

Board of Directors Meeting Agenda

DATE: Monday, February 8, 2021

LOCATION: via Google Meet

TIME: 7:30 p.m.

Attendance: Melanie Murray, Andre Wuest, Ken Jones, Wes Crealock, Lauren Syverson, Veda Smith, Lisa Parkes, Elise Gratton, Laurie Wishart, Glenn Wagner, Kelly Chaplin, Lexxi Smith, Donna Perman, Caeleigh Ryalls, Ian Fleetwood, Sharon Lum (joined 7:48), Courtney Jacklin (joined 7:55)

Guests: Teri Cotton, Ahn Nguyen, Karla Easingwood, Maegan Thompson

1. Call to Order – 7:34 p.m.
2. Approval of Agenda – Wes Crealock, Glenn Wagner – carried 15 -0
3. Review and approval of prior minutes – Kelly Chaplin, Laurie Wishart – carried 15-0
4. eVotes since last meeting:
 - a. Participants in the First Shift program beginning in January 2021 will be offered a \$50 discount for registration in CRFMHA for the remainder of the 2020 -21 season, and a \$50 discount for registration in the 2021 -22 season (in addition to any early registration discount they qualify for) – carried 16 -0
 - b. Jan 27: Motion to approve Return to Play Plan (Version 2.1)
Not Completed: Defeated (0 -0-0)
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. March 9, 2020

HOME OF THE...



- i. Create a template for standard banner extension (Ken) - PENDING
 - d. April 6, 2020
 - i. Administrative Assistant Job Description (Ian) - DONE
 - e. June 25, 2020
 - i. Arena Advertisements (Ken) - DONE
 - f. August 11, 2020
 - i. Circulation of third party request guidelines - PENDING
 - ii. Circulation of policy-drafting guidelines - PENDING
 - g. September 21, 2020
 - i. Saanich MHA dissolution further action? (Ian) - PENDING
 - ii. Player Development, Affiliated Player, Sponsorship and Fundraising, and Branding policies - (Various) - PENDING
 - h. November 2, 2020
 - i. Hiring of Administrative Assistant (Ian) - PENDING
- 6. President Report
 - a. PHO restrictions have been extended
 - b. Ian does not expect that VIAHA will be doing any planning for last two weeks of season which is first two weeks of March – nothing out as of today
 - c. Courtenay Jacklin has resigned from the Development position at the end of the season – big loss for the Association
 - d. We got a Local Sport Relief Fund grant, which will support various aspects of programming affected by the pandemic.
- 7. Administration Committee Report (VP Administration)
 - a. RTP plan – rules are that Board needs to approve the plan and some stuff came up that required some changes
 - b. Managers – nothing to really report
 - c. Policy – working with Lauren on getting some of these done
 - d. January 14th was their last committee meeting
 - e. Losing Steve was a big hit but Teri has stepped in which is great
 - f. Hiring an Administrative Assistant – trying to hire by end of the year

- g. Submissions for Annual Report – Ian will circulate last year’s report and then everyone can prepare a paragraph sometime in the next 6 weeks or so
 - h. Planning 2021 AGM – unlikely to be an in-person AGM in April and if we did have it in person it would likely not be well-attended. Better to do on google meet with online voting similar to last year – Plan for Monday, April 26th
 - i. Awards Nominations – we can hand out most of these despite the unusual season, but officiating and a couple others may be difficult, but the volunteers have done an amazing job on the ground keeping the kids interested etc. Requests for nominations will be made at the usual time
 - j. Scholarship Applications – budget is in place for this and Wes will get the forms for both award and scholarship nominations ready to go
 - k. RTP Plan (Version 2.2) – we haven’t approved a plan since early September and we need to have one in place – motioned by Andre Wuest, Wes Crealock – carried 17-0
8. Hockey Operations Committee Report (VP Hockey Operations)
- a. 2020-2021 Coaching Survey – Melanie will take questions from last year’s coaching survey and review them to see if they got us good information in the next month and have this year’s survey ready to go out in March
 - b. Things have slowed down for recreational, competitive etc.
 - c. Lead Forward Grant – proposed instructor development for U21 and U18, which Mena has been running with kids getting free power skating sessions out of it as those being coached by the older players
 - d. Q&A opportunity – is setting this up for March with women with careers in sport – may reach out for some assistance
 - e. Melanie reached out to U21 and U18 players with an opportunity to get coach-certified because BC Hockey was putting on some clinics – lots of interest and two U18s got certified – there were a couple others that were interested but not quite old enough – have to be 16 by December 31st of the playing season the clinic is in
 - f. We Are Coaches seminar this coming Friday, February 12th for women only – has been circulated to the membership – Courtenay sent this to UBC alumni group and one of them will be sitting in and will be coaching with us next year
 - g. Have had four resignations in this area this season and will need to focus on recruiting for it for next year’s Board

9. Public Relations Committee Report (Secretary)
 - a. Awards Banquet – Caeleigh will set up – both this event and Graduating player events can be done earlier this year because we know things aren't going to open up much
 - b. Graduating player recognition – Caeleigh will set up, Veda working on gifts
 - c. Swag committee – are working on a fundraiser selling Reign “summer skates” (aka slides). Ken also has quotes for an event tent has quotes and would like to order this – Kelly feels we have the room to purchase the tent – motioned by Ken Jones, Kelly Chaplin – carried 17-0
 - d. National Women in Sport Day – Lexxi created social media posts for this
 - e. Recruitment – First Shift has had 3 sessions, have about 25 kids signed up, lots of U18 players volunteering – thanks to Laurie and Maegan, is a success
 - f. Promotional video – Veda had about 20 submissions and has put the video together and showed the finished product – approximately a one minute video with music - to the Board. Board response was all positive – Veda and Lexxi will get it on social media and arrange for an email to go out

10. Financial Report (Treasurer)
 - a. Had their committee meeting last night (Feb 7th)
 - b. Set 2021-2022 registration fees and set registration dates – had hoped to have for Board vote tonight but they need to have some more discussion on what exactly fees should be. Ian has developed a detailed spreadsheet on what the cost is for each age player. Registration fees cover most of the costs per player, with the extra being made up from gaming grant, fundraising, etc. The gap gets bigger with rep players than recreational programs. The committee also noted that the gaming grant is based on costs of the association, and the rep program is responsible for more of those costs than the recreational programs per player so worth keeping that in mind too. Kelly's plan is for the committee to have more discussions and then bring the fees forward in an e-vote with a comment period. Kelly is hoping to start building up our reserves slowly over time. Dates – last year we opened registration on May 1st and there was a two-week period where there was an early registration discount of \$25. We will likely do this again.

- c. Planning 2021-2022 registration via Website – Laurie and Donna have been working on using an online form which is fully customizable and can require that people provide information and aren't able to skip items. It might have a one-time cost of \$100 to set up. The info is stored securely for us, and we can use Stack to accept credit card payments – they are waiting to hear about costs and will report back.
11. New Business
 12. Google Calendar Review
 13. Adjournment – 8:56 p.m. – Laurie Wishart, Kelly Chaplin

Next Meeting – March 29, 2021 (Subsequently changed to April 6, 2021)

HOME OF THE...

