

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

BOARD OF DIRECTORS MEETING

MINUTES

Date: October 23, 2019
Time: 7:00pm -10:11pm
Location: Knights of Columbus Sports Complex
13160 140 Avenue, Edmonton, AB T6V 0M4

Attendees

Executive Committee:

Andrew Westervelt
Hugh Gillis
Nelson Pacheco (arrived 7:20pm)
Rob Ryks
John Kyle
Shellina Kyle
Mike Lees
Aaron Skelhorne (arrived 7:35pm)
Robin Westervelt (left meeting 8:40pm)

Regrets

Dan Tabak

Standing Committee:

Amanda Alexandre
Cherisse Kovacs
Melanie Ryks
Brian Sorensen
Kathleen Stotyn

Kristina Lees

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- 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 October 23rd.

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

- b. Approval of the Minutes - September 22nd meeting

Information: The minutes were circulated to board members on September 25th.

Rob made a motion, seconded by Hugh to approve the minutes; approved unanimously.

III. Declaration of Conflict of Interest

Andrew reminded board members to recuse themselves from any discussions where they find themselves in a potential conflict of interest.

IV. Reports

a. President

Andrew provided a verbal report.

Early morning practices

Andrew advised that they are common amongst KC and city-wide, and understands that some parents don't like them.

Robin advised of a parent request to share the burden of early morning practices. Shellina suggested that late evening practices are an issue for some parents and players as well.

Andrew requested that the Ice Allocator (Nelson) ensure that the burden of early morning / late evening practices be spread amongst the teams on an equitable basis.

Police checks for coaching staff

KC office staff will be at KC Arena from 4:30 to 7:30pm October 24th to witness forms; Andrew will then submit forms to EPS.

Conditioning camps next year

There was a general discussion of the success of 2019/20 conditioning camps and planning for the 2020/21 hockey season:

- SMHSC has an opportunity to secure city ice at either Castledowns or Clareview for the last week of August 2020;
- Dates for camps - August 24 - 28 (Monday to Friday);
- Skates - 5 skate times for each level (2 per group; total of 10 ice slots);
- Target attendance - 25 players per ice slot;
- Fee - \$100 / player (5 skates) - to be discussed further.

b. Members of the Executive Committee

i) Registrar

Robin provided a verbal report.

Player enrolment for 2019/20 is currently 239.

Robin requested confirmation of whether to close enrolment or leave open. Andrew said to leave Novice open for registrations until Oct 31st; Atom and Pee Wee to close now as rosters are full.

Robin distributed a 'coaches requirements' document to the directors and reminded directors to ensure coaching requirements fulfilled by November 15th.

Affiliate players

Robin advised that all affiliate players forms need to be uploaded to HCR.

Bingo items outstanding

Robin distributed a list of outstanding items to directors, including missing credit card authorizations and/or cheques (in the event of absences).

ii) Secretary

John advised that he had nothing to report.

iii) Treasurer

Shellina provided a verbal report.

Update on status of May 31 2019 year-end financial statements and tax returns to CRA.

Team budgets

A Pee Wee team has requested an increase from the current expenditure cap of \$7,500 to \$10,000. Andrew and Shellina approved the increase. The Team then submitted a revised budget of approximately \$11,000.

Andrew advised that the original cap of \$5,000 was raised to \$7,500 a year or two ago. SMHSC set a limit so that teams spend money on development and not on frivolous items.

The board agreed to approve a revised cap of \$10,000. Shellina to advise the team of the board's decision.

Action Item - To ensure the \$7,500 cap and process for approving spends beyond \$7,500 are included in policy development work.

iv) Ice Allocator

Nelson provided a verbal report.

Nelson advised that there was one 'black ice' over Thanksgiving weekend as a SMHSC team was not able to attend.

A Hockey Edmonton ice meeting is scheduled for October 24th.

Nelson asked if directors wanted to be copied on ice changes; directors advised yes.

v) Initiation Director

Hugh provided a verbal report.

Initiation players will be on the ice at Oil Kings night.

December 14th Fall Jamboree on EMHA web-site; Hugh is looking for more information.

vi) Novice Director

Aaron provided a verbal report.

No significant issues.

Mike enquired about how to handle issue of absences at Novice games (bottom tier team has experienced absentee issues of late). Andrew advised one solution would be to approach St. Charles to borrow players for games, as affiliating from Tim Bits is not permissible.

vii) Atom Director

Rob provided a verbal report.

Some practice attendance issues with all 3 Atom teams. Not certain as to reasons why; Rob to monitor the teams.

viii) Pee Wee Director

Mike provided a verbal report.

Team 3 - Head coach (Brad May) is out of town frequently and so Brad may decide to step down as head coach.

Team 1 - Some coaching issues to address.

Goalie development - SMHSC is paying for 2 instructors, which may be insufficient due to number of goalies attending and age disparity. Mike advised that there were issues with the mix of age groups as the younger goalies in attendance are taking time away from the older goalies.

Mike contacted a psychologist (Sheila) who works with Midget AAA girls program. Mike would like to pursue contracting with the psychologist to offer as program to players and / or coaches.

c. Members of the Standing Committee

i) Apparel Coordinator

Amanda provided a verbal report.

Amanda distributed lapel pins to board members.

Apparel day - 127 orders were placed. Delivery expected in 3 weeks (November 14th)

ii) Special Events Coordinator

Melanie provided a verbal report.

Picture day

8 players, 17 coaches / treasurer cards were unused (i.e. photos not taken).
There will likely be a retake day scheduled later this fall.

Minor hockey week (MHW) breakfast

There was a general discussion of whether to proceed with hosting the MHW breakfast in January 2020. Rob made a motion, seconded by Andrew and passed with 1 opposed, to host the MHW breakfast.

Oil Kings Night

- Derek (Oil Kings contact) will send order forms to Melanie on October 24th;
- Every team will have an Oil Kings experience;
- Expectation is that each player will purchase 2 tickets;
- Deadline to return forms to Melanie - November 2nd.

iii) Bingo Coordinator

Kathleen provided a verbal report.

Event Bright bingos are now open to May 31 2020 for booking bingo dates. The software is limiting the amount of detail. Shellina to contact Christine Alfrajani re: other scheduling options that were looked into last year and investigate options.

Shellina suggested that Cherisse send out an e-mail to members re: sign-up for volunteer bingos to help reduce risk of unfilled time slots.

Directors are to ensure mandatory bingos are signed up for all registrants.

There was a general discussion about some volunteers who attend bingos and work for chits and may be leaving the bingo halls early. The Bingo chairperson in attendance at each bingo has the authority to withhold payment in chit form should an attendee absent himself/herself from the bingo hall.

Parkway Annual General Meeting - November 18th 8:30am; Shellina to attend.

iv) Equipment Manager

Brian provided a verbal report.

All equipment distributed; only 1 goalie set left over.

Water bottles purchased some years ago from 'Go Logo'; all now distributed to Tim Bits players.

Brian has been trying to sell the SMHSC of rink dividers, without success. He will now try to donate the dividers to St. Albert Minor Hockey Association.

v) Communications Coordinator

Cherisse provided a verbal report.

Currently SMHSC pays approximately \$400 / year for web-site maintenance.

Action item - Shellina and Cherisse to speak to Team Snap about 4 options Cherisse presented at the meeting.

Survey results

Information: In October, SMHSC introduced a survey to members, requesting members' opinions on player evaluations and conditioning camps; approximately 40 members participated.

Shellina suggested that should a survey be introduced next year that we ask participants to disclose whether their player is Novice, Atom or Pee Wee.

vi) Casino Coordinator

Kristina was not in attendance.

Shellina advised she needs a bank letter from ATB (Morgan) to confirm bank account number to AGLC .

Shellina provided banking documents to Mike and asked that they be forwarded onto Kristina.

V. Business Items Arising from the Annual General Meeting
a. Policy Development

John to set a kick-off meeting next week.

6 Committee members: Andrew, Shellina, Mike, Rob, Aaron, John.

VI. Action Items Arising from Previous Meetings
a. Other

VII. Other Business Items
a. Financial

i. Financial statements for 2018/19 fiscal year

Shellina advised that Allan Welsh & Company (accountants) have provided draft year-end review engagement report financial statements. These have been

reviewed by Shellina; comments will be provided back to accountants this week with hope to issue the financial statements shortly thereafter.

ii. Financial statements for Q1 2019/20

Financial statements presented at the September meeting; no update.

iii. Budget for 2019/20 fiscal year

Shellina advised that we just have the ice purchases to confirm and then budget can be finalized. At issue is the extent of full and half-ice practices for Atom and Pee Wee teams.

b. Fundraising

i. Casino in off years

Due to holiday times likely only available for an off year Casino, decision made not to pursue a second Casino next year.

ii. Other

There was a general discussion of fundraising for the 50th anniversary party in spring 2020, and recognition that an effort be made to help defray cost of the celebration.

There was a general discussion of securing an AGLC license for a 50-50 draw and Amanda contacting Shamrock to donate apparel items as door prizes, at the MHW breakfast.

c. 2019/20 Hockey Season

i. Registration update

See Registrar report above.

ii. Player development - nutrition, skills, other

Andrew observed a challenge to secure hockey development instructors as many KC parishes looking to fill development ice slots with 3rd party contractors as required by KC Hockey.

Action item - Mike to further investigate contracting with a sports psychologist and a nutritionist.

iii. Other

d. Ice Rental for 2019/20 Hockey Season

i. Procedure(s)

No discussion .

ii. SMHSC Commitments vs. Requirements (1/2 ice, full ice)

Andrew advised that Hockey Edmonton has guidelines for Pee Wee - 10 ½ ice; 10 full ice over the course of the season.

There was a general discussion of the need for full ice practices, particularly for Pee Wee players to address conditioning and skills development.

Further discussion on this topic will occur at the November board meeting.

e. Other

None.

VIII. In Camera Items

None.

IX. Comments and Announcements

None.

X. Next Meeting

Andrew proposed that the next meeting be scheduled for November 20th at KC Arena (6:00pm).

XI. Adjournment

The meeting was adjourned at 10:11pm