



Executive Meeting Agenda  
 DATE: February 1, 2021 (January Meeting)  
 LOCATION: Zoom Meeting 6:30pm

VOTING POSITION	NAME	Y/N	NON-VOTING	NAME	Y/N
President	Miranda Niebergall	Y	Special Events	Danielle Ribich	Y
Operations	Chad Kulak	Y	Social Media	Kyla Semotiuk	Y
Player Dev.	Blaine Bretzlaff	Y	Equipment	David Podhaniuk	N
Coach Dev.	Matt Curry	Y			
Treasurer	Aimee Beaudet	Y	Registration Coor.	Harmony Pawluk	Y
P & P	Kelly Stockwell	Y	Scheduler	Ryan Steinke	N
Director at Large	Jeff Wilson	Y	Head of Officiating	Ryan Steinke	N
Past President	Michael Thomas	Y			
Referee in Chief	Killey Vaughan	Y			
U7 Director	Rose Olson	Y			
U9 Director	Kevin Worry	Y			
U11 Director	Derek McInroy	N			
U13 Director	Ray Saruk	Y			
U15 Director	Mike Short	Y			
U18 Director	Craig Ross	Y			

**Call Meeting to Order: 6:40 pm**

**1. Approve Agenda:**

**Motion: Chad Kulak**

**Second: Blaine Bretzlaff**

**2. Approve Previous Minutes:**

**Motion: Blaine Bretzlaff**

**Second: Chad Kulak**

### 3. Old Business:

- Chad Kulak – reviewing potential updates to Operations Director role:
  - Doesn't want to over-react, realizing 80% of the role this year was probably due to the challenges of COVID-19.
  - If the pandemic rolls over into next year, the Operations Director role should be split into two:
    - 1) assisting with the other directors
    - 2) League interactions and policy concerns
  - Next year we have to provide a Hockey Edmonton governor, which was traditionally the Member at Large, but Chad feels this role should possibly be covered by the President.
  - Will have a more concrete plan for the next Executive meeting.
- E-transfer procedure – Kevin has started to draft this, but he is not ready to present it yet.
- Addition to the Policies and Procedures for carrying forward and collecting any outstanding fees from the current season with the following season's registration – Kelly (not completed yet). Should not be a concern for this season, but it should be prepared and implemented prior to registration opening for next season, so it doesn't get missed.

### 4. COVID

- Still no announcement regarding a return to play by the Government of Alberta or Hockey Alberta.

### 5. New Business:

- **Q&A with the Accountant – Darwin Bozak**
  - Is there a paper trail showing the in and out of the ALGC (raffle) money from the Casino (trust) account for the ice bill?
    - Casino money used up years ago, Bingo money zeroed out every year.
    - Doesn't know the specific uses allowed for the raffle money, but believes it is pretty standard across the ALGC fundraised money.
    - Our ice bill was about \$65k this year, all of the ice payments to date for 2020/21 have been out of general funds. We would need permission from the ALGC to approve allocating the gaming money collected on November 23<sup>rd</sup> to put it towards the ice rental for the season, before we can apply this towards the ice bills for this season prior to finalizing the refund to the families. Darwin does not expect this to be an issue.
    - Miranda will email Darwin with a request for him to ask the ALGC to approve this.
  - How much was the bingo revenue this year?
    - \$21,200 since July.
  - The SPMHA has ~\$60k in the account for the tournament/concession and another \$100k in the GIC.

- **Aimee Beaudet presented the Refunds Calculation – Proposal for the 2020/21 season.**
  - Revenue Line Items:
    - Registration Fees
    - Raffle Proceeds
  - Expense Line Items:
    - Fixed Concession Costs
    - Coaching Clinics
    - Player Development
    - Coach Development
    - Ice Rental
    - Office Supplies
    - Ice Scheduler
    - Bookkeeper/Audit
    - Refs
    - Alberta/Edmonton Fees
    - Insurance
    - Equipment
      - U18 Jerseys/Socks
      - First Aid Kits/Misc.
      - Covid PPE
      - Socks
      - Jersey Bags
      - Jerseys
      - Miscellaneous
  
- *Motion: In the event of the season being cancelled, a refund of fees will directly correspond with the line item income and expenses paid as presented in the “Refunds Calculation – Proposal” at the conclusion of the season. Any appreciable change in the dollar value of these line items will cause the “Refunds Calculation – Proposal” to be revisited prior to finalizing the refund.*
  
- **Motion: Aimee Beaudet                      Second: Chad Kulak**
  
- Discussion:
  - What will be issued to the members in the explanation? Clarity required.
  - Some teams have paid for the jersey bags and practice jerseys, some haven't.
  - The few players that haven't received a practice jersey – can be dealt with on a one-on-one basis.
  - What if the fees from Hockey Alberta / Hockey Edmonton come in much higher than we believe they are at this time?
  - Blaine feels we should wait until everything is confirmed before proceeding with a motion finalizing the amount or percentage paid.
  - Kevin feels the line items outlined do a very good job of capturing our income and expenses.
  
  - Motion carried by unanimous vote.
  
- Ice Scheduler
  - Ryan Steinke has been relieved of his duties - his contract was coming to its end.
  - Should this be a volunteer position, or a paid position?
  - Ryan's role included ice scheduler, referee scheduler and web master.

- Ice scheduler really looks after scheduling the practices and liaising with Hockey Edmonton, as we give them the obligated ice + 20% for game times (Hockey Edmonton schedules the games).
  - Mike believes the ice scheduler salary should be estimated at ~\$5,000 / season and there is already a prescribed rate for referee scheduling. Darwin would be a good reference for discussing contractor versus employee and the contract and payment expected.
- **PAC report** – Trevor Dowhaniuk
    - Not present. Nothing to report.
  - **Player Development**
    - Tracy Baron, for the second year in a row, donated her fees for power skating back to the association.
  - **Coach Development**
    - Nothing to report.
  - **Referee in Chief**
    - Nothing to report.
  - **Equipment Director**
    - Not present. Nothing to report.
  - **Scheduling Coordinator**
    - Not present. Nothing to report.
  - **Head of Officiating**
    - Not present. Nothing to report.
  - **Special Events**
    - Nothing to report.
  - **Social Media**
    - Nothing to report.
  - **Registration Coordinator**
    - Nothing to report.
  - **President Report**
    - AGM Wednesday, April 21st. It will be a virtual meeting (Zoom Meeting) at 6:30 pm.
  - **Treasurer Report**
    - Aimee presented the proposed calculation for the refund with hockey not going forward (see new business).
    - What about Bingo / Concession credit? Credit carries forward to next year.
    - What about Paul Band money? Will need to talk to Willis about what we should do there.
    - Can push your money and credit to next year.
    - Hockey Edmonton / Alberta fees only \$4,440. Hockey Edmonton was originally \$7,000, but then they came back with a revised amount (no minor hockey week). Hockey Alberta only charged \$25. Miranda will confirm with HA.
    - Paid ice scheduler 90% of his salary this season.
    - Harmony suggests we should have people email their request in, indicating how they want their refund and an updated address for the cheque, if necessary.
    - No fees for a credit card refund through SE.
    - Have to track it whether or not the person takes the refund or rolls it over.
    - Registration and fees all tracked

- **Operations Director**
  - Last season discussed applying the equivalent of the U7 fees as a credit for those willing to step up and volunteer as an executive member (in addition to waiving their concession shifts), but it was never brought up on the AGM agenda.
- **Policy and Procedures**

Need to add something to the P&P in order for us to collect fees that aren't paid with the registration the following season. Haven't had a chance to connect with Harmony about this yet, but should be able to in February.
- **Director at Large/EMHL Rep**
  - Nothing to report.
- **U7 Director**
  - Nothing to report.
- **U9 Director**
  - Nothing to report.
- **U11 Director**
  - Not present. Nothing to report.
- **U13 Director**
  - Nothing to report.
- **U15 Director**
  - Nothing to report.
- **U18 Director**
  - Nothing to report.

Next Meeting: Tuesday, February 16<sup>th</sup> at 6:30 pm via Zoom

<b>Adjourn Meeting Order: 8:27 pm</b>	<b>Motion by: Chad Kulak</b>	<b>Second: Matt Curry</b>
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