



# **COQUITLAM**

## **MINOR HOCKEY**

### **COQUITLAM MINOR HOCKEY ASSOCIATION EXECUTIVE MEETING September 12, 2023 @ 7:00pm VIA ZOOM**

#### **Voting Members Present:**

President - Ashleigh Turner  
1VP – Jolene Allegretto  
2VP – Justine Boulin  
3VP – Sandra Aubertin  
4VP – Aimee King  
Treasurer – James Bushell  
Risk Manager – Amanda Dishaw  
PAC- Eryn Tite  
U18C - Natalie Hayton  
U15C – Kelly Single  
U13C – Tiffany Simm  
U11C – Scott Maglio  
U9C – Jen Cesari  
U7C – Warren Scrooby  
Coach Coordinator – Ryan Newman  
Equipment Manager – Tina Papa

#### **Voting Members Not Present:**

RIC – Mike Harris

#### **Non-Voting Members Present**

Admin – Hanna Vandereijk

### **Agenda**

**Call to Order – 7:04pm**

#### **1. Minutes of Previous Meetings + Agenda Approval**

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

**MOTIONED: Justine**

**SECONDED: Aimee**

**ALL IN FAVOUR**

**CARRIED**

Normally, a September meeting isn't held and due to a full agenda, the following topics have been tabled:

- a) Bylaw Review
- b) Program Review for Evaluations and Tryouts
- c) Sponsorship Opportunity

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

**MOTIONED: Warren**

**SECONDED: Ryan**

**ALL IN FAVOUR**

**CARRIED**

## **2. Chair Address**

Tryouts and Evaluations – Most people that I've spoken with have been very happy and some people haven't been happy. This is something to be aware of. The purpose of a September meeting is to check to see how everyone is doing. My request to all board members is to take time to look for solution-based approaches and how we can work on these processes. Take notes and we will come back to this.

Spordle Update – I've been unsuccessful in updating Spordle, to update people to teams. The plan is to discuss this with Natasha and see if she can add our Division Coordinators to their teams. Our VPs already have access.

Ice Allocation Workbook – I've requested for everyone to have access to this workbook, as it's important for everyone to know when their ice times are.

PCAHA – There will be a lot of communication coming soon from PCAHA. Manager meeting dates TBA. The schedule might go on their website before it comes to us, please ensure you are checking that.

## **3. Reports**

### **a) Development Coordinators**

Their report was emailed out this afternoon. All 3 Development Coordinators have been working hard and are at the rink a lot. Jordan had some questions regarding where the funds go. The camps had positive reviews. Hanna will send out a survey to provide feedback on all areas and how we can improve for next year. They would like to have summer camp registration open early next year. For evaluations, things are going well. They have suggestions for next year. They'd like to attend the next meeting to discuss further. They will provide their report before the next meeting.

Board discussion - This year it was open at the same time as registration, and this was late as we didn't have all the info in place for our budget last year. For Summer camps next year, the planning could start in Jan/Feb and be ready for spring break. We could also run multiple of the same camps that we know sell out, instead of running camps that barely fill up. We will speak with Natasha regarding adding a waitlist as a lot of parents weren't aware that there was one. Opening our camps to non-CMHA players to be investigated, due to insurance reasons we don't offer this. Amanda will further investigate our insurance. Feedback and taking notes are encouraged for Evals/Tryouts and we will discuss further later. A shared document will be created for board members to view, and any feedback is to be sent to Hanna to input.

### **b) Administration**

Bank Access Status – Our bank has one more signature to collect and after Saturday we should have 4 account signers. We need to remove Michelle Valente off the tournament accounts and Eryn Tite on as a temporary.

**MOTION: To remove Michelle Valente from the General Tournament Account and individual tournament accounts and add Eryn Tite to both accounts.**

**MOTIONED: Ashleigh**

**SECONDED: Amanda**

**ALL IN FAVOUR**

**CARRIED**

Grants – An email was sent out with the details for the Vancouver Sport Hosting Grant. As the deadline is fast approaching, we need to decide what we'd want the funding to be used for. An individual tournament won't be considered, as we want it to be fair to everyone. Our Mini C program is what we will apply for.

**c) Treasurer**

Our bank access has 2 separate systems and James still has no access to the main account. Sandra still has access to the main account though. Eventually online access should be set up.

A quick summary was put together for the Development costs to date, compared to our budget for Development costs. Hanna sent out a copy of the financial statements. Well under budget at this point and this will be sent to Jordan for planning purposes. Team Fees, coach contract amounts are still needed. Ryan will work with James to get him this information. We need to discuss the Development Coordinator fees regarding what teams the DCs they are coaching for; it will be \$7,000 total that will be recovered. This needs to be decided before the Team Fees can be created. Fees to be spread out for Jordan U11 A1,A2,A3 - \$5,000 and Ty U15 A1 - \$2,000.

Grants – Spirit of Coquitlam was applied for last month and no news yet on whether it was approved, or not. Ashleigh will send an email requesting feedback regarding the grant status. For the Fall intake, we need to decide what we'd like to apply for. The discussion will continue offline regarding what we will apply for.

**d) Risk Manager**

DEI Training for Coaches - Details on this were sent out. This would be a minimal cost for us to cover, of approx. \$715 for the entire association. This would provide support for our coaches and be beneficial for our membership.

**MOTION: To require Diversity, Inclusion and Equality (DEI) Training for Head Coaches**

**MOTIONED: Amanda**

**SECONDED: Aimee**

**ALL IN FAVOUR**

**CARRIED**

Amanda will work with Ryan to get this information out to the coaches.

Live Barn account – Over the years there's been a lot of mention of reference to on ice incidents that happen, and we must rely on a member getting access to the videos. In having a Live Barn account, we'd have access to these videos to share with a Development Coordinator and for ourselves. This comes up a lot in the Risk position. A minimal cost for this of \$10/month and \$120/year. Individual camera discussion, in comparison.

**MOTION: For the Association to get a Live Barn account**

**MOTIONED: Amanda**

**SECONDED: Ryan**

**ALL IN FAVOUR**

**CARRIED**

These would fall under the Coach Clinic budget or another line item that we over budgeted for.

Legal Case – Additional documentation is to be provided to our lawyer.

**d) Equipment Manager**

The locker room is organized. Goalie bags and new equipment has been put in for all U8/9/11. A ton of stuff was donated to KidSport. The new equipment manager needs to be given notice of when stuff is needed. Thanks for Kelly's support.

**f) Coach Coordinator**

Coach Report Review – Thanks to everyone on the coaching committee for everything they've done. This has provided valuable in making a connection with our volunteer coaches and with getting feedback on how to support them. Coaches for U15+U18 are dialed in. U13C is confirmed and U13A is in progress. U11 is the most challenging and we have a few more spots to fill. The new BC Hockey mandate will help us with coaches moving forward. For U7+U9, the kids haven't been assessed yet. 8-10 applicants have been put through the process. Discussions have been had regarding a good support system with managers and Assistant Coaches. From a credential's standpoint, thank you to Hanna for all your help.

Development Coordinator Tracking Process – Last season there was discussion around people wanting to know where the \$90,000 is going. It will track how they are spending their time and we have something to measure and look back on. Hanna sent out a spreadsheet for all to view. Ryan will work with Eryn as part of the performance committee. Ashleigh and Ryan will relay this info to them.

Going forward, a standardized form to be provided to the DCs for their report. This will request what we need to know, so they aren't spending extra time on it. Ashleigh will provide this to everyone to look at and to the DCs.

Coaching Tools – i) Hockey Canada Network - \$50 a year for a subscription that will help some of our coaches and Development Coordinators

ii) Coachthem – This would give them the capabilities to allow them to create their own drills and allow them to draw from a drill database. This will allow us to digitize programs through this app and coaches can use this tool to share with the kids.

\$1,500 for the year would cover both. Significant interest in both, from the people that it was discussed with. 2 coaches within the Association are willing to provide online training to the other coaches. This will give the Development Coordinators more tools as well. The development tools would go under Development in the budget.

**MOTION: To approve up to \$1,500 on subscriptions to the Coachthem app as well Hockey Canada Network that can be utilized by all of our coaching staff that would like to be part of it**

**MOTIONED: Ryan**

**SECONDED: Kelly**

**ABSTAINING: Jolene**

**ALL IN FAVOUR**

**CARRIED**

**g) Tournaments - An email will be sent out regarding the tournaments.**

**h) PAC - N/A**

**i) Other(s) (Registrar, Ice Allocator, Referee Assignor, Referee Training Coordinators)**

Registration Update – Teams need to be submitted by September 15<sup>th</sup> to PCAHA. This will be sent out by email.

Registrar Request #1 – Due to a child's medical concerns/surgery recovery time, the parents aren't sure if this child will be on the ice this season. They'd like to keep him as a rostered player just in case he can be on the bench. They are requesting a prorated amount for this child to be on the team. If this child makes a recovery, the family understands they will need to pay more money.

**MOTION: This family pays as an on-need basis, but we want this child on the team for U15C**

**MOTIONED: Ashleigh**

**SECONDED: Kelly**

**ABSTAINING: Ryan**

**ALL IN FAVOUR**

**CARRIED**

Registrar Request #2 – A family has requested that their autistic child be on their U13 teams, but we over-rostered on these teams. The suggestion is to roster this child anyways. Parents and coaches are willing to work with this child, so this individual has the experience. Vote not necessary.

**4. Correspondence – N/A**

**5. Unfinished Business**

Committee Discussion – If you haven't signed up for a committee, please do so. The link has been sent out. We can open this up to non-board member committees as well.

**6. New Business**

The Equipment Managers have been ratified via email.

**MOTION: Tina Papa and Vanessa Phillips appointed as co-equipment managers**

**MOTIONED: Ashleigh**

**SECONDED: Natalie**

**ALL IN FAVOUR**

**CARRIED**

**7. Round Table**

Warren – Thank you to everyone for the support and who's assisted with Evaluations, as it's my first time. Really appreciated.

Scott – Thanks to everyone as well for answering all last-minute questions.

Kelly – Thanks to everybody for all their hard work, it's been a great committee to be on.

Jolene – Big thanks to Matt. He knows so much, he's very good at what he does. He's been awesome.

Kelly and Ashleigh – Big thank you to Hanna, she's been a great support to us. We are grateful for you.

**Adjourn** – 9:23pm. Next meeting - October 3, 2023