

Board of Directors Meeting Agenda

DATE: Monday, November 2, 2020

LOCATION: via Google Meet

TIME: 7:00 p.m.

ATTENDANCE: Andre Wuest, Elise Gratton, Wes Crealock, Glenn Wagner, Kelly Chaplin, Lisa Parkes, Laurie Wishart, Lauren Syverson, Veda Smith, Lexxi Smith, Reg Gladstone, Courtenay Jacklin, Ian Fleetwood, Maegan Thompson, Caeleigh Ryalls, Sharon Lum, Melanie Murray, Steve Marsh (joined 7:04 pm), Brad Amson (joined 7:56 pm)

1. Call to Order – 7:01 pm
2. Approval of Agenda – Kelly/Maegan – Carried unanimously
3. Review and approval of prior minutes – Andre/Reg – Carried unanimously
4. eVotes since last meeting:
 - a. Be it resolved that, following review and recommendation of the Scholarship Committee, the following individuals each be awarded a \$750 scholarship in relation to the 2019 –2020 playing season and the 2020 -21 academic year:
 - Lindsay Goldsworthy
 - Lexxi Smith
 - Veda SmithWes Crealock / Ian Fleetwood; Passed 17-0
5. 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. 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. January 13, 2020
 - i. Review options for use of credit cards to accumulate loyalty points (Kelly C) - DONE

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- d. March 9, 2020
 - i. Create a template for standard banner extension (Ken) - PENDING
- e. April 6, 2020
 - i. Administrative Assistant Job Description (Ian) - PENDING
- f. June 25, 2020
 - i. Review implications of withdrawal of motion with VIAHA (Ian) - DONE
 - ii. Feedback from Managers RE: 2019-20 Season and Managers' Manual (Sharon) - DONE
 - iii. Form a U15 BC Hockey Championships host Committee (Donna) - DONE
 - iv. Arena Advertisements (Ken) - PENDING
 - v. Adhoc committee to develop 2020 swag package (Elise, Veda, Ken) - PENDING
- g. September 21, 2020
 - i. Saanich MHA dissolution further action? (Ian) – we will communicate with the families of the players affected and let them know we tried but no success - PENDING
 - ii. Appointment of Coaching Director replacement - (info@) - PENDING
 - iii. Appointment of Director of Recruitment replacement - (info@) - PENDING
 - iv. Player Development, Affiliated Player, Sponsorship and Fundraising, and Branding policies - (Various) - PENDING
 - v. Officials clinics availability - (Steve) – room availability is an issue – JDF is holding clinics with 72 person capacity so we probably could have all of our officials certified through those - PENDING
 - vi. Awards and scholarships ceremonies - (Caeleigh) - DONE
 - vii. Esso Fun Days Thanksgiving weekend - (Maegan and Lisa) - DONE
 - viii. First Shift program in January (Maegan and Lisa) - PENDING

6. President Report

- a. Thanks everyone for keeping up with emails, changing protocols, etc, recognizes many people are close to or are feeling burnt out – on that note Ian heard from Pearkes today that they heard from a U9 parent directly complaining about their protocols and now they want to meet with our board to discuss this situation. Ian invited them for tonight but they couldn't make it on such short notice, so we'll probably meet with them sometime in coming weeks.
- b. Nothing firm on cohorts from VIAHA yet, though Glenn has been asked to have ice ready for as early as next weekend.

7. Administration Committee Report (VP Administration)

- a. Met on October 13th – ongoing stuff is COVID Committee work and Lauren's policy work. Melanie had the managers meeting and this is all done. Wes thanked Andre for all his work with COVID. Photo night – Wes is working on this and will be in touch with Ken, who wants to be involved with the design. Wes is thinking of Pearkes Gold (no ice) for the photos. General consensus is to use Gordon Lee.
- b. Live-streaming of games – VIAHA says that every single player and official must sign off on a consent form in order for games to be live-streamed. But they say that each association may do its own waiver, which Wes has concerns about. He hopes to have ours done within about 48 hours.
- c. Hiring an Administrative Assistant (implications of: salary; stipend; honorarium; hourly; service contract) – Ian would like to know if anyone on the board has experience with hiring and HR and how the person is paid, e.g. salary, stipend, etc. Lauren and Wes suggest that the person would be an independent contractor. Ian would prefer not to pay hourly as he's seen issues with this in the past.

8. Hockey Operations Committee Report (VP Hockey Operations)

- a. Thanks to Glenn and Melanie for covering the coaching email while Maegan is busy with work. Hockey Operations is currently dealing with one coaching issue.
- b. Development – We have a lot of early morning development ice, which seems to be going well, but not a lot of people registering for each session.

9. Public Relations Committee Report (Secretary)



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- a. Website is being updated, social media has awards and scholarship pics and video.
 - b. Arena advertising is almost complete, merchandise committee has come up with a cool new hoody design and today also launched the gaiter mask fundraiser. Standard template for bottom of championship banners is next on Ken's list.
 - c. Awards and scholarship ceremony went well and Caeleigh is working on a holiday event – maybe just a citizenship event, given COVID.
 - d. Esso Fun Days went pretty well, COVID considered – had 22 kids out. First Shift is scheduled for end of January into early-mid March. Lisa will look into booking an Esso Fun Day for over the Christmas holidays.
 - e. Veda is thinking about running a video competition for teams.
10. Financial Report (Treasurer)
- a. Presentation and review of Budget - Motion required to pass budget – Kelly ran through the budget. Maegan/Glenn – carried unanimously.
 - b. Review of BC Community Gaming Grant – we received \$58,500 – total applied for as a regional organization was about \$105,000.
 - c. Non-payment of fees - action to be taken and when – there are about 6 players that haven't paid their fees – Kelly wonders if we need to tell these players at this point that they need to pay or can't go on the ice. Rep fees – all but one have paid their first installment (that one has ignored emails) and about 10 out of 50 have yet to pay installment that was due this past weekend. Laurie will send an email tomorrow and will give them until Sunday to respond – if they don't they will have ice privileges suspended.
11. New Business – none.
12. Google Calendar Review
13. Adjournment – Maegan/Glenn 8:26 pm

Next Meeting - Monday, December 14, 2020

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