

Capital Region Female Minor Hockey Association

Board of Directors Meeting

Thursday, June 25th, 2020

19:30 - 21:00

Location: Video meeting via Google Meet

ATTENDEES: Lauren Syverson, Steve Marsh, Maegan Thompson, Elise Gratton, Courtenay Jacklin, Andre Wuest, Bruce Tuck, Wes Crealock, Caeleigh Ryalls, Kelly Chaplin, Lisa Parkes, Bruce Leibel, Ian Fleetwood, Laurie Wishart, Glenn Wagner, Lexxi Smith, Melanie Murray, Sharon Lum, Veda Smith, Ken Jones, Jennie Carson (joined at 7:52 p.m.).

REGRETS: Donna Perman

ABSENT: Brad Amson, Reg Gladstone

AGENDA:

1. Call to Order - 7:33 p.m.
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 - Maegan/Kelly - unanimously approved
4. Review and approval of April 6th, 2020 Minutes - Wes/Kelly - passed 8-0
5. eVotes since last meeting:
 - a. None.
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
 - b. October 15, 2019
 - i. Draft policies regarding fees, refunds, withdrawals etc. (Kelly C) - Done
 - 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) - Done
 - 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) - PENDING
 - f. March 9, 2020
 - i. Pursue an extended sponsorship agreement with Scotiabank (Lisa/Ian) - PENDING
 - ii. Review ice allocation (Ian and Lisa) - DONE
 - iii. Apply for Officiating clinics Aug 9 and 23 (Kristen) - DONE
 - iv. Distribute Coaching Survey (Bruce and Wes) - PENDING
 - v. Create a template for standard banner extension (Ken) - PENDING
 - vi. Submit motions to VIAHA (Ian) - DONE
 - vii. Order T-shirts for sponsorship recognition (Ian) - PENDING
 - viii. Follow-up with BCH on First Shift and FS Goaltender programs (Ian) - DONE
 - g. April 6, 2020
 - i. Administrative Assistant Job Description (Ian) - Pending
- 7. Correspondence
 - a. Mostly all correspondence about COVID
- 8. REPORTS
 - a. **PRESIDENT**
 - i. Update from BC Hockey and new AGM date - may be down to 4-6 staff people
 - 1. gave us their return to play yesterday and it is quite detailed and easy to follow
 - 2. moved AGM to September - still charging for admission
 - ii. Update from VIAHA and AGM date
 - 1. are having a meeting right now about zone play
 - 2. COVID meeting being proposed for all of the people we already have on our committee plus Kerry Park
 - 3. Jim Humphrey will investigate getting money back from VMHA for our former Saanich players - Ian will follow up if he hasn't heard back in a month
 - iii. Administrative Assistant - Job Description - Ian is going to clean up the edits and send around again. We aren't currently in a financial position to fill it
 - iv. Consideration of withdrawal of Resolution to VIAHA for Female Recreational Playoffs - the female committee of VIAHA said that they brought forward a motion just before that that suggested this as a pilot project for this coming season. Our motion was defeated 18-1 at the Committee level, so we need to decide whether we insist it go ahead or not. Ian thinks that if we decide to pull the motion, we should at least insist that it go ahead as a pilot next year as they were proposing. The stated reason for the Committee turning it down is that they feel that some teams may not want to travel large distances to play a playoff game that they might get trounced in. Ian will go back to Jim Humphreys to discuss some of the options and then come back to Board
 - v. New addition to Development Program - Ian and Maegan have been in discussion with Micah Zandee-Hart of the women's national team to get her involved with the association. Will be coming in in a mentor and training role. Courtenay is involved, and Lexxi is working on a social media release and further Canada Day event. Micah will host 4 webinars in July that will be free to current Reign members. She is around for the summer then going back to Calgary and her opportunity to be involved will be more sporadic over the winter.

b. VP ADMIN

i. Officer Report

1. Committee has met once so far, three directors still need to sign their consents to act as Directors
2. Asking that anyone who is working on policy and procedure send copies to Lauren to put in formatting and keep with all policies
3. Committee meeting minutes - should be circulated to all other board members when they are in draft form so people get updates in real time

c. ADMINISTRATIVE REPORTS

i. Director of Safety & Risk Management

1. COVID-19 Return to Play - have met with almost all arenas now, except private ones. BC Hockey came out with their template yesterday, and are pushing Local Sports Organization (LSOs) to use the same templates to make it easier for arenas etc. Are going to use the template to create our plans for the arenas and have small groups for this. Right now most arenas are around the 20 players mark, Andre is hopeful that we can push this a little bit. Dave Beatty said that for those using more than one facility they should have sections in their plans for each facility. For MHAs sharing facilities, should use similar plans. Will have a google form that Courtenay's made that people have to sign off on policy before they can take the ice.

ii. Director of Managers

1. Feedback forum for 2019-20 season - PENDING

iii. Director of Governance

None

d. TREASURER

i. Officer Report

1. Update on Scotiabank fees for Team accounts and access - accounts have now been fixed and refunded - total \$771.94 to 10 teams in varying amounts - DONE
2. Wickfest deposit refunds - last spring/summer we reserved 3 spots in each of Calgary and Surrey. One team went to Calgary and we refunded the other two. Pee wee A team went to Surrey, the other two that went paid the deposit and full fees, so didn't use our deposit and we haven't been refunded the \$600 we paid. Kelly has tried through the Wickfest registrar to get the money back, but hasn't had any response. He will continue to try.

e. FINANCIAL REPORTS

i. Registrar

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
 - b. VIHA Community Wellness Grant (Geo 3) - Decision date deferred
 - c. VIHA Community Wellness Grant (Geo 4) - Decision date deferred
 - d. Victoria Foundation - Decision pending - overdue

- e. BC Community Gaming Grant - Ian, Kelly C and Lisa - SUBMITTED
 - f. LeadForward Grant for Balanced Representation in Sport - DUE June 25 - submitted
 - 3. Sponsorship
 - a. Scotiabank - Extended sponsorship opportunity (Ian and Lisa) - PENDING
 - 4. Fundraisers
 - a. NHL Playoff Hockey Pool
 - b. Bottle Drive - September 12-13
 - c. NHL Regular Season Hockey Pool
 - d. Social Night
 - e. Giving Tuesday
 - 5. Sponsor recognition T-shirts for 2020 - PENDING
- iii. Director of Equipment - Elise
 - a. Uniforms - still on hold on collecting jerseys and equipment until storage unit organized - is starting to look into AtoMc and timbits
 - b. Equipment Storage - have secured a 10x15 storage unit that is being donated - Westshore U-Lock storage facility. We offered them sponsorship including on our website (Donna)
 - c. Equipment Purchases
- iv. Director of Tournaments
 - 1. 2021 BC Hockey U15 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 - as long as BC rules allow it by then, we will have a tournament
 - b. Remembrance Day - Ice requested Nov 13-15, 2020
 - c. New Years Eve?
- v. Director of Ice Management
 - 1. Spring/Summer requests -first ice at Oak Bay is July 4, likely put off until July 11th. Have Pearkes booked for tryouts in August
 - 2. 2020-21 Regular Season Requests - have all of our ice requests in. Some chance West Shore Parks may not open JDF for the winter season- should have new information in about a week. Based on Pearkes and JDF challenges, we may need to pick up more ice at Panorama and Seaparc. Also, Save On is currently an emergency shelter. The distancing requirements may actually increase overall demand for ice.

f. SECRETARY

- i. Officer Report

g. PUBLIC RELATIONS REPORTS

- i. Director of Communication
 - 1. Goalline Website (Donna) - DONE
- ii. Promotion
 - 1. Arena advertising (Ken) - PENDING
 - a. Awards (Wes) - Selection completed; Results to remain confidential

- 2. Scholarships - Applications received
- 3. Promotional Events
- iii. Special Events
 - 1. Year End Banquet - Cancelled
 - 2. Graduating player event - Pending
- iv. Brand, Identity and Marketing
- v. Recruitment/ Mentorship
 - 1. Esso Fun Days
 - a. July/Aug Event(s) - pending - Jennie and Lisa to follow up
 - 2. First Shift - Applied - PENDING
 - 3. Swag committee to start led by Elise

h. VP HOCKEY OPERATIONS

- i. Officer Report
 - 1. Announce Spring/Summer Program - update - we're trying to do as much as we can in terms of keeping kids active, etc.

i. OPERATIONAL REPORTS

- i. Director of Coaching
 - 1. Coaching survey - will be circulated shortly
 - 2. Call for 2020-21 Coaches - Bruce has put this out and has received 8 applications so far and 4 more they're expecting to receive. No application deadline was set yet, so this partly explains low number of applications
- ii. Director of Goaltending
- iii. Director of Development
- iv. Referee in Chief
 - 1. Aug 9 and 23 Clinics- requested - PENDING
- v. Director of Competitive Hockey - tryout dates set
- vi. Director of Recreational Hockey - won't largely be set until rep is but Glenn is keeping an eye on this

9. NEW BUSINESS - third party requests - Brianne Jenner - doing an online hockey school and has asked us to promote it. Also since learned about Natalie Spooner's school. Lauren will look at a policy around promoting third party organizations (Lauren) - PENDING

10. GOOGLE CALENDAR REVIEW

11. Future CRFMHA Board meetings (Mondays at 8:00 pm)

- a. August 10, 2020
- b. September 21, 2020
- c. November 2, 2020
- d. December 14, 2020
- e. February 8, 2021
- f. April 5, 2021

12. Adjournment - 9:48 p.m. Laurie/Andre