



# **COQUITLAM**

## **MINOR HOCKEY**

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

**April 3, 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  
Coach Coordinator - Kelly Lawrence  
Parent Aux Chairperson - Linda Morales  
Treasurer - James Bushell  
Equipment Manager - Kelly Single  
U8/U9 Coordinator - Kash Tayal  
U6/U7 Coordinator - Ian Esplen  
U13C Coordinator - Peter Aragon  
U15C Coordinator - Ryan Newman  
U18C Coordinator - Natalie Hayton

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

U11C Coordinator - Ashleigh Turner  
Risk Manager - Amanda Dishaw

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

Admin - Hanna Vandereijk  
TOC - Jordan Gould  
Matt Gauld  
Mike August

### **AGENDA**

#### **Call to Order**

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

Everyone wasn't able to get the minutes in advance, these minutes won't be voted on at this point. The president will send out asap.

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

Finalization of the final fours and championships, were completed before spring break. The teams that made it to the BC Championships, congratulations to all of the associations that did.

BC Hockey and Hockey Canada sent out a reminder that they have changed their insurance provider, since March 1st. They haven't officially announced who the insurance provider will be.

Some final invoices came in regarding our share to BC Hockey and Hockey Canada, so those will have to be balanced and paid.

Our domain did officially expire on March 27 and that invoice was not renewed and paid. We are in our blackout period and unable to receive or send emails from our association account. Hanna has done a bunch of work checking with Google. We have purchased a backup domain. We officially own coquitlamminorhockey.com. Our current google site is set up as non-profit, there's a bunch of regulations to go through with google to remain a non-profit.

### 3. Reports

#### a) Administration

Coach clinic cheques have been mailed out to all, except one person. Waiting for a response for their mailing address.

The coach feedback form has been sent out through Teamsnap. 124 people have responded so far. Once our email is running, this will be sent to the president, 4 VPs and the Coach Coordinator

#### b) Treasurer

**i) Budget for 2023-2024 fiscal year** - A budget comparison has been put together for this season, compared to the actual results for the season. Requesting the board's input on changes.

- 1) PAC - To increase the budget for some of the events, to keep up with current costs.
- 2) TOC - Development proposal

Budget requests and questions:

Do we have enough money budgeted for all the paid positions? \$ 91,000 was budgeted for payroll this year. This covers the admin, Ice Allocator and Registrar.

For Ref Allocator, RIC (\$6,000 for the 2), Ref Clinic, etc. This should be increased from \$15,000 to \$18,000. The RIC was paid out of payroll.

The association insurance (rostered official) will need to go up as well, due to voting against the \$40 for extra officials.

The WCB for admins, we don't have that cost. SportsBC payroll has been officially shut down, in result, no additional fees.

Website and IT budget looks low. Just Sportsengine is included, not Teamsnap. Team Genius and EPact will also need to be included.

This will be sent out to everyone to make their comments and email the treasurer. These will be compiled and will be discussed individually and voted on.

**ii) Grants** - Spirit of Coquitlam Grant has been submitted, we applied for jerseys for the youngest divisions. We will receive our answer in approx. May or June.

-\$100,000 Gaming Grant Application was denied. The letter says that it was filed late, so we weren't considered. This letter was sent to the president and will be sent out to the board, once emails are running again. The letter calls out that it was late and it doesn't mention totals, but it does indicate that the association doesn't have a need for the money. There's no appeal process for this.

It was filed late because we didn't have a registered form, showing the current board members and the logins. This needs to be updated annually. We now have new access code and gaming grant login.

The next deadline is May 31, 2023. The treasurer will be submitting the new application with our current financials, before the end of the fiscal year.

As a non-profit organization, CMHA needs to figure out how to spend the funds that we have in reserve.

iii) **Year end financial statements** - Our year end is April 30th. It is a very tight timeline to complete the financial before the AGM.

As per discussion last year, there's no way to review the full season. There's still outstanding bills and statements. By our bylaws, we have to have the AGM by June 5th. We are going to talk about a modified hybrid. The treasurer to look into the laws.

Is there a plan for U11+U13 Ice Allocations and when the final draws for ice and other fees are going to be taken out? Everything in Column Z needs to be withdrawn and teams need to be informed.

This will be completed this week.

#### **c) Risk Manager**

CMHA did receive notification of an official filing of pending legal. Our lawyer has brought on another lawyer from their office to assist with the response. A counter claim is also being worked on.

#### **f) Tournaments**

There was a returned cheque from the PUP Tournament. We have contacted that association and they are preparing a replacement cheque to ensure that we will be balanced on all of our Tournament accounts. While the cheque is being reissued, the money is to be transferred from the general account to the tournaments account.

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

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

**Registrar + Ice Allocator** - N/A

**Referee Assignor** - N/A

**Referee Training Coordinators** - N/A

**PAC - i) Awards Night** - is Wednesday and we have a headcount of 275 people confirmed. Banners might not be ready in time. Trophies have been picked up. Volunteers are scheduled. Thank you to all of the board members who are attending the event. We've allowed for additional RSVPs, just in case. PAC will be there at 4:00pm to set up. The event will start at 6:00pm. We have a volunteer taking photos and will set up an online portal for anyone to download. We have decided against entertainment due to increased pricing overall. Austin Gourmet will be providing classic bbq. We have gifts for our graduating players. Craig is our MC. We are on track for this to be a success.

**ii) Volunteer Appreciation Night** - \$2,500 was left from the Awards Budget, to go toward Volunteer Appreciation. Hanna and PAC have done a ton of research and everyone is welcome to view it on the shared drive. This will provide the new board with some good info. The Golden Parrot is locked in for us and the date is April 20. We are keeping it casual as pub night style, with a burger and beer per person. 3 per team will be invited, which works out to \$20/person. It should keep us into the \$5,000 range. Evite will be sent out, but the communication needs to be sent out through Teamsnap as well. Hanna will communicate this out to the managers.

**iii) Nigel Mackenzie Award** - This was brought into Victory Trophies, as he wanted it bigger and repositioned. They won't do this for us. Our TOC is a woodwork teacher, and he's going to work on this. Not sure if there's a cost associated with this. This year there won't be a name plate added.

Thanks to PAC and Hanna for all the work you've done.

**Equipment Manager** - A spreadsheet has been sent to everyone and everyone's help is needed. Jerseys looked like they were neglected and it was a bit shocking. U15 and U18 were the worst. About 20% of the teams didn't fill out the spreadsheets, even after multiple reminders. There were many disagreements regarding it not being their fault, or they weren't taking it back to get it fixed and to wash them. In result, money will be held back and not returned. We can confirm with Hisport, as to what kid had what jersey. A

spreadsheet will also be sent through the chat, as email isn't working. One team didn't show up to return their jerseys. One more day will be held for individuals to collect their jerseys and another day for drop offs again will be looked into. For next year, it's very important to emphasize the guidelines of how to take care of the jerseys. The Z tab is where notes need to be added for whatever is missing.

#### **4. Correspondence**

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

a) **TOC's Hockey Director proposal:**

**MOTION: To approve the TOC Committee proposal on a 1 year term, reporting to the CMHA executives**

**The other reasons discussed, will be written in the counter proposal.**

**MOVED: 1VP - Tami    SECONDED: Ian    OPPOSED: None**

**CARRIED**

The treasurer to budget this into the budget proposal.

b) **1VP - Policy Change Amendment**

**MOTION: To accept the policy as presented by 1VP**

**MOVE: Natalie Hayton                      SECONDED: Kelly Single**

**CARRIED**

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

a) **Mike August's proposal:**

to donate a portion of his commission back to CMHA, for every mortgage that he does for an association member. From an association perspective, it's a win because you receive funds on a regular basis, with no cost to you. From a brokerage perspective, an exclusive arrangement would be required.

This program is new and CMHA is the first association that this has been presented to. They are looking to expand this to all associations, across the province. This is an introduction and a brochure will be provided, once it's completed and sent to Hanna.

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

**2VP - Has there been any board interest? Yes, Hanna has the list saved on the drive. The president will provide the process and what's available, once emails are running again. For the AGM, a finalized listing of all of the positions will be sent out and nomination requests.**

**Adjourn 9:35 pm**