



**Ponoka Minor Hockey Association
November 5, 2025, 7:00 pm
Ponoka Minor Hockey Board Room
Meeting Minutes**

Present:

Mike Wildeboer, Megan Pankewitz, Mike Dillen, Rob Johnson, Nicole Myers-Abt, Robbin Nikiforuk, Shannon Kocyba, Shayna Weir, Danielle Raugust

Regrets:

Nicole Owens, Cole Butterfield, Kristin Malterer, Jessica Loveseth, Nansen Vold

1. Call to Order

Meeting called to order at 7:06 pm

2. Approval of Agenda

Motion: moved by Shayna and seconded by Megan that the Nov. 4, 2025, agenda be approved as written. CARRIED.

3. Approval of Minutes from October 1, 2025.

Motion: moved by Shannon and seconded by Megan that the Oct. 1 2025, minutes be approved as written. CARRIED.

4. Director Reports

- a. **President-** Teams are full after some struggles on where to put players. Communication should be sent to coaches and managers, directing them to remind players of expected conduct and behavioural standards.
- b. **Vice President-** Some player pledges still need to be returned, a reminder that Policy is important, Adjustments to team tiering will occur after the meeting scheduled for next week (U13, U15, U18, travel concerns with U9).
- c. **Treasurer-** Emailed out financial reports to all board members. Chequing account as of Nov. 1 \$221 124.66, Raffle community plan was at \$40 422.32. Ice has been paid out of the raffle account as per AGLC recommendations/regulations. GICs have not changed much. Profit is down: - \$7818.22

MOTION: Shayna motion for treasurer report to be approved as presented, seconded by Robbin. CARRIED.

All team accounts have been set up, requested Servus to transfer development money (\$1000.00 per team) to team accounts. All team budgets are completed. Sponsor cheques are all in. Most refunds are done.

Motioned by Shayna to remove Michelle Lentz from full access of PMHA accounts and from signing authority to our accounts. Add Danielle Raugust for signing authorities to PMHA accounts. Seconded by Megan. CARRIED.

Discussion about view only for team treasurers on team accounts - some teams are having troubles making payments for tournaments and accepting tournament entry fees. We can e-transfer in but not out. The current approach is consistent with practices observed in other associations, due to various reasons and bank account restrictions. Option if needed - accept money for tournament fees and then the treasurer can write a cheque to the team. The team treasurers have taken responsibility for resolving this matter in the past and can reach out if help is needed. The current process has been managed effectively in previous years and has not posed major concerns.

- d. **Secretary-** Pictures went great, One Wolf complimented our association and players on their behaviour and manners. Orders were due on Oct. 30 and pictures should arrive for distribution by Nov. 24. Dates and times will be set up with managers to pick up photos that week. The new google forms for permits have been working great. Files have been converted and will be stored in google drive, this allows for better sharing capabilities among board members. A reminder email was sent out on Oct. 24 to coaches still missing requirements regarding the Oct. 31 deadline. There is only 1 coach who has not completed their criminal record check and 2 coaches missing their child intervention checks. The board discussed the missed coaching requirements deadline and agreed on follow-up actions.
- e. **Registrar-** Absent. Written report - All coaches are done with their courses and rosters have been submitted for approval. Information on APs have been sent to all coaches and managers will be added as the coaches get back to me. Payment-wise we are in great shape - only 4 families owing parietal amounts. Shayna and I are on top of that. It may be in the public relations report but are we putting in a parade float? New business added to the agenda- concerns about the amount of coaches on roster. Do we need to decide on a limit for next season? Cost wise - each coach on HA roster costs us approximately \$44 in fees. As well, we reimburse them for their Respect in Sport and sport activity leader course which is also approximately \$40. A total of \$80 per coach at minimum as head coaches have to also take several other courses. Sylvan Lake and Lacombe charge each team \$75 and \$50 respectively for any coaches added to the roster above 5. We have never historically charged anything and I've never capped the amount of coaches that can be added. Until this year, it's never been a significant concern. However, I have some teams with 7-10 coaches added to a roster. Which causes us a significant cost. I have encouraged the team to determine if they actually need to be on the roster or just helping on the ice for practices. NOt much to be done about it this year, but my suggestion would be to cap teams at 6 coaches for U7 and U9. 5 coaches for U11 and up. Any additional coaches would come at a cost of between \$50-\$75 billable to the team.
- f. **Equipment Director-** Absent. Written report- Picked up pucks from Accu Publishing last week and will slowly replace the current pucks in circulation unless the board wants to do a big bang swap. I'll continue to purchase pucks from the concession and specify that they put our branded pucks separate from the blank/ others. Stampeder helmet stickers and poppy stickers (for the remembrance day weekend) were put in each team's puck bucket.

- g. **Ice Scheduler-** all regular ice has been submitted to CAHL, all blackout dates have been submitted to CAHL, a couple of hiccups with U9 ice but the CAHL ice schedulers were easy to work with, all managers have been made aware not to communicate with the CAHL ice schedulers, any emails sent have been forwarded to governors, block booking started November 1 - February 28, 2026. Mike should be receiving the ice contract from Rachel soon. All tournament ice has been assigned, no feedback (except for U9) but will follow up the week of Nov. 17. Block Booking- Once regular game schedules from CAHL are released, extra weekend ice will be distributed to teams for practice or exhibition games. First, a list of available ice will be sent to managers so teams can request it on a first come first serve basis. Then any remaining ice will be distributed based on which team is available. If it is assigned to your team, it is your ice to use and your team will be billed for it should it not be used. Tabled for discussion at a later date.
- h. **Public Relation-** Absent. Written report: I have started the Boston Pizza of the Month and posted on our Facebook page and will put it in the newsletter as well. I am working on next month's newsletter- if anyone would like anything put in there, please email before Saturday November 8th, I will finish and send it out to the board for proofing first. I have been in contact with One Wolf for digital photos of each team for the website, front lobby collage and thank you cards for each team to hand out to their sponsors. I am just waiting to hear back from them on the price of the cards.
- i. **Female Coaching Coordinator-** Oct. 27 tiering meeting, U11 Warriors moved to B north which will be more competitive, adopted electronic game sheets this season, application waiting to be approved for female hockey day Jan. 31 in Blackfalds, CAS director approached about female AA program.
- j. **U7 and U9 Coaching Coordinator-** U7 has been operating with minimal coaching and bench assistance but addressed the issue by asking to add additional coaches to the roster. U7 also has concerns about dressing rooms assignments- two rooms are needed on Sundays for U7 games. U9 has been going good.
- k. **U11 and U13 Coaching Coordinator-** Goalie for U13 (Rimbey, Red Deer, Saskatchewan players with potential but already had offers or affiliations), one overage application still needed to be approved but they found a place to play.
- l. **U15 and U18 Coaching Coordinator-** Absent. Written report: U15 is going pretty well. The team is looking fairly strong with a 4 and 2 record. They could possibly move up to tier 3 strong so we will see. Other than a very minor few game suspensions from some players the team is looking very good. One player was accepted as an over age from U18 earlier last month, that was a positive. I look forward to seeing them have a strong and successful year. Same with the U18 group, it's going fairly well. They are playing at the top of tier 3 strong with a 4 and 2 record but I don't foresee this team moving up or down a tiering spot. Same as U15 there has been a few minor suspensions but nothing out of the ordinary. I am also looking forward to them having a strong and successful year.
- m. **Referee Director-** Goalie clinic- advertise to managers to only send 1 player per team to shoot. Female goalies are welcome to join.
- n. **Tournament/Fundraising-** 2 teams sold out for raffle tickets to win pizza prize at similar times. Tournament sponsors - P3 Sports Black Elk Camps & Boston Pizza (heart & hustle). Raffle donations Ponoka Stampeders tickets, LED (\$600 value) and partial hockey stick from Source

for Sports. Sponsors that would like to be contacted and involved more include MacDonald's + Tim Hortons.

5. Old Business:

Resignation of Secretary position. Email MOTION on October 15, 2025, Moved by Nicole O and second by Nansen for Danielle Raugust to fill the PMHA Secretary position for the remainder of the season. CARRIED.

6. New Business

- a. Team accounts- discussed above in treasurer updates.
- b. Coach caps per team- discussed above in Registrar updates. Will table for further discussion.
- c. Ice schedule and tournament availability- Discussion on why not all teams host a home tournament, including whether actual ice time reflects PMHA as a priority, as well as clarification of the policy with the town. Will table for further discussion.
- d. Parade- PMHA will participate in the parade on Nov. 21.

MOTION: moved by Shannon and seconded by Robbin to spend up to a max of \$500.00 on supplies, candy and glow sticks. CARRIED.

7. Adjournment-

The meeting adjourned at 9:25 pm, next meeting December 3, 2025, at 7:00 pm