

Capital Region Female Minor Hockey Association
Board of Directors Meeting
Monday, April 6th, 2020
19:00 - 21:00
Location: Video meeting via Google Meet

ATTENDANCE: Ian Fleetwood, Bruce Tuck, Donna Perman, Dana Johnson, Lisa Parkes, Kelly Finck, Kelly Chaplin, Lauren Syverson, Laurie Wishart, Maegan Thompson, Reg Gladstone, Kristen Kay, Wes Crealock

GUEST: Andre Wuest

ABSENT: Beth Bladon, Brad Amson, Steve Marsh

AGENDA:

1. Call to Order - 7:10 pm
2. Video Conference etiquette -
 - a. Please remain attentive during the course of the meeting.
 - b. Please MUTE microphone unless speaking or if there is significant background noise in your environment
 - c. Open CHAT window RIGHT panel
 - d. Screen sharing - Background will be the Agenda, but Director making presentation will be the default to present their screen
 - e. Voting - Open votes by CHAT. Secret ballots by e-mail to Chair.
3. Approval of Agenda - add player code of conduct forms - Maegan/Dana
4. Review and approval of March 9th, 2020 Minutes - Kelly C/Kelly F
5. eVotes since last meeting:
 - a. **March 21, 2020:** Be it resolved that CRFMHA approve the CRFMHA Scholarship Program (Approved 7-0).
6. Business arising from Minutes:
 - a. July 16, 2019
 - i. Review VIAHA Female Regional Policy (Ian F) - PENDING
 - ii. Trademark the team name "Victoria Reign" (Wes) - PENDING
 - iii. Develop new website for mid-September launch (Donna and Ken Jones with Kerry Sedran) - PENDING
 - b. October 15, 2019
 - i. Draft policies regarding fees, refunds, withdrawals etc. (Kelly C) - PENDING
 - iv. November 12, 2019
 - i. Draft policy and stock response on how we respond to requests from third parties to distribute information to our membership (Wes) - PENDING
 - c. December 10, 2019
 - i. Storage Locker at Adams (Beth) - PENDING
 - d. January 13, 2020
 - i. Review options for use of credit cards to accumulate loyalty points (Kelly C) - PENDING
 - e. February 10, 2020
 - i. Renaming of Divisions to U21, U19 etc. by July 1st (Multiple) - DONE

- ii. Room blocks for 2021 Bantam Championships (Donna) - DONE
- iii. Gift for graduating players (Lisa) - DONE
- iv. Annual Report (Ian) - PENDING
- f. March 9, 2020
 - i. Pursue an extended sponsorship agreement with Scotiabank (Lisa/Ian) - PENDING
 - ii. Review ice allocation (Ian and Lisa) - PENDING
 - iii. Apply for Officiating clinics Aug 9 and 23 (Kristen) - PENDING
 - iv. Develop a Coaching Survey (Bruce and Wes) - DONE
 - v. Create a template for standard banner extension (??) - PENDING
 - vi. Submit motions to VIAHA (Ian) - DONE
 - vii. Order T-shirts for sponsorship recognition (Ian) - PENDING (on hold)
 - viii. Follow-up with BCH on First Shift and FS Goaltender programs (Ian) - DONE - we were recommended by BC Hockey to be a host of First Shift, they didn't order goaltending equipment in time for goaltender FS but say they will be trying to run their own

7. Correspondence

- a. Letter from VMHA in response to our letter regarding Saanich MHA funds - they declined to share any funds with CRFMHA - Lisa to reply advising them that we will be reporting to Saanich members

8. REPORTS

a. **PRESIDENT**

- i. Parkes Recreation Centre - Ian has a teleconference with them tomorrow to discuss ice allocation. They gave us ice based on last year, which was already too low
- ii. Update from BC Hockey/Hockey Canada
 - 1. Cancellation of 2019-20 Season (March 12)
- iii. BC Hockey Operations Committee (April 2) - all activities are cancelled until June 1st
 - 1. BCH AGM and MHA AGMS - BCH AGM is scheduled for Penticton June 14th - haven't made a decision on this yet - thinking of making AGM portion virtual and using Simply Voting for votes
 - they also talked about MHA AGMs and options for this and offered technical support, and to use their Go To Meetings if needed
 - lots of talk about next season and registration, membership affected in terms of job loss, issues around affording hockey for next year. BC hockey is going to talk to Kidsport about supporting minor hockey more generally
 - there will be federal funding coming forward for non-profits so we may look at this and offering discount next year
 - said you need to make sure the platform hosts enough to host all members or you can't hold AGM
 - Barry Petrochenko suggested that maybe you hold the meeting within the time required by your bylaws but then don't have quorum and have to reschedule
 - going to be holding general meetings every 3 months and then meetings one a month to connect more with districts and associations

- Wes - got in touch with BC Registries - have ability to hold AGMs until end of December, but our bylaws do have more restrictive dates
- Maegan thinks we should go ahead and hold the AGM electronically to get board members in place
- originally planned AGM for April 21st, would need to give notice tomorrow, instead will push to April 30th

2. Hockey Canada guidance on season end and restart

- iv. Administrative Assistant - Job Description - Ian has drafted and has sent to Sharon and Wes for review - has included all of the administration of the association
- v. VIAHA Scholarships - 6 applicants from CRFMHA - to be announced at the AGM which is currently scheduled for end of May
- vi. Feedback from Dave Beatty (VIAHA) after their panel reviewed our resolutions.

1) The motion to include all female recreational teams in the playoff structure (as they do for boys) was somehow controversial. They suggested a "trial" season before reviewing a motion. I suggested leaving this motion as is for discussion... of course this will now be decided by the committee, so it may not go forward.

2) The motion to limit travel for recreational games has been vetoed for a variety of reasons. They considered it to be "out of order", citing local taxpayer subsidization of arenas, displacement of local MHAs from mid-island rinks; displacement of community based (non-hockey) programs from community facilities and lastly, inefficient use of local arenas on the North Island (eg. Triport would leave their rinks open and play home games away).

3) The motion to promote sportsmanship by limiting goal differential was sent to CRFMHA Board for review and no further comments, so we accepted the compromise that there will now be a motion for a 7-goal maximum in recreational hockey for purposes of calculating goal differential.

b. VP ADMIN

- i. Officer Report
 - 1. Timing and format of AGM - voting platform - Wes has been trying to get on Simply Voting site for a couple days but it seems to be down. He has signed up for Vox Vote and will send a trial to board to see how it works

c. ADMINISTRATIVE REPORTS

- i. Director of Safety & Risk Management
 - 1. Player Code of Conduct - Andre took a sample that was fairly legalistic and tried to rewrite it so kids could understand it - Ian - maybe could make it a google form with a check mark instead of paper forms - PENDING
- ii. Director of Managers
 - 1. Feedback forum for 2019-20 season - PENDING - were going to do this after Coaches evaluation
- iii. Director of Governance - None.

d. TREASURER

i. Officer Report

1. Concerns regarding Scotiabank fees for Team accounts and access - PENDING - Kelly reached out to Scotiabank and they looked at all of our team accounts and found that 9 of the 12 were being charged improperly, as business accounts rather than community and will be fixing this.
2. Financial picture - effective bank balance is currently about \$5,000. We still have to pay out about \$2,700 - \$1,000 for hockey pool prizes, and \$1,750 for raffle prizes when drawn, So we have about \$2,200 left. We're down about \$5,000 in profit that we expected to make from spring/summer ice. These numbers don't include the almost \$4,000 for t-shirts. We also have a cheque written for the banquet that has been accounted for, but we also have \$3,000 in banquet tickets that we've collected and will have to return if it doesn't go ahead. Raffle draw will be done June 4th either way - this is currently our new banquet date.

e. FINANCIAL REPORTS

- i. Registrar - currently everything is on hold. We need to reapply to BC Hockey before we can commence registration again. Wes has applied for a certificate of good standing. We also need to determine registration fee for next year. We need to determine whether we have an early bird discount and if so until when. Ian feels we need to review the budget before we go forward with registration.

1. Registration Fee Policy 2020-21 - PENDING (see above)
2. Eligibility for 'A' try-out (review) - Apparently VMHA sent out an email saying that players must register with VMHA before they try out for CRFMHA. Laurie confirmed to Board this is not correct

ii. Director of Fundraising

1. Charitable Donations
2. Grants
 - a. viaSport "Hosting BC" - SUBMITTED on Feb 6
 - i. Misclassified - Automatically be reconsidered in June cycle - incorrectly rejected
 - b. VIHA Community Wellness Grant (Geo 3) - Decision date deferred - may rescind program
 - c. VIHA Community Wellness Grant (Geo 4) - Decision date deferred - may rescind program
 - d. Victoria Foundation - Requested update on impact on programming - Ian updated business as usual for us
 - e. Upcoming:
 - i. BC Community Gaming Grant (OPEN) - Ian, Kelly C and Lisa - PENDING
 - ii. Canada Post Community Foundation Grant - Deadline extended to May 28 - PENDING
 - iii. Canadian Tire Jumpstart Community Development Grant (Opened - Mar 23) - PENDING
3. Sponsorship

- a. Dodd's Furniture - Peewee A jerseys - No response (Terminated).
 - b. Scotiabank - Extended sponsorship opportunity (Lisa) - PENDING
- 4. Fundraisers
 - a. CRFMHA Association Raffle fundraiser (Kelly / Laurie)
 - i. Information update (Lisa)
- 5. Sponsor recognition T-shirts for 2020 - PENDING
- 6. External funding plan for 2020-21 season (\$30,000):
 - a. Playoff Hockey Draft in early April (\$1000) - Likely impossible
 - b. Bottle drive - Bottle Depot: Sept 12-13, 2021 (\$3,000) - CONFIRMED
 - c. Regular Season Hockey Draft in early Oct (\$4,000) - Geoff Gair - CONFIRMED
 - d. Social night in mid-October (\$5,000) - Kerry Sedran / Sukhi Paul
 - e. Giving Tuesday - Ian Fleetwood - last season we raised about \$6,000, without too much notice or forethought. Maybe next season we have a challenge to each player to raise \$100 each, not through family, but through community members. Maybe a prize for player who raises most
 - i. Need revised approach.
 - f. Tournament income (\$1,200)?
- 7. Director of Equipment - None.
 - a. Uniforms
 - b. Equipment Storage
 - c. Equipment Purchases
- iii. Director of Tournaments
 - 1. 2021 BC Hockey Bantam Female Championships -
 - a. Form a Host Tournament Committee - PENDING
 - 2. Tournament dates for 2020-21 Season
 - a. Thanksgiving - Ice acquired to support 8 team event
 - b. Remembrance Day - Ice requested Nov 13-15, 2020
 - c. New Years Eve?
- iv. Director of Ice Management
 - 1. Spring/Summer request to WSPR - PENDING
 - 2. Incidents
 - a. Contracts revised for end of season cancellations - no pushback from them
 - b. Suggestion to avoid future incidents.
 - 3. Invoice teams for extra ice - everyone has now paid
 - 4. CARHA Pacific Cup Weekend (January 17-19, 2021)
 - a. Competitive - Hope is confirmed
 - b. Recreational - Gold River pending
 - 5. 2020-21 Regular Season Requests - facilities seem to be ahead of where they were at this time last year
 - a. Review of ice allocation (Lisa / Ian) - ongoing
 - b. Oak Bay offers - offered us our practice and game times from last year, but also Mondays at 6:00 am and Saturdays from 6:00-7:00 am. We

already have lots of Monday mornings other places. Ian will take the Saturday morning slot and pass on the Monday

f. SECRETARY

- i. Officer Report - Nothing

g. PUBLIC RELATIONS REPORTS

- i. Director of Communication

1. Goalline Website (Donna) - PENDING - we are going to retain the Victoria Girls Hockey website but are also working with Goalline to move lots of content over there. Ken has designed the website, Ian has been sending stuff to Donna for inclusion. Content is almost completely done, and will have so much more information and functionality
2. Kristen did an analysis of our three social media platforms and put that in the annual report. Not putting a lot on old website since the new one is almost ready.

- ii. Promotion

1. Arena advertising (Ken) - PENDING
 - a. Panorama - 47 x 36" glass enclosure
 - b. Archie Browning - 11 x 17" wall poster
 - c. Oak Bay Rec Centre - Confirmed - we supply display case
 - d. SEAPARC - Confirmed - we supply display case
 - e. Pearkes - Lockable wall bulletin board? - No response
 - f. WSPR - send info and they will place on new bulletin board - No response
2. Awards (Wes) - Selection completed; Results to remain confidential - awards ready to be engraved and just waiting for banquet
3. Scholarships - Applications received - 11 applications, 5 midget, 6 juvenile - award group has agreed to stay on to adjudicate these
4. "Inaugural Season" Gift - DONE
5. Promotional Events (tentative):
 - a. PISE Family Sport and Recreation Festival (May 2) - POSTPONED
 - b. Victoria Day Parade (May 18) - Cancelled
 - c. Gorge Canada Day Parade and Picnic (July 1) - still on as of now

- iii. Special Events

1. Year End Banquet - April 2 @ Mary Winspear (18:00) - postponed
 - a. Update - currently rescheduled for June 4th

- iv. Brand, Identity and Marketing

- v. Recruitment/ Mentorship

1. Esso Fun Days
 - a. May 20 - June 24 @ Westhills - deferred until at least June 1. 25 new registrants, but no one else joining right now
2. First Shift - Applied - PENDING (see above)

h. VP HOCKEY OPERATIONS

- i. Officer Report

1. Announce Spring/Summer Program - update - on hold

i. OPERATIONAL REPORTS

i. Director of Coaching

1. Coaching survey - ready to go - has been designed on survey monkey
2. Call for 2020-21 Coaches - needs to finish redesign of form - maybe google form?
3. Maybe 2-3 coaches that took the clinic but haven't finished their paperwork to make sure they can coach next year

ii. Director of Goaltending - None.

iii. Director of Development - None.

iv. Referee in Chief

1. Aug 9 and 23 Clinics- PENDING

v. Director of Competitive Hockey - None.

vi. Director of Recreational Hockey

1. Feedback from Juvenile Program (Kelly F / Ian) - had a call with Lexxi and Veda Smith - they would like to have an adult in the role of head coach - preferably a non-parent, maybe a board member. They played 11 games. Liked the double header against Vancouver and Richmond, would like more notice. They also asked about avoiding reading and exam weeks. Recruitment - maybe give them 2 minutes on the podium at the banquet to recruit. They thought the Thunderfest recruitment was good and would also like to do a similar Camosun event. They didn't see the ad in the Martlet (UVic student newspaper) - in fact didn't know what this was. They wondered about using UVic social media. Liked location of ice, but would have preferred 9:00 instead of 9:40. Perhaps a non-sanctioned tournament on the Mainland next year.

9. NEW BUSINESS

- a. We have a bunch of half-completed policies that Ian would like to complete in the next couple months. Ian would like to bring these forward one at a time and get them completed.

10. GOOGLE CALENDAR REVIEW

11. Future CRFMHA Board meetings (Second Monday of each month at 7 pm)

- a. ANNUAL GENERAL MEETING: GoogleMeet online meeting - Thursday, April 30, 2020 (Sign in: 6:30; AGM: 7:00 - 9:00)
- b. Transition Meeting - pending
- c. May 11, 2020 - First Board meeting for 2020-21
- d. June 8, 2020

12.

13. Adjournment - 9:08 pm Maegan/Laurie