

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

**BOARD OF DIRECTORS MEETING**

**MINUTES**

Date: June 25, 2020  
Time: 6:00pm - 9:15pm  
Location: Teleconference (Webex or dial-in at 1-587-404-3573)

Attendees

Regrets

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

Dan Tabak

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1. Call to Order

There being quorum, the President called the meeting to order at 6:08pm.

2. Consent Items

a. Approval of the Agenda

Information: The agenda was circulated to the board on June 17<sup>th</sup>.

The President made a motion to approve the agenda, seconded by the Novice Director and passed unanimously.

b. Approval of the Minutes - May 28<sup>th</sup> meeting

Information: The minutes were circulated to the board on June 17<sup>th</sup>.

The president made a motion to approve the minutes, seconded by the Apparel Coordinator and passed unanimously.

3. Declaration of Conflict of Interest

No conflict of interest was declared during the meeting.

4. Reports

a. President

The President provided a verbal report.

Due to COVID-19 there is much uncertainty around when the season will start and this will affect SMHSC planned August hockey camp, in-person registration & fees, and scheduling mandatory bingos.

There is no news to date from Hockey Edmonton regarding when the hockey season will begin; they are awaiting Hockey Alberta's decision as to when to start the hockey season.

St. Charles held their annual general meeting (AGM) on June 24; 19 attended of which 10 were the board. The AGM was held in the KC Arena parking lot.

b. Other Directors

i. Secretary

The Secretary advised he had nothing to report but wished to speak on certain other agenda items.

ii. Treasurer

Treasurer provided a verbal report.

- Financial Statements - May 31 2020

The management accounts and supporting schedules have been sent to Allan Welsh and Company for their review engagement.

- Financial projections through 2021-22

The Treasurer circulated a 24-month projection (June 1 2020 to May 31 2022) to the board prior to the May 28<sup>th</sup> board meeting and an updated 12-month version (June 1 2020 to May 31 2021) to the board prior to the June 25<sup>th</sup> meeting.

The Treasurer provided a summary of the projections (assumptions and results) to the board. She noted the following:

- Revenue from volunteer bingos have been in decline over the last few (3) years;
- The shut-down of bingo halls in March 2020 due to COVID-19 reduced net bingo revenues in 2019-20 to \$102k (2018-19 - \$144k)

and due to social distancing measures, it is quite likely projected net bingo revenues will decline further in 2020-21. This is reflected in the 2020-21 projected net bingo revenues - \$86k; and

- There is no casino scheduled for fiscal 2020-21 so there is no additional source of fundraising cash flow to offset the decline in projected bingo revenues in the coming year.

The President asked board members to consider club-wide fundraising activities such as: chocolate sales and 50-50's for the upcoming season to help offset the reduction in bingo revenues.

Information: SMHSC has submitted an application to AGLC for an additional casino prior to our next scheduled casino event in Q2 - 2022.

The Treasurer noted that the club's largest expense is ice rental for team practices (City of Edmonton arenas, KC Hockey arena and NAIT) - \$112k in 2019-20 (2018-19 - \$143k). It is projected to be \$112k in 2020-21 (assuming similar player, team volumes and number of practices as 2019-20).

There was a general discussion of:

- The per hour cost of KC Hockey arena ice - \$288 per hour compared to City ice (\$164 per hour); and
- The merits of reducing / eliminating purchases of KC Hockey arena ice and reducing the number of weekly team practices (Novice, Atom & Pee Wee) from an average of 2 per week to just 1 or 1½;

The Secretary advised that:

- a complete replacement of KC Hockey ice rental with City ice (168 1-hour ice slots) would save the club approximately \$21k per year; and
- a 1/3 (move from 2 practices per week to approximately 1 ½ per week ) reduction in practices for Atom & Pee Wee teams would save an additional \$12k per year.

The Treasurer noted that other projected expense items could be examined as well, but ice rental likely had the largest savings opportunity.

The Initiation Director voiced concern about reducing the number of practice ice slots from an average of 2 per week and its affect on player enrolment. Many parents moved from the NEZ to SMHSC because of the additional practices available.

### iii. Registrar

Provided a verbal report.

The Registrar participated in a registrars meeting held via video conference call on June 23<sup>rd</sup>.

- Atom pathway program provides the following requirements:

- Players should not be on ice before Labour Day;
- Clubs should provide 4 development skates before evaluations start; and
- Clubs should ensure 3 skates before team formation.

Hockey Edmonton will offer additional ice times before October to ensure Atom players have adequate ice time for skates.

- 2020-21 Hockey Season  
Hockey Edmonton is anticipating a later relaunch for the season than what the government has now proposed (phase 2). More information should be available from Hockey Edmonton by August 1<sup>st</sup>.

There may be additional skill development to begin the season and then scheduled games would start later than usual (historically games begin late September).

Cohort groups may play 4-5 games and then have a re-tier.

Hockey Edmonton is anticipating a 20% decline in registration volumes due to COVID-19.

SMHSC has registered 73 players to date (at this point in the 2019-20 season - 70 registered players), as follows:

- Discovery - 3
- Jr. Timbits - 2
- Sr. Timbits - 15
- U9 - 19
- U11 - 19
- U13 - 15

Information: August 15<sup>th</sup> is the cut-off date for turning back ice to the City for the upcoming season. Clubs need to have a reasonably good estimate of player (and team) numbers so a good estimate of practice ice requirements can be established.

- iv. Ice Allocator  
Provided a verbal report.

- v. Initiation Director  
Provided a verbal report

He advised that all Timbit jerseys have now been returned.

- vi. Novice Director  
Nothing to report.

- vii. Atom Director  
Nothing to report.
- viii. Pee Wee Director  
Nothing to report.
- ix. Bingo Coordinator  
Provided a verbal report.

The Bingo Coordinator advised that bingo halls will reopen shortly:

- o Kensington on July 1<sup>st</sup> (need 19 workers for next events but generally 17 in the past, pre COVID-19 generally 17 workers); and
- o Parkway on June 26<sup>th</sup> (need 9 workers, pre COVID-19 generally 13 workers).

Plastic shields may be required at Kensington; Kathleen to confirm.

Members still have 65 mandatory bingos to work for the May 31 2020 year-end, but the Bingo Coordinator advised some members were unwilling / unable to work their mandatory bingo commitments. She indicated she may be required to pay other members with bingo chits to meet the club's obligations.

- x. Communications Coordinator  
Provided a verbal report.

The Communications Coordinator requested permission to proceed with sign advertising through the Sign Guru. The request was approved.

The President advised that KC Hockey was not setting-up another marketing effort this year, so advertising will be limited to Sign Guru.

- xi. Apparel Coordinator  
Provided a verbal report.

The Apparel Coordinator advised Shamrock still owes several members the women's leggings.

- xii. Special Events Coordinator  
Provided a verbal report.

Unused Oil Kings vouchers will be honoured for next year.

- xiii. Casino Coordinator  
Provided a verbal report.

Casino Coordinator reported the club can expect to be advised of the next casino dates (Q2 - 2022) in November 2020.

- xiv. Equipment Manager  
Provided a verbal report.

Equipment Manager advised that KC Arena opens July 28<sup>th</sup>.

## 5. Action Items Arising from Previous Meetings

The Secretary reviewed the action items from the May 28<sup>th</sup> meeting.

Outstanding item: The President will prepare a communiqué to members regarding the results of the member survey.

Information: The outstanding items from the May 28<sup>th</sup> agenda item VI. e. - Policies & Procedures were carried forward and included on the June 25<sup>th</sup> agenda (see below)

## 6. Business Items

### a. Financial Projections for 2021 & 2022

- i. Funding (casino, bingo, other)
- ii. Ice rentals ( KC, City, NAIT), other

The discussion of these two agenda items was documented under the Treasurer's and Casino Coordinator's reports (above).

### b. 2020 Annual General Meeting

Information: The draft 2020 AGM agenda was circulated to the board on June 21<sup>st</sup>.

#### i. Planning

The Secretary advised that he had contacted the City (311) and Clareview Arena (e-mail) and is trying to secure a multi-purpose room at Clareview to host the 2020 AGM on Sunday July 26<sup>th</sup>. The arena office opens July 2<sup>nd</sup> so in-person contact unlikely to occur prior to this date.

There was a general discussion of AGM start time as there is a bingo scheduled to start at 4:30pm on July 26<sup>th</sup> and some members will be attending the bingo as volunteers. The AGM start time will be moved from 2:00pm (as proposed) to noon or 1:00pm to allow for sufficient time and attendance at the AGM.

### c. Planning for 2020-21 Hockey Season

i. Registration (hockey and mandatory bingo commitments)

There was a general discussion of the timing of registration fee payments and scheduling mandatory bingo commitments.

Information: Section 4.2 of the SMHSC Policies and Procedures provides that:

- registration fees may be paid lump-sum at the time of registration; or
- paid in 3 equal instalments (July 15<sup>th</sup>, August 15<sup>th</sup> and September 15<sup>th</sup>); and
- all payments must be completed by September 15<sup>th</sup>.

The board discussed the affects COVID-19 may have on the season start date, the extent of the season, player funding from charitable organizations such as Jump Start and Lace 'Em Up, member finances and the affect on the club's financial position should deferral of registration fee collection be enacted.

The President made a motion, seconded by the Treasurer for the board to vote on amending registration fee payments. The two (2) proposed registration fee payment options the board was asked to vote on for the 2020-21 hockey season were as follows:

1. require no registration fee payments by members until the season start date is announced by Hockey Edmonton; or
2. members may pay registration fees in accordance with SMHSC Policies and Procedures, or in lump-sum by September 15<sup>th</sup>.

The vote recorded by the Secretary was 8 to 7 in favour of option 2.

Accordingly, for the 2020-21 hockey season only, members may pay registration fees in accordance with SMHSC Policies and Procedures, or in lump-sum by September 15<sup>th</sup>.

With respect to the above decision, members will be eligible for a full refund up until the point of their first skate.

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

The President asked the attendees their views on moving ahead with the Hockey camp in August. There was a general discussion of whether to move ahead or not. The board agreed to move ahead with the hockey camp.

A summary of the projected fees and associated camp expenses was summarized as follows:

- Camp registration fee - \$13,500 (\$150 / player for 5 1-hour on ice sessions plus dry land training @ 90 players)
- Expenses
  - Ice rental - \$3,000 (15 ice slots @ \$200 / ice slot)
  - Jerseys - \$1,350 (\$15 / ea. -1 colour jersey) but different colours for each of Novice, Atom, Pee Wee

The club will limit group size to 30 players in each group, for a total of 90 players in the entire camp (1 group in each of Novice, Atom & Pee Wee).

iii. Team Coaches (nominees and selection)

This discussion was deferred until the July board meeting.

iv. Player evaluations (process, evaluators)

This discussion was deferred until the July board meeting.

The Novice Director suggested the Category Directors meet shortly to discuss evaluations. He also suggested adding goal setting as an agenda item for next meeting.

v. Other  
None.

d. Member Survey

- i. Results will be shared with members via President report.

e. Policies & Procedures

- i. Review and approval of SMHSC Privacy Policy (draft)

Information: The Secretary prepared a privacy policy which was circulated to the board prior to the May 28<sup>th</sup> board meeting. The President tasked the board to review the document prior to the June 25<sup>th</sup> meeting with a view to seeking approval of the policy at the June 25<sup>th</sup> meeting.

The Communications Coordinator and the Novice Director advised of changes they would like to propose to the document.

The President advised the Secretary, Novice Director and Communications Coordinator would continue to work on developing the privacy policy to present to the board in the future.

ii. Player Evaluation Methodology



The President advised that the Hockey Operations group (Category Directors and President) will meet prior to the July board meeting to discuss this item.

iii. Coach Application and Evaluation Form

The President advised that the Hockey Operations group (Category Directors and President) will meet prior to the July board meeting to discuss this item.

The Pee wee Director suggested asking more women to join the coaching ranks.

f. Other

- Nate The Great Memorial Hockey Tournament

The Pee wee Director advised that he has begun planning for a memorial Novice tournament, tentatively scheduled for February 5 - 7 2021; Nate passed away February 7 2020.

Tournament Location: Outdoor rink at base of Connors Hill

Format: An 8 team round-robin Novice tournament; each team will be guaranteed 3 games; 4 teams on the ice at the same time.

Social activity: Banquet on Saturday night with speaker; awards on Sunday afternoon.

Sanctioning: The tournament requires sanctioning by Hockey Alberta.

7. In Camera Items

None.

8. Comments and Announcements

None.

9. Next Meeting

The next board meeting was scheduled for July 23<sup>rd</sup> at 6pm.

10. Adjournment

The meeting was adjourned at 9:15 pm.

Action Items:

- 1) The board to consider appointing an individual to lead fundraising activities for the upcoming hockey season.
- 2) Ice Allocator agreed to 1) examine availability of city ice to partially replace the volume of practice ice purchased from KC Hockey in the past, and 2) contact NAIT to examine availability of practice ice for 2020-21.
- 3) The President to discuss hourly rental rate of \$288 with KC Hockey and determine if a reduction is feasible;
- 4) The President to contact KC Hockey to try to secure partial reimbursement for advertising costs.
- 5) Communications Coordinator to obtain sign advertising quote from Sign Guru and review costs with the President.
- 6) Novice Director Aaron to investigate vehicle signage (perforated vinyl or magnets).
- 7) The Secretary to advise the board on or about July 2<sup>nd</sup> if we have secured space at Clareview
- 8) The Apparel Coordinator to source jerseys for the upcoming conditioning camp.
- 9) The President to prepare a communiqué to members, advising them of the changes to registration fees (\$75 late fee) and payments (either 3 instalments or lump-sum by September 15<sup>th</sup>). No change to refunds.
- 10) The President to contact Filipowski hockey for evaluations in 2020-21.
- 11) The Pee wee Director to send a summary of the details to Andrew, Shellina and John.
- 12) Future need to establish a tournament committee once the new board is in place to manage: marketing & advertising, insurance, fundraising, general tournament operations, other).