

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

BOARD OF DIRECTORS MEETING

MINUTES

Date: September 22, 2019
Time: 6:00pm - 9:43pm
Location: Knights of Columbus Sports Complex
13160 140 Avenue, Edmonton, AB T6V 0M4

Attendees

Regrets

Executive Committee:

Andrew Westervelt

Hugh Gillis

Nelson Pacheco

Rob Ryks (arrived at approximately 6:35pm)

John Kyle

Shellina Kyle (arrived at approximately 6:55pm)

Aaron Skelhorne

Robin Westervelt

Dan Tabak

Mike Lees

Standing Committee:

Amanda Alexandre

Kristina Lees

Cherisse Kovacs

Melanie Ryks

Brian Sorensen

Kathleen Stotyn

I. Call to Order

There being quorum, Andrew called the meeting to order at 6:10pm.

II. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to the board on September 19th.

Andrew made a motion, seconded by Hugh and passed unanimously to approve the agenda.

b. Approval of the Minutes - August 18th & September 11th meetings

Information: The minutes were circulated to the board on September 19th.

Andrew made a motion, seconded by Aaron and passed unanimously to approve the minutes.

III. Declaration of Conflict of Interest

Andrew noted that board members will recuse themselves in the event that they find themselves in a conflict of interest.

IV. Reports

a. President

Andrew provided a verbal report.

2019/20 Hockey Season:

Teams have now been finalized.

September 13th - Deadline by which all minor hockey clubs have to submit their tiering decisions to Hockey Edmonton; SMHSC submitted ours on the 13th.

Hockey Edmonton likely will send the round 1 game schedule by September 26th (Thursday).

There will be 1 re-tiering round after the completion of the first 8 games.

Hockey Skills Development:

KC will provide 7 1-hour full ice slots for development ice. KC will reimburse \$100 per slot for external training (power skating, for example). The first development slot is scheduled for Monday September 30th.

KC has offered city ice at Glengarry every Friday evening - \$160 / hour starting October 4th.

Goalie development camp - KC has not yet made plans due to other demands on time. St. Charles has set-up goalie camps (using PGI). One of the St. Charles directors has a son (goalie) on the top St. Matthew Atom team.

Andrew is working on coordinating use of their Thursday and our Friday Glengarry ice to share the PGI resource (with an appropriate split in age and skill for Novice, Atom, Pee Wee levels).

PGI fees - \$130/hour for 3 instructors.

SMHSC - Hockey Camps 2020:

The City has advised that they will open reservations on October 14th for ice surface bookings for next August / September.

Member Survey:

Andrew asked Cherisse to prepare a member survey re: player evaluations. Cherisse to look into a few survey applications and will make a selection. Cherisse to send a list of possible questions to Andrew for approval before issuance.

b. Members of the Executive Committee

i) Secretary

John provided a verbal report.

He noted that he was pleased with passage of bylaws on the 20th and now the board can look at policy development.

ii) Initiation Director

Hugh provided a verbal report.

Hugh confirmed he is pleased with the coaching staff.

iii) Novice Director

Information: Aaron circulated a report to board members via e-mail prior to the meeting.

General comments about the player evaluations and skills. Some concern about the evaluators knowing whether they are looking at the stronger or weaker group because it may provide an inherent bias, and make it unlikely that a skater would move up / down between the groups.

Aaron has requested the evaluation statistics for Atom and Pee Wee players.

Aaron noted features of 2 Novice teams this year:

- Novice 053 - has 2 head coaches
- Novice 055 in tier 4 is a mix of skill sets so may result in re-tiering.

Andrew suggested SMHSC consider doing the 1st timed skate in-house next year.

iv) Atom Director

Rob provided a verbal report.

Rob was very pleased with the evaluation process this year.

He advised that the Ice Breaker tournament (Bonacourt Arena; weekend of September 20-21) was successful - Atom tier 1 teams only.

v) Pee Wee Director

As Mike was not in attendance, Christina provided a verbal report.

Mike would prefer to have scores from rep cuts to allow for more accurate placement on groups for house evaluations.

She noted that there was some uncertainty as to where certain rep cuts were heading (for example, 1 player skated 3 times with St. Matthew; then registered with another KC parish).

vi) Ice Allocator

Nelson provided a verbal report.

To update ice allocation for Tim Bits later this evening.

KC advised Nelson that registration fees don't pay for game ice. Accordingly, there is uncertainty around the number of ice surfaces and costs for 2019/20 season.

Nelson advised he will speak to KC again to better understand what SMHSC needs to pay for. The uncertainty lies in whether games are fully, 50%, or not funded at all from registration fees.

vii) Treasurer

Shellina provided a verbal report.

Team budgets capped at \$7,500 expenditures.

viii) Registrar

Robin provided a verbal report.

Total enrolment - 235 players.

c. Members of the Standing Committee

i) Communications Coordinator

Cherisse provided a verbal report.

Some web-site improvements (Host Gator) - fee is \$180 / year. Increase in hosting fee of \$14 / month.

Shellina advised she will send Cherisse the information for Team Snap web-hosting and development.

There was a general discussion of a newsletter / electronic news letter of current events at St. Matthew; player focussed news items. Cherisse to investigate a pop up banner on Team Snap.

Cherisse to circulate a photo / video consent form for parents to sign before season begins.

ii) Apparel Coordinator
Amanda provided a verbal report.

Amanda is collecting the 500 lapel pins on Tuesday, to be distributed to players at their 1st game. Amanda to provide pins to Directors to be distributed to each team.

Kristina suggested that Coaches should provide players with expectations around where to wear them.

Patches not ready yet so team managers will coordinate drop off / pick up of jerseys for name bars (if parents agree per team) and the 50th anniversary patch.

Still to finalize pricing and catalogue from Shamrock.

iii) Casino Coordinator

Kristina provided a verbal report.

Jodi Hutscal (casino advisor) advised that recent average casino revenues for not for profits are approximately \$50,000 per casino event, rather than the historical \$70,000 - \$80,000.

It was agreed to use Event Bright as the tool for booking casino spots, to be held February 26-27.

iv) Equipment Manager

Brian circulated a written report before the meeting, which Andrew read.

v) Bingo Coordinator

As Kathleen was not in attendance, there was nothing to report.

vi) Special Events Coordinator

As Melanie was not in attendance, Rob provided a verbal report.

Oil Kings tickets - Melanie to prepare messaging about each player being required to purchase 2 tickets.

V. Business Items Arising from the Annual General Meeting

a. By-Laws dated September 20 2019

Nothing additional to report.

b. Policy Development

John suggested that both committees have kick-off meetings over the next week to 10 days, and begin work on administrative and hockey operations policy development.

Kristina enquired as to who makes the determination of who is on the bench. Andrew confirmed that the coaches need to be listed on the hard card. 6 coaching staff is the maximum number allowed per the hard card.

- VI. Action Items Arising from Previous Meetings
 - a. Resignation of Peter Gouveia, Vice President

Andrew has accepted Peter's resignation.

- b. Other

There was a general discussion of Peter's behaviour since August 31st and after submitting his resignation to Andrew on September 11th.

The board reviewed available options available to it under the current bylaws and policies. It was determined that the board will not take any further action.

- VII. Other Business Items

- a. Financial
 - i. Financial statements for 2018/19 fiscal year

Shellina advised that Allen Welsh & Company were wrapping up the year-end financial statements.

- ii. Financial statements for Q1 2019/20

Information: The first quarter financial statements were circulated to the board prior to the meeting.

There was a brief discussion of the financial statements, registration fees and expenditures.

- iii. Budget for 2019/20 fiscal year

Information: A revised budget was circulated to the board prior to the meeting. As there was still some uncertainty from Nelson regarding the commitment (\$-amount and number of practice and / or game slots required to be purchased by SMHSC), the budget was not discussed.

- b. Fundraising
 - i. Casino in off years

Kristina advised that the casino consultant she met with a few days earlier stated that SMHSC could secure a casino every 18 months (equivalent to 3 every 5 years compared to 2 every 4 years currently). The issue is that many of the additional casino dates are 2 day periods during holidays (Christmas, Boxing Day, Easter, Labour weekend).

ii. Other

None.

c. Debrief of SMHSC Warm-Up Camps & Thoughts for Next Year

This topic was discussed earlier in the meeting; no further discussion.

d. 2019/20 Hockey Season

i. Registration update

Robin advised that there were still some families who had not registered (although some unregistered players attended evaluations), and families who had not paid fees in their entirety.

Andrew will contact families this week and advise payment must be made in full.

ii. Player evaluation update

No further discussion on this topic.

iii. Player development - nutrition, skills, other

Not discussed.

e. Ice Rental for 2019/20 Hockey Season

i. Procedure(s)

Nelson advised that he had some discussion with Gord Letty recently about purchases of ice for games and practices. There was some uncertainty as to what ice slots SMHSC needs to purchase or were already included in the services provided from payments of player registration fees.

Nelson agreed to contact KC hockey for further clarification.

ii. SMHSC Commitments vs. Requirements

No discussion on this topic.

f. Other

None.

VIII. In Camera Items

None.

IX. Comments and Announcements

None.

X. Next Meeting

Andrew will circulate a number of dates and times to board members and then confirm a date for the October meeting.

XI. Adjournment

There being no further business, the meeting was adjourned at 9:43pm.