November 23<sup>rd</sup> which falls on the same day as our home Novice Jamboree. We will not be sending a representative to the meeting.

viii) Received a bill from Hockey Alberta for \$5,424.20. There will be another bill that comes later in the season. Cara made a motion to pay this bill and any other bills that were received, Kristina 2<sup>nd</sup>.

#### 6) Old Business

a) Budget – Krystal is going to provide a 6 month financial report. We will table the budget until we get the results from our Cash Raffle.

#### b) Fundraising

i) Raffle tickets have been handed out and are due back December 12<sup>th</sup> 2019. There are currently no extra books but more may become available if some families cannot sell all of their tickets. There were 1,950 tickets printed which could result in a gross profit of \$19,500 minus costs of printing tickets, etc.

ii) Novice Jamboree is full (12 teams) and all proceeds from the tournament will go to the entire association. We are accepting donations for the raffle table and will be selling 50:50 tickets. We will also be raffling off a gift certificate for a Sylvan Lake Summer Hockey Camp that was generously donated. We are hoping to generate about \$2000-\$2500 from the Jamboree.

#### c) Teams

i) Novice and Initiation teams have been split.

ii) All teams are up to date on safety requirements.

iii) Affiliation – Brent would like to stress that there are rules in the SOP's when requesting an affiliate player for a game. The coach needs to directly contact the coach for the team that they are requesting a player from. The decision to allow an affiliate player is determined between the two coaches, and not between a coach and the parent of the player in question.

#### d) Practice Schedule

i) There have been numerous complaints about the Initiation weekend practice schedule, as they do not have a set ice time. This should hopefully be rectified once all teams have their schedule from

the NAI. This year the NAI requested a certain number of ice time slots every weekend and then didn't fill them all or left gaps in their scheduling. This has resulted in scheduling conflicts for our practices as well as issues with booking referee's, etc.

e) Checking Clinic

i) The clinic that was requested by the Bantams has already taken place. The Pee wee's were also invited to attend. Unfortunately the Bantam players showed up later than requested and as a result the clinic started later than scheduled. Matt Gorman requested an additional 20 minutes to finish the clinic but was refused by the Bantam Head Coach since they didn't want to forfeit their regular practice time. This was very disrespectful to the MCN checking clinic staff. The Pee wee players that attended the clinic were very respectful, took it seriously and learned a lot from the clinic.

ii) Amy requested that Brent speak with the Bantam players and coaches regarding MCN training. If the Bantam's are no longer interested in receiving this additional training another team would gladly pick it up. If they wish to continue, there will be expectations in place.

f) MCN – addressed in subsection e above.

g) Midget Tournament – No longer a consideration and has been scratched by the coach.

7) New Business

a) Fun Casino – February 8<sup>th</sup> 2020

i) Carannda has spoken to the pit boss, Tony, and he is giving us the same pricing as last year for the same number of tables.

ii) Wildwood Hall has been booked as the venue. It was the cheapest alternative (\$200 deposit) and allows easier access to move the tables in and out. Hall capacity is 200 people.

iii) Carannda is looking into printing tickets through Vistaprint. Cara will forward info to her regarding ticket prices, etc.

- iv) We will be looking for table sponsors. The money generated from this typically covers the cost of the casino fees.
- v) We will not be booking a DJ but will play our own music.
- vi) Cara would recommend Sammy's for catering since they offer great appetizer options, are reasonably priced and very easy to deal with. Requesting NO chicken wings. Apparently last year the cleaning staff claimed that the hall was left in the worst state they have ever seen.
- vii) Each team will be expected to supply a prize/gift for the draw. PMHA will purchase a travel voucher again this year to use as the big prize. We will be getting some Oilers tickets donated as well.
- viii) Each team will be expected to supply photos for the slideshow. Table sponsors will be added to the slideshow like last year for more recognition.

#### b) Tournament Budgets

- i) Cara suggested that each team receive up to \$800 from PMHA to attend an away tournament. If we sell all raffle tickets or if more teams host tournaments to bring in more funds, this number could potentially increase. The general consensus was that teams do not want to put in the work of hosting a tournament since there are usually few volunteers and they believe Evansburg is not a desirable location for visiting teams.
- ii) Brittany suggested that different age groups receive different tournament allowances. However, from looking into tournaments all age groups are facing the same type of tournament costs.
- iii) The Peewee 2 team is scheduled to attend a tournament that costs \$1250. The players all paid PMHA with a cheque and now the Treasurer will be required to reimburse each player. In the future, teams will need to notify the board that they wish to enter a tournament then PMHA will write a cheque to enter the team.

Managers will be responsible for collecting the difference (if entry fee is over \$800) and will pay PMHA.

iv) Teams require a travel permit to go to tournaments.

v) At the AGM in 2020, update the SOP's to state that each team is required to inform the board about their desire to attend a tournament so the proper bookkeeping and permits can be obtained.

vi) Dale made a motion that PMHA will pay up to a maximum of \$800 to each team for an away tournament and will provide a cheque, Cara 2<sup>nd</sup>. All in favor, none opposed.

### c) Receipts

i) Board members have been contacted in regards to some parents requesting receipts for everything they have purchased through PMHA. This is not something that we have done in the past and some managers have not kept track of who paid for socks, etc. Hockey Alberta used to issue receipts to our Registrar for registration fees but since there are no longer fitness tax credits, they have stopped providing these receipts.

ii) Cara has volunteered to work with Krystal to come up with a template that each manager can use to keep track of all payments coming in. They will provide one copy to the parent and one to the treasurer so that better records are kept.

iii) Theresa Druar does our books through Carlson Roberts Seely and they are currently switching over to a new software program. This will allow PMHA to provide receipts for registration fees in the future. If people are looking for old receipts from previous years the accountant will have to be contacted.

iv) Before the AGM in 2020 a decision will be reached about whether we can start accepting online payments and if that will be through RAMP or another option. This may also affect receipts in the future.

v) Cara made a motion that for the 2019/20 season she and Krystal will make a template for managers as soon as possible to use to issue

receipts that will provide one copy to the parent and one copy to the treasurer, Suzanne 2<sup>nd</sup>. All in favor, none opposed.

## 8) Committee Reports

### a) President

i) There have been a couple of injuries reported. A Peewee goalie was taken by ambulance to hospital but has since been cleared to play. Another Peewee player is also out due to injury until December 1<sup>st</sup> following medical protocol. All injured players must provide a doctors note to return to play. A reminder that goalies are required to wear and fasten the chin strap on their helmets.

ii) Brent will sit down with Jacqueline once the NAI schedule is released for each team and try to adjust the practice schedules to suit parents. Some games may also have to be moved to accommodate the referee scheduling, especially for the older age categories.

iii) Brent has spoken with the senior governor about having two Novice games at the same time to utilize all of the ice and reduce our fees.

iv) Brent has ordered the checking pads for about \$52 each and they should arrive on Monday and be available for practices.

v) The NAI is currently looking to fill different positions including ice scheduler if anyone is interested.

vi) The Peewee 2 manager has contacted the governor regarding a request for tier change for the Peewee 2 team. This was not requested by the President and if granted will come with a \$500 fee.

vii) Brent asked Dale to follow up with refs in regards to the Novice games. He would like to see whistles when there is body contact/penalties and when the goalie is in possession of the puck.

### b) Vice President – pass

### c) Ice Scheduler

i) Will work to modify the practice schedule once the NAI schedule is determined. Will follow up to see if Initiation teams would like an

early set time or if they are flexible. (Hockey Alberta states that practices and games cannot start before 8:00am.) Once this is decided, the initiation teams can start booking their games.

ii) Jacqueline apologized for any issues with the ref schedule as a result of the ice schedules, however, she did as she was asked by NAI. When scheduling started in September we still didn't know that we were even going to have a Bantam or a Midget team.

d) Game & Conduct/Safety – not present

e) Equipment Manager

i) 5 Puck bags have arrived. Each bag will have 30 pucks and will be the responsibility of the team. They will be returned at the end of the season with 30 pucks. Atom level and up will receive a bag. Amy was wondering if we would like to have them embroidered or have vinyl lettering applied by Pink Peony.

ii) Brittany will follow up with the missing 17 orange jersey from Atoms.

f) Publicity Director – not present

g) Communications Director – not present

h) Fundraising Coordinator – left early

i) League Rep – pass

j) Registrar – pass

k) Ref Coordinator

i) Dale would like to stress that coaches should be present in the dressing rooms with their teams to prevent bullying/fighting etc, and should not be in the ref rooms. Matt Gorman and his coaching staff may use the ref room and the President of PMHA may also need to enter, but otherwise coaches should not be changing in there.

ii) Pucks will be placed in the fridge in the ref room prior to games.

iii) Dale would like to see the ice schedules coincide with age category. For example, younger players have earlier games and older players play later. Right now there are large gaps in the schedule and we are

having to pay refs more travel time and for sitting around waiting between games. This has been addressed above in regards to the NAI scheduling and again, the ice scheduler and president will work to see what can be done.

iv) Managers need to remember that they may have to reschedule games if there are no officials available.

l) Hockey Development – not present

m) Secretary – pass

n) Treasurer – not present

o) Past President – not present

9) Other

- Current account balance is \$45,093.14. The ref account has \$3,132.35. The treasurer will have to transfer to the ref account soon.

10) Next meeting date – Tuesday December 10<sup>th</sup> 2019, 7:00pm at the Evansburg Arena.

11) Meeting adjourned at 9:04pm by Brent, Suzanne 2<sup>nd</sup>.