

Penticton Minor Hockey Association Executive Meeting Minutes

November 5, 2019

Call to Order At 9:25 pm President Kara Ouellette called to order the regular meeting of the Penticton Minor Hockey Association Executive on November 5, 2019 at Memorial Arena Board Room.

I. Roll call

The Administrator conducted a roll call. The following persons were present:

Kara Ouellette- President, Steven Byrnell- Vice President (8:04 pm), Jill Wrigglesworth- Secretary, Darrell Moog- Equipment Director (7:05 pm), RIC- Scott Austin (Absent), Christina Forbes- MiniVees/Intitiation/Novice Director, Rick Johnson- Female Director, Chad Kupczyk- Atom Director, Britania Knoll- Peewee Director, Tricia Hernes- Bantam Director (Left 8:04 pm), Karen Beresford- Midget Director, Melissa Moore- Treasurer, Rod Kenney- Coach Coordinator, Jason Wild- Coach Coordinator (Absent).

II. Approval of minutes from last meeting

The Administrator provided the minutes of last meeting held October 5, 2019. The minutes were approved as provided. Motion by Rick Johnson and 2nd by Christina Forbes.

III. Correspondence

IV. Reports

- a) **Treasurer's report** - presented by Melissa Moore (See attached full report)
 - i) BC Gaming grant received.
 - ii) Transfer of accounts from Scotiabank to Valley First ongoing.
- b) **Coach Coordinator** – presented by Rod Kenney (See attached full report)
 - i) Head Coach meeting held. All strongly encouraged to attend. Hockey Canada Network App subscription purchased and distributed.
 - ii) PMHA/OHG agreement completed.

- iii) Buddy Check for Jesse presented.
- iv) Dryland space can be used now. Google doc on PMHA website to reserve the space.
- v) Nov 19 Next Coaching session – Jessica Campbell for power skating
- vi) Several practices/games observed.
- vii) Hockey Share – accounts for every division. Over 600 drills to share.

V. Open Issues

VI. New Business

- a) Discussions for declaring tier levels based on tiering tournaments. (T3 vs T4) BC Hockey to determine suitable tier based on play by December. Tiering to be discussed later in season for future process.
- b) AP policy – you should be allowed to play at the highest level possible within reason. AP process – given large team size it is case-by-case basis. Discussions for late enrollment of Atom players (Atom Dev 14/15 players and Rec 18/19 players).
- c) Female Dressing room – Tricia Hernes
 - i) Request for Ref rooms to open for females to change. Ongoing issues with equipment being removed and need to change in washrooms. Update: SOEC – 3rd dressing room to be opened.
 - ii) Request to re-distribute PMHA Locker Room Policy with regards to Co-ed Dressing Room Policy
- d) Team Fundraising – Karen Beresford
 - i) Specific to each division (ie. pies, pizza and calendars). Request to be written in Manager's Handbook. The designated team given first offer T2 then T3, rep teams only.
 - ii) Fundraising is approved thru BC Hockey and gaming. Any amount raised over and above budget is to be donated to the Hardship Fund.
 - iii) Reminder – maximum 3 tournaments/recreation team. Refer to Manager's Handbook.
 - iv) Manager's Meeting needed to discuss ongoing issues and communication.

- v) Individual teams CANNOT put their own team fundraisers on the PMHA website.
- e) Discussions for Tournament Coordinator. Discussions for hosting a tournament for each division. Tournaments off-set the cost of hockey fees.
 - i) Use Tournament Handbook for guidelines using score clock, rules and proper etiquette.
- f) Ice Changes – Kara Ouellette
 - i) Ice times subject to change and based on the availability by the arenas. PMHA cannot consult with coaches regarding change of ice times. Coaches cannot change ice schedules with other coaches.
- g) New file cabinet – Darla Roy
 - i) **Motion 19.039** to by new file cabinet for PMHA office. Motion by Christina Forbes and 2nd by Rick Johnson. All approved.
 - ii) Quotes required.
- h) Accountant Audit Review – Kara Ouellette
 - i) Kara Ouellette and Steve Brynell met with Chris Brown, Rob Max and Klarissa of Grant Thornton.
 - ii) Using an audit every second year is not beneficial and can be more fiscally responsible. Suggestion to use an annual review process and engagement.
 - iii) **Motion 19:040** by Kara Ouellette not to do an audit, rather an engagement review to manage any risks. 2nd by Steve Brynell. All approved.
- i) Water Quality at arenas in response to news enquiries across the country. Rick Johnson made enquiries with the City of Penticton and they are engaged and checking into the issue.
- j) Conflict of Interest Procedures – Kara Ouellette
 - i) 24 hr rule
 - ii) Documentation of incidents

VII. Adjournment

At 9:25 pm President Kara Ouellette adjourned the meeting.

Minutes submitted by: Jill Wrigglesworth Next Meeting Dates: **December 3, 2019**