



**Chestermere Minor Hockey Association  
Annual General Meeting Agenda June 22, 2021  
Chestermere Regional Community Association  
210 West Chestermere Drive, Chestermere, AB, T1X-1B2**

- 1. Call to order by President -**
- 2. Reception of visitors -**
- 3. Approval of Agenda as presented - *attached***
- 4. Approval of 2020 AGM Minutes - *attached***
- 5. Presidents Report**
  - Financials
  - Fundraising

**Bylaw Changes**

**Section 4.0 Bylaws**

**EXECUTIVE & DIRECTOR NOMINATION PROCESS**

**Executives and Directors will be defined as the per Bylaw 4.0.2 & 4.0.3**

At least 21 days prior to AGM April 1<sup>st</sup> - Information on the nomination process circulated by candidate.

April 21<sup>st</sup> At least 11 days prior to AGM - Deadline for all nominations Information will be submitted to the Executive board.

April 30<sup>th</sup> At least 9 days prior to AGM - Executive will meet and review all nominations.

May 2<sup>nd</sup> At least 7 days prior to AGM - List of nominees sent to membership with AGM package.

Elections during the Annual General Meeting (AGM).

All nominees will be given the opportunity to speak to support their nomination for position on the Board of Directors.

## Section 5.1 President

### General Description:

The President is responsible for coordinating the activities of the Board of Directors and interfacing with the members of CMHA on issues that arise from time to time. The President is also the primary contact between CMHA, HC, HA, CRCA, and Hockey Alberta CIRA. ~~The President is responsible for attending regularly scheduled meetings of the Board of Directors and providing leadership for the decision making process. The President is a voting member of the Board.~~

### RESPONSIBILITIES:

- ~~Meetings~~ - ~~Schedule and chair regular meetings of the CMHA Board of Directors.~~  
~~Facilitate meetings.~~
- ~~Correspondence~~ - ~~Read all incoming correspondence and ensures it is forwarded to the appropriate Board member in time for action.~~  
~~Reply to all letters as required on behalf of CMHA~~  
~~Maintain file of all correspondence.~~
- ~~Functions~~ - ~~Ensure CMHA is represented at all functions/events requiring Minor Hockey support.~~
- ~~Administration~~ - ~~Ensure records are maintained and kept current.~~  
~~Review Bylaws, Policy Manual, etc. and arrange for updating if required.~~
- ~~Implementation~~ - ~~Conduct Management Plan: implementing an investigation committee as needed, determine severity of offence and discipline and enforce consequences~~

~~The President shall be an ex officio member of all Committees. The President shall, when present, preside at all meetings of CMHA and the Board. In the President's absence the Vice-President shall preside at any such meetings, and in the absence of both, a chairman may be elected from those present to preside over the meeting.~~

### Meetings

- Member of the senior executive for CMHA.
- Chair and preside at all meetings of CMHA and the Board, including Executive, General, and Special meetings of the Association and all Association functions, or may delegate authority to a director if absent or unable to act. In the President's absence the Vice-President shall preside at any such meetings, and in the absence of both, a chairman may be elected from those present to preside over the meeting.
- Provide leadership for the decision-making process.

<u>Operations/ Correspondence</u>	<ul style="list-style-type: none"> <li>• <u>Shall ensure that the values, objectives, and desires of the Association are represented in a consistent and professional manner to all entities who interact with the Association.</u></li> <li>• <u>Ensure that any items that come in are reviewed and appropriate Board members are brought into action any requirements.</u></li> <li>• <u>Manage the relationship between the CMHA and surrounding associations.</u></li> <li>• <u>Maintain file of all correspondence, as required.</u></li> <li>• <u>Management of tryout and release forms.</u></li> </ul>
<u>Functions</u>	<ul style="list-style-type: none"> <li>• <u>Serve as the main spokesperson for the Association.</u></li> <li>• <u>Ensure CMHA is represented at all functions/events requiring MinorHockey support.</u></li> </ul>
<u>Administration</u>	<ul style="list-style-type: none"> <li>• <u>Ensure records are maintained and kept current.</u></li> <li>• <u>Review Bylaws, Policy Manual, etc. and arrange for updating if required.</u></li> <li>• <u>Ensure all members of the Executive perform their duties in adherence to the Bylaws and the Policy and Procedure Manual of the Association.</u></li> <li>• <u>Exercise the powers of the Executive in case of emergency.</u></li> </ul>
<u>Implementation</u>	<ul style="list-style-type: none"> <li>• <u>Conduct Management Plan: implementing an investigation committee as needed, determine severity of offence and discipline and enforce consequences.</u></li> </ul>
<u>Subcommittees</u>	<ul style="list-style-type: none"> <li>• <u>Sit as an ex-officio voting member on all Association committees, whether Standing or Ad Hoc.</u></li> </ul>
<u>After Term</u>	<ul style="list-style-type: none"> <li>• <u>Serve as “Past President” after presiding.</u></li> </ul>

**Voting:**

The President is a voting member of the Board.

**Section 5.2 Vice President**

**General Description:**

The Vice-President is responsible for assuming the duties of the President in the event the President is unable to carry out their duties. The Vice-President also supports the Board of Directors on projects or assignments as required by the Board from time to time. ~~The Vice-President is a voting member of the Board and is required to attend regularly scheduled meetings and support the decision-making process.~~

**Skills/Attributes recommended:**

The Vice President should have exceptional communication and mediation skills, strong organizational and leadership skills, a solid knowledge of hockey, a thorough understanding of the CMHA operations, policies and procedures and bylaws. This person must be reliable, flexible and respectful.

**RESPONSIBILITIES:**

- ~~Meetings~~ — ~~chair meetings if President is absent~~
- ~~Team Photos~~ — ~~Schedule and contract the services of a photographer to take the team pictures~~
- ~~Awards Ceremony~~ — ~~Schedule and coordinate the annual Awards Ceremony~~
- ~~Volunteers Appreciation~~ — ~~Coordinate an annual event in April.~~

<b><u>Meetings</u></b>	<ul style="list-style-type: none"><li>• <u>Member of the senior executive for CMHA.</u></li><li>• <u>In the absence of the President, Chair and preside at all meetings of CMHA and the Board, including Executive, General, and Special meetings of the Association and all Association functions. In the absence of both, a chairman may be elected from those present to preside over the meeting.</u></li><li>• <u>Attend regularly scheduled meetings.</u></li><li>• <u>Assist in overseeing any committees enabled by the Board of Directors during the hockey season.</u></li><li>• <u>Support the decision-making process.</u></li></ul>
<b><u>Operations</u></b>	<ul style="list-style-type: none"><li>• <u>Secondary contact between the HC, HA, CMHA, CRCA and CIRA.</u></li><li>• <u>Assist in all yearly CMHA planning activities to ensure season readiness.</u></li><li>• <u>Oversees the Operations Director, Ice Director, Hockey Development Director, and Risk Management.</u></li><li>• <u>Participates in the evaluation process and any arising conflicts.</u></li><li>• <u>Manages relationships with other organizations in our elite/alternate feeder system.</u></li><li>• <u>Participate in attending any parent complaint and subcommittee meetings as required.</u></li></ul>
<b><u>Functions</u></b>	<ul style="list-style-type: none"><li>• <u>Serve as the secondary spokesperson for the Association.</u></li><li>• <u>Ensure CMHA is represented at all functions/events requiring MinorHockey support.</u></li></ul>

**Voting:**

The Vice President is a voting member of the Board.

**Section 5.3 Secretary**

**General Description:**

The Secretary is responsible for communications for the association and for the recording of and distribution of minutes of the Board of Directors meetings. The Secretary also supports the Board of Directors on projects or assignments as required by the Board from time to time. ~~The Secretary is a voting member of the Board and is required to attend regularly scheduled meetings and support the decision making process.~~

**RESPONSIBILITIES:**

- ~~— Accurately record minutes of each meeting ensuring appropriate rules of order are followed.~~
- ~~— Prepare agenda and ensure copies of any pertinent information are made available for other members of the board.~~
- ~~— Within seven days of the next meeting, ensure typed copies of the minutes are available for all other Board Members via e-mail.~~
- ~~— Ensure proper notification has been issued for meetings.~~
- ~~— Filing annual financial statements with the Society Registry on the anniversary of the association (August 23).~~
- ~~— File bylaw amendments 60 days following the passing of the resolutions.~~

~~The Secretary shall keep a record of all the members of the society and their addresses, send notices of the various meetings as required, and collect and receive the annual dues or assessments of the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.~~

~~It shall be the duty of the secretary to attend all meetings of CMHA and of the Board, and to keep accurate minutes of the same. The Secretary shall have charge of the Seal of the Association which, whenever used, shall be authenticated by the signature of the Secretary and the President, or in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, the Secretary's duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board.~~

~~The office of the Secretary and Treasurer may be filled by one person if at any general meeting for the election of officers it so shall be decided.~~

<u>Meetings</u>	<ul style="list-style-type: none"> <li>• <u>Member of the senior executive for CMHA.</u></li> <li>• <u>Regularly attend and accurately record minutes of all Executive, Special, or General Meetings ensuring appropriate rules of order are followed.</u></li> <li>• <u>Prepares agendas and ensure copies of any pertinent information are made available for other members of the Board.</u></li> <li>• <u>Ensures proper notification has been issued for meetings.</u></li> <li>• <u>Within seven days of the next meeting, provide minutes to the Board Members.</u></li> <li>• <u>In case of the absence of the Secretary, the Secretary's duties shall be discharged by such officer as may be appointed by the Board.</u></li> <li>• <u>Support the decision-making process.</u></li> </ul>
<u>Communications</u>	<ul style="list-style-type: none"> <li>• <u>Responsible for all communications platforms, branding and communications to the membership for the CMHA.</u></li> <li>• <u>Oversees the Communication Coordinator and Events Coordinator and their direct reports.</u></li> </ul>
<u>Functions</u>	<ul style="list-style-type: none"> <li>• <u>Ensure CMHA is represented at all functions/events requiring Minor Hockey support.</u></li> </ul>

<u>Governance</u>	<ul style="list-style-type: none"> <li>• <u>Monitor adherence by the Executive to all existing policies and procedures and bylaws and inform the Executive with respect to any inconsistencies between existing Policies and a proposed policies/bylaws.</u></li> <li>• <u>File bylaw amendments 60 days following the passing of the resolution to the appropriate authority.</u></li> <li>• <u>Assist in any outside audits.</u></li> </ul>
<u>Other</u>	<ul style="list-style-type: none"> <li>• <u>The secretary may be asked to step in if another executive member requires help.</u></li> </ul>

**Voting:**

The Secretary is a voting member of the Board.

**Section 5.4 Treasurer**

**General Description:**

The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other expenses accrued by CMHA, and providing financial advice and assistance in budget preparation to the Board of Directors. ~~The Treasurer is a voting member of the Board and is required to attend regularly scheduled meetings and support the decision making process.~~

**Preferred Qualifications for Role:**

Accounting Designation (CPA or equivalent)

**RESPONSIBILITIES:**

- ~~Start of Season~~ — ~~Receive material from outgoing treasurer and ensure filing system is in place for bank statements, expenses, deposits, accounts receivable and accounts payable and any term deposits.~~
- ~~\_\_\_\_\_~~ — ~~Ensure banking forms and signature cards are updated with the banking institution.~~
- ~~\_\_\_\_\_~~ — ~~Follow up with Auditor to obtain audited financial statements.~~
- ~~\_\_\_\_\_~~
- ~~During Season~~ — ~~Receive authorized invoices for payment from Board Members~~
- ~~\_\_\_\_\_~~ — ~~Prepare cheques for payment, mail, and record transactions.~~
- ~~\_\_\_\_\_~~ — ~~Collect revenue from Registration, Fundraising, and other events, ensuring deposit in banking institute.~~
- ~~\_\_\_\_\_~~ — ~~Provide CMHA Board of Directors with monthly financial statements.~~
- ~~\_\_\_\_\_~~ — ~~Prepare Financial Statements for annual general meeting.~~
- ~~\_\_\_\_\_~~ — ~~File Association documents with the Corporate Registry annually.~~
- ~~\_\_\_\_\_~~ — ~~Assist the CMHA Board of Directors with the development of the annual budget ensuring appropriate rules of order are followed.~~

~~The Treasurer shall receive all monies paid to CMHA and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.~~

The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth for the financial position of CMHA and submit a copy of same to the Secretary for the records of the Association.

The office of the Secretary and Treasurer may be filled by one person if at any General Meeting for the election of officers it is so decided.

<b><u>Meetings</u></b>	<ul style="list-style-type: none"> <li>• <u>Member of the senior executive for CMHA.</u></li> <li>• <u>Attend regularly scheduled meetings.</u></li> <li>• <u>Assist Board of Directors with the development of the annual budget.</u></li> <li>• <u>Prepare any financial information that is required for AGM.</u></li> <li>• <u>Assist with the Treasurer’s meeting to inform team treasurers of their responsibilities for the year.</u></li> <li>• <u>Support the decision-making process.</u></li> </ul>
<b><u>Banking</u></b>	<ul style="list-style-type: none"> <li>• <u>Ensure banking documents are updated with CMHA’s bank.</u></li> <li>• <u>Deposit all registration and funding cheques.</u></li> </ul>
<b><u>Accounting</u></b>	<ul style="list-style-type: none"> <li>• <u>Record all monthly transactions in accounting software.</u></li> <li>• <u>Assist Treasurer Assistant to reconcile registration payments.</u></li> <li>• <u>Work with elite/alternate programs to reconcile expenses and revenues for registration fees and conditioning/tryout fees.</u></li> <li>• <u>Process Board Member expenses and request approval from Executive. Prepare payments as required.</u></li> <li>• <u>Prepare monthly bank reconciliation for all bank accounts.</u></li> </ul>
<b><u>Financials</u></b>	<ul style="list-style-type: none"> <li>• <u>Prepare financial statements for monthly board meetings (including year to date expenses compared to budget numbers).</u></li> <li>• <u>Ensure audited financial statements are received from prior year and ensure they are posted on the CMHA website.</u></li> <li>• <u>Prepare documentation and information requested by the auditor.</u></li> </ul>
<b><u>Refunds</u></b>	<ul style="list-style-type: none"> <li>• <u>Provide refunds as applicable and in accordance with the Bylaws and Policies.</u></li> <li>• <u>Reimburse coaches/managers/trainers for training/coaching programs as required.</u></li> </ul>
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• <u>Collaborate with Treasurers Assistant to prepare the ‘Team Treasurers Responsibilities’ document and post on website (at start of season).</u></li> <li>• <u>Prepare and mail in Annual Return to Alberta Registries, as well as any Board of Director changes.</u></li> <li>• <u>Assist Fundraising Director and Treasurers Assistant to prepare for year-end AGLC audits and requests.</u></li> </ul>

**Voting:**

The Treasurer is a voting member of the Board.

## Section 5.5 Registrar

### General Description:

The Registrar is responsible for ensuring all players in CMHA are registered according to HA requirements. The Registrar also provides assistance to the Treasurer on matters related to payment of fees. The Registrar supports the Board of Directors on projects or assignments as required by the Board from time to time. ~~The Registrar is a voting member of the Board and is required to attend regularly scheduled meetings and support the decision-making process.~~

### Responsibilities:

- ~~Early Registration~~
- ~~Coordinate the early registration of players in the month of June each year.~~
  - ~~Collect deposits, complete paperwork, and prepare ongoing tally of registered players.~~
  - ~~Ensure all registering members have obtained a membership in the Community Association.~~
- ~~Start of Season~~
- ~~Coordinate HA, CAHL, and SCAHL registration forms and cards in a timely manner, ensuring residency, release forms, and birth certificates are in order.~~
  - ~~Prepare summary of players registering at each level (U5 through U21).~~
  - ~~Provide assistance to Treasurer on the collection of fees.~~
  - ~~Provide player lists to appropriate level coordinators and Evaluation Director.~~
- ~~During Season~~
- ~~Ensure any late registering players are fully registered with HA, CAHL, and SCAHL, and that the appropriate release forms have been obtained prior to a player playing their first game.~~
  - ~~Ensure player cards are distributed to coaches and managers for Provincial playdowns.~~
- ~~End of Season~~
- ~~Get ready any reports needed for next season.~~

~~The Registrar shall keep a record of all the members of the Association and their addresses, send all notices of the various meetings as required and shall collect and receive the annual dues or assessments levied by CMHA, such monies to be promptly turned over to the Treasurer. The Registrar shall also file with the governing minor hockey authorities, all necessary documents.~~

### Meetings

- Member of the senior executive for CMHA.
- Attend regularly scheduled meetings and provide registration reports.
- Send all notices of the various meetings as required.
- Attend HA meetings and liaison with Regional Admin Coordinator.
- Support the decision-making process.



<u>Administration</u>	<ul style="list-style-type: none"> <li>• <u>File documents with the governing minor hockey authorities.</u></li> <li>• <u>Keep up to date on Hockey Alberta (HA) Regulations &amp; Bylaws.</u></li> <li>• <u>Keep records of all the current members of the Association.</u></li> <li>• <u>Oversee Volunteer Bond Coordinator and Registrars Assistant.</u></li> <li>• <u>Collect and receive the annual dues or assessments levied by CMHA.</u></li> <li>• <u>Bring forward all Short-Handed Request to the board for approval.</u></li> <li>• <u>Update website with registration and fee information as required.</u></li> <li>• <u>Send updated Board list to all CMHA board members and HA.</u></li> <li>• <u>Prepare reports required for AGM and next season.</u></li> </ul>
<u>Registration</u>	<ul style="list-style-type: none"> <li>• <u>Coordinate annual registration of players.</u></li> <li>• <u>Ensure all registering members have obtained a CRCA membership.</u></li> <li>• <u>Track payment options that are requested and share with Treasurer.</u></li> <li>• <u>Communicate and help players apply for outside funding.</u></li> <li>• <u>Provide player lists to appropriate level coordinators, Operations Director and coaches/managers when teams are formed. Enter teams into website and coordinate with CAHL/RHL/HC.</u></li> <li>• <u>Coordinate HC, HA, CAHL, RHL, SCAHL and Hockey Calgary registration documentation and transfers.</u></li> <li>• <u>Prepare summary of players registering at each level (U5 through U21).</u></li> <li>• <u>Coordinate with the Treasurers Assistant for collection of fees.</u></li> <li>• <u>Ensure coaches/managers/players have appropriate certificates and coaching courses in HCR to get team approved.</u></li> <li>• <u>Coordinate elite/alternative programs including registration and fee payments.</u></li> <li>• <u>Ensure any late registering players are fully registered with HC, HA, CAHL, RHL, SCAHL and Hockey Calgary, and that the appropriate release forms have been obtained prior to playing their first game.</u></li> <li>• <u>Ensure player rosters are distributed to teams for Provincial playdowns.</u></li> </ul>

**Voting:**

The Registrar is a voting member of the Board.

**6. Reports of Executive Officers**

- **Vice President, Melissa Bucar, *submitted***
- **Past President, Shane Hainstock, *no report***
- **Registrar, Edyta Baker, *submitted***
- **Treasurer, Angela Cranston, *submitted***
- **Secretary, Kim Horvath, *no report***
- **League Director, Jamie Hadden, *no report***
- **Ice Director, Steve Dalakoudis, *submitted***
- **Operations Director, Jeremy Schneider, *submitted***
- **Director of Hockey Development, Jason MacNeil, *submitted***
- **U13 AA Director, Denica Kapty, *submitted***

- RHL Director, Deborah Hemsing, *submitted*
- Fundraising Director, Kristine Arthur, *submitted*
- Equipment Director, Nathan Revoal, *submitted*
- Risk Management, Sabrina Green, *no report*
- Social Media Coordinator, Erin Friesen, *submitted*
- Event Coordinator, Katie Taylor, *no report*
- Webmaster Coordinator, Nancy Gunn, *submitted*
- League Governors, Kory Kish, Breen Taylor, Vacant, *no report*
- RHL League Governor, David Kidd, *no report*
- Tournament Coordinator, Heather Beattie, *no report*
- Volunteer Bond Coordinator, Tamara Gutierrez, *submitted*
- CIRA Liaison, Jeff Long, *no report*
- U5/U7 Tyke/Tiny Mite Coordinator, Jody Sikora, *submitted*
- U9 Novice Coordinator, Krista Mainprize, *submitted*
- U11 Atom Coordinator, Gulp Tumber, *no report*
- U13 Peewee Coordinator, Peter Kret, *no report*
- U15 Bantam Coordinator, Chris Pierson, *no report*
- U18 Midget Coordinator, Jennifer Moore, *no report*
- Junior Coordinator, Shane Hainstock, *no report*
- U13 Pee Wee AA Coordinator, Vacant, *no report*
- Registrar Assistant, Kristine Arthur, *no report*

#### 7. CMHA budget fees for 2021/2022 season

<b>CMHA FEE SUMMARY</b>						
	<b>2021/2022</b>			<b>2020/2021</b>		
	<b>CAHL</b>	<b>RHL</b>	<b>Other</b>	<b>CAHL</b>	<b>RHL</b>	<b>Other</b>
<b>U5</b>			<b>\$400</b>			\$350
<b>U7</b>			<b>\$650</b>			\$500
<b>U9</b>	<b>\$1,000</b>			\$725		
<b>U11</b>	<b>\$1,100</b>	<b>\$850</b>		\$950	\$750	
<b>U13</b>	<b>\$1,200</b>	<b>\$900</b>		\$1,050	\$800	
<b>U13 AA</b>			<b>\$3,100</b>			\$2,900
<b>U15</b>	<b>\$1,150</b>	<b>\$900</b>		\$1,150	\$900	
<b>U18</b>	<b>\$1,200</b>	<b>\$1,000</b>		\$1,200	\$1000	
<b>U21</b>			<b>\$900</b>			\$900

#### 8. Nominate and Vote in new CMHA board members

The following *voting positions* are up for election with a small description of the position.  
(2-year positions)

**Vice President** –The Vice-President is responsible for assuming the duties of the President in the event the President is unable to carry out their duties. The Vice-President also supports the Board of Directors on projects or assignments as required by the Board from time to time. **Jason MacNeil** nominated by **Melissa Bucar**

**Treasurer** –The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other expenses accrued by CMHA, and providing financial advice and assistance in budget preparation to the Board of Directors. **(1 Year Term) Ron Molina** nominated by **Albert Snook**

**Secretary** –The Secretary is responsible for communications for the association and the recording of and distribution of minutes of the Board of Directors meetings. The Secretary also supports the Board of Directors on projects or assignments as required by the Board from time to time. **Erin Friesen** nominated by **Melissa Bucar**

**Ice Director** – Ensuring adequate ice allotments are provided to each team and that secured ice times are fully utilized. The ice director shall dispose of any surplus ice only through the CRCA. **Position Open**

**Hockey Development Director** - Responsible for executing an annual plan for development of CMHA coaches. Implement a unified training template agreed upon prior to each season for players and goalies to be executed and enforced at all levels within CMHA. Required to attend scheduled meetings as well as support the decision-making process. This is a 2yr term and a voting position on the CMHA Executive Board. This position can coach. **David Millard** nominated by **Jason MacNeil**

**Fundraising Director** – Reports to the Treasurer. Schedule annual fund-raising activities and supervise the activities and monies collected as a result. Responsible for the Team and Tournament Raffle License and 50/50 License draws for all Teams. The Fund-Raising Director is a voting member of the Board and is required to attend regularly scheduled CMHA meetings and support the decision-making process. **Position Open**

**League Director** - Attend all meetings of CAHL (fines levied for non-attendance). Raise any concerns/issues on behalf of CMHA at the CAHL meetings. Ensure CMHA is apprised of any issues/concerns/changes identified by CAHL. Perform the responsibilities as outlined in the Bylaws of CAHL. The League Director is a voting member of the Board and is required to attend regularly scheduled CMHA meetings and support the decision-making process. **Position Open**

The following *non-voting positions* are up for election with a small description of the position. (1-year positions)

**Human Resources and Governance Coordinator** – The Human Resources and Governance Coordinator, in collaboration with the President, manages Bylaws and Policies, escalations and crisis for the Association. **Katie Taylor** nominated by **Erin Friesen**

**Risk Management** – Ensure the medical kits are stocked up and follow up with any injuries that may happen. **Sabrina Green will let her name stand for another term**

**Treasurers Assistant** – The Treasurers Assistant is accountable for coordinating CMHA team treasurers as well as all required communications and reconciliations with the Registrar, Treasurer and Fundraising Director. **Position Open**

**Communications Coordinator** – The Communications Coordinator ensures all members of CMHA are informed of any activities, events, or significant policy changes throughout the season. **Position Open**

**Events Coordinator** – The Events Coordinator is responsible for all the planning and staffing of all CMHA Events. **Position Open**

**Volunteer Bond Coordinator** – **Tamara Gutierrez will let her name stand**

**U5/U7 Tiny Mite/Tyke Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Tiny Mite/Tyke division. **Vanessa Bourgault nominated by Jody Sikora**

**U9 Novice Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Novice division. **Jody Sikora nominated by Albert Snook**

**U11 Atom Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Atom division. **Krista Mainprize nominated by Albert Snook**

**U13 Pee Wee Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Pee Wee division. **Peter Kret will let his name stand for another term**

**U13 Pee Wee AA Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Pee Wee AA division. **Position Open**

**U15 Bantam Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Bantam division. **Position Open**

**U18 Midget Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the Midget division. **Jennifer Moore will let her name stand for another term; Shannon Frohlick nominated by Danielle Segar, has respectfully declined the nomination as Jennifer is standing.**

**U21 Junior Coordinator** – Assist with coach selection and evaluations and team selection. Be the board liaison for the junior division. Be in contact with Hockey Calgary. **Shane Hainstock will let his name stand for another term**

**Webmaster/Communications** – Maintain the CMHA website at all times. Update all information on the website as it becomes available. Track hits and provide regular reports to the Board regarding usage. Coordinate communications regarding any pertinent CMHA information and email out to membership and/or post on website where applicable. **Nancy Gunn will let her name stand for another term**

**Tournament Coordinator** – Chair the Tyke Ironman and Bantam tournaments committees. Run any provincial tournaments that CMHA may host. **Position Open**

**League Governors**– Coordinate a division within CAHL **Three Position's open**

**League Governor RHL** – Coordinate divisions within RHL. **Position open**

**CIRA Liaison** – voted in by the Chestermere Indus Referee Association

**9.** Motion to accept NEW Board members

**10.** Question and Answer Period (10 min)

**11.** Next Meeting – **TBD** - information exchange for new Board members **TBD**

**12.** Draw for free registration for upcoming season

**13.** Adjournment