



Sherwood Park Ringette Association  
P.O. Box 3001  
Sherwood Park, AB T8H 2T1

# Executive Board Meeting

## MP Activity Room

### November 4, 2024

### 6:30pm

## MEETING MINUTES

### INVITEES:

* President – <i>Jessica Winship</i> ✓	*Director of Player Development <i>Ian Winship</i> ✓	Past President <i>Jessica Winship</i> ✓
* Vice President <i>Dan Stetic</i> ✓	*Director of Coach Development <i>Angela Kotyk</i> ✓	Photo Coordinator <i>Mireille Sieben</i> ✓
* Secretary <i>Jenny Rolph</i> ✓	*Director of Officials <i>Christine Pittman</i> ✓	Tournament & Special Events Coordinator <i>Kristy Penman</i> ✗
* Treasurer <i>Kevin Kotyk</i> ✓	* Fundraising <i>Lee Shalapay</i>	Bingo Coordinator <i>Mireille Sieben</i> ✓
* Registrar <i>Theresa Stewart</i> ✓	* Evaluation Coordinator <i>Mike Neville</i>	Website Coordinator <i>Dayna Bond</i>
* U10 Director <i>Paula Howard</i> ✓	* Black Gold League Rep <i>Amanda Forster</i> ✓	Open Division Liaison <i>Katrina Connelly</i>
* U12 Director <i>Jackie Day</i> ✓	Ice Allocator <i>Theresa Stewart</i>	Sponsorship/Marketing <i>Anthony Gallace</i> ✓
* U14 Director <i>Ashley Byrne</i> ✗	Equipment Director <i>Luc Berube</i> ✓	Social Media Coordinator <i>Pam Kennerd</i> ✗
* U16 Director <i>Dana Gallace</i> ✓	Active Start Coordinator <i>Heather Jensen</i>	Admin <i>Jileen Berube</i>
* U19 Director <i>Leah McBride</i> ✓	Goalie Development Coordinator <i>David Williams</i> ✓	
*AA Director <i>Pam Kennerd</i> ✗		*Voting Member ✗ ✓

### 1. Welcome, Introductions (As Needed) - President

### 2. Additions to Agenda – President

### 3. Adoption of Agenda – President

Motion to adopt Agenda: Amanda

Seconded by: Jenny

All in favour: Motion carried.

### 4. Declaration of Conflict of Interest (Based on Agenda) - President

None declared

### 5. Adoption of Meeting Minutes – President

Motion to adopt Minutes: Leah

Seconded by: Mireille

All in favour: motion carried.

### 6. Agenda

#### a. Action Items from Last Meeting - Jenny

b. **Platinum Ring Tournament Update** - Kristy - provided a status update of planned items for the tournament.

c. **Evaluation Debrief - Dan/Mike**

Mike is absent. Discussion last meeting. Last weekend of Nov/first weekend of December - schedule a sub-committee meeting. Dan to send something out to poll for availability.

d. **Mid-Season Survey - Jessica**

Dan to coordinate survey creation - volunteers to help; Amanda, Angela, Dana.

Jenny to build google form when questions are finalized.

Focus: team structure, practices, games, communication, get some comments and ratings

Desired outcomes- be clear on what we are reporting on. Want constructive feedback. We need to make sure the information gets back to the coaches.

Action: Jessica to share hockey early coaching survey as an example.

Action: All board members- send question ideas to Dan and team for consideration.

e. **Budget/Financial Update** - Kevin

Treasurer provided verbal update and proposed draft budget for 2024/2025 season (hard copy provided for review by all board members)

Action: Kevin to provide an updated summary of all cash accounts at the next meeting.

Forward Agenda Item: discuss how to spend additional dollars - Jessica.

Kevin - Motion to accept the budget

Seconded by: Leah

All in favour - motion carried

f. **RAB Referee Fee Survey** - Dan - moved to forward action item for RAB AGM - closed. Policy change form can be submitted for review.

g. **Bylaws Review Committee** - Dan

Looking for 4-5 people to work through bylaws and update. Dan will coordinate and send out a call for participation on social media from general membership. Some targeted members may be able to help.

Board members interested? Jessica

Timing: start working on before new year and have ready to present as much as possible at AGM.

Socialize changes with the board beforehand.

h. **Policy Review Committee** - Jessica

We need an ad-hoc committee to look at updating policies - tidy up the injury and abuse policies, open ages - align with NAWRA, affiliates. Outstanding feedback from Amanda and Kevin to be incorporated this round. Some volunteers from membership would be helpful (ie: someone who works in HR). Ad-hoc committee. Amanda to help cross reference and alignment with BGL.

Volunteers: Paula (formatting), Dan, Kevin, Amanda, Dan

Timing: January draft complete. Forward action item: Review at February board meeting.

Ensure there is time for feedback from the board.

i. **SPRA Strategic Plan** - Jessica

We need a vision/strategic plan document to keep us aligned - short 2 page document financial goals, sustainability, board capacity, younger volunteers, viability of goalies at different levels. Consider hiring a facilitator to help do this.

Action: Jenny to look into company who did this for BGC previously - for a reference/context/pricing

General support from board members

j. **2024 Peak Update and 2025 Considerations** - Ian/Angela

Discussion re: attendance, priorities, how to incorporate 3rd year U19's in leadership roles (consider an honorarium to encourage participation).

This is a lot of work - need some fresh perspectives, advertise and see if some coaches are willing to lead.

Next Steps: Call for coach applications, perhaps a student in sports performance/kinesiology.

**Action:** Angela to reach out to student to determine interest.

k. **Jersey Update** - Luc

3 quotes obtained, local providers

Action - Luc: Create a jersey sub-committee to determine direction and forward a recommendation to the board for acceptance.

Timing: Jersey order date March, target end of January. February board meeting to review proposal.

Volunteers: Luc, Katrina, Kevin, Anthony, membership engagement?

l. **BGL updates** - Amanda

- i. exhibition games - there is a tab on the BGL that it must go through that way to assign the refs and get game codes
- ii. league team declarations - advance/retreat - deadline to BGL for advances/retreats is Friday Nov 8th - no one has sent info to Amanda. Discussion amongst division directors to prepare Amanda for the discussion. November and additional retraining
- iii. over age goalie - applied for one at U19B-1 - working out well, got approval, making the team viable - thank you to Kiana!
- iv. excessive penalty minutes - BGL has a rule if players > 4min per game, will get a warning letter, if continues, can be suspended.
- v. Game sheet reminder - BGL sends lengthy emails about making sure they are filled out properly. Teams can be fined.

m. **Bingo Licence Application 2025-2027** - Mireille - in Progress

Motion by Angela: Authorizing the application for a bingo license as a member of a bingo license as a member of the WEMBA Bingo Association for the two year period from 01-Mar-2025 to 28-FEB-2027

Seconded by: Theresa

All in favour, motion carried.

n. **Goalie Development Coordinator**

Motion by Angela: Formally ratifies the appointment of David Williams as Goalie Development Coordinator for the remainder of the 2025 season.

Seconded by Paula

All in favour. Motion carried.

7. **REPORTS BY EXECUTIVE MEMBERS**

- **President** - Jessica Winship - no update
- **Vice-President** - Dan Stetic
- **Secretary** - Jenny Rolph- reminder re: RSVP - helpful for quorum
- **Treasurer** - Kevin Kotyk - no update
- **Registrar** - Theresa Stewart - Jileen tracking CRC's Nov 15 deadline for CRC's - if coaches don't have it done - they cannot participate. Final registration numbers 469
- **Ice Allocator** - Theresa Stewart - few complaints about lack of ice - once power skating is over, more ice opens up. Session 2 things open up. Meetings scheduled in January for minor ice user group for the county.
- **Active Start** - Heather Jensen - absent - no update
- **U10 Director** - Paula Howard - WAM bootcamp for U10's - run by U16AA's and U19AA's as a fundraiser -reached out to Theresa about ice. No ice Dec 30 - Monday. Dec 28th or 29th - Step 1, Step 2, Step 3 - 100 kids, \$100 per kid, give money back to U16/U19 teams. 2 hours of ice per group, 1 hour of dry land. Paula work with Theresa about the logistics. Crafts, dryland, ice.
- **U12 Director** - Jackie Day - discussion re: Fort Mac in session 2. \$500 from BGL ad \$500 from SPRA. U12 goalie reimbursement - Max is ¼ of their reg fees. Play at least ½ time. Action: Jenny send out snippet from previous minutes.
- **U14 Director** - Ashley Byrne
  - Both 14 teams are doing well in BGL and are properly tiered. No self advance/retreat requests.
  - Have a lead on a U14 goalie from Leduc (not currently playing but would require a release) She has hopped between hockey and ringette recently. Trying to gauge experience and figure out best fit and how to move forward with her. Consulting with both coaches and will work with Dave? (New goalie coordinator)
  - Meeting with Kristy and Dana end of the month to get started on 14/16C provincials planning
- **U16 Director** - Dana Gallace - no advance/retreat requests - non-parent coaches - how critical this is for our operations - can we do something to recognize them? Coach appreciation banquet. Junior coaches are also really beneficial. Wrist shot clinic - lack of interest/timing - people are busy.
- **U19 Director** - Leah McBride - shout out to U19B-2 players - goalie injured and players went in net - look for ways to recognize via Social Media. Kristy found a 16 year old male goalie who is willing to help out for the PRT weekend. No registration fee Association to pay RAB fee.
- **AA Director** - Pam Kennerd

All is well, teams are participating actively in tournaments, hubs and league play. Goalie availability remains tight for any illness or injury considerations which is affecting all teams not just AA. Worked very hard on the AA division of Phyllis Sadoway division of PRT, this will be a very exciting event and can't wait to do a debrief afterward to see if there is interest to expand to include 14 and 16 age groups which may offset any low sign up for other areas. TBD.
- **Open Division** - Katrina Connelly - re-tiering - have an A team, B, 2 C teams - anticipate one of the C1 teams will get bumped down to C2 - they are having fun. 1 A and 1 B look at full on evaluations for the A and B teams but we need to consider being a bit tighter on this next year. Affiliation deadline for open is Nov 15 as well. Conversation with U19 director - staying with 3rd year players.
- **Player Development Director** - Ian Winship - power skating is going well. Debbie is doing well working with the older groups on what they want to work on. Wrist shop clinics - went well, scheduling one for U14 and U16. Check in with coaches if there is development in house or future champions and we will

arrange it. Development over Christmas. Dare to Care sessions Nov 18 and Dec 9. Plan to do some mental training in January with Dr. Rogerson.

- **Coach Development Coordinator** - Angela Kotyk - making sure coaches are getting certified, lots of questions. Impromptu session at Broadmoor U12. Future Champions coaching - U12 and U10 will be the priority, then moving to U14 and U16. Busy right now due to certifications etc. Will be working on cleaning up hockey share. Goalie development handbook for all coaches - work with David and distribute.
- **Goalie Development Coordinator** - David Williams - reached out to Kaylee - interested in participating, creating mentorship opportunities for older goalies. Ian helping out quite a bit - scheduling Mindbuff. Digitized all goalie resources. Met with goalie coaches, getting resources out as fast as he can. Clinic/session/5 count. Lots of work done already!
- **Director of Officials** - Christine Pittman
- **Black Gold League Rep** - Amanda Forster
- **Marketing/Sponsorship** - Anthony Gallace - no updates
- **Photo Coordinator** - Mireille Sieben - last week photos were taken. Editing in progress. Sending an email to managers re: missed sessions for individual photos.
- **Tournament Coordinator** - Kristy Penman - update above.
- **Evaluation Coordinator** - Mike Neville - absent.
- **Bingo Coordinator** - Mireille Sieben - two year contract motion made and deadline Dec 18. Going to bingo tomorrow to learn
- **Equipment Director** - Luc Berube - bought a few sets of pads this year - younger groups have several sets.
- **Website Coordinator** Dayna Bond
- **Social Media** - Pam Kennerd - Social Media, going well, very active, happy with the teams submitting their posts to me so that is good, introducing throw back thursdays and if we can receive enough to do weekly or monthly is fine, people like to see themselves in the content. Will continue bumping positive female athlete content. Season of giving is coming so mid month will do email to directors to share with managers to get things going and we will go from there. Ringette Week is happening now and will be low effort this season to run alongside prt. SPRA day is Saturday, busy tournament schedule and again will leave things to all teams and all associations to support their club and ringette by "Wear it Loud" to boost not only SPRA but all. next year is 50 so whoever is running the universe will want to expand SPRA Day and Ringette week if needed.

Action - by Dec 15 Theresa needs a list of goalies for fee reimbursement.

Motion to Adjourn 9:08pm: Leah

Seconded by: Angela

All in favour - motion carried.

**NEXT MEETING:**  
**December 10, 2024 | 6:30pm**

## 8. LIST OF MOTIONS

*Note: Meeting administration motions are not included- see inline comments for these motions..*

<b>Motion</b>	<b>Made by</b>	<b>Seconded by</b>	<b>Outcome</b>
Motion to adopt Agenda: Amanda	A Forster	JRolph	Motion carried
Motion to adopt Minutes	L McBride	MSeiben	Motion carried
Motion to accept the budget	Kevin	Leah	Motion carried
Motion authorizing the application for a bingo license as a member of the WEMBA Bingo Association for 2025-2027	Angela	Theresa	Motion carried
Motion to formally ratify the appointment of David Williams as Goalie Development Coordinator for 2025 season	Angela	Paula	Motion carried
Motion to Adjourn 9:08pm	L McBride	A Kotyk	Motion Carried