



**Chestermere Minor Hockey
Voting Member & General Board Meeting Minutes
Monday August 24th, 2020 6:30pm**

Present: Albert Snook, Melissa Bucar, Shane Hainstock, Edyta Baker, Angela Cranston, Jamie Hadden, Steve Dalakoudis, Jeremy Schneider, Jason MacNeil, Denica Kapty, Deborah Hemsing, Kristine Arthur, Nathan Revoal, Sabrina Green, Tamara Gutierrez, Erin Friesen, Katie Taylor, Jody Sikora, Krista Mainprize, Gurp Tumber, Tricia Van Tol, Heather Beattie

Absent: Kim Horvath, Peter Kret, Nancy Gunn, Kory Kish, Shannon Dean

1. Call to order by Albert Snook (President) – @ 6:33pm
2. Reception of visitors – None
3. Approval of Agenda – Jeremy S first, Edyta B second; all in favour, motion carried.
4. Motion to approve of August 10th minutes – Denica K first, Kristine A second; all in favour, motion carried.
5. Unfinished Business;

Action Items from August 10th meeting

| Topic | Who is responsible | Due date |
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| <i>Code of Conduct and Oath for new Board Members</i> | <i>Melissa and Kim</i> | Melissa has sent them out, Kim has been receiving and filing them. Still On-going, please send them in |
| <i>Review Remuneration Policy and if it pertains to AA program</i> | <i>Created a subcommittee Tricia and Katie</i> | ASAP Katie reported on 10-page findings with CMHA & AA policies on refunds at the end of 2020 season and found AA refunded as per policies. CMHA did not but did according to talks with AGLC for that season. Done |
| <i>Reach out to CRCA regarding cohorts watching in the stand especially around the younger ages. U9 and under.</i> | <i>Albert</i> | ASAP CRCA sent out an updated Terms & Conditions 50 people on the ice As per provincial orders; a group includes all persons related to the activity (coaches, assistants, volunteers, parents, spectators, etc.) with the exception of fans in the arena who are not included in the 50 maximum on the ice. |
| <i>Send communication to board to be approved to send out to the membership</i> | <i>Erin</i> | ASAP Erin has provided the board the communication to be reviewed with feedback ASAP. |
| <i>Format on evaluation</i> | <i>Steve, Jeremy and Jason</i> | ASAP Done – Albert, Jason, & Jeremy |
| <i>Update on eval schedule for AA and ice</i> | <i>Denica and Steve for Albert</i> | ASAP Done |

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| <i>Confirm Enmax hoodies for U9</i> | <i>Krista</i> | ASAP Done Enmax is not doing the hoodie program this year but will still be donating \$1000 for CMHA player development at U9. Should be received around mid September - October. Krista will look after |
| <i>Tim Hortons jersey</i> | <i>Jeremy and Nathan</i> | ASAP Done CMHA has 5 sets – green, grey, orange, yellow, white and will use those. Ordered socks to match jerseys – 5-10 business days to receive them. Will still receive promo items. |
| <i>Budget for social media</i> | <i>Erin and Angie</i> | ASAP Done |
| <i>Budget Review to ensure all costs are accounted for based on Return to Hockey guidelines.</i> | <i>Subcommittee Angela and Albert</i> | ASAP #’s and ice on par for budgeting |
| <i>Team Structure appraising CMHA’s approach to team structures utilizing cohort regulations and return to play.</i> | <i>Subcommittee Steve, Jason, Peter and Jody</i> | ASAP Nothing new. Based on 3”s to see how evals take place to put kids on teams Teams this year will have 2 - ½ ice practices/week but will be 1 full ice while the other team is in dryland and vice versa for the second night |
| <i>Evaluations/Refunds Process apprising CMHA’s approach to evaluations, utilizing cohort regulations for return to play as well as fine tuning refund structure for the year</i> | <i>Subcommittee Jeremy, Edyta and Kristine</i> | ASAP Refunds will be looked into at the end of the season as there will be hockey in some shape or form Jeremy will look at #’s of pinnies to see what we have in stock *Action item for Monday/Tuesday next week |
| <i>Communications/Up to date info Hockey AB/AHS comms strategy to stay on top of HA and AHS updates, ensuring updates are filtered to association and sub committee</i> | <i>Subcommittee Melissa, Jamie, Erin and Katie</i> | ASAP In report |
| <i>Equipment Process/Skate Guards/RFP quotes for PPE provide processes for equipment use as well as quotes for COVID supplies</i> | <i>Subcommittee Nathan, Sabrina and Erin</i> | ASAP In report |
| <i>Operational Processes/COVID roles documenting operations for players, coaches, managers and parents to ensure we have all processes required in place</i> | <i>Subcommittee Denica, Kim, Deborah and Edyta</i> | ASAP TeamLinkt through Adrenalin will be used when teams/cohorts are created to track questionnaire. During evals the app created by Katie will be used. She will send a link |
| <i>Fundraising what type of fundraising CMHA can do during phase 2</i> | <i>Subcommittee Kristine, Tricia and Edyta</i> | ASAP Doing the Working Together fundraiser as it was voted on at the AGM. Maybe doing our own online 50/50 |

New Business Reports of Officers

A. President, Albert Snook, *no report*

40+ players out at AA/AAA tryouts, forms need to be corrected as OAAA has different forms for signatures. Evaluations are ready to go. Talked with Indus & Strathmore about cohorting our teams and they are up for it.info on the difference on Notice to Read and Notice to Review our books. Read costs between \$2,000-3,000, Review is \$5,000-6,000. Dean Orlando(accountant) stopped doing audits and has passed our account over to someone else who will honour the price Dean was charging for this year only. Next year the price will go up. Will confirm the price

B. Vice President, Melissa Bucar, *attached*

Tricia has all the trophies and will hold on to them to allow parents to get pictures done with the player and trophy
Motion made by Melissa B – We do not move forward with participating in this year's parade.
2nd by Steve D. CARRIED

C. Past President, Shane Hainstock, *no report*

D. Registrar, Edyta Baker, *attached*

Are we send the new rule out about 2 top teams playing contact and all other teams non-contact – yes will send it out. Received communication from Hockey AB on registering players in HCR. Given 2 options.

Option 1 – Do Cohort with 50 in a cohort and be entered in HCR as a group based on division and age level.

Option 2 - Do the normal evals and place players on teams and register as a team with coaches in HCR.

NO affiliation will be permitted this year and if a player is moved down a level for example from Peeewe to Atom we need to do an overage application. Overage applications are being accepted by HA but will not be approved or declined until we are in Phase 3 and regular play.

E. Treasurer, Angela Cranston, *attached*

Question on the 2 players who have not paid – they have paid portions via Registrar and set up plans. No one needs to know who these families are. Between Registrar & Treasurer

F. Secretary, Kim Horvath, *no report*

G. League Director, Jamie Hadden, *no report*

H. Ice Director, Steve Dalakoudis, *attached*

No questions on report

I. Operations Director, Jeremy Schneider, *attached*

Schedule for evals can be sent out with start dates by next Tuesday

J. Hockey Development Director, Jason MacNeil, *no report*

K. AA Director, Denica Kapy, *no report*

L. RHL Director, Deborah Hemsing, *no report*

M. Fundraising Director, Kristine Arthur, *attached*

As voted on at AGM, will be doing the Working Together raffle.

Discussion on Raffle Box – not doing but may look into association wide online 50/50

N. Equipment Director, Nathan Revoal, *attached*

Discussed all 9 points in report.

Motion – Albert S to go with #'s 1 through 5, second Melissa B. CARRIED

1. Implementation of reversible practice jerseys that are a part of the player fees. These jerseys will be the property of the player. The cost of each reversible jersey with full customization (CMHA Logo, Name and Number) is \$42.75 per jersey. Based on approximately 300 kids our cost would be (\$12,825). U9 and Older, excluding the Pee Wee AA program, are the stated groups that will use the reversible jerseys. Our U7 teams will continue to use the Timbit jerseys. For clarification, each level manager will order the required practice jerseys and numbers #69 and #99 will not be allowed.
2. Delay the purchase of 5 Full sets of Official CMHA jerseys for the upcoming season in lieu of the purchase of the reversible practice jerseys. These funds are to be used for the practice jerseys. The cost of 5 Full sets of CMHA Jerseys are (-\$13,060), which at the worst is a breakeven dollar amount.
3. Until Phase 3 is implemented, Official CMHA Game Jerseys are not to be distributed.
4. Access to the Equipment will be **NOT** be allowed until Phase 3 is implemented.
5. One (1) set of CMHA Game Socks to be distributed to U9 and older players. Typically, we would distribute Two (2) sets of game knit socks. The savings are (-\$5,525) to be applied towards the purchase of PPE and Trainer items. **These savings will not be realized until the 2021/22 season.**
6. U9 program to have full access to the Lakers Pro Shop for cleaning of Goalie Gear at \$25 per cleaning, which would include 2 full sets of goalie equipment. The Lakers Pro Shop is to invoice CMHA directly on a monthly basis for all cleaning. - **Approved for CMHA owned goalie gear only.**

Motion – Nathan, Steve 2nd, 3 against, CARRIED

7. CMHA to purchase approved Board Apparel to a maximum of \$110 per board member for the 2020/21 year for "NEW" members ONLY. Allowed to have 1 apparel piece that must be for the board member only (not family) and will be branded with "CMHA Board" on the sleeve.

Final list for Board apparel purchased will be Albert, Angela, Nathan

Tabled point #8 – discussion as we do not need the carrier as hockey is all in house, clipboard as we are going electronically for questionnaire. We do need the deluxe First Aide kits when we know how many to purchase

8. Trainer & PPE requested items:
 - 63 Water Bottle Carriers \$694 (\$11.00 each) – are they needed??
 - 62 Trainer Bags \$3,426 (\$55.25 each)
 - 31 First Aid Deluxe Kits, mask, gloves and sanitizer, infrared thermometer \$4,030 (\$130 each)
 - 62 Manager Clipboard \$652 (\$10.50 each) – are they needed??

Motion – Nathan R to mandate all teams use TeamLinkt, 2nd Jamie H. CARRIED

9. Use of TeamLinkt as a mandatory team management application for 2020/21 season. TeamLinkt has the ability to track and send the required medical assessment. It must be noted that TeamLinkt is provided at no cost to our teams and the full CMHA.

O. Risk Management, Sabrina Green, no report

P. Social Media Coordinator, Erin Friesen, attached

Motion – Erin F to approve the Privacy, Photograph sharing and Social Media and Networking Policy, 2nd Jamie H. CARRIED

Attended CRCA board meeting last week. Updated Facility Use released
Internal Return to Hockey document for board members only

Q. Event Coordinator, Katie Taylor, no report

R. Webmaster Coordinator, Nancy Gunn, no report

S. League Governors, Kory Kish, Vacant, Vacant, no report

T. RHL League Governor, Vacant, no report

U. Tournament Coordinator, Heather Beattie, no report

V. Volunteer Bond Coordinator, Tamara Gutierrez, no report

W. CIRA Liaison, Jeff Long, no report

Shane commented on they cannot register new refs until after Thanksgiving due to COVID-19.

67 referees and waiting to see who is coming back. They are looking at making groups of 6 refs to a cohort to ref 1 weekend and quarantine for 2 weeks and then ref again.

Hockey Canada rules is you can ref 2 age groups below you. They have 15 adult refs that can do any level.

Lots of refs that can do U9 & U11 but not a lot at U15 & U18. Focus on refs for the hitting levels @ U15 & U18.

X. U5/U7 Tyke/Tiny Mite Coordinator, Jody Sikora, no report

Y. U9 Novice Coordinator, Krista Mainprize, no report

Z. U11 Atom Coordinator, Gurp Tumber, no report

AA. U13 Pee wee Coordinator, Peter Kret, no report

AB. U15 Bantam Coordinator, Tricia Van Tol, no report

AC. U18 Midget Coordinator, Shannon Dean, no report

AD. U21 Junior Coordinator, Shane Hainstock, no report

AE. U13 Pee Wee AA Coordinator, Vacant, no report

AF. Registrar Assistant, Kristine Arthur, no report

Round Table

Albert – an old complaint that came in at the end of the season was not looked into as of COVID. Needs to be investigated. Albert chose Katie/Deb/Denica

Registration Winners:

\$500 - Damien Clapton

\$250 - John Hadden

\$100 - Tyler Crawshaw

Coach Survey Winners:

\$50 Coach Survey - Neil Sikora

\$50 Parent Survey - Doug Harvey

As of right now any extra ice on the weekends we want to bring in external coaches for development

What is the plan for people who are not interested in playing the COVID plan? What is the refund?

Plan is to refund at the end of the year or if parent would like a credit towards next season, we can do that.

All the kids want to do is play hockey.

This is the refund policy:

6.9.2 Refund of Fees

CMHA Registrar and Treasurer MUST be notified in writing of the request for withdrawal.

The date in which the refund is requested will be considered the date for refund, exceptions may be granted due to injuries.

No refunds after December 31st except for medical reasons.

Requests for refunds based on a league suspension or other disciplinary action will not be provided.

Administration Fee of \$100 will be withheld for all refund requests, regardless of the date and reason.

A player that makes "AA" or "AAA" will receive a FULL refund.

Refund requests may be reviewed by the Board of Directors.

Should the Board of Directors agree to refund money, the following schedule will apply:

| Date of email received by REGISTRAR & TREASURER | refund amount |
|--|-------------------------------------|
| On or before Sept.15 | 100% less \$100.00 Admin Fee |
| Sept. 16 – Oct. 31 | 75% less \$100.00 Admin Fee |
| Nov. 1 – Nov. 30 | 50% less \$100.00 Admin Fee |
| Dec. 1 to Dec. 31 | 25% less \$100.00 Admin Fee |
| After Dec. 31 | 0% |

- Refunds shall be issued to the entity from whom the registration fee was received.
- Any registration payment made by credit card will be subject to the administrative fee, and all credit card fees associated with using a credit card.

Next Meeting: September 15th, 2020 6:30pm

Motion to adjourn: Albert @ 10:17, 2nd Jason

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| <i>50/50 or any fundraising idea</i> | <i>board</i> | <i>Bring your ideas to Kristine so she can look into them. Working Together Raffle application</i> |
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