



# **COQUITLAM**

## **MINOR HOCKEY**

**COQUITLAM MINOR HOCKEY ASSOCIATION  
EXECUTIVE MEETING  
July 4, 2023 @ 7:00pm VIA ZOOM**

**Voting Members Present:**

President - Ashleigh Turner

2VP – Justine Boulin

3VP – Sandra Aubertin

4VP – Aimee King

Treasurer – James Bushell

Coach Coordinator – Ryan Newman

RIC – Mike Harris

PAC- Eryn Tite

U18C - Natalie Hayton

U15C – Kelly Single

U13C – Tiffany Simms

U9C – Jen Cesari

U7C – Warren Scrooby

**Voting Members Not Present:**

1VP – Jolene Allegretto

Risk Manager – Amanda Dishaw

U11C – Scott Maglio

Equipment Manager - VACANT

**Non-Voting Members Present**

Admin – Hanna Vandereijk

## **AGENDA**

**Call to Order – 7:03pm**

### **1. Minutes of previous meetings + Agenda approval**

**i) Motion to approve agenda as presented.**

**MOTION MADE: RYAN**

**SECONDED: KELLY**

**ii) Motion to approve minutes from June 6, 2023, executive meeting as presented.**

**Proposed- To approve the minutes with initials included, for the in-camera session.**

**MOTION MADE: ASHLEIGH**

**SECONDED: WARREN**

**OPPOSED: NONE**

**ABSTAINING: NONE**

**ALL IN FAVOUR**

Hanna will reach out to the board members that weren't in attendance, to see if they are opposed to having their initials included. Those who want to remain anonymous, can be listed as a number.

## 2. Chair Address

i) Ashleigh attended the President's meeting for PCAHA, which was wonderful. The new PCAHA chair is committed to having open communication with all organizations. This is her first year. This meeting was a get to know you meeting and getting to know the PCAHA team. The following communication came up regarding the U6/U7 and U8/U9, we are the first to message out about this. Nobody else has done this yet, which puts us ahead. There will be information coming out soon on this. There's been feedback on this and the Jr. A + B, more conversation will be had on this.

ii) Thank you to everyone for participating in the 2 additional meetings that we've had. I appreciate you providing your time, especially during the summer.

## 3. Reports

### a) Development Coordinators/TOC

Ashleigh has just emailed out the Development Coordinators/TOC Report and is proposing that everyone reads it, have an email discussion on this and answer any questions they have by next week. The biggest question is pertaining to the funds that they have and anything that we're moving forward with. If anyone has had a chance to read this, reach out to Ashleigh with any feedback.

Ashleigh will be reaching out to the VPs, to set up a meeting to discuss the evaluation process.

### b) Administration

#### i) Signer and Bank Access Ratification

The bank needs a more detailed breakdown of who's receiving access, for each account. There's a new bank process in place and the bank sends all our documents to a 3<sup>rd</sup> party.

**Please accept this letter as authority to remove the below listed signers from the following accounts:  
Main, Pac, Auxiliary, Tournament Account**

- =Rubin Prince Previous President
  - Tami Lawrence Previous 1VP
- We will be adding the below signers as replacement,**
- Ashleigh Turner CMHA President
  - Jolene Allegretto CMHA 1VP

**Please add Eryn Tite as having signing authority to the CMHA Auxiliary General Account (PAC)  
+ CMHA Auxiliary Foundation Fund (Hardship Fund) Account**

**James Bushell - CMHA Treasurer, will be remaining in his position and therefore remaining as signing authority on all CMHA accounts.**

**Sandra Aubertin has moved into the 3rd Vice President position and her email address and logins will need to be updated and will continue to have signing authority for all CMHA accounts.**

**Advanced Business Account: Viewing access to all accounts**

- Hanna Vandereijk CMHA Admin
- Jolene Allegretto CMHA 1VP
- Sandra Aubertin CMHA 3VP
- James Bushelle CMHA Treasurer

**CMHA E-transfer Accounts (community & tournament)**

- Natasha Breland CMHA Registrar
- Hanna Vandereijk CMHA Admin
- James Bushelle CMHA Treasurer
- Sandra Aubertin CMHA 3VP

The tournament coordinator will keep access for now. If this individual is not returning, we will have to go through this process again and the Letter of Direction will need to be updated and signed.

James and Sandra need to sign this letter and Hanna will provide it to the bank. Any of the above names who don't have an account with our bank, will need to fill out the Signer Information form and send it to Hanna.

MOTION TO ACCEPT: KELLY

SECONDED: RYAN

OPPOSED: NONE

ABSTAINING: NONE

ALL IN FAVOR

CARRIED

c) Treasurer

The budget was approved at the last meeting and a copy of the final budget will be sent to everyone on Monday. A detailed TOC budget will be sent to the TOCs on Monday.

James will provide the board with a Tournament Budget Breakdown from last season.

As per Ashleigh, the TOCs are now being called Development Coordinators. They all have been provided with emails, which is listed on their report.

d) Risk Manager – N/A

e) Equipment Manager

i) Sock Discussion – August, was too late to do the sublimated socks last year. Kelly is currently trying to get these ordered early. In terms of cost, it is double the cost to do sublimated compared to the black. Kelly is proposing to go with a better-quality black sock (Bauer). \$2,150 for one pair and \$850 each for the other. Last year there was a lot of negative feedback, on Rep getting the better socks.

Kelly will put some colours forward and this can be voted on later.

Moving forward, getting volunteers to do inventory of the equipment locker would be beneficial, in terms of our extra socks.

ii) Potential Equipment Manager – We have someone interested in this role, she's a U11C parent. She will be reaching out to Kelly to discuss this position. She wants to give back to an organization that has given her kids so much. If she is interested, we can appoint her at the next meeting.

f) Coach Coordinator

i) Coach Ratification Discussion – Thanks to everyone on the Coach Committee, which was put together early so that we get things moving. The coach committee consists of Natalie, Jen, Scott, Kelly, Ryan and Ty Babych. We have approx. 50 positions to fill in the Head Coach role. We are looking at setting the coaches and team managers up for success. So far, 11 interviews have been conducted and 9 of those individuals have been recommended to the executive.

Very impressed with who we have so far and with the assistant coaches that are willing to step up to the Head Coach role.

Ryan feels that coach salaries shouldn't be discussed in his role and as it could create conflict. Thoughts are to have the risk manager and 1-2 members to manage this. Warren has offered to assist with this, with the board's consent.

The process would be as follows: The applicants go through the meeting process with the committee and a report with recommendations will be sent to the executive (It would be beneficial to clarify the term Executive to everyone). This would then get passed to Amanda for contract discussion and then this can be presented to the board for ratification.

Moving forward, we will need to discuss the Development Coordinators coaching the teams. The committee will discuss and come up with some ideas for a fair process. The goal is to make it better for next year.

Once this is all organized, next year we can start recruiting for coaches earlier.

g) Tournaments – N/A

h) PAC – We are no longer having the golf tournament

i) RIC – We will be having a super clinic in Coquitlam and the location is TBD. Mike's plan is to reach out to the officials, to let them know what's going on for the upcoming season. We host our own clinic, for new individuals, so that they are ready for the Candy Cane Tournament. If we can't have our clinic and the super clinic, someone else will have to be brought in.

#### 4. Correspondence

a. Kelvin and Alumni update – Kelvin has approached us to do more with the organization, relating to fundraising and sponsorship initiatives. They feel like they haven't had the opportunity to do this and they'd like to be involved. He has sent us a proposal and we can discuss this. This conversation is to be continued in August.

#### 5. Unfinished Business

- a. Committees – Tabled for August meeting.
- b. Bylaw Review – Tabled for August meeting.

#### 6. New Business

a. Teamsnap Access – Division Commissioner Access has been provided for pre-season, but we can revisit this later. We can change access if needed, during the season.

#### 7. Round Table – Director Updates –

Natalie – U18 is the biggest it's ever been, and we have too many goalies!

#### 8. In camera session – N/A

Adjourn – 8:16pm

Next meeting - August 8, 2023, at 7:00 pm