



# **COQUITLAM**

## **MINOR HOCKEY**

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#### **EXECUTIVE MEETING MINUTES**

**December 6, 2022 via Zoom**

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

President - Rubin Prince  
1st Vice President - Tami Lawrence  
2nd Vice President - Kylee Desharnais  
3rd Vice President - Jolene Allegretto  
4th Vice President - Sandra Aubertin  
Risk Manager - Amanda Dishaw  
Coach Coordinator - Kelly Lawrence  
Equipment Manager, Kelly Single  
Parent Aux Chairperson - Linda Morales  
U8/U9 Coordinator - Kash Tayal  
U6/U7 Coordinator - Ian Esplen  
U11C Coordinator - Ashleigh Turner  
U13C Coordinator - Peter Aragon  
U15C Coordinator - Ryan Newman  
U18C Coordinator - Natalie Hayton

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

Admin support - Hanna Vandereijk

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

Treasurer - James Bushell

**GUESTS:** N/A

#### **ORDER OF BUSINESS**

Meeting called to order at 7:05 pm by Chair, Rubin Prince

##### **1) MINUTES OF PREVIOUS MEETINGS**

-These were sent out to everybody after the meeting. No additions or deletions after they were sent out.

##### **2) CHAIR ADDRESS**

-There are a couple of major things PCAHA is coming across right now and they wanted me to bring it to everyone's attention.

1) There are lots of colds going around from school and it's spreading through our hockey teams. PCAHA has a rule in place that as long as you have 6 players and a goalie, you are expected to play the game. If you try to request a different number of players due to sickness, they will refuse your request to reschedule.

2) You aren't allowed to forfeit, as per PCAHA's rules. The association can be fined for forfeiting a game. Responding with not having a good chance of winning isn't a good enough reason, it's about kids having the chance to play. For ex. if you have barely 6 players and no goalie, there's a case to be made. Be aware of this in case coaches and managers reach out.

3) PCAHA also has a rule that if there's no official weather warning issued, they don't cancel games. Last Tuesday, no official weather statement was issued. Most games were supposed to continue. Approved change between both teams for us and from North Van, and that has been rescheduled. As well, there was a home game with U13,c1. Maple Ridge players showed up, but only 4 of our players showed. No fines are being issued, but they have to pay for the refs and ice and we are taking a loss for Coquitlam. Again, only if Drive BC puts out a statement mentioning no driving recommended.

4) Excessive penalties are high this season. A warning to all of the teams to be aware of this and get them down. Sportsmanship has come up with PCAHA and they aren't willing to remove this at this time. **Head contact penalties are increasing. Rubin will pull this report next week, when we receive the signed off authorized minutes and will notify teams with players at risk of getting suspensions.** We have some players suspended with PCAHA. **A little conversation needs to be had with their coach and manager.**

5) Appeal is another issue. Appeal process for suspensions needs to be followed. Remember that suspensions don't come from PCAHA, they come from BC Hockey. Appeals have to come through the association request.

### 3) REPORTS

#### a) Administration

- Hanna and Sarah have been organizing drives, emails, working on other things and opportunities
- Sarah has been looking at our website and to move us off of google and to Microsoft. We are eligible to submit as a non-profit. Waiting on Rubin for some information. Looking at migrating our website over to teamsnap.
- Hanna's been working on the Holiday Skate sign up. 2 time slot options for Dec. 11. First one has 36 players and the second has 7. As well, grant opportunities and policy research for association rules around players moving to higher teams. Hanna's working with Kylee to adjust our policy wording. **Kylee to look at the information this week and to inform the board of wording changes.**
- Hanna's waiting for the QB meeting with Hank and getting documents ready for him and will assist Linda with the Coach vs Coach game.

#### b) Tournaments

- On track with tournaments for this month
- Feedback: some teams are struggling to get donations due to hitting business multiple times. Everyone to be aware and see if we can help those teams out
- Candy Cane has sold out, 1 spot available for each of the others

-Previous meeting discussion proposal of 10 and 12% for the tournament coordinator fee. Michelle has accepted that based on the numbers that we have coming in. Signed contract is being completed as we speak.

**c) Treasurer**

-James isn't present.

-Sandra is getting everything organized for teams to receive their funds.

-Tami and Sandra have been signing the cheques.

-Hank, the previous treasurer has agreed to step in and assist with looking over things and getting us caught up and balanced up until Oct. 31st.

-None of the workbooks have been completed this year, no information has been filed or is ready to be submitted to the accountant yet.

-Sandra has assigned cheques to categories from last year. None of the categories from this year has been done. James was to complete this.

-Sandra has re-created the financial workbook.

-Email from James at 7:18 with policy change request to update our team fees policy

"Rep travel reimbursement - Our policy is to reimburse rep teams for travel to Whistler, USA or sunshine coast for \$750 once per season per location, for league play only. The \$750 amount hasn't changed in the past 10 years I've been in CMHA. To reflect increase in gas and travel costs in general I wanted to increase the amount to \$1,000. These reimbursements come from the surplus of rep tryout fees collected by CMHA. Last season we greatly increased the tryout cost and I'm sure there will be a large rep surplus this year, which we can use to pay for this increase in travel reimbursement."

"Extra rostered official - Our policy is to charge \$40 for every extra rostered official added to our teams. I wanted to eliminate that charge. It never sat right with me to charge our members to volunteer. Plus tracking the number of extra volunteers and tracking/collecting \$40 from each team is a minor admin hassle we don't need. CMHA had a massive surplus at the end of last season and we don't need the extra \$40 per official."

**MOTION:** Rep travel reimbursement changed from \$750 to \$1000

**MOVED:** Natalie     **SECONDED:** Kylee     **CARRIED**

-Teams won't get reimbursed that have already claimed it for this year. It will be a part of the 2nd deposit, the first week of January.

**MOTION:** To eliminate the \$40 charge for extra rostered officials

**MOVED:**     **SECONDED:**     **TABLED**

-Sandra advises this shouldn't take place this year due to costs

**d) Risk Manager**

**i) E-Pact update**

-Thank you to everyone finishing those. Currently 22 uncompleted.

-Another reminder has been sent out. **All information from each team will be collected and sent to the HCSP for each team.**

**ii) NSL update**

-Email was sent out on behalf of PCAHA and BC Hockey

-PCAHA is fully supportive of people rejoining the sanction programs. Potentially an escalation of process next season.

-One query has come back, U7 player stepped in to play goalie and will no longer be doing that. This is the only official notice received.

### iii) Investigation update

-News Article was released from City News. Incident happened at Poirier.

-As per previous email, the board discussed how to respond

-We reached out to BC Hockey executive and PR team instantly. The PR team has been working with us. The response was to **not comment on anything**, as there is an active investigation.

-We sent an email out to the media, with BC Hockey clearance saying that there is an active investigation and we can't comment further.

-We've reached out to BC Hockey for thoughts on suggestions regarding responses. Recommendation is that **if any emails come in, that we handle each individually. We are not sending out any formal response as an association.** Their guidance is to not respond or comment, as it could be used against us. This includes a letter from the president.

-One official email has come in through the admin email and a twitter post has been made.

-CMHA hasn't closed the investigation and has conducted numerous interviews

-We have recently submitted a request for information from RCMP regarding the video in question, to ensure nothing was missed. City has denied our request to view it. The report hasn't been requested from us.

-Hanna has scrubbed admin email and the drive for all info pertaining to the family involved, as they have history over the years.

-Independent third party (ITP) performs sensitive investigations and this case has been referred to them. They will make recommendations to BC Hockey and the association.

**-Plan to revisit this important topic and address it appropriately with membership, once the investigation has ended. Along with ITC's guidance suggestions. This could include 0 tolerance and actions we are taking**

**-Rubin and Amanda have discussed Hockey Canada's new programs, directions and training programs. To pass off to Hanna and Sarah.**

-First game between POCO and Coq. was last Wednesday. In attendance were the board members from that team, their president 1VP Natalie, Tami and Rubin. This was to ensure no continuation of issues.

-If anything else comes up, keep Rubin and Amanda in the loop. As any other info comes up, the board will be advised.

## e) PAC

### i) Photo Day recep

-Photo Days went well, 2 photo days took place.

-We went with a new company this year. Different associations were pleased with this company and they had sent an email out with their info. They were available on the days that were locked down with the city.

-Everybody was on time. Linda was present. The photos that Linda has seen so far are good, our team photo is great.

-Every team has access to the digital team photo, and it can be downloaded free of cost.

-The cut off for orders was last week

**-Linda should have photos within a week. Once received, will send an all managers email out to the list to arrange pick up days.**

-Some people who couldn't make it due to illness. The photographer can come back to do a retake day. In the past this hasn't been done. It would involve booking space again with the city and having to pay for the rental. Not really worth it for a handful of kids and can't include them into the team picture at this point, it would just be for the individuals

**-Photographer will be doing photos over the next couple of months at various locations and will provide Linda with a list that she can send to the teams if they want to go there. Linda thinks this is the best option.**

-There were a few people from soccer and rugby that showed up to get a photo during our photo day.

#### **ii) Coach vs Coach Game update**

-The ice schedule isn't available. Linda has reached out regarding available ice in January. Natasha can give Linda a Saturday in Jan. from 6:15-9:15 pm on Ar 2. Early January is better than February, as playoffs start.

-Ar 1 preferred, not Ar 2 due to better views and can do other activities. Can bring in a donation to the food bank to participate. Little guys get on the ice, with the big guys.

**-Rubin: Pick the ice, or date that you want. We will tell Natasha to pull it out. If a team happens to be, the team will have to reschedule and we will just say it's conflict ice. We will just make it happen and the teams will have to work around that. As long as it's ice that's been awarded to us from the city, that's the only thing we can pull from.**

**-Kelly: Only need one game this year.** In previous years with 2 games back to back, there hasn't been positive feedback from coaches, one game will be fine.

**-Linda would like to throw in a little Mini C and have it as a 2 hour block.**

**-Hanna's reached out and is going to organize this with Linda**

**-Game numbers needed**

#### **iii) Christmas Dinner**

-This Thursday, December 8, 2022. Thanks to those who have responded. A few follow up reminders were sent out to those who haven't. Haven't heard back from a few people. Invitation was extended to Jordan, Ref in Chiefs and Emma.

-Set for Joeys and provided with a private area. There will be games to play and door prizes.

**-Linda to send an email out later this evening, or tomorrow morning. She would like to bump the time to 7:00pm, instead of 6:30pm.** The reason is due to a number of people wanting to attend, after the hockey they are involved in.

#### **f) Equipment**

-The younger guys are starting to play games. Requests for goalie gear, etc

**-Goalie pads from Ian are in the office for pickup, there's also a pinny bin. Kelly will grab this week.**

-There are 8 missing pinnies.

#### **4) CORRESPONDENCE**

-No official correspondence has come through the association

#### **5) UNFINISHED BUSINESS**

##### **a) Referee in Chief update**

-Both ref in chiefs have accepted and the contracts are just being signed. There was some confusion about dollars. They pushed back and said, "No, no, we don't want \$6,000 each" and Rubin replies with, "No, you aren't getting \$6,000 each. You're getting \$6,000 between the two of you. 3 and 3." They are good with that.

-Tanya is setting up their schedule and they were potentially on the ice this past Sunday. Approx. 53 kids came out for that. We got some kids stepping forward and taking on the stripes and refereeing for CMHA

-Feedback from the boys at the training is that they are really fun to work with, have a lot of information and they really enjoyed the seminar

## 6) NEW BUSINESS

### a) Holiday Skate

**-Jolene is going to send out an email on Friday and has messaged Hanna about sending out a teamsnap to all of the teams**, because not everybody is on social media and it may get more people to sign up. Not able to access Facebook.

-We will decide if we need the 2 ice times, or not.

**-Jolene to inform registrar if only 1 ice time is required**

### b) Registrar Contract (Wasn't added to the agenda)

-Natasha's contract is coming up as the registrar. We potentially said we were going to do a carry over for the next 6, to get us through to June. Her contract was only until the end of December. She is willing to stay on if we want her to stay on in this role, to get us through registrations throughout winter and spring sessions and set up for next season.

**MOTION: To keep Natasha on as registrar and extend her contract**

**MOVED: Linda      SECONDED: Tami      CARRIED**

## 7) ROUND TABLE

### 4VP-SANDRA AUBERTIN

-(Treasurer related) Spoken to the bank. Sandra's the only one with online access to all the accounts, the e-transfer accounts. She's the only one to accept transfers. She has been requested from Prospera after we've gotten everything organized, since the previous admin had access to all of the accounts. Previously, admin and treasurer had access to all of the accounts, the log info to both the registration e-transfer account, which is the payee-CMHA account and the tourney-CMHA account for the tournaments. The treasurer had access to those as well as the registrar. The registrar was using the admin login, and the bank is trying to crack down on CMHA specifically, for sharing access. **They have requested that since we have taken on a new admin, that we as a board need to vote in that the admin can have access to signing authority on all accounts and have their own login to all team accounts, as well as a separate login to the e-transfer accounts. Motion needs to be passed at board level, recorded in the minutes and sent to the bank to approve it and then we would get that person to the bank to do this. They have also required that if the registrar requires access to accept all these e-transfers as the registrar, which is what Tracy used to do. They put the reconciliation into Teamsnap. They have asked for this person specifically just to have access to the e-transfer account. Each individual person needs their own login.**

**Everything is to be passed off to Hanna from Sandra by the end of the month. Sandra will continue to do cheques.** Old admin wasn't removed from the e-transfer accounts, even though Sandra changed the password. She's now been completely removed. Michelle to be added to the tourney account. Just to clarify, if access is given to these accounts, you can't transfer

money out of CMHA. All cheques are dual custody. Admin and registrar don't have signing privileges. Security measures in place. **If anyone has any cheques or reimbursements, please send them as soon as possible because Sandra would like to issue the last cheque for Dec. 31. Please remind your coordinators and teams of the Dec. 15th, for clinic reimbursements.**

**MOTION:** Register and tournament to have access to accept e-transfers

**MOVED:** Tami     **SECONDED:** Ian     **CARRIED**

**MOTION:** Admin to have access to all accounts, but not signing authority

**MOVED:** Sandra     **SECONDED:** Ian     **CARRIED**

#### **U18C Coordinator - Natalie Hayton**

**-For U15, the following info will be sent to Tami and Ryan. Organizing an event for Share, taking place on Dec. 18 at the CP Holiday Train. Looking for volunteers to collect food to load into the wagon. U18 has been included, 5 kids have responded. This info is to be sent to the U15 group. Older kids preferred due to not having to be supervised. Can use a supervisor if needed for the younger kids. Disappointed in the lack of volunteering in the community for CMHA. It would be nice to have a sponsorship coordinator to coordinate these events. All the U15 kids need the highschool hours, Natalie can write letters if required.**

#### **U6/U7 Coordinator - Ian Esplen**

Quite a few on ice helpers and coaches who haven't quite filled their certifications, it's coming up. 3 don't have criminal record cheques and 3 who need their final coaching course. Natasha has her list and sent out communication regarding this.

Response: Criminal record checks were due in October and they aren't allowed to participate without this. Natasha has taken off all of these individuals off of the rosters. **Amanda/Ian to follow up as well with an email.** Sandra has had an issue with qualifications. What Natasha is accessing to the whole merge profiles, it's not transferring over. **Kash there's a lot of U8/U11 as well, if you could email.**

**MEETING ADJOURNED** at 9:01 pm

**NEXT MEETING:** January 9, 2023 (Potentially in person)