



# **COQUITLAM**

## **MINOR HOCKEY**

**COQUITLAM MINOR HOCKEY ASSOCIATION  
EXECUTIVE MEETING  
August 8, 2023 @ 7:00pm VIA ZOOM**

**Voting Members Present:**

President - Ashleigh Turner  
1VP – Jolene Allegretto  
2VP – Justine Boulin  
3VP – Sandra Aubertin  
Treasurer – James Bushell  
RIC – Mike Harris  
Risk Manager – Amanda Dishaw  
PAC- Eryn Tite  
U18C - Natalie Hayton  
U15C – Kelly Single  
U13C – Tiffany Simms  
U9C – Jen Cesari  
U7C – Warren Scrooby

**Voting Members Not Present:**

4VP – Aimee King  
Coach Coordinator – Ryan Newman  
U11C – Scott Maglio  
Equipment Manager - VACANT

**Non-Voting Members Present**

Admin – Hanna Vandereijk

**Call to Order – 7:04pm**

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

**MOTION: To approve the minutes as presented**  
**MOTIONED: Kelly**  
**SECONDED: Justine**  
**ALL IN FAVOUR**  
**CARRIED**

**MOTION: To approve the agenda as presented**  
**MOTIONED: Kelly**  
**SECONDED: Warren**  
**ALL IN FAVOUR**  
**CARRIED**

**2. Chair Address**

A weekly digest has been sent out to everyone. Matt, Jordan and Ashleigh will be attending the Sports Fair on August 19<sup>th</sup>. Natalie will email some of the U18 players to do some volunteer hours.

**MOTION: To go into a in-camera session**  
**MOTIONED: Ashleigh**  
**SECONDED: Kelly**  
**ALL IN FAVOUR**  
**CARRIED**

**MOTION: To end in-camera session**  
**MOTIONED: Ashleigh**  
**SECONDED: Warren**  
**ALL IN FAVOUR**  
**CARRIED**

### **3. Reports**

#### **a) Equipment Manager**

Kelly is still chasing after some previous season jerseys, thank you to Hanna for assisting with that. For this season, more support will be needed from the VPs and Coordinators to ensure these processes are put in place. 6 jerseys will have to be paid for. It needs to be clear who's ensuring that the cheques are all in by Oct. 31<sup>st</sup>, whether it's the treasurer or the equipment manager. Eryn is willing to work with Kelly and Natasha on getting things organized for this upcoming season to ensure we aren't going through the same process.

Currently, orders are being worked on. Pinnies are being organized for Evaluations and goalie equipment has been ordered and needs organizing.

#### **b) Development Coordinators**

The Development Coordinators are working hard on the Summer Development and working with the VPs on getting the tryout and evaluation ice secured.

#### **c) Administration**

All bank forms for banking access have now been signed and sent in and we are currently waiting for our next steps from the bank. The website pages are now all up, minus a few links. Hanna's been scheduling the HC Applicant meetings, working on the Tournament Spreadsheet and getting familiarized with the Accounting Workbook.

Sarah's last day was July 31<sup>st</sup>. Ashleigh's request of the board as we go into the season, is that the board is going to have to do more work, as we have one Administrator who's taking on a lot of different work. Tryouts and Evaluations is one of things that we'll be taking on over the next couple of months.

#### **d) Treasurer**

James and Hanna are still waiting for online banking access, which in result means no banking reconciliations. This was discussed last October with the bank, so it might be beneficial to think about switching banks for next season. We currently aren't charged any fees by the bank right now. We must do a sweep of all our accounts this month and Hanna's requested balances from the bank for this.

Eryn has requested a Stripe Account be set up for the Tournaments. The fees are 2.9% and 30 cents per transaction and the person that registers pays for this fee.

**MOTION: To set up a Stripe account in the name of CMHA and link it to our Tournament Bank Account**

**MOTIONED: James**

**SECONDED: Ashleigh**

**ALL IN FAVOUR**

**CARRIED**

We were asked about donations that CMHA used to make to KidSport. January 2022 was the last time we contributed to KidSport. We used to collect a small amount per registration and support KidSport by donating it back to them, as they fund a lot of our members. As we haven't collected anything, we aren't obligated to give anything. Eryn will pass on this confirmed information to the individual inquiring about it.

There's been no response yet on the Spirit of Coquitlam Grant that we applied for in March.

**e) Risk Manager - N/A**

**f) Coach Coordinator - Coach Contract Discussion – Brought forward by Warren, after discussion with Ryan.**

**MOTION: To ratify Dave Holmes as U18 A1 Coach, as per contract offer**

**MOTIONED: Ryan**

**SECONDED: Natalie**

**OPPOSED: Sandra**

**ALL IN FAVOUR x11**

**CARRIED**

**g) Tournaments**

The tournaments have been posted on the website and we have registrations already. U13 Tier 1 is almost full. Room bookings are being organized and ensuring that the hotels have the dates. A quote has been requested for a year's worth of medals, that can be engraved as they happen. Emails have been sent to the US Associations and an email is going out to the Regional District for tomorrow. We will be using a credit card only system this year through Stripe, except for home teams. Hanna's been very helpful with getting people registered into the proper spreadsheet tabs. We're on track and looking good.

The Tournament Director posting has been structured differently due to feedback and some of the admin can be done by Hanna. Some of the changes made to the structure justify the reduced payment. This has been set up as a 1-year contract. Fees = 5% for A tournaments, 6% for combined C & A and C & I would be 7.5%. This posting can now be posted.

CMHA Admin fees can be discussed another time, as we still have time prior to the tournaments taking place.

**h) PAC**

The Policy suggestion for Foundation Fund subsidy has been sent out for everyone to review. When volunteer cheques are cashed, it goes into this fund. This policy is meant as player support, for their registrations fees, if they owe us rep fees or team fees owing.

**MOTION: Players who have reached the maximum amount of their yearly external subsidies allowance (Kidsport, etc) for their base registration fees, may apply for financial assistance from the**

**CMHA Foundation Fund in the following amounts to cover balances owing on registration fees, rep fees or team fees.**

- **U7-U9: up to \$125**
- **U11-U18C: up to \$250**
- **U11-U18A: up to \$500**

**MOTIONED: Eryn**

**SECONDED: Amanda**

**ALL IN FAVOUR**

**CARRIED**

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

Registration Update – Ashleigh will provide an emailed registration update once this has been discussed with our Registrar.

RIC – Waiting for the BC Hockey super clinic dates. Communication will be sent out as soon as soon as the dates are provided.

**4. Correspondence – N/A**

**5. Unfinished Business**

Committee Discussion – A sign up list will be put up for this and a DEI committee has been added. We must have a Board Recruitment Committee, as per our bylaws, which starts Jan 1 and moves forward until the AGM.

**6. New Business**

AGM – Wed. June 5<sup>th</sup>, 2024, is the latest date to hold our AGM, as per our Bylaws. This will provide us some more time to plan. Hanna will tentatively book this date. The fiscal year end date change can be discussed at the AGM.

Ref payments for Evaluations – For our previous season our Ref Assignor was provided a lump sum and she e-transferred out. Ashleigh will follow up with her to see if she'd be willing to do this again. All coordinators to send the Ref Assignor ice times that you need refs for.

HC Safety + other courses – Costs will be covered for 5 Respect in Sport Leaders and 1 HC Safety Person Course.

**7. Round Table – Director Updates**

The Team Accounting Workbook needs to be done by the treasurer; Rep fees need to be done before Evaluations start. We need to know how much the carding fee is, socks and ice costs. The banking supplies order will be done by the Treasurer next week as well. Ashleigh will investigate the carding fees.

A division coordinator needs to be submitted to PCAHA, for PCAHA. This will be for U7-U9. We won't get scheduled if no one is assigned to this role. Please find someone to take on this role that isn't a board member. This is just one large spreadsheet to manage. This can count towards volunteer hours and Eryn will ask Emma to put a callout to everyone.

**MOTION: To adjourn the meeting at 9:20pm**

**MOTIONED: Ashleigh**

**SECONDED: Warren**

**ALL IN FAVOUR**

**CARRIED**