

# Shuswap Minor Lacrosse

## Meeting Minutes

### Section A - Details

<b>Date</b>	Monday, August 12, 2024
<b>Scheduled Start Time</b>	6:00pm
<b>Location</b>	Stella-Jones 4661 60 St SE Salmon Arm, BC
<b>Meeting Purpose</b>	<input type="checkbox"/> AGM <input checked="" type="checkbox"/> Monthly Board Meeting <input type="checkbox"/> Discussion of Urgent Issue <input type="checkbox"/> Other/Unplanned
<b>Chair of Meeting</b>	<input checked="" type="checkbox"/> President - Connor Maltais <input type="checkbox"/> Vice President - Meg Kovacs <input type="checkbox"/> Secretary - Ashley DeVos <input type="checkbox"/> Other
<b>Minutes Adopted On</b>	Sep 5, 2024 at Monthly Board Meeting
<b>Meeting Minutes Prepared By</b>	<input type="checkbox"/> President - Connor Maltais <input type="checkbox"/> Vice President - Meg Kovacs <input checked="" type="checkbox"/> Secretary - Ashley DeVos <input type="checkbox"/> Other

## Section B - Attendance

### Board Members Present:

Name	Position	Status
Connor Maltais	President	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Meg Kovacs	Vice President	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Ashley De Vos	Secretary	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Brandon Northcott	Treasurer	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Heather Davis	Registrar	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Jaedon Mooney	Head Referee	<input type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input checked="" type="checkbox"/> Not Present
Shawn Birch	Head Coach	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Corey Harris	Equipment Manager	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present
Jade Maltais	Event/Media Coordinator	<input checked="" type="checkbox"/> Attending In Person <input type="checkbox"/> Attending Remotely <input type="checkbox"/> Not Present

### Non-Board Members Present

N/A

## Section C - Summary of Voting Events

<b>Event</b>	<b>Time</b>	<b>1st</b>	<b>2nd</b>	<b>Result</b>
Acceptance of current agenda and meeting called to order	6:10pm	Brandon	Meg	Carried
Acceptance of June Board Meeting Minutes	6:10pm	Brandon	Meg	Carried
Adjournment of meeting	8:15pm	Connor	Shawn	Carried

## Section D - Round Table

<b>Person</b>	<b>Items Discussed</b>
Shawn	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Corey	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Brandon	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Ashley	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Heather	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Meg	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Jade	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
Connor	<ul style="list-style-type: none"> <li>● Conducted meetings with key people about rates and facility use</li> <li>● Working on developing documentation</li> <li>● Large focus on sponsorship &amp; recruitment</li> </ul>

## Section E - Agenda Items

Topic	Items Discussed	Actions Required
Financial Update	<ul style="list-style-type: none"> <li>● Connor referenced back of handout which included a cost report and asked for everyone's thoughts on doing this monthly               <ul style="list-style-type: none"> <li>○ The group seemed supportive of this kind of cost report</li> <li>○ Heather said we should have gotten more \$\$ for Randen registration but it was decided as a group to not pursue this</li> </ul> </li> <li>● Financial update &amp; preliminary budget high level overview was conducted               <ul style="list-style-type: none"> <li>○ Full budget review to be done at AGM</li> <li>○ This isn't 100% accurate as there obviously several unknowns still but Connor did take a look at the last 2 years to try and build something semi-accurate</li> <li>○ Budget does NOT include FusionWest or BCLA AGM attendance - these were removed from the budget plan</li> <li>○ FusionWest funding at this time would need to come from an outside grant, fundraising, PAC, etc - we are not able to fund this unless we get more sponsorship above and beyond the minimum we have defined</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Connor - Define a plan of how cost report will be developed and train the required personnel of procedure</li> </ul>
Survey Results	<ul style="list-style-type: none"> <li>● We only had 4 responses out of ~250 people</li> <li>● Feedback included:               <ul style="list-style-type: none"> <li>○ More community involvement - make it known lacrosse exists</li> <li>○ More school involvement</li> <li>○ Better promoting of lacrosse during registration times</li> <li>○ Try to get more kids out to JR &amp; SR lacrosse games</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>

<p>Banking</p>	<ul style="list-style-type: none"> <li>● We now have online banking setup</li> <li>● We now have e-transfer capability</li> <li>● Looking through banking history, Connor requested a few things: <ul style="list-style-type: none"> <li>○ Start depositing cheques using the app</li> <li>○ Brandon ok with this suggestion but requested all requests for reimbursements to have supporting documentation</li> </ul> </li> <li>● We now have 5 signers: <ul style="list-style-type: none"> <li>○ Meg, Corey, Ashley, Brandon, Connor</li> <li>○ Suggested board roles/definitions document has these <ul style="list-style-type: none"> <li>■ Primary: President, Treasurer</li> <li>■ Backup: Secretary, VP</li> </ul> </li> <li>○ Due to Brandon/Meg sharing a household - we all agreed that we would adopt a 5th signer: <ul style="list-style-type: none"> <li>■ Primary: President, Treasurer</li> <li>■ Backup: Secretary, Equipment Coordinator</li> <li>■ Emergency: VP</li> </ul> </li> <li>○ Also since we have 5 signers now which means if a signer or spouse is being reimbursed for something they shouldn't be a signer in that case</li> <li>○ No concerns or complaints on any of the above</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Brandon to start using online banking as much as possible moving forward, including use of e-transfer</li> </ul>
<p>Criminal Record Checks</p>	<ul style="list-style-type: none"> <li>● Received: Connor, Ryan, Corey</li> <li>● Not Received: Shawn, Micah, Jaedon, Brandon</li> </ul>	<ul style="list-style-type: none"> <li>● Shawn, Brandon to get CR checks done asap</li> <li>● Shawn to follow up with Jaedon &amp; Micah</li> </ul>

<p>File Storage &amp; Main Account</p>	<ul style="list-style-type: none"> <li>● Everything is on <i>shuswapminorlacrosse</i> Google account</li> <li>● Trying to make it so this main account is the owner of all documents</li> <li>● Using a combination of manual backups (every 2 months) &amp; Google Takeout (every 2 months - offset) to do backups <ul style="list-style-type: none"> <li>a. Would be ideal to have one person conduct 1 method of backup on their personal computer, and another person do the other form, for redundancy and added protection</li> <li>b. Suggest President does the Manual Backup, Secretary does the Google Takeout (automated) backup <ul style="list-style-type: none"> <li>i. Agreed</li> </ul> </li> <li>c. Could look purchasing an external hard drive for backups in future</li> </ul> </li> <li>● Share access on individual files on as needed basis</li> <li>● Who should have access: Connor, Meg, Ashley, Brandon <ul style="list-style-type: none"> <li>a. Any of these 4 can answer emails just copy required people</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Setup Ashley with the backup process</li> </ul>
<p>Emails &amp; Communication</p>	<ul style="list-style-type: none"> <li>● Connor asked how communication been going and if What's App for general communications working ok? <ul style="list-style-type: none"> <li>○ Are people turning on notifications?</li> <li>○ Sounds like some yes, some no - tried to encourage use of notifications</li> </ul> </li> <li>● Emails will primarily be used for information / document sharing</li> <li>● Connor also asked if generation of task lists was helpful? <ul style="list-style-type: none"> <li>○ Board feedback was supportive of task list but</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Board members to engage a bit more with the tasks lists and providing feedback/updates</li> </ul>

	<p>would like to keep it monthly opposed to bi-weekly</p> <ul style="list-style-type: none"> <li>○ Connor requested feedback/acknowledgement of your tasks and ability to complete, or feedback if board member unable to complete their task</li> <li>● Connor suggested if having trouble with multiple email accounts, that you can forward emails to your personal accounts but please respond to board business from the actual SMLA account to keep track of everything in case of a personnel change <ul style="list-style-type: none"> <li>○ Connor offered to help anyone set this up</li> </ul> </li> </ul>	
<p>Sponsorship/Grants</p>	<ul style="list-style-type: none"> <li>● We did a cry for help at the wrap-up event, and had a very positive response from parents that they had some great ideas for sponsorship, they took the forms, and things looked pretty promising at that time</li> <li>● Unfortunately nobody reached out to Meg</li> <li>● Jade, Meg, and Connor went to businesses and have been trying to secure sponsors</li> <li>● We've developed a sponsorship register that Connor/Meg are monitoring and updating</li> <li>● So far have visited 74 businesses</li> <li>● We have 1 confirmed silver packages - Canoe Forest</li> <li>● We have 2 confirmed bronze packages - Toyota &amp; Active Chiropractic</li> <li>● We have 2 silver package who have indicated they will sponsor but have not sent the money yet - Stella Jones &amp; BDV Law</li> </ul>	<ul style="list-style-type: none"> <li>● Keep up sponsorship effort</li> <li>● Connor/Brandon apply for SASCUC and Salmon Arm grants</li> <li>● Brandon &amp; Connor will complete this applications with the intention of applying for fusionwest funding</li> </ul>

	<ul style="list-style-type: none"> <li>● We have 2 bronze packages who have indicated they will sponsor but have not sent the money yet - InView Optical &amp; Anytime Fitness</li> <li>● Corey / Brandon have some sponsors in the works that could greatly help our cause</li> <li>● Meg will follow up on a few sponsors as well</li> <li>● In general the consensus was to keep it up now versus stopping and trying again during box season</li> <li>● Grants <ul style="list-style-type: none"> <li>○ Connor has registered every school for the FusionWest Grant</li> <li>○ It was discussed adding some form of recognition of this program to our gold sponsorship level</li> <li>○ City of Salmon Arm &amp; Sascu have grants too</li> </ul> </li> </ul>	
<p>Recruitment</p>	<ul style="list-style-type: none"> <li>● Started a recruitment spreadsheet with a “start planning” date</li> <li>● Here’s the list of events upcoming 3 months: <ul style="list-style-type: none"> <li>○ FusionWest <ul style="list-style-type: none"> <li>■ Booked 3 elementary's - Hillcrest, Bastion, Broadview</li> <li>■ Can look at others if we get grants/funding</li> </ul> </li> <li>○ Skills/Drills and/or Fall Drop-ins - Start Planning early Sept <ul style="list-style-type: none"> <li>■ Need a plan</li> <li>■ Shawn will put together a plan for next board meeting</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Shawn to put together a proposal for what our skills/drills fall drop-ins look like</li> </ul>



	<ul style="list-style-type: none"> <li>■ Brandon/Heather both suggested a minimal registration (or drop-in) fee - to be decided next meeting</li> <li>○ Family Expo <ul style="list-style-type: none"> <li>■ Sat Sept 28 10am - 4pm, Fairgrounds</li> <li>■ Meg concerned about demographics - will get more info on will follow up with a What's App Poll</li> </ul> </li> </ul>	
<p>Fundraising</p>	<ul style="list-style-type: none"> <li>● Started a spreadsheet with a "start planning" date</li> <li>● Here's the list of events upcoming 3 months: <ul style="list-style-type: none"> <li>○ Bottle Drive? <ul style="list-style-type: none"> <li>■ Everyone interested</li> <li>■ We can store bottles at Jade's</li> <li>■ Brandon/Corey/Shawn /Ashley offered to help collect</li> <li>■ Jade/Meg offered to sort</li> <li>■ Suggest posting in different community forums and collect versus having people bring to us</li> </ul> </li> <li>○ Canooligans Fundraiser <ul style="list-style-type: none"> <li>■ Jade tried reaching out to them and they have not responded</li> <li>■ Meg will reach out as she knows the owners</li> <li>■ We can maybe do a silent auction with house boat here</li> <li>■ There was some discussion of renting</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Jade to put together a rough plan for bottle drive with some dates to send to group for feedback</li> <li>● Meg to try Canooligans</li> </ul>

	<p>the field house and hosting our own. The cost of a liquor license for this may be prohibitive</p> <ul style="list-style-type: none"> <li>○ 3v3 Tournament (future) <ul style="list-style-type: none"> <li>■ Note Connor did talk to Shuswap Rec Society - they said they would be willing to host a lacrosse 3 v 3 tournament (or partner with us)</li> </ul> </li> </ul>	
<p>Board Volunteers</p>	<ul style="list-style-type: none"> <li>● No takers on “Scheduler” and “Registrar” positions</li> <li>● Please continue to try and help us fill these positions</li> <li>● Shawn suggested we somehow highlight our volunteers and let people know we’ve revamped our board and are trying to rebuild</li> </ul>	<ul style="list-style-type: none"> <li>● All: Please continue to try and help us fill these positions</li> <li>● Jade to come up with some concepts for how we recognize the board</li> </ul>
<p>Field Lacrosse</p>	<ul style="list-style-type: none"> <li>● BCLA has officially moved to RAMP registrations</li> <li>● Registration is active as of today Aug 12</li> <li>● There are a ton of options with RAMP and will be useful moving forward but we did a barebones setup since we will be likely be releasing players anyways</li> <li>● RAMP does not collect payment, the user selects payment option and then is responsible for paying us directly</li> <li>● Currently accepting cash, cheque, E-transfer</li> <li>● Do we want to promote the field lax registration in any capacity? <ul style="list-style-type: none"> <li>○ Just updating website and a facebook post is sufficient</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Connor will do a test registration and ensure it gets through to our system</li> <li>● Jade will do a facebook post</li> </ul>

<p>Website Update</p>	<ul style="list-style-type: none"> <li>● Still no forward movement on website due to lack of funds</li> <li>● Reminder: 300\$/year + \$175 up front for initial development <ul style="list-style-type: none"> <li>○ Note our initial quote has expired and rates may change</li> </ul> </li> <li>● Potentially revisit end-of-year before the big push for box registration</li> <li>● Tabled until next meeting</li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
<p>2024 AGM's</p>	<ul style="list-style-type: none"> <li>● Skip BCLA AGM and save the money this year? <ul style="list-style-type: none"> <li>○ Yes - agreed by all</li> </ul> </li> <li>● TOMBLC AGM <ul style="list-style-type: none"> <li>○ Likely Oct 26 in Kelowna - not finalized yet</li> <li>○ Connor may be out of town</li> <li>○ Heather indicated we need to send a delegate to avoid a \$400 penalty</li> <li>○ Heather also mentioned missing TOMBLC meetings is a 25\$ penalty, after three meeting are missed</li> <li>○ Need to send TOMBLC any agenda items ASAP for AGM</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Eventually ensure we have someone from Shuswap to attend AGM</li> </ul>
<p>Equipment</p>	<ul style="list-style-type: none"> <li>● Has all equipment been returned to storage <ul style="list-style-type: none"> <li>○ Corey mentioned no - still at coaches houses, but he will try to collect and return it soon</li> <li>○ Heather noted that equipment held at personal homes is not covered under our insurance</li> </ul> </li> <li>● When is a good time to conduct an equipment audit and update spreadsheet? <ul style="list-style-type: none"> <li>○ Brandon suggested late September</li> </ul> </li> <li>● Who can help complete this? <ul style="list-style-type: none"> <li>○ Brandon/Corey/Connor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Connor - Schedule a date for equipment audit that works for Corey &amp; Brandon</li> <li>● Corey - return equipment to storage</li> </ul>

<p>Catchment Issues</p>	<ul style="list-style-type: none"> <li>● Discussed the various catchment issues we've faced this past year</li> <li>● Heather indicated BCLA would be the appropriate place to raise concerns</li> <li>● Meg said she'd try to get more evidence/information to support our claims</li> </ul>	<ul style="list-style-type: none"> <li>● Connor to message BCLA once we have a clearer picture of what the issues may be</li> </ul>
<p>Operating Policies/Board Roles</p>	<ul style="list-style-type: none"> <li>● Our operating policies are about 7 years old and need updating</li> <li>● Starting with board roles which were emailed out by Connor - any feedback?</li> <li>● Incorporate role definitions Connor sent out? <ul style="list-style-type: none"> <li>○ No objections to proposed role definitions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Connor to try and get an updated policy document completed by end of year</li> </ul>
<p>City Lacrosse Box Community Plan</p>	<ul style="list-style-type: none"> <li>● Connor will suggest on behalf of SMLA a combination covered outdoor sports court for lacrosse, ball hockey, basketball, roller hockey, pickleball, badminton</li> <li>● Other municipalities have done this <ul style="list-style-type: none"> <li>○ Nanaimo</li> <li>○ Langley</li> </ul> </li> <li>● This is due by Oct 9</li> <li>● Would suggest it replace the SASCU sports center potentially - a much lower cost alternative to replacing the arena</li> <li>● Corey suggested including Rotary Club in this proposal - they may try to help fund</li> </ul>	<ul style="list-style-type: none"> <li>● Connor to prepare the report for city of Salmon Arm</li> </ul>
<p>General Facilities Discussion</p>	<ul style="list-style-type: none"> <li>● Curling Rink is not feasible, while the ice is out during box season, it is not much cheaper than arena and wouldn't be allowed to use hard lacrosse balls</li> <li>● Field - hard to book city fields due to soccer, but can look at high schools</li> <li>● JL Jackson box - bad shape but again we could maybe get it fixed -</li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>

	<p>Connor tried calling city and school and nobody knows who is responsible - it is likely a first come first serve</p> <ul style="list-style-type: none"><li>• Corey emphasized parents weren't happy about practices in the school gym last year</li><li>• Brandon said he could maybe look at Armstrong if we got in a similar situation as last year</li></ul>	
Adjournment	Meeting adjourned as per Section C	