

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

BOARD OF DIRECTORS MEETING

MINUTES

Date: Thursday May 16 2019

Time: 7:00pm - 10:40pm

Location: Knights of Columbus Sports Complex
13160 140 Avenue, Edmonton, AB T6V 0M4

Attendees

Executive Committee:

Andrew Westervelt

John Kyle

Shellina Kyle

Mike Lees

Rob Ryks

Aaron Skelhorne (arrived 8:30pm)

Standing Committee:

Amanda Alexandre

Cherisse Kovacs

Kristina Lees

Melanie Ryks

Regrets

Dan Tabak

Annette Slobinyk

Kathleen Stotyn

Brian Sorenson

I. Call to Order

There being quorum, Andrew called the meeting to order at 7:00pm.

II. Consent Items

a. Approval of the Agenda

Information - The agenda was circulated to the Board members on May 11th.

Andrew made a motion to approve the agenda; seconded by Amanda; approved unanimously.

John requested approval of attendees to record the meeting to ensure accuracy of the minutes, noting that the recording would be deleted once meeting minutes are approved by the Board; approved unanimously.

b. Approval of the Minutes

Information - Minutes from the March 11 2019 Board Meeting were circulated to the Board members on May 15th.

John asked if the minutes were a fair reflection of the discussions and deliberations at the meeting. Melanie, who was special events coordinator on the previous Board and attended the meeting, confirmed they were.

Melanie made a motion to approve the minutes as written; seconded by Shellina; approved unanimously.

III. Declaration of Conflict of Interest

John provided a description of this topic.

IV. Reports

a. President

Andrew welcomed the new and returning board members and thanked everyone for volunteering. He noted that it was apparent at the AGM that many members desired change in the way the club was managed, particularly around ice allocation, player evaluations and transparency of decision-making.

He provided a verbal report. He identified a number of areas requiring the Board's attention: bylaws and registries to be updated; policy development (the importance of having written policies to guide us and members).

He encouraged the Board to engage in thoughtful discussion and to work collaboratively on issues in the coming year.

This season marks the 50th anniversary (1969 - 2019) for the St. Matthews hockey club. He and Melanie noted that the previous Board had preliminary discussions around recognizing this milestone, but no concrete plans were yet in place. He encouraged the new Board to think about some options. There was a general discussion about hosting a BBQ during September player evaluations at Russ Barnes arena; a BBQ at the KC arena and utilizing the rink(s) and field.

Action item - Board needs to confirm the exact anniversary date.

Andrew would like to address timing of the fiscal year end (May 31st) and the AGM (generally 3rd week of April) as the financial statements presented at the AGM are by then 11 months old.

b. Members of the Executive Committee

i) Secretary report

Information - the current bylaws for the St. Matthew Hockey & Sports Club are dated April 27 2003, and have been amended by Special Resolutions registered with the Registrar of Corporations (Alberta) through to May 31 2011. A Special Resolution was passed at the AGM on April 28 2019 to amend the bylaws, addressing typographical errors and make other necessary corrections.

John provided a verbal report. He advised the Board that he has been working on a draft of revised bylaws and several new administrative policy documents for the club. He recommended that the Board create a sub-committee of 3-4 members to review the draft revised bylaws and provide input. Once this work is complete, the draft would be provided to the entire Board for review, comments and approval.

Cherisse expressed interest in being a member of the sub-committee.

Rob commented that the Board needs to ensure that it has the expertise to complete the bylaws. John agreed, and recommended that the Board engage legal counsel to review the draft revised bylaws once the Board had approved the sub-committee draft.

Action item - Establish the sub-committee and begin work on revised bylaws document.

ii) Registrar report

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

Information -Prior to the meeting, the former Registrar provided Andrew with a written report, containing issues and recommendations to consider for the coming year.

Registration fees have been set by KC (registration starts June 1st).

During 2018/19 the club piloted Team Snap for player hockey registration; it had mixed reviews; cost was \$1,000, but this fee permitted the club's teams to utilize Team Snap for the 2018/19 season.

The former Registrar has suggested that the club not use Team Snap for player registration in 2019/20 as the interface with the Hockey Canada (HCR) site is not seamless. She recommends using the Hockey Canada site and process.

Andrew commented that Ramp is also available for player registration and is used by several clubs. As time is short, he asked the Board's approval for he and Shellina to make a decision on which site and process to use. Andrew made a motion; seconded by John, passed unanimously.

Action item - Andrew and Shellina will look further into the pros / cons of both systems (HCR and Team Snap) and make a decision on behalf of board before June 1st.

iii) Treasurer report

Shellina provided a verbal report.

She advised that she has prepared an excel spreadsheet (budget tab; cash flow tab; referee fees tab) for team managers to better enable them to track expenses. She noted the current document is in Word and is cumbersome.

She noted that the club has, at least in recent years, not prepared an annual budget and recommended that the club do so, starting with the current fiscal year (June 1 2019 to May 31 2020).

She commented that the annual financial statements prepared by Allan Welsh & Company (Review Engagement Report) are somewhat confusing, in part, due to how general and restricted funds are accounted for.

Action item - Shellina will meet with Allan Welsh & Company to discuss the financial statement presentation (fund accounting, other matters), services provided (bookkeeping, review engagement) and fees.

Action item - John will contact Registrar of Corporations (Alberta) to confirm whether a financial statement audit is required (as is indicated in the Societies Act).

iv) Initiation Director report

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

He noted that the club operated with 2 initiation directors for past the 2 years, based on a motion that was made at the April 2017 AGM. However, since this change was not formally made with a special resolution registered with the Registrar of Corporations (Alberta), it was not valid.

Information - This error was identified by the Past President at the April 2019 AGM. The current bylaws (April 2003) allow for 1 initiation director.

Andrew noted that other clubs of a similar size manage the initiation program with just one director and an assistant to help out; he recommended that the club do the same.

Andrew also said that a strong coach on the ice is most critical for player development, which was his experience as an initiation coach.

There was a general discussion of the merits of having a director with a child in the division (applicable to initiation through pee wee levels). Both Melanie and Kristina noted that a committed leader is required for the initiation director role.

v) Novice Director report

As Aaron was not in attendance at this point in the meeting, Andrew provided a verbal report based on a written report provided by Aaron.

There was a general discussion of the merits of continuing with the club's current practice of providing an advertising insert (KC St. Matthews Hockey) with the Community Park Little League baseball team photos in exchange for doing the same with the club's team photos in the fall. Aaron is involved with the baseball club.

Andrew made a motion; seconded by Shellina; and passed unanimously that the club will continue with the practice this year.

Action item - Cherisse will send an advertising insert to Aaron by early June.

vi) Atom Director report

Rob provided a verbal report.

Rob suggested that establishing an optional conditioning camp (late August) before the start of player evaluations would be beneficial to players and coaching staff.

There was a general discussion of the merits of the camps. Some Board members noted that many players attend the rep camps in August to get ready for house evaluations.

Action item - Rob and Andrew will investigate setting up a series of conditioning camps for Novice through Pee Wee levels in August, once all hockey directors are in place.

vii) Pee Wee Director report

Mike provided a verbal report.

He is looking forward to a fair and transparent player evaluation process this coming season.

He said it would be valuable if initiation coaches had a manual to follow. Other levels should also be provided support for program development.

It would be beneficial if coaches would collaborate on skill development (for example: set plays, transition drills, break-outs)

Andrew commented that there is value in coaches and directors getting together more than once a year, which is generally the current practice.

There was a general discussion of the player evaluation process for this coming year and the need for objectivity and transparency. Andrew advised that KC St. Charles paid \$5,000 to an outside evaluator last year for pee wee and atom evaluations. Kristina noted that one Edmonton hockey club utilized NAIT players for their player evaluations last year.

Andrew advised that as Novice Director, he engaged several of his men's hockey league colleagues for player evaluations, at minimal cost, and was pleased with the result.

Action item - 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.

viii) Ice Allocator report

Andrew noted that there was nothing to report other than ice meetings would occur in June for the upcoming season.

c. Members of the Standing Committee

i) Communications Coordinator report

Cherisse provided a verbal report.

She advised that her intension this year is to use several social media vehicles (face book; instagram) to provide members with news and information regarding the club.

She enquired if the club had a budget established for advertising. Andrew advised that no budget had been set as yet.

The club has historically used Sign Guru to set-up advertising signage prior to June - August player registration. There was a general discussion of best locations to set-up the signage (167 and Manning Dr., 82nd street and 137 Ave.)

Action item - Cherisse will contact Sign Guru to modify signage due to address change and registrations dates.

Cherisse suggested that the club advertise player registration in Northeast News (\$615 for a black and white full page, for example); circulation approximately 22,000 in Northeast Edmonton. Cut-off date is July 22nd (for August / September issue sent out early August). It was noted that August registration has historically been quite busy.

ii) Casino Director report

Kristina provided a verbal report.

The casino event will likely occur between January and March 2020. The club needs to ensure we have sufficient volunteers to staff the positions.

iii) Apparel Coordinator report

Amanda provided a verbal report.

She would like to source a new supplier and has identified Shamrock as a suitable replacement for last year's supplier.

Shamrock can provide name bars, practice jerseys and develop 50th anniversary logos, in addition to the usual apparel members have purchased in past years.

There was a general discussion about types of apparel (ball caps, toques) and ensuring the vendor would attend team photo day so that parents could see the apparel options early in the season, with a debit / credit card machine for ease of payment.

Rob suggested 'vectoring' the logo so the club will own whatever logo Shamrock creates (50th anniversary 1969 - 2019 / other).

The Board agreed with Amanda's suggestion to use Shamrock for the upcoming season.

iv) Equipment Manager report

Brian was not in attendance. Andrew provided a verbal report based on Brian's written report he provided to Andrew.

There were some minor equipment items missing at the end of this past season (puck bag and pucks). No issues with the jerseys. Some hockey equipment is now located in a newly rented storage unit near KC arena.

Club team photos from past years are in storage, but concern was raised about possible damage to the photos if left in storage for a protracted period of time. It was suggested that we find a better location, such as getting permission to hang them on the walls at the KC arena.

The storage unit is on a month-to-month lease. It was agreed to re-examine our storage needs in 2-3 months.

v) Bingo Coordinator

Kathleen was not in attendance. Andrew provided a verbal report based on Kathleen's written report she provided to Andrew.

Renewal of Parkway bingo effective May 31st (2 year term: Sept 1 2019 - August 31 2021).

Andrew made a motion; seconded by Aaron; approved unanimously to renew the Parkway bingo license for 2 years.

V. Business Items Arising from the Annual General Meeting

a. Board Development

John enquired of attendees who were members of the previous Board, if they were asked to sign a non-disclosure agreement (NDA) or a Confidentially Agreement as indicated in the minutes to the March 11 2019 Board meeting. Melanie and Rob advised that they did not.

There was a general discussion of administrative policy development and that once these policies are in place they would guide Board practice and development.

b. Board Nominations and Vacancies

i) Removal of Ice Allocator under Article 14.03 of the club's bylaws.

Andrew presented a memo he prepared that outlined his reasons for proposing the removal. The memo was circulated to all attendees for review, and then copies were retrieved and returned to Andrew.

There was a general discussion of the memo and the removal process.

In accordance with Article 14.03 (b), Andrew asked the members of the executive committee to vote on his proposal for removal. The executive committee (6 members in attendance) voted unanimously in favour of removal.

ii) Vice President

Andrew advised that 2 club members had submitted e-mails to him, expressing their interest in joining the Board as Vice President (1 vacant position). Andrew read the respective e-mails to the Board, and asked the executive committee to vote for one or the other of the candidates. Peter Gouveia was elected to the Vice President position.

iii) Initiation Director

Andrew advised that 1 club member, Hugh Gillis, approached him and expressed interest in joining the Board as Initiation Director (1 vacant position). Andrew asked the Executive Committee to cast their votes. Hugh Gillis was elected unanimously as Initiation Director.

iv) Registrar

Andrew advised that no club member, as yet, has confirmed their willingness to stand as Registrar.

Action item - Cherisse will post the remaining position vacancies on the club's website and face book.

Action item - Andrew will advise Hugh Gillis (Initiation Director) and Peter Gouveia (Vice President) that they have been approved by the executive committee and then ask Cherisse to add their names to the club's web site as Board members.

c. By-Laws

No additional discussion on this item.

d. Administrative Policy Development

No additional discussion on this item.

e. Communications

No additional discussion on this item.

VI. Other Business Items

a. Financial

i. Financial statements for 2018/19 fiscal year

There was a general discussion of the lack of financial information available to the Board over the course of the prior year, as financial statements are prepared but once a year by Allan Welsh & Company.

ii. Budget for 2019/20 fiscal year

Shellina advised that she will draft a budget for 2019/20, and provide it to the Board for review, comments and approval.

b. Contractual matters (office lease, other matters)

Information - the Club's office lease on 97th Street ends May 31 2019. The office is now largely empty except for a few pieces of furniture and cabinets no longer required.

Action item - Andrew will prepare a note to members, advising anyone interested in taking the remaining items free of charge is welcome to do so. Cherisse will send out the note.

c. Notice of Change in Head Office

Action item - John to contact the Registrar of Corporations (Alberta) re: change of address.

d. Registrations for 2019/20 Hockey Season

Andrew advised that he met with the KC hockey office, and can confirm that player registration fees will be as follows for 2019/20:

\$165 - JR TB
\$250 - SR TB
\$450 - Novice
\$600 - Atom
\$700 - Pee Wee

e. Registration Decisions (Dates, Process, etc.)

There was a general discussion around hockey player registration dates. It was agreed to schedule the first registration date on June 17th (6:30pm - 8:30pm) at the KC Sports Complex. Subsequent dates will be set for July and August.

Action item - Cherisse will post registration dates on the club's web site.

f. Other

Melanie advised that she will make best efforts to ensure team photos are taken as early in the hockey season as possible, and coordinate with Amanda for apparel purchases on the same date and location.

VII. In Camera Items

None.

VIII. Comments and Announcements

There was a general discussion of dates for the next Board meeting. It was agreed to schedule the next meeting on June 12, 2019 at 7:00pm, at the KC Sports Complex.

IX. Adjournment

There being no other business, the meeting was adjourned at 10:40pm.