

Board of Directors Meeting Minutes

DATE: Monday, December 14, 2020

LOCATION: via Google Meet

TIME: 7:30 p.m.

Attendance: Melanie Murray, Lauren Syverson, Kelly Chaplin, Elise Gratton, Maegan Thompson, Lisa Parkes, Veda Smith, Andre Wuest, Glenn Wagner, Sharon Lum, Wes Crealock, Courtenay Jacklin, Ian Fleetwood, Donna Perman, Caeleigh Ryalls (joined 7:49 p.m.), Laurie Wishart (joined 7:54 p.m.), Bruce Liebel (joined 8:23 p.m.)

Guests: Anh Nguyen, Teri Cotton (joined 7:44 p.m.)

1. Call to Order – 7:32 p.m.
2. Approval of Agenda – Wes, Kelly
3. Review and approval of prior minutes – Wes, Reg
4. eVotes since last meeting:
None
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. March 9, 2020
 - i. Create a template for standard banner extension (Ken) - PENDING
 - d. April 6, 2020
 - i. Administrative Assistant Job Description (Ian) - PENDING
 - e. June 25, 2020
 - i. Arena Advertisements (Ken) - PENDING
 - ii. Adhoc committee to develop 2020 swag package (Elise, Veda, Ken) - DONE
 - f. August 11, 2020
 - i. Circulation of third party request guidelines - PENDING

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- ii. Circulation of policy-drafting guidelines - PENDING
 - g. September 21, 2020
 - i. Saanich MHA dissolution further action – email to be sent to former Saanich parents (Ian) - PENDING
 - ii. Appointment of Coaching Director replacement - (info@) – DONE (not pursuing for now)
 - 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 - (Director of Officials) – DONE (not held but too late)
 - vi. First Shift program in January (Maegan and Lisa) - DONE
 - h. November 2, 2020
 - i. Parent complaint to Pearkes (Ian) - DONE
 - ii. Team photos (Wes/Ken) - DONE
 - iii. Live-streaming games/waivers (Wes) - DONE
 - iv. Hiring of Administrative Assistant (Ian) - PENDING
 - v. Holiday event (Caeleigh) - PENDING
 - vi. Esso Fun Day over Christmas (Lisa/Maegan) - PENDING
 - vii. Video challenge for teams (Veda) - PENDING
 - viii. Non-payment of fees update (Kelly/Laurie) - DONE
6. President Report
- a. BC Hockey – has been a backwards slide since November 2nd and revision to viaSport phase 2, and 3 metres of physical distance for all sports. Created challenges for drills and ice planning. Also no spectators and no travel between communities. Webinar announced today by viaSport on Thursday from 12-1:00 on return to play. Ian and Maegan are participating in a session tomorrow talking about the implementation of the female system
 - b. VIAHA has moved their next executive committee meeting to January 4th or 5th, next health order will be after that - January 7th or 8th
 - c. CRFMHA – busy internally – Steve Marsh retired and is moving to Ontario. EJ Weston, one of our midget coaches had agreed to step into the Officials role, but has a conflict because of a role with BC Hockey – will be involved but can't take on the official role. Maegan has now reached out to Teri Cotton, who has agreed to take on the role. Teri will come on as a coordinator until the next general meeting and then become the director in charge. Bruce

has had an incredibly challenging job because of COVID – all of the changing rules, plus people from teams contacting him directly. Ian also got a letter of resignation from Maegan this week, she is stepping down from VP Operations as of December 31st due to changing commitments at work. So we have 5 vacancies to fill – Anh Nguyen may come on the board; she is here is a guest tonight. With the AGM coming up in April, we need to think about recruiting.

7. Administration Committee Report (VP Administration)
 - a. Hiring an Administrative Assistant (implications of: salary; stipend; honorarium; hourly; service contract).
 - b. Andre still dealing with all of the COVID changes - is trying to update the Return to Play plan so that we can maybe use it going forward without having to make a bunch of changes each time.
 - c. Photos – Wes hopes all teams have reached out to Gordon Lee to organize photos at this point.

8. Hockey Operations Committee Report (VP Hockey Operations)
 - a. Courtenay continues to do development ice every week with a few players coming out to each.
 - b. Referee-in-Chief – is very glad Teri is coming on.
 - c. Have had two sets of goalie gear donated – Reg is setting up a couple of sessions for goalies.
 - d. Maegan’s decision to step down was after a lot of soul searching and due to work – is still really committed to the association and wants to do some more succession planning before she’s done.

9. Public Relations Committee Report (Secretary)
 - a. Gordon Lee took headshots of players and sent to Ken who will drop them into a template
 - b. Arena artwork is largely done – couple last things for Oak Bay and JDF
 - c. Ken is working on getting some free decals from Hometown that will be given to players for free
 - d. Caeleigh and Laurie are working on finding some families to sponsor for Christmas
 - e. Veda is moving ahead with the video challenge
 - f. Ready to go with First Shift launch event January 21st and first ice time January 31st and for 6 weeks total Sunday mornings. Currently 17 kids registered.

10. Financial Report (Treasurer)

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- a. Committee had its meeting a couple nights ago - U21 season is currently suspended as they are adult hockey and the committee is considering whether to offer a refund – will prob wait til end of year since they have had some ice time, etc.
 - b. Received a viaSport gender equity grant of \$4,500 – thanks to Courtenay for being the lead on this
 - c. We were showing a budget deficit of about \$105,000 a couple meetings ago. With gaming grant coming in, and with travel subsidies, officiating costs, and paid admin position all coming in way under budget, we are expecting to come in with a surplus of about \$40,000. Kelly would like to consider buying second sets of jerseys for U18, U15, U13. Also considering additional development sessions. But if gaming grants are expected to be reduced next year, we may not want to spend.
11. New Business
- a. Discount to January -March 2021 First Shift registrants for the 2021-2022 season and invitation to register for 2020-21 season. Finance Committee will revisit and we'll try to have an answer and a plan by January 21st launch event. Also, Laurie will check in with Hockey Canada about whether participants can register with CRFMHA while still involved in the First Shift program
 - b. Inclusion of player and team staff birthdays on rosters – Laurie has started leaving birthdates off rosters due to a concern by a parent about privacy and identity theft and is talking to VIAHA and Hockey Canada about this. Kelly suggested maybe having it so that only their birth year shows up on the roster, not the month and day
12. Google Calendar Review – viaSport session on Thursday, a few grant applications coming up, and Elise should get the AtoMc reorder email soon. Many of the regular deadlines for Provincials etc. don't apply this year
13. Adjournment – 8:36 p.m.

Next Meeting - February 8, 2021

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