

Board of Directors Meeting Agenda

DATE: Tuesday, October 12, 2021

LOCATION: Google Meet

TIME: 8:00 p.m.

ATTENDANCE: Laurie Wishart, Andre Wuest, Karla Easingwood, Lauren Syverson, Glenn Wagner, Maegan Thompson; Ashley Kiss, Ken Jones, Caeleigh Ryalls, Melanie Murray, Ian Fleetwood, Donna Perman, Elise Gratton, Anh Nguyen, Sharon Lum, Teri Cotton (20:20 - 20:30).

REGRETS: Lisa Parkes, Kelly Chaplin, Veda Smith

ABSENT: Lexxi Smith, Loren Mullane

1. Call to Order @ 20:03
2. Approval of Agenda with date corrected to October 12 by Donna Perman (Glenn / Maegan - Approved unanimously)
3. Review and approval of prior minutes with worded Agenda changed to Minutes by Melanie Murray (Ken / Donna - Approved unanimously)
4. eVotes since last meeting:
 - a. THAT registered U21 players will receive a rebate for 50% of the cost of shipping their hockey equipment to Victoria (by ground/economy) upon submission of the receipt from the shipping company. Carried 11 -0
5. Business arising from Minutes:
 - a. July 16, 2019
 - i. 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) - DONE
 - c. March 9, 2020
 - i. Create a template for standard banner extension (Ken) - PENDING
 - d. August 11, 2020
 - i. Circulation of third party request guidelines - PENDING



HOME OF THE...

- ii. Circulation of policy-drafting guidelines - PENDING
 - e. September 21, 2020
 - i. Player Development, Affiliated Player, Sponsorship and Fundraising, and Branding policies - (Various) - PENDING
 - f. November 2, 2020
 - i. Hiring of Administrative Assistant (Ian) - PENDING
 - g. June 8, 2021
 - i. Distribute coaching survey scores (Melanie and Loren) - PENDING
 - ii. Develop social media campaign to engage more non-parent coaches (Loren, Lexxi, Maegan, Lauren and Teri) - PENDING
 - h. July 20, 2021
 - i. Determine how Big Assist funds will be allocated - PENDING
- 6. President Report
 - a. BC Hockey Update
 - b. VIAHA Update - Double vaccination policy effective Nov 22; Next Executive Committee meeting October 23 - Tiering decisions; Recreational Leagues start Oct 23-24 weekend.
 - c. PCAHA Update - Scheduling issues related to postponement of their Development weekend until after September.
 - d. Local MHAs update - A few players still transferring over
 - e. Facilities - Ice issues at WSPR and now Sooke
 - f. Correspondence - None
 - g. NOTES: WGIHW is Oct 16-17 and is being promoted; Huge THANK YOU to all Board members for all the hard work that has been done in the last 6-8 weeks to get the season off the ground.
- 7. Administration Committee Report (VP Administration) - Donna
 - a. Governance
 - i. Player Evaluation Policy is approved
 - ii. Draft versions of Third Party Requests; Tournaments
 - iii. Progress on Fundraising and Sponsorship
 - b. Safety and Risk Management
 - i. ePACT completed
 - ii. Sportsmanship Starts in the Stands - link to be distributed to watch video and self report on a Google Form (due Nov 15);



HOME OF THE...

- iii. Player Code of Conduct to be distributed by Google Form this season and incorporated into Registration next season.
- iv. Buddy Check For Jesse - Scheduled for Oct 30-31
- c. Managers
 - i. Managers and Coaches Meeting was held on Oct 7;
 - ii. 2-deep rule was reinforced; pushback from one team but the BC Hockey and Hockey Canada requirements were reviewed;
 - iii. Team photos - booking photographer and venue
 - iv. Referee in Chief - HCOP Clinic was recently approved for Oct 17; short notice; registration is being advertised to CRFMHA Members and was forwarded to local MHA Presidents; No way to check current registration rates
- 8. Hockey Operations Committee Report (VP Hockey Operations) - Ian
 - a. Coaches - All teams now have coaches
 - b. Development - Major Development program announced earlier today; season-long development program with options for every player in CRFMHA (except U21); U7 still needs a coach so will be released a bit later.
 - c. Goaltending - Vacant
 - d. Recreational Hockey - League play to begin **Ont** 23-24 weekend
 - e. Competitive Hockey - Island League tiering is soon and glitches with PCAHA schedule reviewed; Debriefing session regarding tryouts at next Hockey Ops meeting.
 - f. Referee in Chief - Had to leave; Some referee scheduling issues; Laurie W points out the huge support Teri gets from Ken Haskill.
- 9. Public Relations Committee Report (Secretary) - Lisa submitted the report by email. Reviewed here.
 - a. Communications - WGIHW to be promoted by Social Media. The referee clinic is our major event.
 - b. Brand - New Media Wall is ready
 - c. Special Events - Association Awards is October 16 @ OBRC. By invitation only due to size of event and PHO restrictions on Gatherings.
 - d. Promotion - Vacant but thanks to Veda who has been doing a lot to cover. We ran 2 events at UVic. Royal Roads fell through. Anh Nguyen and Garry Muir have offered CRFMHA 2 months of promotion and exposure on the rinkside boards at SOFMC; thanks for this, and to Ken Jones for getting the artwork done.

Commented [1]: Teeny typo...

HOME OF THE...



- e. Recruitment & Mentoring - First Shift player welcome event tomorrow night; Gear fitting October 20; On-Ice Nov 7 x 6 weeks. 30 participants. Next Esso Fun Day will be during Holidays.

10. Financial Report (Treasurer)

- a. Registration - 237 players now and climbing; 17 teams; Laurie promoted the use of AP's and emphasized the need to get them out to practices; Laurie wondered about offering a discount for First Shift participants to promote registration. **ACTION:** Proposal for discount to be drafted by Finance Committee and then to Board for vote or eVote.
- b. External Funding - Sponsorship from three Scotiabank Branches - Hillside, Belmont and Sidney; Bottle Drive raised over \$5000; Hockey pool registration closed today and is estimated to clear \$2000 in profit
- c. Tournaments -
 - i. Competitive - Thanksgiving weekend. U18A won by Okanagan Hockey Academy U17 and **U15A won by Victoria Reign**
 - ii. Recreational - Remembrance Day event at SEAPARC is confirmed and BC Hockey Sanction received this week. Hosted by two U13C teams. Host committee to be formed to organize the event.
- d. Ice - Recurring schedule now in place. Nothing to report.
- e. Equipment - Jerseys out to all teams U11 and above; Socks being sized; TimBits received this weekend. Goalie equipment needed for U11 and U9 - **ACTION:** Ian has the info and will work with Elise, Glenn and Ken to get new gear ordered. Maegan wondered about funding and budget. There is money for equipment in a couple of our active Grants.

11. New Business

- a. There are 4 resolutions we require for our Scotiabank team account management:
 - i. Be it resolved that the Treasurer shall have online banking access to all accounts associated with CRFMHA (Ian Fleetwood / Donna Perman). Passed 14-0.

BACKGROUND: Currently the treasurer can only access our main account online, not our Gaming Account or any individual team accounts, so in order to get any information on any of those the Treasurer has to go into a branch and ask them to print monthly statements. This will also allow the Treasurer to change the names of the accounts (i.e. so we can change the names from the old Bantam, Midget, etc. to U15, U18 and so on).



HOME OF THE...

ii. Be it resolved that the Board approves reactivating accounts that are in Dormant status (Ian Fleetwood / Donna Perman). Passed 14 - 0.

BACKGROUND: Some team accounts have not had any activity in well over a year (since many accounts were not used last year), so have been placed into Dormant status by the bank and must be reactivated before they can be used.

iii. Be it resolved that the Treasurer, with written (email) support from a second signatory, shall have the ability to transfer up to \$100 per day between different association accounts. During the season (Sept 1 - April 30) Team Treasurers will be notified when these transactions are made, but no notifications are necessary from May 1 - Aug 30. (Ian Fleetwood / Donna Perman). Passed 10 - 0.

BACKGROUND: Some team accounts have positive balances in them from past teams that did not use all their funds; others have negative balances from accumulated service charges; this will allow the Treasurer to use the main account to cover the negative balances, and transfer the positive balances over to the main account. This only allows transfer of funds between accounts under the CRFMHA umbrella, and does not allow transfer out of the family of accounts. In aggregate, the individual team accounts have a positive balance of \$455.36 as of October 1st.

iv. Be it resolved that the Treasurer opens five new accounts as operating accounts for a non-profit organization, to allow individual teams to manage team finances. These new accounts will be for "CRFMHA - U9 C2", "CRFMHA - U9 C3", "CRFMHA - U11 C2", "CRFMHA - U13 C4", and "CRFMHA - U15 C2" (Ian Fleetwood / Donna Perman). Passed 11 - 0.

12. Google Calendar Review

- a. Ian did a screen share to review the eight CRFMHA Google Calendars and encouraged all CRFMHA Events, Meetings etc to be added to those Calendars, not the individual Director's Calendar. **ACTION:** Will follow -up by email.

13. Adjournment @ 21:11

Next Meetings:

Finance Committee - October 19, 2021
Public Relations Committee - October 26, 2021

HOME OF THE...



CAPITAL REGION
FEMALE
MINOR HOCKEY
ASSOCIATION

Officers - November 2, 2021
Hockey Operations - November 9, 2021
Administration - November 16, 2021
Board of Directors - November 23, 2021

Victoria Girls Hockey 
[@VicGirlsHockey](#) 
[@VicGirlsHockey](#) 

HOME OF THE...



info@crfmha.ca

www.VictoriaGirlsHockey.ca

CAPITAL REGION
FEMALE
MINOR HOCKEY
ASSOCIATION

Victoria Girls Hockey 
[@VicGirlsHockey](#) 
[@VicGirlsHockey](#) 