



Executive Meeting Agenda  
 DATE: August 8, 2022  
 LOCATION: 6:30 pm – Stony Plain Library

VOTING POSITION	NAME	Y/N	NON-VOTING	NAME	Y/N
President	Miranda Niebergall	Y	Special Events	Alana Kirkman	N
VP Admin	Colin Kuca	Y	Social Media	Donna Freake	Y
VP Operations	Blaine Bretzlaff	Y	Equipment	Dez Hamilton	N
Player Dev.	Michael Thomas	Y			
Coach Dev.	Matt Curry	Y	Registration Coord.	Harmony Pawluk	Y
P & P	Kelly Stockwell	Y	Ice Scheduler	Dawn Helm	Y
Treasurer	Ray Saruk	Y	Head of Officiating	Ryan Steinke	N
Director at Large	Jeff Wilson	N			
Past President	Vacant				
U7 Director	Brad Labine	Y			
U9 Director	Curtis Boudreau	N			
U11 Director	Paul Befus	Y			
U13 Director	Robert Helm	N			
U15 Director	Derek Onysko	Y			
U18/21 Director	Vacant				
Referee in Chief	Vacant				
DEI Director	Kaylee Duncan	Y			

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

**1. Approve Agenda:**

**Motion:** Matt Curry                      **Second:** Ray Saruk

**2. Approve Previous Minutes:**

**Motion:** Collin Kuca                      **Second:** Paul Befus

### 3. Old Business:

- a. Meeting efficiency
  - i. Robert's Rules
  - ii. Reports to be submitted in advance (Monday prior, agenda going out the Friday prior)
  - iii. Agenda front loaded for the non-voting positions, such that they can be excused after their report.
  - iv. Definitive length of meeting – 2.5 hours maximum, aiming for 2 hours or less.
- b. VP Hockey Administration / VP Hockey Operations duties – update
  - i. Completed – moved to P&P Director Report.

### 4. COVID update:

- Discussion to remove the Covid Policy from the P&P's
  - o Keep Pandemic part, not specific to Covid?
    - Will archive the policy in case it is needed again.
  - o ACTION ITEM: Need a new home for the fundraiser part of the policy elsewhere in the P&P's.
    - Kelly to prepare and present via email at a later date.
- *Motion: Policies & Procedures*  
*Remove the Section 63 – Covid 19 Pandemic Policy from the SPMHA Policies & Procedures, as the provincial and federal governments currently have no Covid restrictions in place in regards to Sport and Recreation.*
- **Motion:**                      **Kelly Stockwell**                      **Second:**                      **Blaine Bretzlaff**
  - o Motion carried unanimously.

### 5. New Business:

- **PAC report – Craig Ross**
  - Not present. Email report.
  - U13 – 17
  - U15 – 21
  - U18 – 16? Hard to tell, as Craig is not certain if everyone that is trying out for AAA in St. Alberta lets PAC know.
- **Special Events**
  - Not present. Nothing to report.
  - Does not currently have access to the chat.
- **Social Media**
  - Nothing to report.
  - Ideas – SPMHA players moving on with their hockey careers. Interviews with SPMHA players during the season. Mic'd up players (i.e. U7, U9) during practice.
  - Will post the RIC position on social media.
- **Scheduling Coordinator**
  - Finalizing EFHL tiering round schedule ice (EFHL bases on last year's numbers, Dawn is using our projections).
  - Tournament blackout date will be approximately two weeks before regular season play - \$100 charge for the team for each request.
  - Change fee where ice isn't swapped for a game slot will have a \$50 fee charged to the team.
- **Registration Coordinator**
  - Registration numbers – Harmony to email the update.
  - Does not have the U18 Onoway players included, player movement forms haven't been received yet.
  - TeamSnap works differently than SportsEngine did – Division Directors to send their intro pages to Harmony. She has only received one at this point.

- **Equipment Director**
  - Not present. Nothing to report.
- **Head of Officiating**
  - Not present. Nothing to report.
- **VP Administration**
  - Vacant U18/21 Director position
    - Only interest from one individual regarding the U18 position, but has been unable to contact them yet.
  - Season timeline
    - Work in progress.
    - Will accommodate SPMHA business and then can have items removed to present applicable information for the season to the parent group.
  - Report from subcommittee on compensation for paid positions
  
  - *Motion: One-year contracts will be offered to our Ice Scheduler, Referee Assignor and Registration Coordinator / Administrator, as outlined in the 2022/23 Budget.*
  
  - **Motion: Collin Kuca Second: Blaine Bretzlaff**
    - Motion carried unanimously.
  - Bingo registration credit recording and management
    - Can take offline to discuss how we will have Harmony manage this.
    - Need input from Miranda on everything involved with the operation and management of the Bingo.
      - ACTION ITEM: Collin, Miranda, Kelly, Harmony to form a subcommittee to look at.
  - U11
    - Spruce Grove is full at the U11 age group (house) and they will be looking to release players. We will need to watch our numbers and decide how many players that we would be able to take on. They have also indicated that they are not taking on any more registrants for the U11AA program.
  - U15
    - Harmony has reached out to Spruce Grove and Onoway – we are lean on goalies in the U15 age group.
    - Onoway is releasing all 10 of their U15 players, including 1 goalie. They will be encouraged to come our way.
      - Miranda to loop Derek Onysko in to the conversation with Onoway.
- **VP Hockey Operations**
  - Report from subcommittee on prep skates
    - Last year we had four skates for each age group, this year it will be two skates (one skills session, one game).
    - U11 also has the icing/offside sessions as well.
    - U15 has the checking clinic as well.
    - If registration numbers balloon, we would need to add more ice, but the cost per player of \$15/skater should stay the same.
    - Games will include an attempt to tier the players for the scrimmage in the iVolunteer sign up. Scrimmages will be capped at 30 skaters, first to sign up. It will be up to the parent to place their player appropriately.
  - *Motion: Proceed with the prep skates for the 2022/23 season, as presented to the Executive.*
  
  - **Motion: Blaine Bretzlaff Second: Paul Befus**
    - Motion carried unanimously.

- Team numbers (estimate)
  - o U7 – 3 (~20 skaters per team)
  - o U9 – 4 (~15 skaters per team)
  - o U11 – 5 (~15 skaters per team)
  - o U13 – 6 (~15 skaters per team)
  - o U15 – 4 (~15 skaters per team)
  - o U18 – 4 (~15 skaters per team)
- **Player Development**
  - Introductions to MCN as new Player Development Director.
  - Mike no longer contracting MCN personally for his son's training.
  - Parent information night tentatively September 5<sup>th</sup> – Mike and Blaine to work.
- **Coach Development**
  - Looking for google share drive space for coaches.
  - Our turn to host coaching clinics. Mike McGinnis no longer in this role with Hockey Alberta – needs to find his new contact (Mike Applegate).
  - Reached out to Shane Bird re: RIC. He is more interested in a coach mentorship role.
  - Wants the Coach Selection / Player Evaluation manual updated for this season.
  - Head coach and Assistant coach interviews this season.
- **Policy and Procedures**
  - P&P's Section 12.0 - Executive Board of Directors Standards of Conduct reviewed.
  - *Motion: Executive review and sign-off of the P&P's Section 12.0 - Executive Board of Directors Standards of Conduct to occur annually at the Executive changeover meeting.*
  - **Motion: Blaine Bretzlaff Second: Derek Onysko**
    - o Motion carried unanimously.
  - P&P's - Discipline committee and record keeping procedure discussion.
  - *Motion: Policies & Procedures*  
*58.5 The Discipline Committee will be comprised of the VP Hockey Administration, the Director of Policies and Procedures, the Director at Large and the President. Other applicable Directors (i.e. Division Director, Coach Director, Treasurer, etc.) may be required to participate with the Discipline Committee depending on the nature of the complaint.*
  - **Motion: Kelly Stockwell Second: Blaine Bretzlaff**
    - o Motion carried unanimously.
  - *Motion: Policies & Procedures*  
*59.14 The Discipline Committee shall maintain a paper file and an electronic file on each matter referred to it, comprising the original complaint or report, copies of all "Notices of Discipline Hearing", copies of the witness lists, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked filing cabinet accessible solely by both the Discipline Committee President and VP Hockey Administration. The electronic repository for the discipline files will be maintained by the Administrator and the folder is owned by both the President and VP Hockey Administration. The owners of the discipline folder will be responsible for familiarizing themselves with the discipline records prior to the AGM and then again at the start of a new season.*
  - **Motion: Blaine Bretzlaff Second: Matt Curry**

- o Motion carried unanimously.
- P&P's – Bingo credits discussion.
- *Motion: Policies & Procedures*  
24.1 c) During the hockey season (September – March), any Bingo credit(s) earned towards registration fees will be applied when registration opens for the **upcoming** season. Any credits earned towards registration fees in the off season (April – August), will not be applied until the registration opens for the **following** season.

*Example: Working a bingo in May 2022 – the credits will apply to the 2023/24 season.*

- **Motion: Kelly Stockwell Second: Brad Labine**

- o Motion carried, with 9 in favour and 1 abstaining.
- P&P's – Team Treasurer (Section 36 - Duties of Treasurers for Managing Team, Financial Accounts) discussion.
- *Motion: Policies & Procedures*  
36.4 This team official does the following:  
a) Prepares financial statements for team parent/guardians 3 times a year (start of the season, midpoint of the season and conclusion of the season), and are available at any time upon request;  
b) The financial statements will also be submitted to SPMHA Executive Board of Directors via the Treasurer according to the following schedule:  
i. October 31st - Initial Budget submitted within 7 days of establishing a parent approved budget  
ii. December 15th – Season midpoint check  
iii. April 15th – Season's end;

- **Motion: Collin Kuca Second: Ray Saruk**

- o Motion carried unanimously.
- VP Hockey Administration / VP Hockey Operations discussion.
- Proposed update for the Bylaws, better differentiating the two roles:

### **VP Hockey Administration**

The Vice President of Hockey Administration shall be elected on even numbered years for a two (2) year term and shall:

- a) Assume responsibility of duties of the President in the absence of the President;
- b) Have signing authority along with the President and the Treasurer;
- c) Chair the Discipline Committee, which handles non-hockey related complaints and discipline;
- d) Oversee the day-to-day administrative operations both internally and externally;
- e) Oversee all Game and Conduct Management ("GCM") Responsibilities for the Association as defined by Hockey Alberta regarding Game, Conduct, Safety and Risk Management, including but not limited to representing the Association at Hockey Alberta Zone GCM Seminars;
- f) Oversee administrative league obligations (e.g., governor responsibilities);
- g) Oversee association fundraising (e.g., golf tournament, raffle, bingos and association dance);

- h) Work directly with the Registration Coordinator on registration issues or concerns;
- i) Act as the point of contact for ice allocation decisions with our ice vendors;
- j) Oversee the following elected positions on the Executive Board of Directors:

- i. Director of Policies & Procedures
- ii. Treasurer
- iii. Registrar
- iv. Director at Large
- v. Referee in Chief;

- k) Oversee the following appointed positions on the Executive Board of Directors

- i. Special Events
- ii. Social Media

- l) Oversee the paid positions within the SPMHA:

- i. Registration Coordinator
- ii. Ice Scheduler
- iii. Head of Officiating (Referee Assignor);

- m) Other duties as assigned by the President.

In order to be nominated as Vice President of Administration, the candidate must have been a voting member of the Executive Board of Directors for at least one year, and preferably have served as a Division Director;

### **VP Hockey Operations**

The Vice President of Hockey Operations shall be elected on even numbered years for a two (2) year term and shall:

- a) Oversee the day-to-day hockey operations both internally and externally;
- b) Chair the Hockey Operations Committee;
- c) Be responsible for player evaluations, working directly with the Division Directors, including the investigation of any issues, concerns or complaints;
- d) Chair the Evaluations Committee, responsible for team formation;
- e) Be responsible for determining team tiering for the league;
- f) Participate in the coach selection process, working with the Director of Coach Development;
- g) Work directly with the Ice Scheduler on the Association's ice scheduling requirements, issues or concerns;
- h) Oversee the handling of policy or program related complaints and discipline (hockey related) by the Executive Board of Directors;
- i) Oversee the following elected positions on the Executive Board of Directors:

- i. Director of Player Development
- ii. Director of Coach Development
- iii. U7 Director
- iv. U9 Director
- v. U11 Director
- vi. U13 Director
- vii. U15 Director
- viii. U18/21 Director
- ix. DEI Director;

j) Oversee the following appointed positions on the Executive Board of Directors

i. Equipment Director;

k) Other duties as assigned by the President.

In order to be nominated as VP of Hockey Operations, the candidate must have been a voting member of the Executive Board of Directors for at least one year, and preferably have served as a Division Director;

- *Motion: Bylaws*

*Adopt the updated description of roles and duties of the VP Hockey Admin and VP Hockey Operations to bring forward to the AGM for ratification and incorporation to the bylaws.*

- **Motion:**                      **Kelly Stockwell**                      **Second:**                      **Blaine Bretzlaff**

- o Motion carried unanimously.

ACTION ITEM: Kelly will look at the timing of when these two positions are re-elected to see if they can be shifted so they don't both happen at the same time, if possible.

• **Treasurer Report**

- Old game jerseys taken out of service
  - o Could have up to 8 sets U15 and 10 sets U13 old jerseys.
  - o Practice jerseys?
  - o Sell and donate the proceeds?
  - o Will work with Dez on this.
- 2022/23 budget discussion
  - o Why are the ice costs projected to be so much lower this season? Ice scheduling is being dictated by the budget this season. Additional ice will be the responsibility of the individual teams.

- *Motion: Adopt the proposed Stony Plain Minor Hockey Association Budget for the 2022/23 Season, as presented via email.*

- **Motion:**                      **Ray Saruk**                      **Second:**                      **Collin Kuca**

- o Motion carried unanimously.

Budget approved

- **Director at Large/EMHL Rep**
  - Not present. Nothing to report.
- **U7 Director**
  - Nothing to report.
- **U9 Director**
  - Not present. Nothing to report.
- **U11 Director**
  - Nothing to report
- **U13 Director**
  - Not present. Nothing to report.
- **U15 Director**
  - Nothing to report.
- **U18/U21 Director**
  - Position currently vacant

- U21 – was August 1<sup>st</sup> our drop-dead date for this? Does not look like we will be proceeding with U21 hockey this season.
- **Referee in Chief**
  - Position currently vacant
  - Collin might have a lead on someone to fill this position. He will continue to pursue this.
  - Miranda has been talking to the Onoway president and their RIC would be willing to help train if we get a new RIC, if necessary.
- **Diversity, Equity, Inclusion Director**
  - Dressing room 4 designated dressing room at the Glenn Hall – room identified as such.
  - Looking to create a presentation / video for use at the start of the season specific to DEI.
  - Come try Sledge Hockey opportunity? Will be taken offline to discuss with Blaine.
  - Need to better liaison with Paul Band's Sports and Recreation contact, as they are a large part of our association.
- **President Report**
  - Team treasurer misuse of bank account issue from the 2021/22 season – summary of complaint and resolution to the Executive
    - o All money was replaced, but was being used for personal use.
    - o Individual no longer to volunteer for any position that handles money.
  - Meeting with the Town / PAC Ice
    - o Ice allocation came from town directly to Dawn and Miranda. Ice we had been subletting to PAC was not allowed. Town said they were going to give the sublet ice directly to PAC, but due to some technicalities, PAC cannot take that ice directly. Ice has now been returned to the SPMHA.
    - o Looking to find at least two game ice slots per month to return to the Town that will go to PAC.
    - o The EFHL has only provided us the request for game ice for the tiering round, so we don't know what the requirement will be after that.
    - o Glenn Hall was delayed sending us our ice, so that has contributed to the delay in ice scheduling.
  - Town council presentation
    - o Asked Tom about getting our association logo on the ice. We have a two-week turnaround to get this done – ice is going in!
    - o Presentation to town council September 6<sup>th</sup>.
  - Onoway
    - o All of the Onoway U18's are coming to Stony Plain.
    - o The Onoway U15's are being released, but by the Hockey Alberta guidelines, we are the next closest association and that is where they are supposed to go.

Next Meeting: Monday, September 12, 2022 at 6:30 pm, tentatively at the Stony Plain Library.

<b>Adjourn Meeting Order:</b> <b>9:24 pm</b>	<b>Motion by: Ray Saruk</b>	<b>Second: Matt Curry</b>
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