



COQUITLAM

MINOR HOCKEY

**COQUITLAM MINOR HOCKEY ASSOCIATION
EXECUTIVE MEETING
October 10, 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
Coach Coordinator – Ryan Newman
Equipment Manager – Tina Papa
U15C – Kelly Single
U13C – Tiffany Simms
U11C – Scott Maglio
U9C – Jen Cesari
U7C – Warren Scrooby

Voting Members Not Present:

PAC- Eryn Tite
RIC – Mike Harris
U18C - Vacant

Non-Voting Members Present

Admin – Hanna Vandereijk

AGENDA

Call to Order – 7:02pm

1. Minutes of Previous Meetings + Agenda Approval

MOTION: To approve the Minutes as presented

MOTIONED: Aimee

SECONDED: Amanda

ALL IN FAVOUR

CARRIED

Amendment - The Tournament position discussion under new business, will be moved above the unfinished business section.

MOTION: To approve the Agenda as presented

MOTIONED: Amanda

SECONDED: Aimee

ALL IN FAVOUR

CARRIED

2. Chair Address

It's been a busy couple of weeks. There's a lot going on right now, so thank you for being here tonight and thank you for being patient with the start of the season.

PCAHA –

i) Balancing Policy: Any teams that aren't following balancing, will be at risk of fines. This was clearly communicated that this will be happening this year. This isn't just a Coquitlam issue; other Associations are facing the same issues that we are. The actual policy is very different from what we have in our policies. More information will be provided to you all by email, for your understanding.

ii) We still need a U6/U9 person to step up for PCAHA. We had an individual in place, but no longer do, so this will be something we will continue to work on.

iii) President's Meeting for all of PCAHA: There was a vote. The motion was to prevent any participant as defined by BC Hockey, who regularly participates in non-sanctioned, to be able to participate in sanctioned programming.

Refunds - We've had a few people ask for refunds due to joining other leagues or because they've been unhappy with the process. This is to be noted in our financials.

BC Hockey – Updated Minimum Suspension Guidelines have been provided for this year. It's important for everyone to be aware of this. This has come up already in our U15 division. The risk manager will send this out to the Team Managers.

Hallot family – The team manager has provided details on how CMHA can support this family. This includes all fees to be covered (registration, team and equipment costs). The team is purchasing his 3rd jersey training gear, there will be travel costs for an away tournament and a fundraiser. As an association, we'd like to cover registration and team fees and support any of the fundraisers.

As a board, there's been a lot of positive and challenging things. We're a board and we need to work together and support each other. We need to make decisions in a timely manner and support these decisions. Our next meeting will be in person.

3. Reports

f) Coach Coordinator

Would like to suggest we bring in a non-member for the U18C position. We might have to look at our bylaws regarding this.

Resigned coach payment to be discussed further with the board. This individual can still be a Service Provider through our Development programming.

U11 A1 Coach Process – If parents want to apply, they can get their applications asap to Hanna and arrangements will be made for a meeting with the Coach Committee. All information will come to the board for a decision. New coach payment discussion and when the ratification takes place – Ashleigh and Aimee will be abstaining from the ratification.

CoachThem

- \$850 is the total Cost, do not require HCN
- 44 active coaches using the site
- over 100 drills already created
- extremely positive reviews
- upcoming training to enhance knowledge
- digital program development in the works

Coaching Age Groups (only touching base on great work and challenges. currently speaking with each division starting with U7's)

- U7 is rolling well

- followed up with ALL coaches and Warren great job!!
- Will be following up with all other groups as I move along.

- U9 Major is rolling out well

- Jason Stockley and Kevin Hong are both incredibly organized.
- U9 Minor concerns C6/C7 helpers needed, coaching support required from development coordinators
- Ryan Waterhouse Interim coach but needs a full-time coach
- Jen Cesari has been working tirelessly on supporting the division.

- U11 A1

- HC Ryan Campbell has resigned via email and the parents have been notified
- RC was not part of this year's coach application process for this season, as he was ratified last season
- Notice has been sent out to the team advising them of situation
- BOD and Dev Coordinators advised of application process
- Need committed individuals to coach

- C Division

- Scott Maglio has been very organized and his coaches have been very complimentary. It sounds like your process is going very well.

- U13

- Coaches are in place and moving forward
- Special THANKS to Tiffany for her hard work and bringing back a player back to the Association, which helped solve a major problem within the division.

U15/U18

- "C" coaches are in place and are all currently a work in progress. Kelly, Matt and Ashleigh are working with both divisions and trying to iron out the issues.

Development Coordinators

- disappointed with the lack of communication with the Coach Coordinator.
- support seems to be starting at rep/major levels but is much needed at lower development levels. (Some positive feedback by one coach)
- would like to see an objective reporting format from DC's to alleviate tone and opinionated views.
- uncertain how to take the CC position proposal as a PAID position given that it was I who mentioned that to a development coordinator and many others months ago.
- much work to do with our new dev coordinator positions that should be working through the development committee.
- uncertain as to why a description of a \$90,000 spend by our membership is a contention point with our new employees as per their report.

Head Coach Survey

- working with Hanna and Ashleigh on this
- kindly take a look and make any suggestions/changes
- once approved I will send it to coaches so they are aware
- purpose is to gather feedback and better understand how to allocate resources
- send out at December break and end of season
- this purpose of this is to acquire feedback and assists with how we can allocate our resources.

Gift Cards

- Request for \$20 Gift Cards for volunteers to hand out as appreciation for those going above and beyond with supporting others with their volunteer work.
- Approx.\$400-500

a) Development Coordinators

Development Coordinator Report (x5 pages) was sent out, please read and review it. The updated report will be emailed out.

A google document will be created for any questions and concerns that arise from any further reports.

b) Administration

i) Bank Access Status – Jolene and Ashleigh now have signing access.

Tournament

account access is still in progress, our bank is still waiting for the documentation from the 3rd party company. Updates will be provided once the details come in. Due to Eryn covering the U18 A/C tournament and not the remaining tournaments, what's our plan for the tournament account access/signing moving forward? Sandra and James will be signing cheques moving forward, as we don't have 2 treasurers on each tournament as in previous years. The bank is still working on access to non-etransfer accounts for James. James to look into if the bank order was actually sent, as our bank doesn't have any recollection on this. One signer will need to go into the bank for each individual team and James will be going in.

ii) Team Budget and Budget Outline – This information is still not on the website, as we need the Rep Team Coach Fees added to it. Once the details are added, Hanna will post it. James will update after the meeting.

iii) Halloween Skate– Hanna and Jolene have been working on the Halloween Skate and Hanna's posted the info to social media. We have 55 people signed up so far and it's split into 2 sessions.

iv) Coach Contracts – We are still needing signed contracts for payment purposes. Hanna and Ashleigh will discuss tomorrow on how to collect these.

c) Treasurer

i) Credit/debit card discussion – Due to our bylaws, we can't borrow money, therefore a credit card isn't possible. James will get more info from the bank and come back and present this to the board at the next meeting. We may need to look into adjusting our bylaws, as a variety of companies and our subscriptions are leading away from cheques.

ii) Bank access – Still waiting for main and individual account access, only has etransfer account access at this time.

iii)

MOTION: To recover \$12,000 from the team fees for coaching, for the U15 A1 team

MOTIONED: James

SECONDED: Amanda

RECUSED: Tina, Sandra

MOTION CARRIED

MOTION: To recover \$12,000 for the U11 A1 team for coaching fees and our maximum contract amount

MOTIONED: James

SECONDED: Amanda

RECUSED: Ashleigh, Sandra, Aimee

MOTION CARRIED

Coach fees have gone up by 18% from last year and this is the reason the rep fees are high for this season.

v) Financial Statements – Hanna sent the P&L statement up until the end of September. We are budgeting for a huge deficit this year. We have a surplus of \$300,000 for this year and budgeting a deficit of \$200,000.

Account Sweeps – In progress

d) Risk Manager

We now have a Live Barn account. If anyone needs access to any footage at Planet Ice, let Amanda know.

Some team managers have been getting confused with the new min. suspension guidelines. This will be circulated to the managers.

There's been a well-known provider who's reached out with a very discounted rate of baseline concussion testing for teams. They are based at Planet Ice and have asked for their info to be circulated. No one is opposed to Amanda sending this info out.

Legal – We have a request to meet with the HC counsel regarding a potential human rights violation. Ashleigh and Amanda will be meeting with them in a couple of weeks.

There's been a lot of questions pertaining to Qualifications. This was requested from Natasha.

e) Equipment Manager

All equipment has been distrusted to each team. With the U6/U7 and U8/U9 merge, jerseys aren't fitting properly. Vanessa and Tina are working on a solution. There's still some damage on some jerseys, some will have to be ordered next season.

Friendly reminder – Please don't provide Equipment Manager's personal emails.

Requesting Vanessa to be recognized for her time and support.

Reminder to all Coordinators – Please complete your Equipment list and remind everyone that they are responsible for their jersey bags.

MOTION: To exempt Tina and Vanessa for the remainder of the season, of their additional volunteer work

MOTIONED: Kelly

SECONDED: Amanda

ALL IN FAVOUR

CARRIED

Pinnies – Teams are constantly requesting to borrow pinnies. We can't accommodate this, as we don't have enough. Each team should be responsible to purchase their own through their team fees.

Pucks – Quite a few coaches are requesting additional pucks. We've given 10 on top of the 20 provided and we are running low. For any teams that haven't received the additional 10, please send us an email.

Invoices – Working on these and will send to Hanna soon.

Garment Bags – These are for everyone and not just rep teams and this needs to be communicated to all managers.

Jerseys – If our lifespan is coming on these, a decision needs to be made before March. This is to be added to the Jan. Agenda.

g) Tournaments – N/A

h) PAC – N/A

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

4. Correspondence – None

5. Unfinished Business

Dev Coordinator Process Update – An email was sent regarding tracking their time.

Committee Discussion and Finalization – The Governance, Development and Performance committee is of importance right. The PAC Committee is in progress. The Board Recruitment committee can be looked at later. The person whose name is at the top of the list, get it started by sending an email to the others to get a meeting going. Prior to the next meeting, everyone should meet once to discuss.

6. New Business

Tournament Position Discussion – The Division Coordinators and VPs were informed by Eryn that she will not be continuing with any tournaments after the U18 one. There will be 3 tournaments after this one and with no Tournament person in place, the coordinators and VPs will be responsible for this. This position has been posted on the website and social media. We've had a few interested individuals but with no tournament experience. There will be a meeting held on Thursday with Eryn and she will provide some details. We need to figure out what needs to be done and when it needs to be done by. We will continue to recruit someone for this position and Sandra, Hanna, Ashleigh, and Eryn will go through the resumes that have come in again. Hanna can set up zoom meetings if needed.

7. Round Table – Director Updates

Warren – Recommends the new coordinators and VPs to attend a manager/treasurer meeting, as it would be very informative. Sandra agrees and for this to be an in-person event/Zoom option.

Sandra – Hanna and I have gone through the Manager and Treasurer Handbook and updated it. It's encouraged for the managers and treasurers to go through it and if anything is missing, we can add it. The office is a mess and once bank books have been handed out, the bins need to be moved into the storage locker. All the items that were taken out for the golf tournament needs to be cleared out. Be respectful and keep the office clean.

Ashleigh – U18C recruiting can now be looked at. We held off as we needed to get things organized for the teams.

MOTION: To adjourn the meeting at 9:35pm

MOTIONED: Amanda

SECONDED: Kelly

ALL IN FAVOUR

CARRIED

Adjourn – 9:35pm

Next meeting – Tues. Nov. 7th