



# **COQUITLAM**

## **MINOR HOCKEY**

COQUITLAM MINOR HOCKEY ASSOCIATION  
EXECUTIVE MEETING  
June 6, 2023 @ 7:00pm VIA ZOOM

**Voting Members Present:**

President - Ashleigh Turner  
2VP – Justine Boulin  
1VP – Jolene Allegreto  
4VP – Aimee King  
Treasurer – James Bushell  
Coach Coordinator – Ryan Newman  
Risk Manager – Amanda Dishaw  
PAC- Eryn Tite  
U18C - Natalie Hayton  
U15C – Kelly Single  
U11C – Scott Maglio  
U9C – Jen Cesari  
U7C – Warren Scrooby

**Voting Members Not Present:**

RIC – Mike Harris  
3VP – VACANT  
U13C – VACANT  
Equipment Manager - VACANT

**Non-Voting Members Present**

Admin – Hanna Vandereijk  
TOC – Jordan Gould  
Matt Gauld  
Ty Babych

**AGENDA**

**Call to Order – 7:02pm**

**Introductions and any new board questions answered from Matt and Ty**

-Documentation will be created to show the membership, what was done throughout the year and what was gained from creating this role.

-A committee will be created to ensure there's continuous communication and to ensure that our teams are succeeding.

**1. Minutes of previous meetings**

**MOTION: To approve the minutes as presented**

**MOVED: Natalie**

**SECONDED: Amanda All in favour, motion carried**

- Future agendas will shift slightly, as the TOC's will be joining and providing information. Some items will also be moved to the 'In Camera' session, as the meeting proceeds. A motion to approve the agenda will be added in future agendas, to ensure we are covering all requirements.

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

- We have regained access to Facebook and our website, as this was lost previously. In result, we can move forward to transferring to Teamsnap, from Sportsengine. This benefits us, as it's a more usable platform and saves us money. The transfer will happen tomorrow. Simplifying how people get access to our information is a great opportunity for us.

- Going forward, Whatsapp will be used for checking in on minor things, but not for larger discussions and decisions. The priority is to have these meetings in person and items will be brought up in this platform.

- Registration was delayed, due to the budget not being approved. Registration for returning players will be open on June 12 and our Summer Development programming will also open on this day. For new players, registration opens July 4. Next year's priority is to have the development programs available asap, as of March.

## **3. Reports**

### **a) Administration**

-Hanna's currently working on the cheque signing authorities, grants/funding, and working closely with Jordan and Natasha on getting registration and Summer Development programming posted

-Personal thanks from the president to Hanna, as she's been assisting with getting everything organized and ensuring everything is staying on track.

### **b) Treasurer**

-May profit and loss report - Salary payroll costs are the only real expenses that are being paid for this month, along with other minor transactions. Every month an update will be provided, to discuss the monthly financial statement.

-Gaming Grant – We applied for this and hopefully, we will receive \$125,000. We get notification for this approx. October/November and receive the funds in November.

-Credit Card Update – It is possible to get an association credit card, but only if we provide security via term deposit. We would need to change our bylaws to allow us to invest money and to be able to borrow money. It would hurt our cashflow this year by \$5,000-10,000. This isn't recommended by the treasurer at this time.

-A Visa activated debit card will be looked into by the treasurer. Hanna will investigate if we still have a PayPal account, as this could be another option instead of using a card.

-Treasurer will provide bank documentation through email, to the board a few days before the meeting

### **c) Risk Manager**

i) E-pact – We are going away from E-pact this year and switching to JotForm. This is a similar infrastructure in terms of managing. It's easier for everyone to access player safety data. This will be implemented into our registration this year. No follow up info will be required and it's less expensive.

ii) Concussion Testing – There have been multiple proposals in the past on this and safety training. Last year, a concussion protocol was put forth to the board and it didn't proceed further. This will be brought up again during the summer. There are numerous providers in the tri-cities who can provide baseline testing service. Numerous

associations have mandated this and it's something our board can think about. We don't have a formal process for these proposals at this time. A grant for concussion testing will be looked into.

iii) BC Hockey – Communication will be coming out within 1-2 weeks, that will explain what an association should and shouldn't be doing, relating to unsanctioned leagues. There's been a lot of conversation relating to how associations would be penalized if they have players, coaches or officials participating in unsanctioned leagues. This may also limit associations being able to get referees. For us as an association, we are limited to BC Hockey guidance. It's recommended to send out a notice to the membership regarding the info, once we receive it after registration starts.

iv) PCAHA Meeting – Current methods that PCAHA and associations are using to stand up to sanctioned leagues is not being effective. The big changes coming to our association are age group splits to U7 & U9 and adding a developing and proficient stream. Any questions or exception requests can be sent to our Risk Manager.

- Any child who's looking to return from HPL, potentially would have to play a year of house hockey, before trying out for a rep team.

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

i) U15C (Prev. season Equipment Manager) – Replacement jerseys and pinnies need to be ordered. Waiting on budget approval.

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

i) Ratified Coaches – Announcements to go out through social media platforms asap. Hanna to get info out to recruit more applicants.

ii) Coach Committee – Looking for some passionate people with strong community networks. Ty and Jordan would be a good fit for this. In creating this we can lay out a plan on the interview process, where individuals would be a good fit and how they will work with the Development Committee.

iii) Non-sanctioned Leagues – From a bylaw/procedure perspective, we need to identify if our coaches are coaching for non-sanctioned leagues. Ryan will include this in interview questions.

iv) Paid vs Volunteer Coaches – Conversations regarding this will be brought up with the Coach Committee.

Action item: The coaching conversation needs to start in January/February for next year

#### **f) Tournaments – N/A**

#### **g) Technical Operations Coordinator – N/A**

#### **h) PAC**

i) Photo Day – Tentatively booked for Nov. 18+22, at Poirier. Same set up as last year, as the price was amazing. Waiting for confirmation from the city.

ii) Christmas Party – Tentatively planned for the Keg.

iii) Awards Night + Volunteer Night – Venue quotes are being looked at for these 2 events

iv) Coach vs Coach Game – Dates are being investigated for this. This will potentially take place during a break, where there's more ice availability.

v) Volunteer cheques – These have been discussed thoroughly. If any cheques have expired, or don't go through. This will be added to their registration for the upcoming year.

**MOTIONED by Eryn: To cash the cheques of the people listed on the Volunteer Workbook for this season and also if they don't have a cheque that we will be adding the \$150 to their upcoming registration, if they register**

**SECONDED: Aimee**

**OPPOSED: James**

**CARRIED**

- In the future, this is to be reviewed by the bylaws/policy committee, for consideration of being added to bylaws. This info is noted on the website, under our Volunteer section. It's been made clear to these cheque signers and these cheques have been provided to us.

**vi) Notice of Motion: To increase the deposit from \$150 to \$250 in the policy**

**MOTION TO TABLE by Eryn – Until drafting of new bylaws**

**SECONDED: Ryan**

- In doing this, it will help eliminate people from paying it out. Our goal is to have people participate and be a part of the association and engage with the association. This will inform people of how things are run. The more people that are involved, the better we all will be, and it assists with our future strategic planning.
- Bylaws can always be changed by a special meeting if needed, as per the president.

**i) Other(s) – Registrar:** Is attending meetings and is on top of the registration emails.

**4. Correspondence – N/A**

**5. Unfinished Business**

- a) Budget Approval – Moved to In Camera Session
- b) Meeting Schedules – First Tuesday of every month at 7pm. For the summer (July 4 + Aug. 1 or 8) this will be on zoom, until this can be moved to in person. Hanna will create a Doodle Poll and send this out to the board.

**6. New Business**

- a) Policy Wording Amendments (Previous 1VP's request)

**– MOTION by Ashleigh: To Change the wording on the policy on the teams (Atom, Bantam, Midget, Juvenile to U11/U13/U15/U21)**

**SECONDED: Eryn**

**CARRIED**

- b) Social Media – Ashleigh will have a conversation with Hanna and Sarah and will bring back to the board for the July or August meeting.

c) Committee Creation – Committees do not make decisions by themselves. They will do the work and bring it to the board for discussion. In creating these committees, it will strengthen our association and it will give back to our membership.

**1. Development Committee**

**2. Coach Committee** – This will be prioritized

**3. Evaluation Process Committee**

**4. Bylaw + Policy Committee**

**5. Finance Committee**

**6. Board Recruitment Committee** – This has been referenced in the bylaws and needs to be created by Jan. 31 each year.

**7. Performance Committee**

- Members at large can and should be included.
- This information will go out through an email and by the next meeting, these committees will have some structure.

d) Board Membership Updates – 2 people have expressed interest in the 3VP and U13 roles

**MOTION by Ashleigh - To appoint Sandra Aubertin as 3VP and Tiffany Simms as U13C**

**SECONDED: Kelly                      OPPOSED: Amanda**

**Ashleigh proposes to move to the In Camera session**

**Motion to recoup the cost for allocation of times of the TOC (Hockey Coordinators) spent coaching A teams (Motion JB, Second ET)**

In favour: NH, AK, JBo, KS

Opposed: WS, RN, SM

Recused: AT, AD, JA

Motion Carried

**Motion to hire an auditor for 2023/2024 fiscal year. Motion ET Second AD**

In Favour: AT, RN, SM, NH, JA, JBo, KS, WS

Opposed: JB, AK

Motion carried

**Motion to increase regular season fees by 6% (Motion JB, second WS)**

In favour: JA, JBo, AK

Opposed: AD, ET, AT, RN, SM, NH

Abstain: KS

Motion failed.

Motion to adjourn at 11:29 pm AT

All in favour. Motion carried.