



# **COQUITLAM**

## **MINOR HOCKEY**

### **COQUITLAM MINOR HOCKEY ASSOCIATION EXECUTIVE MEETING**

**March 6, 2023 @ 7pm 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  
Parent Aux Chairperson - Linda Morales  
Treasurer - James Bushell  
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

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

Equipment Manager - Kelly Single  
RIC

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

Admin support - Hanna Vandereijk

#### **AGENDA**

##### **Call to Order**

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

**MOVED: Tami                      SECOND: Kelly                      CARRIED**

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

Hockey Canada has advised us that they have found a new insurance provider. This won't be a major impact to us as an association, but it will have a slight increase to some fees.

Hockey Canada has also announced that they are going to implement the per player charge for next year. It was still in our budget in case they called for it, but was never paid out.

In terms of the scholarship tournaments, we have the U18 House and U18 A. PCAHA was very happy, they had some good results and good participation from the associations. They were very happy with

CMHA, for the ones that we dealt with. They gave us a plaque which is in the office for anyone who wants to see it.

Since the last time we talked, we were headed into the playoffs. At the beginning of the year, PCAHA wasn't going to originally order banners. After the presidents stated that they still wanted them, it was decided that they would order. They placed the order, but they didn't give an eta on arrival. Some banners did arrive for the Championship Day and for the other events that did happen. Most of the banners will arrive approx. for May. We should be able to converse with the city to put up last year's banners and any from this year. They normally due to this when the ice is out. Most banners in Poirier 1 will have to be removed and replaced with the new. We've had a fairly successful year.

The PCAHA reminder for the tentative AGM date set for this June. BC Hockey one will follow just after that. That will be up to the new board to decide on attendance.

### 3. Reports

#### a) Administration

**Sarah is still working on some of the special projects pertaining to the website. She's still working with Hanna to clean up google.**

#### b) Treasurer

- 1. Would like to discuss how we allocate the cost of rep items. In the past, all kids paid the same registration fee and rep kids were charged for the extra ice. Is this still the approach to take?**

As per the 4vp, Some portion of the evaluation fees goes towards paying toward ice and other fees in subsidy. Nothing has been in writing for this. Last year CMHA subsidized the cost for some coaches.

As per the president, due to not having this in writing, which was a challenge. We were following the guidance of the previous admin at the time, as to how this was allocated. From a registration fee standpoint it was pretty much the same, but with the tryout fee on top. There was a cover from CMHA last year, to cover some of these expenses. Regarding year end, not sure if there was sufficient funds to cover all of that.

As per the 1vp, ice was slightly lower and everything else was pretty much lined up in the budget. 1vp and 4vp have worked on what the treasurer had previously. As we built the budget and structure that we used last year, they created the proposal based on that.

We only pay a per hour rate to the city for ice, which includes ice cleaning. We are paying for ice that we don't need to use.

As per the 4vp, ice cleans shouldn't be put on the teams. The association has enough money that we don't need to charge for an ice clean. This might be because we are booking in blocks, it's unclear if this is required. This years charge: \$120/hr, last year: \$140 (as per the workbook)

As there wasn't a lot of direction this year, a lot of the coordinators gave the fees. We don't want to deal with emails coming back, if we have to request more money. Next year it needs to be cleaned up.

As per the 4vp, the amounts that were sent out were imputed by the current treasurer, a lot of teams questioned why they were higher, then they budget for. Budgets needed to be out before the workbook was completed for ice. Most teams under budgeted for ice. Vps gave out what was based last year. This year we stay with what we told the teams and we will cover off the ice cleans. As we build the budget for next year, we take this into account. Money was never given out after covid. We will work to clarify this for next season.

**The totals in the workbook are correct. All VPs are to summarize what they sent out and send amounts to treasurer asap.** March 9/10 is usually the week that the registrar sends out any ice invoices and she's been working with the city.

**MOTION: That we use the initial ice allocations that were sent by the VPs for this year**

**MOVED: Kylee**

**SECOND:**

**CARRIED**

**2. Grants:**

**a) The Coquitlam Gaming Grant is now open**

No decision has been made on last year's gaming grant. There was some delay. It had something to do with the BC Societies Act. We needed to update our records before filing it and also our gaming revenue report. Not too optimistic that we will get our \$100,000. We may not find out if we're approved until the summer.

If we don't receive it, it doesn't affect us this year. We have our \$100,000 for this fiscal year. This would impact next year's budget, by having \$100,000 less for the 2023-2024 season. As of last year, we had a \$400,000 surplus in reserves.

As per 4vp, If we spend as much as we did this year, we are still going to have 250-275k in the bank. The last time that we didn't get the grant, we had a large surplus as well.

**The emails that were sent to the VPs, should be forwarded to risk as well to keep those emails secure.**

As per the treasurer, The current gaming grant opened up on March 1st, so he will file the gaming grant application now, even though it's not due until May 31, 2023. Last year's number will be used for this.

**b) Spirit Grant**

Hanna has identified and has been working on this. This application closes March 31st. This can't be used for operating funding, but it can be used for capital or equipment upgrades.

- If we have to buy jerseys next year, maybe we can use this grant to buy replacement jerseys? This grant is from \$5-\$15,000. This could be used for the youngest division and reduce their registration fees, for the portion that goes towards jerseys?

-Board dividers would be a good idea too. We can talk to the city about storing these, as we wouldn't want to have these out in the open. It will have to be locked in our storage centres.

**The problem is that we need actual quotes. I need the board's help to come up with quotes for jerseys or board dividers. Sportdirect.ca for board dividers, just for Poirier. The president will get Sarah on getting quotes, as part of her special project and we will get back to the treasurer with this info.**

**We can send out an email once the quotes come in and say is everyone on board with this proposal?**

Treasurer's focus this month is on grants and the profit and loss statement.

As per the 4vp, we met up for 5 hours in April and had teams return the bank books, the stamps, the cheque books and once this is all received, then the money was refunded to the teams.

Treasurer wants books closed by the first week of April. We will work with the volunteers and the **Equipment Manager**.

**c) Risk Manager**

As per the president, in our case we will not be settling, or writing a settlement offer. We will wait for a response to come back.

A counter suit is being looked into and someone to assist with that.

Domain names - March 27 is the date that coqmha.org is up for renewal. It is currently set on auto renewal. Sarah has looked into other options for us and the website changeover to Teamsnap. Since Hanna and Sarah have cleaned up google very well, the google switchover is fairly easy for our url and domain name.

Available domain names: Coquitlamminorhockeyassociation.com

**MOTION: To purchase Coquitlamminorhockeyassociation.com as an alternate backup domain**

Moved: Linda                      Second: Ashleigh                      Carried

As per the Risk Manager, regarding the messaging that is going around about coaching positions for next year and the direction of the association. There's been a lot of negative feedback that we might need to address. Some type of communication may need to be put out, mentioning that there's been no decisions made for next year and that we are finalizing. In mentioning this, the point is to bring it to everyone's attention.

Non-sanctioned leagues - There's been a lot of conversation about the vision direction of the association. In her recommendation, be very clear about our policy, before the registration refund date, for the non-sanctioned leagues and us. People would appreciate a heads up early.

#### **d) Equipment - Not in attendance**

As per the president, he requested the Equipment Manager to look into vendors for banners. This info will be sent to the VPs.

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

There's been discussion on people being interested in coaching next year. We need to start looking for coaches next year. A couple of division directors brought up a good point, we need to see the review that our coaches had this year. This is the coach coordinator's role, to decide who's the best fit.

All other associations are getting coaches too and April is when we want to get things settled.

As per the president, coaches needed to be supported and given the chance to develop and learn. **We need to work with Hanna to get out a coach survey created and out to all of the teams.** The goal is to get this out at the end of March and give everyone a couple of weeks to respond.

Exit interviews are planned to be completed by the end of March.

#### **f) Tournaments**

1. **U11A1 tournament** - There was an incident that occurred between a Surrey A1 and Ridge Meadows A1 team, over the long weekend. Code words were used by the RM team which is allowed by the coach each year. The other team found it racist and offensive, as they felt it directed towards individual players. The coach of the Surrey team refused to play and our refs advised they had to play, or a penalty would be allocated. They refused again. The refs called for a refusal to resume play. In result, this would make the coach get an indefinite suspension from BC Hockey. A bunch of parents demanded that we take care of this, as an association. A glass door was broken and an altercation took place. The Surrey team requested the coach to be reinstated. The president, risk manager and the tournament coordinator advised them that there was nothing that we can do, it's in BC Hockey's hands.

Surrey withdrew from the tournament. For any team that had games against them, they were awarded points based on a win and offered ice for practice. Surrey is asking for a refund, due to poor treatment. Kelowna wants a partial refund, because they feel that they lost 1 game. As per, the tournament rules there's no requirement to issue a refund.

The final decision by the association is for the Surrey team, not to receive a refund. The tournament coordinator will respond back with this decision.

2. **Tournament cheques, for the tournament coordinator** - The last tourney that we were working on was the U15 House. We discussed in her contract that we would change her %, for 10% for A tournaments and 12% for house tournaments, to get her to the 2,000 qualifier piece. Based on the info that came in, she came in at 1,850. As per the contract we would have to bump that up by 150 for the min.

\$2,000 is what she's been paid. The U15 made a good amount from the raffle and 50/50 table and a majority of our sales came from a different tournament. Normally, this would not be a house tourney refund. Normally we give back our donation fees and entry fees.

**For the next contract, we will leave as the 10% for A tournaments and 12% for House Tournaments**

**For a cancelled tournament, that is greater than 30 days prior to the commence of the year end, that's a \$500 fee and if it was cancelled anything less than 30 days prior to the event, it would be \$1000.**

**Motion: Sandra                                  Second: Tami                                  Carried**

**Opposed: Amanda** - Opposed to the minimum

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

The questions were sent out to the TOC, he's just waiting for a response from the others. They will provide this to the president by the end of the week. This will then get sent to everyone for review. This will be discussed at the next meeting. As per the TOC, answers will be provided next Wednesday.

#### **h) Other(s)**

**Hanna will contact them to see if they'd be interested in attending the next meeting.** We will get them to give us a wrap up for the season.

#### **4. Correspondence**

#### **5. Unfinished Business**

- a) **TOC Proposal Review** - This will be discussed at the next meeting

#### **6. New Business**

- a) **1VP: Policy amendment review for C evaluations (originally approved in 2016 by the previous board, plus minor amendments to that policy)**

Back in 2016 the board of directors amended our policy, there were minor amendments to the wording. It passed, but our policy on our system was never updated. We've usually had a rep policy in place that is done every year and there's no clear 'C' policy in place. We want to make sure that there's enough money being spent, enough resources being spent, and make sure that people are getting the best balanced situation.

**The 1VP will email the amendment out to the board for review and this can be added to agenda for April for a vote, to say that we will officially update it to 2023.**

**As per the president, the policy and procedures manual hasn't been updated since 2010, so we need to update this.**

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

**1VP** - There's been a lot of anger this season. It has come up alot PCAHA and BC Hockey. Last year there were approx. 800 cases that were requiring disciplinary action and this year, there were over 1600 in PCAHA. BC Hockey has put together a special task force to look into this. Hockey Canada is as well.

Hockey Canada has opened up the respect in sport program again, for all associations to hand out to their teams and parents, for review. It should be free to take this course. Positive reinforcement is exactly what we want to see.

**2VP - The** Team Genius software that we've used for evaluations, have been bought out by another company. An email was sent in, mentioning that there was a new account rep and there was additional email that came in mentioning that we still have the same account rep. This hasn't been looked into fully yet, but it will be. The new board will have to decide on whether to continue using that software. The TOC is a fan of it. This info will be held until the new board comes in and then the details will be passed onto them.

**PAC - Awards Night** - It's officially booked for April 5, 2023, in AR 2, at Poirier. We are waiting for a contract from the city for this. Invitations are to go out later this week. **Looking for assistance from the coordinators and VPs to update the spreadsheet, on the shared drive and reach out if you need this re-sent to you.** Your team winners need to be added. We are currently sitting at 115-120 people, based on our league banner and award winners. This will help firm the headcount for catering. Hanna and I have been working quite a bit on this. We are going with Austin Gourmet and they are going to do an on-site bbq. We are finalizing other details, to see what's left in the budget.

Needing some more clarification on the banners - PCAHA says that all games need to be completed by next Saturday.

Needing some clarification on mini banners - CMHA only pays for the playoff banners. If the teams want League Banners, they can order their own through the suppliers, as a team expense. Eryn would be the key contact, she'd be able to provide some clarity on this. **If any coordinators or VPs are aware of any teams that have ordered playoff banners, to inform PAC. An email will be sent out about this.**

We will be using the rosters on the shared drive, for the banners

The deadline has passed for award nominations. PAC will work with the coordinators and the president on this. The goal is to get them firmed up this week, to get the plaques made.

As per the president, there's a Nigel Mackenzie Award, which is a memorial award, for Nigel who passed. We have a trophy in our showcase for this. The parent reached out because they weren't aware that the trophy had been awarded. The parent mentioned that if it's not being awarded, he'd like it back. He reached out to the city of Coq, who contacted us. He's been contacted and he's willing to pay to have the plaques rearranged, so that the newer awards are up front. He's happy that we are still using that.

**Volunteer Appreciation Night** - Hanna and PAC are working on this as well, which will take place a couple of weeks after the Awards. We want to extend it to 3 people per time, instead of 2. All the quotes that we've received for \$50/person, plus food and drinks. That would be the full budget, with only 2 per team and no drinks, etc. The budget we have set is low. We are looking at other options as well.

**U11 Coordinator** - To follow up with what the 1VP said, the parents do not want to move forward. This has been challenging to deal with, it's had a very big impact this year.

**U15 Coordinator** - Thanks to the 4VP for getting out the U15C tourney fees, in result there were some happy managers. Thank you for the social media posts, it was nice after a challenging season. Some of the parents were really excited about that.

**Adjourn 9:25pm**