



# **COQUITLAM**

## **MINOR HOCKEY**

### **COQUITLAM MINOR HOCKEY ASSOCIATION EXECUTIVE MEETING May 3, 2023 @ 7:30pm VIA ZOOM**

#### **VOTING MEMBERS PRESENT:**

**President - Rubin Prince  
1st Vice President - Tami Lawrence  
2nd Vice President - Kylee Desharnais  
Coach Coordinator - Kelly Lawrence  
Parent Aux Chairperson - Linda Morales  
Treasurer - James Bushell  
Equipment Manager – Kelly Single  
Risk Manager - Amanda Dishaw  
U8/U9 Coordinator - Kash Tayal  
U6/U7 Coordinator - Ian Esplen  
U13C Coordinator - Peter Aragon  
U11C Coordinator - Ashleigh Turner  
U15C Coordinator - Ryan Newman  
U18C Coordinator - Natalie Hayton**

#### **VOTING MEMBERS NOT PRESENT:**

**3rd Vice President - Jolene Allegretto  
4th Vice President - Sandra Aubertin**

#### **NON-VOTING MEMBERS PRESENT:**

**Admin - Hanna Vandereijk  
Admin – Sarah Loewen**

## **Agenda**

**Call to Order - 7:35pm**

- 1. Minutes of previous meetings - (5 minutes)**

**MOTION: To accept March and April minutes**

**Moved: Peter Aragon      Seconded: Kelly Lawrence**

**Abstained from accepting the minutes: Kylee Desharnais**

Slight alteration to be made to the April minutes, to show that we were discussing the contract and not the minutes:

## **2. Chair Address (5 minutes)**

**BC Hockey and PCAHA** – Email communications have gone out today. BCHL has pulled out of Hockey Canada and BC Hockey jurisdiction. From an association and BC Hockey standpoint, it doesn't mean a lot for us. In the future it could impact the junior A teams not being able to pull from the minor hockey, or sanctioned programs. There's been a lot of communication regarding inflating their roster sizes and getting signed contracts outside of HC and BC Hockey jurisdiction.

Another email went out to officials. BCHL is now classified as rogue league and any high-level officials who would do BC Hockey games, would no longer be sanctioned by HC, or BC Hockey. From a minor hockey standpoint, there could be a lot of questions from parents in the older divisions, when they are trying to decide what to recommend for their kids. HC and BC Hockey recommend that they stay with them, but in the end it's their own decision.

**PCAHA AGM** – May 28, 2023. The Risk Manager attended last year and will attend again this year.

**BC Hockey AGM** – June 9-10, 2023. Once the new board is in, they will have the option to go the BC Hockey AGM.

## **3. Reports**

### **a) Administration**

Sarah – Working on the transition from SportsEngine to Teamsnap. This has been her primary project.

The SportsEngine payment (\$1,600 US) has been delayed and is overdue by a month. In the past, this hasn't been paid until June and when the new board has come in. This has been the platform used for the last few years and it's been agreed to switch over to Teamsnap, instead of paying for 2 platforms. The transition is taking longer than expected and we don't want to lose our current website info. SportsEngine has been contacted and they only provide an annual fee. We are looking into the cheapest option whether it's to create new pages or transfer our current pages over. Sarah to continue to do more research and then we can decide if this decision will be passed over to the new board.

Sarah has requested for everyone to move their old files to the new shared drive.

Hanna – Working on google non-profits for the backup domain. The secondary domain has been added, but there are approvals to get from Techsoup and Google non-profit support. Waiting for a response on the next steps. Also, still waiting on paperwork for bank viewing access. The Awards Night recipients and photos have been added to the website and Instagram. The next project is organizing the AGM, with Sarah.

### **b) Treasurer**

The plan is to draw down from our surplus, of over \$300,000 going into this year. We got our Gaming Grant for this year, but next year we don't have the \$100,000.

### **2023-24 Budget discussion:**

1. Ice - 5% increase. YTD is \$100,000 more than what was budgeted last year due to our City of Coq. credit
2. Equipment – Goalie equipment for the younger divisions will be needed and quotes are being looked into for this. Kelly to email this info to James.
3. Coaching courses and Respect in Sport should stay the same.

4. Referee Mentoring Clinics - \$15,000 for next year.
5. Advertising – Staying at \$500
6. Payroll – To be discussed later.
7. Association insurance - \$5,000 again for next year
8. Office/Storage - \$10,000 for next year
9. Awards, Banners and Trophies - \$15,000 (PAC funds can be used towards this as well)
10. Volunteer Appreciation -Increased from \$5,000 to \$8,000
11. Pictures –The room rental is covered by CMHA. (\$284) Darby Photo costs to be removed (\$1553) and added to PAC account. (PAC funds to be used for photo days and coach vs coach game)
12. Meetings – Potentially, to go back to in person meetings. Monthly meeting room costs, pizza and snacks. No cost for the AGM. The city proposed a free 3-hour block.
13. Website and IT – Spent \$1,700 on SportsEngine last year. If we decide to purchase Teamsnap, this will have to be budgeted in. Teamsnap charge from 2022 should be on here as well.
14. Professional fees -\$40,000-\$50,000 to be budgeted for next year.
15. Development – What we spent this year + with TOC expense.
16. BC Hockey AGM - \$1000 to be kept in budget for next year.

**MOTION: To approve draft budget and Treasurer will come back with the final budget to approve and present to the members**

**MOVED: Linda Morales**

**SECONDED: Tami Lawrence**

**CARRIED**

This will be emailed out on the weekend and posted to the website. Once the budget is approved, it's set. This is to be reviewed at the AGM.

Development transaction reports will be sent to 1VP. Hanna or Sarah to sort into program categories and pass on numbers to TOC and Treasurer.

Auditor Fees – Bringing in an auditor every few years, will be recommended to the new board. The cost for it will be presented as well.

Grants – City of Coq. Grant has been filed by treasurer and Hanna. Should get a response in the next couple of months.

### **c) Risk Manager**

**Legal case** – Trial is being pursued and documentation will be requested. Rubin will be leading the discovery, as questions may come into the association.

**Player incident** - A legal firm has reached out for comment to one of our coaches, regarding a player incident. The coach has been advised to not speak to the media, or anyone legally. Any further questions or comments are to be directed to the association. No further details at this time.

**Epact** – They are looking for renewal for the upcoming season. Budget numbers will be looked into for this. The plan is to build this into our registration process. Hanna or Sarah to work with the risk manager to get this in place. The president will also follow up with the Registrar to see if this could be implemented during registration. PCAHA will eventually be providing suggestions as to what other associations are doing, to prevent any privacy laws from being broken.

**PCAHA** - Risk Discussion regarding the use of smelling salts in hockey, any communication on this is to be directed to the Risk Manager. A ban, or risk procedures are being discussed, as an incident around the salts occurred in the previous year.

**Media** - coverage will be coming out regarding another team's coach. This was discussed in detail at a previous board meeting. Our association is mentioned, as it was at one of our tournaments. All actions by CMHA were proper and no further actions are required.

#### **d) Equipment Manager**

All jerseys are in except for one group.

#### **e) Coach Coordinator**

A coach wanted to ensure that their application would still be considered for the upcoming season. This info had been sent out to multiple board members. The coach coordinator and TOC have had conversations with this individual and informed them that everyone is treated fairly and can have an interview. This person has withdrawn their application at this time.

The coach coordinator will be sending an email to ratify 4 coaches who'd like to return. This is being brought up now, due early coach recruitment from other associations. In hiring strong, qualified coaches now, it will assist the new board going forward. Within the last few years, it's been difficult to fill A2+A3 positions and the 3 of the coaches that we'd like to bring back, are A1 positions and they will be doing development as well.

#### **f) Tournaments**

The contract and posting for this position will be passed onto the new board.

#### **g) Technical Operations Coordinator**

The TOC accepted the contract, and this just needs to be signed.

Getting some budget numbers is his one request.

#### **h) PAC**

Huge shoutout to Hanna for her help in planning the Volunteer Appreciation Night. She will be super valuable for the incoming PAC and supporting that role. Thank you to Sarah for helping to clean up the shared drive. All old PAC files have been moved to the new drive and big thank you to Tami for putting all of the trophies away.

**i) Other(s) Registrar/ Ice Allocator** – The president is waiting for the signed contract to be returned

**Referee Assignor** – The president has to reach out to Tanya regarding her contract. She's expressed interest in returning.

**Referee Training Coordinators - N/A**

**4. Correspondence – N/A**

**5. Unfinished Business – N/A**

**6. New Business – N/A**

**7. Round Table – Director Updates – 25 minutes**

**President** – AGM is set for May 17, 2023, at Poirier, in rooms 2/3. Registration starts at 6:30pm and call to order starts at 7:00pm. This has been posted to the website. The official notification letter will go out this evening to the membership. The AGM folders are now available on the website and documentation will be added as it all comes available. A registration link will be created to track our attendance, as there's a room capacity of 120. The volunteer coordinator has been contacted to reach out to any volunteers needing hours. Year end reports to be sent into Hanna. A draw will be held again at the AGM as well. Nominations have to be in 48 prior to the AGM.

Next year, between the president, VPs and treasurer, the fiscal year timeframe will potentially need to be discussed. 30 days isn't a lot of time to have your books in order for the AGM.

Email communication – Ensure you are checking your emails, for the coach ratification and updated budget info.

RIC Board Position – To remain as a volunteer position and for there to be no special resolution brought forward in changing this to a paid position. The new board can hire additional support for the role and choose to change this going forward, if applicable.

**OPPOSED to this remaining as a volunteer position, due to previous discussions on changing it a paid position – Natalie Hayton**

**1VP** – Hanna or Sarah to post the approved policy amendment to the website, once the edits have been made to it.

**Adjourn 9:33pm**