**SCMHA Executive Meeting**

**Aug 14, 2019**

Present: Stu Frizzell, Kate Turner, Aaron Hamilton, Linda Iverson, Melissa Tripp, Nick Istvanffy, Brad Wingfield, Kori Hudrick, Nicole Hagedorn

Call to Order 1845

1. Motion to accept minutes for July 14 meeting. Passed with amendments
2. Motion to adopt the agenda for current meeting. Passed
3. Delegations
	1. No Delegations
4. Reports
	1. Treasurer’s Report
		1. Expenses etc. are set up to middle of July in Quickbooks – it is in the cloud, we can have access to look at reports etc.
		2. Accounts are set up differently than in the past – to track camp revenues, what divisions are making money etc.
		3. Reviewed approximate camp revenues & costs (provided by KT).
			1. Discussion of possibility for more funding to coach for female camp next year
		4. 5 skaters in the Esso camp, 12 in the female camp. Invited Esso girls to stay on in the afternoon…
		5. Coach seminar in Enio camp is not separated out – it is a separate expense. Need to ask him so we can account properly. **ACTION: Request Enio separate out the coaches seminar**
		6. Preliminary estimate that we have shown a positive return on the summer camp program
		7. Receivables from last year – need to review where we stand with outstanding fees from previous years.
			1. Discussion of how to enforce nonpayment. Kids can’t play regular season if they are not registered as of Sept 1. Email to go out asap to warn families in arrears. Please make arrangements before season begins.
		8. 2017-18 bursary recipient – Motion to change bursary policy deadline to 2 years. **ACTION: VP to draft policy revision.** Approved
		9. Motion to approve $750 bursary to Riley Cousins. KH. Second NI. Send cheque to him in this case. Approved.
		10. Discussion of what happens for a player who gets an ambulance bill. Families need to contact BC Hockey for a reimbursement. Needs to be within 90 days or won’t be covered. We need to clarify the responsibilities of who reports injuries etc. **ACTION: NH to review policy for clarity and make any necessary revisions.**
		11. Move to cover the ambulance bill for a coach that was injured last year. $80 Seconded & Approved.
		12. Accept Treasurer Report. Motioned, Passed.
	2. Director of Hockey Operations Report
		1. Main concern is naming C coaches. Bantam C we have 3 applicants for 1 position. Need to do a process.
		2. Coaches are ready for other divisions
		3. **ACTION:** **Need to create a selection committee and interview process for Bantam C coaches.**
		4. On ice equipment ‘wish list’ circulated and discussed.
		5. Motion to accept DOHO. AH. Second NH. Passed
	3. Registrar Report
		1. Low numbers for Atom A tryout registration
		2. Move ups and Move downs proposed:
			1. Need to do proper evaluations. If capable, move ups approved. Discussion of what s in best interests of kid, maturity, logistics for team etc. Applications to tryout are approved. DOHO will discuss with parents as necessary.
		3. Motion to accept Registrar report. Second, Passed.
	4. Director of Scheduling Report
		1. Some adjustments to schedule. A team schedules are in until March, unsure about ice in Sechelt but it looks like it will be on time.
		2. Fought for a bunch of extra ice, which we might not need. Offer it back to Men’s for the year. Practices get shuffled around a bit but it works. We will still have some useable conflict ice. Going to also give back a bit of morning ice.
		3. Motion to give back Saturday night slot to Mens for the year. Passed.
		4. Motion to accept report – Passed.
	5. Equipment Manager Report
		1. Jerseys ordered.
		2. Pucks received. Working on safety bags, lots of damaged safety bags. Ordered in groups of 10. Every team and one fully stocked at each arena in coaches room. Discussion of practice socks and jerseys.
		3. Will attempt to cancel extra order of Bantam jerseys.
		4. Motion to accept Equipment. Passed accepted.
	6. Ways & Means Report
		1. Store is supposed to be ready asap, it is behind. Want to get some of the sizing in asap. Adding the hoodies that looked like jerseys.
		2. Tim Hortons jerseys have arrived
		3. Hockey camps underway, going well.
		4. Melissa Kelly has agreed to co-coordinate the tournaments.
		5. Motion to accept, passed.
	7. Vice President Report
		1. Need to improve communications amongst each other. Need to form and confirm 9 people on the email list.
		2. Need to update some policy and procedures in the manual. **ACTION: NI to update the P&P to reflect changes made last year. Appendix 2a as attached to minutes.**
		3. Circulated and discussed various policy and procedure updates. Some revisions suggested.
		4. Motion to make amendments to Appendix 2 as presented. Kt, 2ns LI, passed. **Action: Changes to be made by Secretary**
		5. Motion to accept report: NI Passed
	8. President
		1. Wrap up rest of things on agenda
	9. New Business
		1. Head Coach Contract
		2. Policy Amendments
			1. As presented by VP
		3. Officer Assignments
			1. Need a risk manager in place.
			2. Aspen Wing will do referee assigning and clinics
			3. Need a referee in chief
				1. **ACTION: Stu will send a list of officer positions that need filling.**
				2. Discussion of possibility of having a staff position. We have a contract ready, need to think about the structure of a contract and how to manage and administer it.
				3. Circulate a draft for a quick review, then ask for a review by a lawyer before proceeding. **ACTION – VP to circulate draft contract for staff person**
		4. Female Hockey meeting report
			1. Team could be travelling far. May be some double headers to cut travel time.
			2. 6 tiering games.
			3. Looking for a location to host a Peewee Female provincial tournament. Will look at options.
			4. Motion to accept report. Accepted.
	10. Schedule Next Meeting Sept 11
	11. Adjournment 2115