

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

**BOARD OF DIRECTORS MEETING**

**MINUTES**

Date: May 28, 2020  
Time: 6:00pm - 8:14pm  
Location: Teleconference (Webex or dial-in at 1-587-404-3573)

Attendees

Regrets

Andrew Westervelt

Hugh Gillis

Nelson Pacheco (joined meeting at 7:10pm)

John Kyle

Shellina Kyle

Rob Ryks

Mike Lees (joined meeting at 7:00pm)

Aaron Skelhorne

Robin Westervelt

Amanda Alexandre

Cherisse Kovacs

Kristina Lees

Dan Tabak

Kathleen Stotyn

Brian Sorensen

Melanie Ryks

---

I. Call to Order

There being quorum, Andrew called the meeting order at 6:09pm.

II. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to the board on May 18<sup>th</sup>.

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

b. Approval of the Minutes - April 16<sup>th</sup> meeting

Information: The minutes, as amended, were circulated to the board on May 27<sup>th</sup>.

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

### III. Declaration of Conflict of Interest

Andrew reminded directors of their responsibilities with respect to conflict of interest.

### IV. Reports

Information: All board reports were provided verbally, except where otherwise indicated in these minutes.

#### a. President

Andrew provided a verbal report.

- Annual General Meeting (AGM)

Andrew advised that the date for the 2020 AGM is uncertain due to COVID-19. Andrew thanked all directors for staying on in their respective roles until end of August.

He noted that KC West held their AGM on Tuesday and that the St. Charles president advised that they have delayed holding their AGM for 1-2 months.

- 2020-21 Hockey Season

Hockey Edmonton, Hockey Alberta and KC Hockey have permitted registrations for the 2020-21 hockey season. Andrew advised that he thinks it is premature to conduct registration due to COVID-19 and the uncertainty around when the season could possibly start.

Andrew had some discussion about cooperating amongst St. Charles and SMHSC for the top 2 Atom and Pee Wee teams. Andrew advised that the Category Directors, Presidents and VP Hockey Operations of both clubs will meet in the summer to discuss cooperation.

EFHL has proposed a recreational league from Novice through Junior. Features, as follows:

- 18 game schedule - mid October to early March;
- Cost - Atom and Novice - \$335; Pee Wee to Junior - \$450; and
- No practices, just games.

The Atom pathway program for 2020-21 has been established to introduce full-ice rules to Novice players. The entire Atom division begins October 15<sup>th</sup> (time to teach face-offs, off-sides).

- Member Survey

Andrew advised caution when interpreting results and comments. The board needs to look at themes not necessarily specific comments.

b. Other Directors

i. Secretary

John advised he had nothing additional to report apart from agenda items included in section VI.

ii. Treasurer

Shellina reported on the financial statements and projections for next 2 years (see agenda item VI a).

iii. Registrar

- Teams & Categories for 2020-21

Robin advised of changes in division names from Hockey Canada, follows: Tim bits becomes < 7; Novice becomes < 9; Atom becomes < 11; and Pee Wee becomes < 13.

Team names will also be excluded; only numerical identification will be permitted.

- Registration for 2020-21

New player transfer forms to be available.

KC Hockey has set registration fees for 2020-21; same as last year.

KC Knights has opened their registration, however KC West and St. Charles have yet to open theirs. All KC parishes are scheduled to open registration June 1<sup>st</sup>.

Robin recommended not taking registration fees from parents due to COVID-19 as collection of fees this early may have an adverse affect on hockey registration at SMHSC.

There was a general discussion of whether to open registration and whether to charge a registration fee or a deposit (refundable or non-refundable). The board voted to move ahead with on-line only registration (no in-person) with no fee requirement for the month of June. The board will consider whether to reassess the timing of fee payments at its June board meeting.

Action Item: Robin will advise members that we are not booking bingos just yet, but on-line registration is now open.

iv. Ice Allocator.

Nelson provided a verbal report.

He has reconciled the final ice charges received from KC.

Andrew made a motion that he and Nelson review the ice required for September 2020 (for player evaluations and team practices) with KC Hockey and estimated that a 1/3 reduction in ice for the month should suffice based on projected registrations of approximately 220 players. Passed unanimously.

Action Item: Andrew will discuss ice rental costs with KC Hockey and the \$5k charged by KC (flow-through from Hockey Edmonton and the City) for unused ice during the 2019-20 season.

Information: SMHSC had 2 occasions this past year where our teams failed to show-up for purchased practice ice but we're being charged approximately \$5k (an allocation of 'dark ice' by Hockey Edmonton to all clubs).

v. Tim Bits Director

Hugh provided a verbal report. We still have 10 jerseys outstanding.

vi. Novice Director

Aaron had nothing to report

vii. Atom Director

Rob had nothing to report.

viii. Pee Wee Director

Mike had nothing to report

ix. Communications Coordinator

Cherisse had nothing to report

x. Equipment Manager

Brian had nothing to report

xi. Apparel Coordinator

Amanda provided a verbal report. We are still waiting on 4 pairs of hockey Mom tights from Shamrock.

xii. Casino Coordinator

Kristina provided a verbal report. She is waiting to hear back from AGLC re: securing an additional casino in 2020 or 2021.

xiii. Special Events Coordinator

Melanie had nothing to report.

xiv. Bingo Coordinator

Kathleen was not in attendance.

V. Action Items Arising from Previous Meetings

John reviewed the items, and noted that he will prepare a memo to members re: the more significant policy matters included in the February 20, 2020 policy documents.

VI. Business Items

a. Financial Update

Information: The financial projection and covering e-mail of assumptions was circulated to the board on May 27<sup>th</sup>.

i. Projected Financial Statements - May 31 2020

Shellina advised that the projected financial statements were based on Q3-2020 actual results and actual transactions recorded through most of Q4-2020.

ii. Projections for 2021 & 2022

Shellina reviewed her projection and discussed options for developing additional revenue and reducing expenditures.

There was a general discussion of options to generate additional cash flows for the club (fundraising, tournament), and also reducing ice times and associated costs.

Andrew advised that KC Hockey has been approached about the hourly rental rate of \$288 compared to the City and NAIT; KC refuses to reduce their rate.

Action Item: The discussion to be taken up again at the June meeting.

b. 2020 Annual General Meeting

i. Update

Information: On the afternoon of May 28<sup>th</sup>, John circulated an e-mail to the board that provided background information on SMHSC's options of hosting its AGM virtually.

Action Item: Andrew suggested we delay a decision on hosting the 2020 AGM until the June board meeting.

ii. Other

None.

c. Planning for 2020-21 Hockey Season

i. Registration (hockey and mandatory bingo commitments)

There was a general discussion of opening on-line hockey registration for the 2020-21 hockey season; no bingo sign-ups would be made as the bingo halls are have been closed since March 17<sup>th</sup> due to COVID-19.

Action Item: Robin to advise membership via e-mail and on the SMHSC web-site that hockey registration is now open, but no fees required. The board will discuss the timing of fees at the June 2020 board meeting.

John noted that registration fees are described in section 4 of the SMHSC policies and procedures document (dated February 20, 2020) and members can look to this section for guidance.

Action Item: John to prepare a memo, from Andrew, addressed to members re: fee policy.

ii. Hockey Camps (communication, registration, rates, dates, locations, coaches, other)

Andrew said that it is unlikely that SMHSC hockey camps, planned for late August 2020, would be held due to the uncertainty caused by COVID-19 and its effects on the start of the season. He said he was prepared to reassess once Hockey Edmonton announces the start date for the season.

iii. Team Coaches (nominees and selection)

There was a general discussion of coach nominations and selection for the upcoming hockey season. Some directors felt that it was premature to select coaches in the spring.

iv. Player evaluations (process, evaluators)

There was a general discussion of player evaluations.

Action Item: Andrew agreed to work on both of these items prior to the June meeting.

v. Other

None.

d. Member Survey

i. Presentation of survey results

Information: On May 26<sup>th</sup>, Robin circulated a summary of the survey results to the board.

Andrew reviewed the member survey results and noted that complaints were isolated around 2 Pee Wee teams: Spartans and Rebels and one Novice team where the Head Coach stepped down during the season and the assistant coaches stepped-in to fill the vacancy.

ii. Action items

Andrew said he would prepare a memo to members covering general themes.

iii. Sharing results with members

As noted above.

e. Policies & Procedures

i. Review of SMHSC Privacy Policy (draft)

Information: Subsequent to the April 2020 board meeting, John prepared and then circulated to the board on May 27<sup>th</sup>, a draft SMHSC privacy policy.

Andrew proposed approval of the draft policy at next board meeting and requested that all directors review the draft policy prior to the next meeting.

ii. Player Evaluation Methodology

Information: On May 27<sup>th</sup>, John circulated to the board a sample player evaluation methodology which he recommended the board use as a basis for a SMHSC policy, to be enacted prior to the start of 2020-21 player evaluations.

Action Item: Andrew to discuss with hockey directors (Hugh, Aaron, Rob, Mike).

iii. Coach Application and Evaluation Form

Information: On May 27<sup>th</sup>, John circulated to the board a sample coach application and evaluation form which he recommended the board use as a basis for a SMHSC policy, to be enacted prior to the selection of coaches for the 2020-21 hockey season.

Action Item: Andrew to discuss with hockey directors (as above).

iv. Other

None.

f. Other

Mike said that the online Hockey Alberta courses are very good and recommends coaches taking the courses.

Andrew asked Mike to share a you tube link with the board; the next live hockey sessions are scheduled June 3 and 4.

VII. In Camera Items

None.

VIII. Comments and Announcements

Andrew congratulated Mike Lees, Pee Wee Category Director at SMHSC, as Hockey Alberta Coach of the Year.

Mike said that Nate the Great had a significant influence on him winning the award.

Andrew suggested he and Mike meet to discuss a proposal for SMHSC to host a "Nate the Great" memorial hockey tournament during the 2020-21 hockey season.

IX. Next Meeting

The next meeting was scheduled for June 25<sup>th</sup> at 6:00pm via Webex / dial-in.

X. Adjournment

The meeting was adjourned 8:14pm.