

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

BOARD OF DIRECTORS MEETING

MINUTES

Date: April 16, 2020
Time: 6:00pm - 8:48pm
Location: Conference Call and Webex

Attendees

Andrew Westervelt
Hugh Gillis
Nelson Pacheco
John Kyle
Shellina Kyle
Rob Ryks
Mike Lees
Aaron Skelhorne
Robin Westervelt
Amanda Alexandre
Cherisse Kovacs
Kristina Lees
Kathleen Stotyn
Brian Sorensen
Melanie Ryks

Regrets

Dan Tabak

Information: Rescheduling and Cancellation of March 2020 Board Meeting

At the February 20th board meeting, the date and time of the next meeting was set as March 22, 2020 (6:00pm). On March 10th, Andrew notified board members via e-mail that due to several board members' children attending tournaments over the weekend of March 21st - 22nd, the next meeting date would be March 26th (6:00pm).

On March 20th & 21st, several board members (Aaron, Andrew, Brian & John - 21st only) successfully tested dial-in, Webex and Google Hangouts so that the March 26th board meeting could proceed while ensuring safe social distancing required due to the COVID-19 pandemic. Log-in information was provided to all board members via e-mail in advance of the board meeting date.

On March 26th, Andrew advised board members via e-mail of his decision to defer the March 26th board meeting, citing COVID-19's personal and professional toll, and set a tentative date of April 15th for the next meeting. The March 26th board meeting was not held.

Andrew subsequently provided notice via e-mail confirming the next meeting date of April 16th (6:00pm).

I. Call to Order

There being quorum, Andrew called the meeting to order at 6:12pm.

II. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to board members on April 12, 2020.

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

b. Approval of the Minutes - February 20th meeting

Information: The minutes were circulated to board members on April 12, 2020.

Andrew made a motion, seconded by Shellina and passed unanimously to approve the minutes subject to meeting date change to read 2020 rather than 2019.

III. Declaration of Conflict of Interest

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

IV. Reports

Information: Consistent with our practice since December 2019, the board reports were compiled on April 12, 2020 by the Secretary, from written submissions provided by directors.

Andrew advised board members via e-mail on April 13th that he had made the decision not to have written board reports circulated for board consumption. He asked that directors make oral reports at the board meeting. Accordingly, where directors referenced their written board reports during the meeting, these written reports have been inserted below in their entirety. Where no reference was made to a written report, just the respective oral report provided during the meeting is summarized below.

a. President

A long season has come to an abrupt end. This wasn't the ending for our teams we were looking for, but for the safety of everyone, it is the right decision. Our world is a crazy place right now. We should just be grateful that we are safe and healthy.

COVID-19 has put social events and gatherings on hold for the foreseeable future. We have accomplished a lot in this past year and I want each of you to know I am grateful for your dedication and effort. We don't know when we can resume regular meetings or when we can start planning for next year's hockey season.

- Annual General Meeting (AGM)
The timing of our AGM is currently up in the air. Our bylaws state we need to hold it by May 31st, but Alberta Registries will allow us to defer the meeting for three months. President and VP Admin & Secretary positions are not up for election this year. Hopefully many of you will want to fill roles again next year, but I understand if you chose not to do so. Some decisions for next season may need to be made prior to holding an AGM. Please let John and I know if you will be willing to continue serving your role until the next AGM can be held.
- 50th Anniversary Celebration
Unfortunately, our 50th Anniversary party is also postponed until a later date. Most elements were already planned and deposits were made. Hopefully we can have all of the pieces come together once a date is decided. This date continues to get pushed further into the future.
- Mike Lees - Coach of the Month
As John shared with everyone last week, our very own Mike Lees has received a “Coach of the Month” award from Hockey Alberta. Mike certainly did some amazing work with the KC Novice Thunder team during some very challenging times. Great work Mike.
- Season End
Also, of note is the announcement from Hockey Edmonton on how they are awarding medals for all of the teams that still remained in the playoffs when the cancellation occurred. All of the divisions were concluded by either win/loss record in the playoffs, goal differential with the teams still remaining or the higher playoff seed.
- KC Hockey & Parishes Meeting
A meeting was held last month with KC and the other parishes. There is a large appetite for significant cooperation next season between parishes. Parishes will be communicating projected numbers for each age group to assist with planning for this to happen. There was also discussion on playing Senior Timbit teams against all KC parishes.
- Other matters
St. Charles sent out a survey to its members. Andrew stated that St. Matthew should consider a member survey for next year (mid way or at year end) in conjunction with coach evaluations.

Mike stated that coach evaluations a great idea, as they will assist new directors with assessing coaching strengths for volunteers they may not have met / known.

Robin said that a coach evaluation / member survey should be done this year.

Andrew made a motion to conduct a member survey this spring. The survey will be prepared by Andrew, Robin and Cherisse. Carried.

b. Other Directors

i) Ice Allocator

KC Hockey advised that the City has cancelled all ice rentals through May 31 2020.

ii) Registrar

- 2019-20 Hockey Season

All registration fees for the 2019-2020 season have been paid in full.

Total registered players in 2019-20 - 242; forecast registered players for 2020-21 - 205.

- Registrars Meeting

The registrar meeting that was scheduled with Hockey Edmonton has been postponed indefinitely; they are hoping to have it in May.

Neither Hockey Edmonton nor KC Hockey have been in communication with the registrars since March 16. At this point, it is unknown if registration will begin in June or if the season will be delayed.

iii) Secretary

- Policy Development

The new Board Policies and general Policies and Procedures were approved at the February 20th 2020 board meeting.

Action Item: The board should prepare the following documents well in advance of the start of the 2020-21 hockey season, as they are referenced in the general policies:

- SMHSC Evaluation Methodology (referenced in section 5.5)
- Coach Evaluation Form (referenced in section 13)

I suggest that a committee of the board be established in April, comprised of Category Directors, the Equipment Manager and chaired by the President to draft these 2 documents for review by the board at the July board meeting. I would be pleased to join the committee if the board felt it helpful.

- Governance

I am pleased that the SMHSC board has, since being elected in April 2019, successfully addressed the issues raised in the 3 special resolutions passed at the last annual general meeting:

- Communications - timely dissemination of information to Members and board documents (agendas, minutes, board reports) have been posted on our web-site;
- Bylaws dated September 20 2019 - passed at the September 21 2019 special meeting of members and approved by Corporate Registries; and

- New Policies - passed at the February 2020 board meeting, have been posted on our web-site.

I want to commend fellow board members for supporting this valuable work.

It is critically important that the board and SMHSC members more broadly treat the bylaws as the regulating document it is meant to be and our policies as principles we turn to, to guide decision-making.

iv) Treasurer

- Financial Statements for the 9 months ended February 29 2020

SMHSC recognized revenue of \$232,000 (Budget - \$244,000); a shortfall of \$12,000 largely due to lower than budgeted bingo revenue. Total expenses were \$274,000 (Budget - \$272,000); an unfavourable variance of \$2,000 largely due to increased hockey operations expenses. The net loss for the period was \$42,000 (Budget - \$28,000); an unfavourable variance of \$14,000.

- Revenue - \$232,000
 - Gross bingo fundraising funds were \$107,000 (Budget - \$116,000) or \$9,000 below budget largely due to lower pull ticket sales at Parkway. Budget 2019-20 was based on 2018-19 actual bingo revenues. In 2018-19, Parkway pull ticket sales were \$54,000 (or a monthly average of \$4,500); in 2019-20 the monthly average through February 29th was \$4,000. Kensington, while a smaller venue, also saw average monthly revenues fall by \$300 (or approximately 15%) compared to last year.
 - Other income - \$13,000 (Budget - \$13,000) is comprised of \$2,800 recovery of Sign Guru advertising costs from KC Hockey and the sale of Oil Kings tickets (fundraiser)- \$9,960.
 - Registration fees were \$113,000 (Budget - \$115,000); the shortfall due to \$2,000 in unbudgeted player refunds.
- Expenses - \$274,000
 - Bingo - \$24,000 (Budget - \$25,000)
 - Honourarium and concession costs were \$9,700 (Budget - \$10,200).
 - Bingo credits (bingo chits issued less write-offs) were \$14,000 net (Budget - \$15,000 net).
 - Hockey operations
 - Hockey operations expenses were \$233,000 (Budget - \$228,000), an unfavourable variance of \$5,000.

Total hockey operations expenses were in line (within 2%) with budget. Ice rental was over budget \$2,200 and team apparel was over budget \$2,600 due to timing (additional expense of \$2,500 is budgeted for Q4) and higher than budgeted spend on coaches and manager apparel -\$800.

- Administration
 - Administration expenses were \$17,000 (Budget - \$19,000), a savings of \$2,000 due to several small variances.
- Working capital - \$87,400

Working capital accounts at February 29th were as follows:

- Cash and GICs - \$125,500

SMHSC had cash, net of outstanding cheques, of \$32,500 and GICs - \$93,000.

Funds from the February 2020 Casino, budgeted at \$70,000, have not yet been received and are still anticipated in Q4-2020.

- Accounts receivable - \$15,700

Accounts receivable included bingo receivables of \$11,200 (collected in March) and accrued revenue of \$4,500 comprised primarily of Lil' Oilers certificates (from registration 2019-20)- \$600; KC Hockey for reimbursement of development instruction - \$1,900; and SMHSC teams share of Stepping Forward instruction - \$1,200 (now collected in full).

- Prepaid expenses - \$9,400

Prepays were comprised primarily of prepaid liability and D&O insurance - \$1,200; 3 deposits for 50th anniversary party - \$1,600; and KC arena ice for March - \$6,300.

- Accounts payable - \$39,200

This is comprised primarily of the first installment (65%) invoice due to KC Hockey for City ice - \$38,104. This invoice was paid in March and the remainder will be paid once we receive the year-end statement of account from KC Hockey.

- Accrued liabilities - \$11,000

This is comprised primarily of an accrual for Welsh & Company 2019-20 review engagement fees - \$3,000 (9/12 of \$4,000 total for the 2019-20 year); and a City ice accrual for February - \$7,200.

- Deferred bingo revenue - \$13,000

This is comprised of \$40 and \$75 bingo chits that members can use to pay for future SMHSC hockey registration fees or sports / leisure activities at other organizations. For the 9 months ended February 29th, the club:

- redeemed \$6,410 for SMHSC player registration fees;
- redeemed (i.e. paid) \$8,925 for non-SMHSC activities;
- wrote-off \$560 in bingo chits; and
- issued \$14,725 in new bingo chits.

- GICs held by CIBC - \$93,000

On March 6th, we transferred the full amount of the 4 GIC's held by CIBC totaling \$93,013 plus accrued interest to our general account with ATB. These funds are now readily available for any future cash requirements. We had to forego \$1,500 in accrued interest on the GIC's as 2 GIC's matured February 2021; and 1 in January 2022. This was recorded as a charge to interest income in February 2020.

- Team Budgets & Actual Expense Approval

I am awaiting Brian's confirmation that teams' equipment and jerseys have been returned in acceptable condition prior to release of each teams' outstanding referee fees.

Final referee payments made thus far:

- KC 094 Spartans - \$176
- KC 076 Mustangs - \$41
- KC 075 Firebirds - \$60

- v) Initiation Director

Hugh advised most hockey jerseys have been returned, although some are still outstanding.

- vi) Novice Director

Nothing to report.

- vii) Atom Director

I am very proud of progress made by all players. In terms of development from a skill standpoint the season was a huge success very proud of all the players. I am very happy with the coaching and management staff. Lots of learnings and many of those shared with the staffs throughout the year. But over all extremely pleased with how well all the teams operated.

- Atom Teams

- 074 Vipers finished the season with a strong 2-1-1 record in round robin playoff play and did not advance to the 2nd round;
- 075 Firebirds, their Cinderella story went unfinished as they unfortunately had their dream playoffs cut short; and

- 076 Mustangs had a wonderful run finishing in the semi finals.

We had a Confederation tournament Championship, a Minor Hockey Week Championship and what could have been a City Championship. Congratulations to all of the teams for a great 19/20 season.

- KC Spartans

On ice results were mixed. No medals; disciplinary matters at season end including resignation of head coach.

viii) Pee Wee Director

- Areas for Improvement

- I failed at having monthly meetings with my coaches. This was in part due to the discord between the way I approved of the Spartans coaches and managers, as well as the responsibility that I had to Nate. I think it would have benefited all of the teams tremendously to have had a monthly meeting.
- It was my intention to have all of the coaches teaching a similar curriculum. At the peewee level, for all tiers, the kids should have a set offensive zone play and the play should be standard. I failed to communicate this with the teams. This is something I am sorry about.

Ultimately, I am not sure that all of the peewee players had a great season. I am aware that certain kids never did finish out the season. With peewee as having the highest exit level in hockey, I am disappointed that we didn't dull the curve. As a director I tried to stay in constant communication with my coaches. I skated with each group on several occasions, to which I believe the kids benefited from.

ix) Casino Coordinator

- Casino Event - February 27th to February 28th

The Casino was successful. Last quarter each organization made approximately \$76,000; the Casino Advisor expects the amounts to be close to the same for our quarter. We should know our amount within the next couple weeks.

- Casino Event - 2022

Our next biennial casino event will occur in Q2-2022 (April to June 2022).

x) Bingo Coordinator

- Hall Closures

In regards to the cancellation of bingos of both halls, I have contacted the scheduled workers. There are a few that I have not heard back from. I will continue to call or email them.

I also have talked to the families in regards to rescheduling their mandatory bingos. Most families were very understanding. Some have already rescheduled. I asked them to try and schedule them before the end of June. If none of those dates worked for them, I asked them to contact me and we would work around it and pick dates that worked for them.

I will be in contact with the halls to see what happens for our April dates and keep Andrew informed.

xi) Special events Coordinator

- 50th Anniversary Celebration
 - All members who had purchased tickets for the 50th Anniversary Celebration have been refunded their money. The link is no longer active on Team Snap;
 - Market Sound has retained our deposit (\$282) and will let us postpone our event indefinitely;
 - Let's Eat Catering is holding our deposit (\$1,000) and honouring our pricing;
 - Nothing was bought by us shoppers yet so no money spent.
 - Fundraising
 - I have all donations in my safe waiting till we have a new date. I checked my mail on March 20h (Friday) - Dollarama mailed out 2 \$50 Cards;
 - Oilers Entertainment Group (OEG) will also donate to us when the time comes.

xii) Equipment Manager

- KC Game Jerseys

I received permission for the anniversary crests to stay on the Knights of Columbus jerseys.

- Special Requests

I received a notice from a representative at KC Hockey that a former SMHSC director was given permission to use a set of jerseys for his spring hockey team; the former director did not want a set of jerseys with the St Matthew logo on them. I discussed the matter with the KC Hockey representative, and it was decided that the former director will go to the office and get a different set of jerseys, other than the ones that St Matthew uses year in and year out.

- Season End

I sent out an e-mail to all head coaches and the managers that I have contact information for, instructing them to return all equipment, game jerseys and surplus game sheets to me. I also advised that no team year end budgets will be approved and no final referee fees will be reimbursed until all equipment is returned.

The Treasurer will be notified once they have returned their equipment. Any equipment losses will be the responsibility of the individual team.

Equipment collection is going not too bad. A couple of teams have no response at all to emails, so they will be getting phone calls soon. Summary of current status, as follows:

- Pee Wee
 - KC094 Spartans have handed in all of their equipment and the KC jerseys; they have no outstanding equipment issues.
 - KC 095 Warriors have handed in all of their equipment and the KC jerseys; they have no outstanding equipment issues.
 - KC 096 Rebels have handed in all of their equipment and the KC jerseys; they have no outstanding equipment issues; and
 - KC 097 Trojans have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues.

- Atom
 - KC 074 Vipers have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues;
 - KC 075 Firebirds have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues; and
 - KC 076 Mustangs have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues.

- Novice
 - KC 053 Saints have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues;
 - KC 054 Storm handed have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues;
 - KC 055 Lightning have handed in all their equipment and the KC jerseys; they have no outstanding equipment issues; and
 - KC 056 Thunder have handed in all their equipment and the KC jerseys; they still have 1 goalie stick to return.

- Initiation

All of the initiation equipment has been returned; the only outstanding issue is the jerseys. The jerseys will be used again next season and with the likelihood of no year- end parties, the time to collect them is now.

I think we may have to compile a list of children registered in initiation this season, and use it next year during the registration process to retrieve the jerseys. Or maybe better if the Registrar or team managers could possibly send out an email to them now, maybe asking for returns, or informing them, they will need to be handed in before you can be registered next season. I know that KC005 has received an email asking for their return.

- Other Equipment Matters

- Pucks

An issue that I was concerned about has rectified itself. On my last trip to the storage locker I counted 300 blue pucks, so we will be good for another season. I was scared I might need to buy more. They are like double the price of a regular puck. We probably have about 700 or 800 black pucks.

- Storage Locker

On a side note door sweeps have been installed on the indoor storage locker, which is a good thing, as I have seen mice in there before.

Brian advised that he requires a step ladder; mike offered to supply a ladder.

- Purchasing Replacement Items

I am still buying a few things when I feel brave enough to venture into a store, suction cups, a couple of buckets, two (2) bad goal sticks to be replaced.

I will be recommending for next season that we buy about 6 new first aid kits, most that are shabby still have not too bad of contents, but the bags are pretty much done. That can be left till before next season and I think I can get Gregg Distributors to cut a deal on them for minor hockey, or I will ask the KC office to let me use their account again. They are good with me about that.

We may want to consider replacing puck bags with a plastic bucket that can carry pylons, pucks and the medical bag as a bucket is more durable and easier to carry than the nylon bags.

When I feel that I am done for this season, I will scan and email receipts to the treasurer. I hope that is OK. I will keep the originals for when we can meet in person.

- Boundaries

There are new boundaries for rep hockey which should increase player registration volumes for SMHSC

xiii) Apparel Coordinator

- Pee wee watches.

37 watches were ordered from Stadium Sportswear. Total cost was \$ 1,324.79 including "Rush" shipping and GST.

Amanda advised that the club needs to determine the best way to distribute the watches.

Action item: Andrew to contact Amanda re: greeting cards and Amanda to contact team managers to coordinate watch collection and player distribution.

xiv) Communications Coordinator

- Web-Site Development

The website development is finished - it just needs some fine tuning, link to the existing web-site and final reviews. The start-up took much longer than originally expected. This is partly because I was not receiving Team Snap e-mails (seemed to be an issue on the Team Snap side), and also because we were trying to implement a new online bingo sign up

directly on the new website. Unfortunately, the options available through Team Snap did not meet our needs. Robin suggested a good alternative called ivolunteer. This platform is used by Spruce Grove ringette. You can see it here:

<http://www.sprucegroveringette.com/content/bingos>

Should we choose to move away from eventbrite, ivolunteer may be a viable option.

V. Business Items Arising from the Annual General Meeting

None.

VI. Action Items Arising from Previous Meetings

John reviewed the list of items.

VII. Other Business Items

a. 2020 Annual General Meeting

i. Agenda

Information: John circulated a draft agenda for the AGM on April 12, 2020.

John reviewed the agenda and requested that the board delay approval until the provincial ban on gatherings due to COVID-19 is lifted.

ii. Directors' report(s)

John suggested that board members submit their respective reports to Andrew and at the AGM, Andrew would present a compiled report from directors.

iii. Appointment of directors

None.

iv. Notice and communication to members

Action item: Andrew will prepare a communiqué to members re: AGM deferral beyond May 31st.

v. Contingency planning if deferred beyond May 31, 2020

Action item: Andrew asked board members to contact John and Andrew to advise if they're prepared to extend their terms beyond May 31st for an initial period of 90 days.

Action item: Andrew to communicate policy changes, status of directors (once directors advise us of their intentions to stay on or not) and AGM information to members.

b. 50th Anniversary Celebration

i. Report from planning committee

Information: Due to the COVID-19 pandemic, the celebration has been deferred until the provincial ban on gatherings is lifted.

ii. Fundraising

John advised that the club's insurance broker offered to provide funding for the celebration; to follow-up once a new date is set.

c. Planning for 2020-21 Hockey Season

i. Registration (hockey and mandatory bingo commitments)

There was a general discussion of contingency planning around possible delays in registration and the start of the 2020-21 hockey season. The club will require registration fee information (\$-amounts by category) from KC Hockey prior to registration.

Shellina suggested waiving the late fee this year.

ii. Policy & procedures (player evaluation methodology; coach evaluations; other)

There was a general discussion of outstanding matters related to these 2 issues. Andrew recommended that no work begin prior to the next board meeting.

iii. Team Snap subscription renewal

Information: May 31st date is an automatic renewal for 1 year's subscription.

Action item: Andrew to contact Team Snap about the renewal, timing and request for a discount amount for the annual renewal (25% discount).

d. Alberta Personal Information Protection Act (PIPA)

i. Board meetings (board reports, board discussions and minutes)

There was a general discussion of privacy, the issue of balancing club requirements to manage its business affairs and operations with its obligations under PIPA.

Andrew concluded that SMHSC needs a privacy policy.

ii. Other

None.

VIII. In Camera Items

None.

IX. Comments and Announcements

None.

X. Next Meeting

The next meeting was tentatively scheduled for May 28, 2020 (6:00pm).

XI. Adjournment

The meeting was adjourned at 8:48pm.