



Executive Meeting Agenda  
 DATE: November 16, 2020  
 LOCATION: Zoom, 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	N			
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	N			
Referee in Chief	Killey Vaughan	Y			
U7 Director	Rose Olson	Y			
U9 Director	Kevin Worry	Y			
U11 Director	Derek McInroy	Y			
U13 Director	Ray Saruk	Y			
U15 Director	Mike Short	N			
U18 Director	Craig Ross	Y			

**Call Meeting to Order: 6:36 pm**

**1. Approve Agenda:**

**Motion: Kevin Worry**

**Second: Craig Ross**

**2. A) Approve September Minutes:**

**Motion: Killey Vaughan**

**Second: Ray Saruk**

## B) Approve October Minutes:

**Motion:** Blaine Bretzlaff

**Second:** Rose Olson

### 3. Old Business:

- Ratify previous motion:
  - o *Motion to ratify the update to 51.2 in our Policies and Procedures originally proposed via email.*

**Motion:** Chad Kulak

**Second:** Aimee Beaudet

- o Discussion: Does this line up with the SPMHA Parent Expectations – “Code of Conduct” document that is issued to the parents for signing at the start of each season by the team Managers? Should have reference to 51.2 in our Policies & Procedures in this document for next season.
- o Motion carried by unanimous vote.

### 4. New Business:

- **PAC report** – Trevor Dowhaniuk
  - Not present. Nothing to report.
  - How do we build a stronger link between PAC and our association? We haven't had a report from PAC at all this season.
- **U7 Director**
  - Nothing to report
- **U9 Director**
  - Intra-association games have started. Blue and white only had one game before the AB Government mandated two-week shutdown. The more competitive teams had four games before the mandated two-week shutdown. Want to get some more games in before doing an Intra-Association 3 v 3 tournament.
  - Ongoing complaints about ice scheduling.
  - Pulling together two assistant coaches per team for officiating training as a backup plan for referees.
  - Worked a document with Chad regarding contact tracing to help as AHS has been very slow with contact tracing, creating many questions from the parents.
  - Worked the spectator request form with Chad in order to help with tracking spectator attendance. There will be some updates based on the feedback from the team managers.
    - U18 Team 701 would rather use the notes function on the SE App, as they did not have good success implementing the google document.
    - Rose had U7 Yellow run both the Google form and the SE App RSVP with notes and found that the SE App worked just as good, but perhaps more accessible?
- **U11 Director**
  - Potential U11 3v3 Tournament - challenge getting enough goalie gear to facilitate the tournament, as well as with goalies being sick, and with U11 Green not having a goalie (the team has been given goalie gear). Derek to put together a list of requirements.
  - Four sets of Parker Tobin gear – Derek has taken two sets already, David is under the impression that the other two sets are to be set aside for other purposes.
  - Craig and Kyla have some goalie equipment they are willing to donate.

- Goalie equipment needs to sit for three days after being sprayed down with the disinfectant – creates an additional challenge.
- Easier for him as U11 Director to use the Google forms for tracking what is going on, as opposed to SportsEngine App.
- Chad – if 3v3 can be setup so that it doesn't disrupt the other teams, it would be ideal. Some teams within the association have had their ice time moved around a fair bit already this season. Derek feels he should be able to facilitate it within the allotted U11 ice times.
- Some struggles with facilitating the Intra-Association competitive play for teams Red and Green. Blue and White seem to be quite evenly matched.
- **U13 Director**
  - U13 teams had two or three league games prior to the Alberta government mandated two-week shutdown.
  - One team with a positive Covid case (non-player) that got shutdown earlier.
- **U15 Director**
  - Not present, nothing to report.
- **U18 Director**
  - Didn't start league games yet.
  - Some equipment issues – not all of the jerseys arrived correctly and there were sock issues.
- **Treasurer Report**
  - Bank will not accept AGM Meeting Minutes to give Chad Kulak signing authority, keeping Miranda Niebergall and Aimee Beaudet as signing authority.
- *Motion made to update signing authorities on all SPMHA Servus Credit Union bank accounts, removing Robert Flegg (outgoing Operations Director) and Jeffrey Todd Wilson (outgoing Policies & Procedures Director) as signing authority for SPMHA and adding Chad Christopher Kulak (newly elected Operations Director) as signing authority, along with current signing authorities Miranda Jill Niebergall (current President) and Aimee Janette Effie Beaudet (current Treasurer).*

**Motion: Aimee Beaudet Second: Kevin Worry**

- Motion carried by unanimous vote.
- Teams must pull out their own license for raffles. Aimee is getting mail from AGLC looking for the financial report from the teams that did them last year. Miranda and Kelly to put together something for the division directors / team coaches & managers about doing raffles.
- Received a request about the association's casino timing preference.
- Aimee has an unidentified bank draft from TD for a player's raffle deposit.
- Collected \$78,400 so far in the raffle deposits.
- Has some cheques for coach expenses – arena office still closed. Will hold onto them for now.
- In order to setup a completely separate account for e-transfer capabilities strictly, would need meeting minutes outlining the two signing authorities and the one person who would have administrative functions (setting up the online account and passwords, etc.), who is authorized to make e-transfers. The account could either be limited on the amount of funds it could hold or funds need to be transferred out on a regular interval. Funds would need to be moved out by writing a cheque to our general account.

- No charge to receive e-transfer, \$1.50 to send the e-transfer. There would likely be a monthly account fee.
- Registration Coordinator as administrator and Treasurer pulling the audits.
  - There are the bank requirements versus our association's requirements. Both need to be met.
  - Account could be monitored by audit. Auditing frequency would be based on the time of the season, i.e. more frequent auditing during the early part of the season.
- *Motion made to open a new bank account, separate from all existing SPMHA bank accounts, that will be strictly used for EMT. The signing authorities for this account will be Chad Christopher Kulak (Operations Director), Miranda Jill Niebergall (President), and Aimee Janette Effie Beaudet (Treasurer). Two signors will be required for signing cheques. Dallis Harmony Elizabeth Pawluk (Registration Coordinator) will be responsible for ID and passwords on the online banking system and will share the full online access to the account and transactions with Aimee Janette Effie Beaudet (Treasurer).*

**Motion: Aimee Beaudet Second: Kevin Worry**

- Motion carried by unanimous vote.
- *Motion made that the new bank account being setup for e-transfers is not to be put into use until the executive formulates how it is going to be governed.*

**Motion: Jeff Wilson Second: Craig Ross**

- Motion carried by unanimous vote.
- Financial Statements questions:
  - Registration fees are posted by the accountant, but he has been away for about a month. The Sports Engine and cash deposits for October / end of September isn't included yet. We should be right on budget.
  - Sponsorship \$50,000 – raffle money.
  - Bookkeeper \$6650 to date, versus the budget of \$2,400. \$5,000 of this was for the audit that must be performed every three years.
  - Referees \$20,000 already? This is the cheques for fronting the cash for referees to the teams. The SPMHA has more teams this year.
  - Special events expense \$24,000 – budgeted amount for cost of the raffle
  - Equipment – replacement costs for jerseys, where is this captured? There is a schedule for replacement of jerseys and Miranda believes U9 jerseys were the last ones replaced (Evergreened).
  - 12k budget versus 28k for player development. Blaine is expecting 12k player development, 6k goalie development and approximately 2k for power skating.
- **Operations Director**
  - Federation proposing Dec 27<sup>th</sup> – 31<sup>st</sup> games, which Chad believes is in an attempt to catch up on games being missed. Jeff will get more information at Wednesday's meeting.

- Chad asked Ryan about black ice numbers for documentation for conversation with the town. Asked him about how much ice each team had last year to determine if the fees are fair. Ryan texted Chad earlier today and said he was unable to provide this in time for the executive meeting.
- Chad and Kevin had a call with Ryan to discuss how ice time was being allocated each week. Ryan is preparing a new master schedule to present to Chad and Kevin. There have been complaints from U9 as teams have gone the entire week without an ice time.
- Dispute with SG minor hockey on how spectator tracing is being facilitated, SPMHA versus SG method was on the verge of colliding.
- Should we be issuing a statement to our membership about what would happen in regards to a refund if the season is cancelled? There have been some questions to Chad, but not too many at this point. We will incorporate this into the Covid-19 Pandemic Policy.
- Association executive structure – the roles are not well defined at this point. Possibly need to look at splitting the Operations Director role as the work load has been too heavy this season.
- Are our policies strong enough about carrying debt from one year into the next year's registration? Kelly to follow up on.
- Re-consider the paid Administrator role to help with the work load?
- **Policy and Procedures**
  - Pandemic policy 62.0 – need to get out for review.
- **Director at Large/EMHL Rep**
  - Federation Meeting this Wednesday.
  - Association wide communications – Miranda has asked for Jeff to provide Kevin and Chad superpowers for the website, which Jeff wasn't sure was necessary.
    - o Kevin wanted access due to time sensitivity and availability. Feels these association wide communications are more specific to this season. Wouldn't send anything without Chad's approval.
    - o Chad had concern with specific messages getting out in time – but he can actually send out association wide emails (through a smart group), he just can't post to the webpage (i.e. the Covid information page).
  - U15 discussion – tabling
- **Player Development**
  - Cancelled 17 scheduled sessions during the next two-week period. Had to cancel everything else as well as Ryan needs a clean slate to schedule games when the season resumes.
  - Goalie development – great turnout for the first session, not for the second one.
  - Power skating – will request that Tracy send out the practice plan in advance.
  - Will work with Matt to better link what is happening between player development and coach development.
  - MCN videos or Zoom calls during this break.
- **Coach Development**
  - Nothing to report.
- **Referee in Chief**
  - 26 officials on the roster. 6 new officials slated for November 23<sup>rd</sup> training, but not sure if that training is still proceeding.
  - 6 senior officials that will mentor new officials.
  - 1 new senior official that moved in from BC that is qualified for the U18 games.
  - Doesn't foresee an issue with officials for U9 games.

- Are officials expected for the U11 3v3? Derek will look into it, realizing it would be a fairly heavy draw for officials. Weekday games would be ideal.
- Kevin had positive feedback from the U9 group regarding the use of a senior official mentor during some U9 games earlier. There were actually some penalties called.
- Derek had some concern with officials not blowing down a play with a player digging in on the goalie's glove. Killey recommended that the coaches assist in calling a penalty here.
- **Equipment Director**
  - Not present. Nothing to report.
- **Scheduling Coordinator**
  - Not present. Nothing to report.
- **Special Events**
  - Raffle cheques being deposited on Monday.
  - Pause in game play doesn't affect the schedule of the raffle, still sell tickets and draw date still December 13<sup>th</sup>.
- **Social Media**
  - Nothing to report.
- **Registration Coordinator**
  - Nothing to report.
- **President Report**
  - The two Hockey Alberta appeals U18 players:
    - One waived through, one had to return us as a home association.
  - Will follow up with the town about Live Barns with the town for the Glenn Hall Arena.

Next Meeting: Monday, December 7<sup>h</sup> at 6:30 pm

<b>Adjourn Meeting Order: 10:04 pm</b>	<b>Motion by: Kevin Worry</b>	<b>Second: Craig Ross</b>
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