

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

BOARD OF DIRECTORS MEETING

MINUTES

Date: Wednesday, June 12, 2019
Time: 7:00pm - 11:30pm
Location: Knights of Columbus Sports Complex
13160 140 Avenue, Edmonton, AB T6V 0M4

Attendees

Regrets

Executive Committee:

Andrew Westervelt

Hugh Gillis

Peter Gouveia

John Kyle

Shellina Kyle

Rob Ryks (arrived 8:07pm)

Aaron Skelhorne

Dan Tabak

Mike Lees

Standing Committee:

Amanda Alexandre

Cherisse Kovacs

Kristina Lees (departed meeting 9:25pm)

Melanie Ryks (arrived 8:07pm)

Brian Sorensen

Kathleen Stotyn

I. Call to Order

There being quorum, Andrew called the meeting to order at 7:07pm.

II. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to Board members on May 29 2019.

Andrew asked for approval of the agenda. Aaron made a motion to approve; seconded by Hugh. Passed unanimously.

b. Approval of the Minutes - May 16th meeting

Information: Minutes from the May 16 2019 Board meeting were circulated to Board members on May 29 2019.

Andrew asked for approval of the minutes. Aaron made a motion to approve; seconded by Shellina. Passed unanimously.

John asked if there are any concerns about posting the approved minutes on the SMHSC web-site. No issues or concerns were raised.

III. Declaration of Conflict of Interest

John gave a brief explanation.

IV. Reports

a. President

Andrew extended a welcome to Peter and Hugh, who were appointed to the board at the May 16th meeting.

Andrew provided a verbal report on the following matters:

Funding for development from KC Hockey for 2019/20

- KC is trying to be more supportive of development ice time. Atom and Pee Wee teams will each be offered 3 development ice slots. KC will also pay \$100 / ice time for additional external coaching during those development slots;
- KC is looking at establishing a KC-wide Gold in the Net goaltending development program during the hockey season to better utilize available ice time and encourage attendance;
- KC will also pay for coaching development (both head coach and assistant coaches).

Several special projects the board needs to undertake this year, as follows:

- Bylaws revision
A Bylaws sub-committee (comprised of John, Peter, Cherisse and Andrew) was established and work is underway. Andrew stated that should any other board members wish to participate, please contact him.
- Organization of conditioning camps prior to evaluations in September
 - o Plan is to offer camps the last week of August (5 ice times per age group: Novice, Atom, Pee Wee)
 - o Camp to be run by St. Matthew coaches
 - o Estimated fees to be charged - \$50 - \$75 / player
 - o Andrew is looking at City ice as the KC arena is likely booked up the last week of August
 - o Andrew to send an e-mail inviting coaches to attend

- 50th Anniversary celebration planning
 - o Need to establish a sub-committee to plan
 - o Andrew would like Cherisse to post information on the web-site; poll members for type of party; extend invitations to non-board members to join the sub-committee.
 - o Peter suggested we poll members using 3 party options rather than open-ended.

- Policy development

This work will likely begin once the Bylaws revision work is completed.

Transfer requests

The club has received 1 transfer request to move to St. Charles; Andrew is expecting a few more largely from the pool of players who were St. Matthew Novice players in 2018/19 who formed a joint team under KC St. Charles.

Ice times for evaluations

We have requested a similar number of ice slots as we had in 2018/19 and anticipate receipt of the schedule of KC ice slots by the end of August.

b. Members of the Executive Committee

i) Vice-President

Peter did not have a report.

Peter enquired if the club had made any determination on player evaluations for the 2019/20 hockey season, including: paying outside evaluators and posting results on an anonymous basis. Andrew advised that no decision had been made as it was still under review.

ii) Secretary

John provided a verbal report on the need for policy development.

John asked the board members in attendance about interest in joining a sub-committee to develop policies laid out in the special resolution passed at the AGM. Aaron, Peter, Cherisse, Mike (volunteered by Kristina) expressed interest.

Action Item - Establish policy sub-committee at the July 2019 board meeting.

iii) Treasurer

Information: Shellina distributed a registration planning document to board members at the meeting.

Shellina reviewed the document and there was a general discussion about process.

- Board members were asked to arrive by 6pm on June 17th; registration will begin at 6:30pm.
- Shellina stated that there would likely be a need for 7-8 laptops at the June 17th in person registration and asked board members attending registration to bring laptops. Peter offered to bring a few printers.
- Bingo angels are not permitted.
- Shellina advised that 4 players owe money from 2018/19 hockey year, and should not be registered until these fees are paid in full; those players' names were included in the document distributed to board members.
- For players who have applied for Jump Start or Kids Sport (other funding) we need to see confirmation of receipt of the application in order for St. Matthew to honour the reduced registration fee.

Aaron suggested using 'Google sheets' for sharing the excel spreadsheet for registration status.

iv) Registrar

As this board position is vacant, Andrew provided a verbal report.

Andrew provided information around the HCR (Hockey Canada) approved process for players registering at levels that differ from their age group:

- Process requires that you register in your age group, but movement is permissible by HCR if skill level supports it.
- Novice is anticipated to be mixed ages this year, as it was prior to 2018/19 hockey season

v) Pee Wee Director

Andrew provided a verbal report as Mike was not in attendance.

vi) Atom Director

Rob advised that he had nothing to report.

vii) Novice Director

Aaron provided a verbal report.

Player evaluations 2019/20 hockey season - Aaron stated that he is in favour of posting player evaluation results anonymously.

viii) Initiation (Tim Bits) Director

Hugh provided a verbal report.

c. Members of the Standing Committee

i) Communications Coordinator

Cherisse provided a verbal report.

Shellina enquired whether we could refresh team / player photos on the SMHSC web-site. No decision made.

4 road signs have been set-up, advertising St. Matthew registration.

Action Item: Cherisse to investigate web-site hosting fees and storage capacity.

ii) Equipment Manager

Brian provided a verbal report.

SMSHC hasn't purchased any required replacement equipment for the 2019/20 hockey season. He noted there was a shortage of small goalie equipment last year.

Brian advised that SMHSC needs to pay KC registration fees as soon as possible after registration as KC will withhold hockey jerseys pending payment.

Brian advised that he needs to know the number of players and teams as the information becomes available, to ensure correct number of jerseys are distributed.

St. Matthew branded water bottles will be ordered for initiation (Tim Bits) players once number of player registrants is known.

There was a general discussion of player recognition, including wrist watches presented to players who have played 5 consecutive years for SMSHC. No decision made.

iii) Apparel Coordinator

Amanda provided a verbal report.

Amanda advised that she had a meeting with Dean (Shamrock) on June 8th to discuss pricing and apparel items for the upcoming hockey season. Amanda advised that there will be 10 apparel items available; prices TBD.

Action Item - Andrew asked Amanda if she could investigate pins with the 50th anniversary logo, and bring samples to the next meeting.

Action Item - Amanda to investigate cost of sewing a 50th anniversary shoulder patch in addition to name bars on jerseys.

Andrew asked for a vote for logo only or St. Matthew Hockey + logo on apparel items. Majority voted in favour of logo only, however this was subsequently set aside as Peter suggested getting a quote with St. Matthew Hockey on front; logo centred on the back (charcoal sweatshirt).

Action Item - Amanda to obtain quote for St. Matthew Hockey (front); logo centred (back).

Amanda is working on a hockey mom and goalie mom package.

Pricing for Team related items:

- Practice jerseys - \$17.99;
- Goalie jerseys - \$25.00;
- Name bars - \$10 per player (2 jerseys).

It will be the Team managers' responsibility to contact Dean and arrange the purchase of the above items. Amanda will ensure Dean's contact information is available to Team Managers.

Vector image - 1 time purchase \$50 for logo.

Shamrock accepts debit / credit cards only; Dean will bring card reader to apparel sale day.

Action Item - Andrew will speak to KC about the 50th anniversary shoulder patch and approved name bar font and colours.

Action Item - Andrew will look into the purchase of 50th anniversary banners to place behind team benches during games this season.

iv) Casino Director

Kristina advised that she obtained the Casino information package from the former Casino Director.

v) Special Events Coordinator

Melanie provided a verbal report.

Fundraiser / team building night

Information: In prior years, SMHSC teams have attended an Oil Kings game; ticket price \$20.00 and price paid by the club \$18.00.

There was a general discussion about the merits of planning a similar evening this coming season and whether securing a more desirable night (teddy bear toss; 50-50) would provide stronger ticket sales.

Action Item - Melanie will invite Oil Kings representative (Derek) to discuss options with the board at our July board meeting.

Action Item - Peter will contact WEM and confirm pricing for a Galaxyland evening (players and families) as an alternative fundraiser.

SMHSC Minor Hockey Week Breakfast

Andrew asked the group if this was a tradition we wanted to continue or did the board want to consider hosting another event. There was a general discussion of the merits of the breakfast; no decision made.

As an alternative to the minor hockey week breakfast, John suggested hosting an end-of-season BBQ at KC, once all year-end tournaments are completed.

Team Photographs

- It was agreed to have pictures taken at Steele Heights, along with apparel available at same time.
- Target date for photographs - Sunday October 20th

Andrew advised that Robin Westervelt volunteered to provide the photographer with all player information (first and last name, number), team name, and first and last names of: coach, assistant coach, manager, treasurer.

vi) Bingo Coordinator

Kathleen provided a verbal report.

Peter asked Kathleen to confirm St. Matthews' bingo obligation. Kathleen provided the following for the club's fiscal year (June 1 - May 31):

- Kensington - 12 (17 people per bingo session)
- Parkway - 50 (15 people per bingo session)

There was a general discussion of whether to open the bingo schedule for just a few months (currently open to October 31st) or through to end of May 2020.

Action Item -

Shellina will prepare a notice to members re: 2019/20 hockey season Bingos, advising:

- No booking of bingo chits will be permitted beyond August 31 2019 until all members have signed up for their mandatory bingos for the 2019/20 hockey season;
- SMHSC limits the number of family members who work the same bingo to 2 (due to family emergencies and risk of absenteeism);
- The schedule of mandatory bingos will be open effective June 17 2019 - through to December 31 2019, and then opened in 1 month increments, as follows:

- At July in-person registration - through to January 31 2020
- At August in-person registration - through to February 29 2020
- At September late registration - through to March 31 2020
- The number of bingos a family is eligible to book is capped at 8, during a given fiscal year (June to May 31); anything more than this amount is subject to Kathleen's approval.

V. Business Items Arising from the Annual General Meeting

a. Board Nominations and Vacancies

Ice Allocator

Andrew advised that he was approached by 2 individuals, expressing interest in joining the board as Ice Allocator. They are: Joanne Meyn and Nelson Pacheco. Andrew provided a summary of their backgrounds.

Andrew asked the board to vote for one or the other candidate. Nelson was elected Ice Allocator.

Registrar

Andrew advised that he has approached a number of individuals to assume this position. All have declined.

Robin Westervelt, who has been acting Registrar since the AGM, has expressed interest in joining the board as Registrar.

Andrew made a motion to appoint Robin as Registrar; seconded by Amanda. Passed unanimously.

b. By-Laws

John gave a brief update on the status of the Bylaw revision.

Aaron suggested that once the sub-committee has completed their work that the board is provided a copy of the revised Bylaws for consideration prior to review by outside counsel. John agreed with this approach.

Peter has contacted a law firm in Calgary that could act as legal counsel for the Bylaw review once our work is near completion.

c. Administrative Policy Development

Andrew discussed establishing a subcommittee at next board meeting, to review policies.

d. Communications

No additional discussion on this item.

VI. Action Items Arising from Previous Meeting

John, in reference to the Minutes from the May 16th board meeting, reviewed these items.

All items were completed with the exception of the items summarized here:

- Board needs to confirm the exact anniversary date (May 16th Minutes, pg.2)

Andrew stated that he will contact Gen Osmond at KC to confirm the date.

- Shellina to meet with Allan Welsh & Company to discuss financial statement presentation, services and fees (May 16th Minutes, pg.4)

Shellina advised that she has scheduled a meeting with Welsh.

- John will contact Registrar of Corporations (Alberta) to confirm whether a financial statement audit is required (May 16th Minutes - pg. 4)

John advised that an audit is required, but this can be accomplished by a CPA firm or by 2 individuals appointed by the Society to carry-out the work. John recommended that the Society obtain 2-3 quotes for audit work.

Once the bookkeeping work for the May 31 2019 year-end is completed, the Society can obtain the quotes and make a decision on which way to proceed.

- Cherisse will send an advertising insert to Aaron by early June (May 16th Minutes - pg. 5)

The former Casino Director was meant to print out flyers. Shellina volunteered to contact the former Casino Director and secure the flyers.

- Andrew will contact KC St. Charles and obtain additional feedback on their evaluations, so the Board can assess player evaluation options for the coming year (May 16th Minutes pg. 5)

Andrew advised that St. Charles has explored other options and is going to engage "200 Hockey" to provide evaluation services for 2019/20.

Peter advised that "Bar Down" has advised him that they could provide this service for SMSHC (Atom and Pee Wee) at a cost of \$4,000.

VII. Other Business Items

a. Financial

i. Financial statements for 2018/19 fiscal year

Shellina advised that we are still waiting on the May 31st bank statements so bookkeeping for the year has not yet begun.

ii. Budget for 2019/20 fiscal year

Shellina advised that budget for the upcoming year has not been prepared, pending completion of 2018/19 bookkeeping.

b. Contractual matters

i. Leases (97th Street; KC Sports Complex, storage)

Andrew advised that the former Vice President ensured that the SMHSC offices on 97 Street were emptied of contents by lease end on May 31st.

Andrew confirmed that he extended the storage unit rental until July 31 2019.

ii. Ice purchases (Knights of Columbus, City & other)

Andrew advised that SMHSC has only confirmed our ice requirements for September, with KC.

iii. ALGC - Bingo & Casino

Parkway contract has been renewed for a 2-year period.

Kensington contract is up for renewal next year.

Casino will be scheduled during January - March 2020.

c. Notice of Change in Head Office

John advised that he sent a letter to Corporate Registries (Alberta) advising of the change in business address and directors.

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

There was a general discussion of dates for the 2nd and 3rd in-person registration nights. It was agreed to host these as follows:

Wednesday July 24th from 6:30 - 8:00pm

Thursday August 22nd from 6:30 - 8:30pm

e. Other

Rob advised that we need to confirm new signing officers for all bank accounts.

Andrew made a motion, seconded by Aaron that the current signing officers (Pamela Scott, Dan Tabak and Vanessa Zilinski) be replaced by Andrew Westervelt, Shellina Kyle and Peter Gouveia. Passed Unanimously.

VIII. In Camera Items

None.

IX. Comments and Announcements

There was a general discussion of dates for the next board meeting. Andrew stated that he will e-mail board members several proposed July meeting dates and asked board members to respond with their preference.

X. Adjournment

There being no other business, the meeting was adjourned at 11:30pm.