

**St. Matthew Hockey & Sports Club
Edmonton, AB**

BOARD OF DIRECTORS MEETING

MINUTES

Date: Sunday August 18, 2019
Time: 6:00pm - 10:10pm
Location: Knights of Columbus Sports Complex
13160 140 Avenue, Edmonton, AB T6V 0M4

Attendees

Executive Committee:

Andrew Westervelt
Hugh Gillis
John Kyle
Shellina Kyle
Mike Lees (arrived approx. 8:00pm)
Nelson Pacheco
Rob Ryks
Aaron Skelhorne
Robin Westervelt

Standing Committee:

Amanda Alexandre
Kristina Lees
Melanie Ryks
Brian Sorensen
Kathleen Stotyn

Guests:

Derek Perchaluk (representative from Oil Kings)

Regrets

Dan Tabak
Peter Gouveia

Cherisse Kovacs

I. Call to Order

There being quorum, Andrew called the meeting to order at 6:08pm.

II. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to board members on August 8 2019.

As Derek Perchaluk was invited to speak to the board, Andrew requested that the agenda be modified to reflect his attendance.

Motion made by Andrew, seconded by Rob and approved unanimously to amend the agenda to include Derek on the agenda.

b. Approval of the Minutes - July 14th meeting

Information: Minutes from the July 14 2019 board meeting were circulated to Board members on July 15 2019.

Motion by Andrew, seconded by Hugh, and approved unanimously.

III. Declaration of Conflict of Interest

John enquired if any board members in attendance, having read the agenda, believed they may be in a conflict of interest. No conflicts of interest were noted.

IV. Derek Perchaluk - Oil King's representative

Information: Melanie contacted Derek prior to the meeting, requesting that he brief the Board on SMHSC families attending an Oil King's game this year.

Derek provided a brief presentation of the Oil Kings experience and proposed 2 possible nights: (1) November 9th - Star Wars themed night; (2) October 26th - an earlier season game. Ticket prices - \$18 / ea. (same rate as last year). Volume of tickets to purchase - 450 (SMHSC still has 50 ticket vouchers remaining from 2018/19 Oil Kings night which can be redeemed in 2019/20).

Derek said that he would make a better effort of blocking seats and keeping SMHSC players together this year.

50-50 tickets would be done on a separate night. Big league experience (pre or post Oil Kings game) - 110 tickets / team.

The board thanked Derek for the briefing; Derek left the meeting at approximately 6:40pm.

There was a general discussion of registration volumes and delaying a commitment to Oil Kings until we have a better sense of player volumes.

Action Item: Andrew will circulate an e-mail this weekend, after the August 22nd in-person registration, for board members to vote on possible attendance dates and request a decision on go / no go.

V. Reports

a. President

Andrew stated that as the agenda was quite long, he wouldn't provide a specific report.

There was a general discussion of conditioning camps and allowing rep players to join. It was agreed that we would wait until next Monday (after the August 22nd registration) before opening camps up to rep players.

Andrew noted he was pleased with camp registration volumes and anticipated all camps will be full / close to full.

b. Members of the Executive Committee

i) Vice-President

Peter was not in attendance, so Andrew provided a verbal report.

- Ice rental

Peter made contact with NAIT re: ice rental for 2019/20. NAIT ice will be \$190 / hour or a hockey season cost of approximately \$4,500 (modest increase from 2018/19). Andrew made a motion, seconded by Aaron and passed unanimously to renew the NAIT ice contract for 2019/20.

There was a general discussion of the disparity between the hourly charge for city, NAIT (\$190) and KC (\$288) ice rental and the financial strain it causes SMHSC.

Nelson will look into what commitments (contractual / otherwise) we've made to KC for ice rental in 2019/20.

- Parish meetings

Marketing - There was a discussion of a joint marketing plan to attract initiation kids into KC (share 50-50 between parishes and KC). KC is looking for \$1,600 per parish. Brian Mulawka is leading this endeavour.

Andrew asked if there was board support for contributing to a KC led marketing program.

Andrew made a motion to make our support contingent on confirmation from other KC parishes, seconded by Shellina and passed unanimously.

Goalie development - Brian Mulawka and Gord Letty are looking at ice requirements for the coming year.

- SMHSC Player Evaluations 2019/20

Andrew and Peter have investigated the following people / organizations that provide player evaluation services for creating Novice, Atom & Pee Wee teams:

- Bar Down - cost \$5,000, excluding goalies;
- Pro-Star - cost \$4,200 (estimated), still waiting on a return call;
- Zenon Popil - cost \$4,740 (estimated);
- Craig Kibil White - not able to accommodate us; and
- Kevin Filipowski - cost - <\$3,000 (Novice Atom Pee Wee) but excluding Novice goalies

In speaking to Kevin, his plan would be to have 3 games evaluated using 3 evaluators per scrimmage game. The skills portion of evaluations would be used to group like skilled players on teams for the scrimmage games.

Our intension is to post drills and details of evaluations before hand on the web site.

Andrew made a motion, seconded by Hugh and passed unanimously to permit he and Peter to make the final decision on evaluator selection.

No decision yet to be made on posting evaluation results after each skate.

ii) Secretary

John provided a verbal report, primarily on the upcoming board committee work on administrative policy development.

iii) Treasurer

Shellina provided a verbal report.

She advised the board that she and Andrew had met with the accountant (Joanna from Allen Welsh and Co.) last month to discuss fees and timing for 2019 year-end. Shellina recommended that we have Allen Welsh and Co. complete the work for the 2019 year-end.

Action Item: Shellina to contact Cherisse and find out how we recover the \$1,000 funding from KC for street signage.

iv) Registrar

Robin provided a verbal report.

Player registration volumes as of August 18th were 142, as follows:

Discovery - 3
Tim Bits Jr. - 22
Tim Bits Sr. - 12
Novice - 53
Atom - 24
Pee Wee - 28

Camps - most parents paid the conditioning camp fee of \$30, on line.

Robin will advise the directors who (parents, coaches)are missing Respect in Sport (RIS) certificates. They must be completed before players go on the ice for camps and evaluations.

The final in-person registration is scheduled for Thursday August 22nd. Robin reminded board members to ask parents if their children are transfers-in from another club and if so, that there is a form that needs to be completed and approved by the clubs before a player may be registered.

v) Ice allocator

Nelson provided a verbal report.

He advised that his plan is to make the ice schedule available on-line to coaches, managers and the board during the season.

KC has allocated SMHSC 169 ice slots through to March 2020. John noted that SMHSC rented nearly 500 1 hour slots in 2018/19 (rate - \$288 / hour; total cost - \$140,000 approx.)

Action Item: Nelson will contact KC to confirm how the ice rental process works.

vi) Pee Wee Director

Mike provided a verbal report.

Coaches are set up for conditioning camp.

vii) Atom Director

Rob provided a verbal report.

Coaches are in place for conditioning camp and largely in place for the season.

viii) Novice Director

Aaron provided a verbal report.

He advised that he has approached coaching staff (15); 4 will do conditioning camp.

There was a general discussion of reimbursement for coach courses. Andrew advised that KC will reimburse us for more advanced courses.

Aaron advised that he would like to set-up a Novice player night to attend a Macewan University Griffons game (free for players & coaches; modest price for other attendees).

ix) Initiation Director

Hugh provided a verbal report.

Jerseys and socks have been ordered for Tim Bits. Tim Hortons pays for the jerseys and socks.

c. Members of the Standing Committee

i) Apparel Coordinator

Amanda provided a verbal report.

Shamrock is still working on the catalogue and pricing.

There was a general discussion about providing the \$50 apparel credit to all team managers (a maximum of \$50 per team as some teams have 2 managers). Andrew made a motion, seconded Amanda and passed unanimously to provide team managers a total of \$50 per team for apparel.

ii) Equipment Manager

Brian provided a verbal report.

He confirmed with Tom in the KC equipment room that there is still plenty of small goalie equipment available.

Aaron requested 4 small sets of goalie equipment on the 3rd camp skate.

Brian requested that volunteers keep a list of pinnies issued, by player name, for evaluations as there have been losses in past years.

iii) Casino Director

Kristina provided a verbal report.

Casino dates for 2020 - February 26th and 27th at Century Casino.

In the past we have offered a \$75 chit for each volunteer and the plan is to do the same this year.

Action Item: Shellina and Andrew need to sign a casino form.

Action Item: Kristina will meet with a Century Casino representative (Jody) this week to discuss staffing / shifts / other casino matters.

iv) Special Events Coordinator

Melanie provided a verbal report.

- 50th anniversary celebration

The party will be deferred until the spring due to time constraints.

Andrew advised that he is trying to secure a few behind the bench banners for camps in August.

- Team photos

Melanie advised that the photo sessions are scheduled for October 20th at Steele Heights. Photographer looks after hall booking and rental. Shamrock will be set-up at hall at same time.

v) Bingo Coordinator

Kathleen provided a verbal report.

Kathleen advised she will open up February 2020 and March 2020 for bingos before registration on August 22nd.

vi) Communications Coordinator

As Cherrise was not in attendance, Andrew provided a verbal report.

There was a general discussion of a proposal to send out flyers to local schools in the springtime.

Action Item: Melanie will speak to Cherrise about preparing a flyer for distribution to Kindergarten and Grade 1 classes now for Tim Bits registration in September / October 2019. The target is to be ready with flyers by August 26th.

VI. Action Items Arising from Previous Meeting

John reviewed the minutes from the July board meeting and read out the list of action items from that meeting, requesting updates from the responsible board member.

VII. Business Items Arising from the Annual General Meeting

a. Preparation for Special Meeting - September 2019

John advised that he would like to schedule the special meeting for approval of the revised bylaws for September 21 2019. There was a general discussion of time and it was agreed that the meeting would start at 1pm.

John advised that he would provide notice to members of the special meeting via e-mail and posting on the SMHSC web-site, and encouraged attendance by all board members.

b. By-Laws

Information: The board was provided with a copy of the draft revised Bylaws dated September 20 2019 which were reviewed by Nigel Behrens of BDP Law, on August 8 2019.

There was a general discussion of the document, and further suggestions for minor changes. John advised he would review the suggestions, make any necessary

amendments and then circulate a final version to the board for approval. He requested that the board members respond and cast their votes (yes / no) on the final version, via e-mail.

VIII. Other Business Items

a. Financial

i. Financial statements for 2018/19 fiscal year

ii. Budget for 2019/20 fiscal year

Information: During the meeting, Shellina distributed a graph of actual and projected revenue, expenses and cash position (2019-2024) and a 3 page spreadsheet (actual 2013 - 2019; Budget 2020) encompassing balance sheets, statements of operations and cash flows.

Shellina reviewed these documents. There was a general discussion of past results, projected cash position and steps the board will need to take to ensure financial sustainability, including: sourcing less costly practice ice rentals and securing casinos in off years.

John suggested that the board vote on the budget at the next board meeting, as minor changes may be required once the last in-person registration is completed on August 22nd.

b. Registrations for 2019/20 Hockey Season (dates, process)

Information: In-person registration dates have been established: August 22nd.

c. Planning for St. Matthews 50th Anniversary Celebration

Information: Prior to the meeting, Andrew advised the board that he decided to defer the celebration until after the hockey season is over (springtime 2020).

Andrew suggested that as part of our 50th anniversary year that the club arrange for some occasional events during evaluations such as free coffee at certain arenas when most / all players are attending evaluations through the day(s).

d. Player evaluations - September 2019

This topic was discussed earlier in the meeting, during the Vice President's report.

e. Other

None.

IX. In Camera Items

John requested that the board move to an 'in camera' portion of the meeting.

The board exited the 'in camera' portion of the meeting.

X. Comments and Announcements

None.

XI. Next Meeting

The next meeting will be held on Sunday September 22 at 6:00 pm at the KC Arena meeting rooms.

XII. Adjournment

There being no other business, the meeting was adjourned at 10:10pm.