

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

**BOARD OF DIRECTORS MEETING**

**MINUTES**

Date: January 26, 2020  
Time: 6:00pm - 10:00pm  
Location: Knights of Columbus Sports Complex  
13160 140 Avenue, Edmonton, AB T6V 0M4

Attendees

Regrets

Executive Committee:

Andrew Westervelt

Hugh Gillis

Nelson Pacheco

John Kyle

Shellina Kyle

Mike Lees (left meeting - 9:00pm)

Aaron Skelhorne (left meeting 9:45pm)

Dan Tabak

Rob Ryks

Robin Westervelt

Standing Committee:

Kristina Lees (left meeting 9:00pm)

Kathleen Stotyn

Brian Sorensen

Amanda Alexandre

Cherisse Kovacs

Melanie Ryks

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I. Call to Order

There being quorum, Andrew called the meeting to order at 6:07pm.

II. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to board members on January 24, 2020.

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

b. Approval of the Minutes - December 15<sup>th</sup> meeting

Information: The minutes were circulated to board members on January 15, 2020.

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

III. Declaration of Conflict of Interest

Andrew reminded board members of our responsibilities with respect to conflict of interest.

IV. Reports

Information: The board reports were compiled prior to the meeting and circulated to board members on January 24<sup>th</sup>. Any additional comments and discussion on the board reports are documented here under Section IV.

a. President

Minor Hockey Week volunteer list - 100% attendance; no 'no shows' this year. Thank you to all our volunteers.

b. Members of the Executive Committee

i) Ice Allocator

Nothing additional to report.

John enquired re: which of the 4 recreation facilities were slated for closure. Nelson advised this information was not immediately available.

ii) Registrar

3 families still owe registration fees due to uncertainty of Jumpstart funding. Mike Lees to speak to one of the Novice families - \$175 unpaid.

Mike enquired of Andrew about the requirement to have a volunteer on a hard card in order to be: (1) on the bench; (2) skate at practice, as one of the Novice teams is finding they are short volunteers from time to time.

Action Item: Andrew to look into additional insurance costs to add 1 more parent volunteer on a hard card.

iii) Secretary

Action Item: John to provide copy of approved bylaws to Kathleen for Kensington bingo license application.

iv) Treasurer

Shellina spoke to Jodi at KC re: City of Edmonton (KC Hockey invoice). Gen agreed to defer payment on the 2<sup>nd</sup> instalment invoice of 35%.

Action Item: Shellina to speak to KC about using their credit card machine to process credit cards for missed bingos.

v) Initiation Director

Nothing additional to report.

vi) Novice Director

KC055 was advised of a conflict with respect to their tournament on March 7<sup>th</sup> by Edmonton Hockey; although the team doesn't have a game on the Saturday.  
Action Item: Aaron to investigate issue.

Action Item: Andrew to look into whether Managers are supposed to be / can be on the team's hard card, and if there are any costs of doing so.

vii) Atom Director

Hockey team from Hong Kong has played against a number of KC rep and other KC teams over the course of the last week; a good experience for all concerned.

viii) Pee Wee Director

Nothing additional to report.

c. Members of the Standing Committee

i) Casino Coordinator

Action Item: Kathleen to send list of possible names to Kristina as casino volunteers as we still have 10 time slots to fill.

The Board gave Kristina authorization to pay up to \$115 in bingo chits to entice more members to volunteer for longer / late night casino shifts.

ii) Bingo Coordinator

There was a general discussion of the applicability of the club's practice of charging credit cards or cash post-dated cheques in the event of bingo absences.

The Board agreed unanimously to charge the 4 individuals the full amount for missing bingos, and the one individual who left a bingo hall 1 hour early, \$100 (\$50 per 30 minutes).

iii) Special events Coordinator

Nothing additional to report.

iv) Equipment Manager

Nothing additional to report.

v) Apparel Coordinator

Nothing additional to report.

vi) Communications Coordinator

Andrew advised that Cherisse is working with Team Snap to update the club's web-site, as approved at the December Board meeting.

Aaron advised that Community Park Little League and SMHSC have agreed to a cross-promotional activity between the two organizations (club web-sites, social media platforms)

Action Item: Aaron to e-mail Cherisse about re-tweeting information.

V. Business Items Arising from the Annual General Meeting

a. Policy Development

Robin, Brian and Andrew provided suggested changes to John prior to the meeting.

There was some discussion of inserting a section in the general policies about not permitting a member to be nominated or appointed as a category director should he / she have a child who plays for the club in that age category. Kathleen advised that the club tried implementing a similar practice some years ago but then found it difficult to fill certain category director positions.

It was also proposed as an alternative that should a category director need to deal with a contentious issue on a team on which his / her child is a player that he / she recues themselves and request another Board Member (VP Hockey Operations, or President) oversee the matter to resolution.

Action Item: John to update both Board Policy and General Policy documents with suggested changes and circulate to the Board next week.

VI. Action Items Arising from Previous Meetings

John reviewed the list of items.

VII. Other Business Items

a. 50<sup>th</sup> Anniversary

i. Planning

ii. Fundraising

As Melanie was not in attendance, this topic was deferred until the February meeting.

- b. 2019/20 Hockey Season
  - i. Player development - nutrition, skills, other

No additional discussion.

- ii. Other

None.

- c. Other

Andrew circulated a 2-page list of available ice with certain City of Edmonton arenas the last week of August 2020. These available ice slots would be used for SMHSC conditioning camps in August 2020.

There was a general discussion of the number of ice slots per category (Novice, Atom, Pee Wee) and it was agreed that a target would be 5 ice times for each category.

Summer ice rates with the City are estimated at \$220 / hour.

Action Item: Nelson to contact KC Hockey Monday evening by 6pm to advise them of the club's desired ice slots.

#### VIII. In Camera Items

The meeting went in camera at approximately 6:40pm; the meeting exited the in camera session at approximately 7:30pm.

#### IX. Comments and Announcements

None.

#### X. Next Meeting

The next meeting was scheduled for February 20, 2020 (6:00pm) at KC Arena.

#### XI. Adjournment

The meeting was adjourned at 10:00pm.