| **SITE:** Art Holding Arena Mezzanine | **Date:** December 12/2024 | | | **Time:** 6:05 pm | | |  | | | |
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| **in attendance** | | | | | | | | | | |
| Name | Y/N | Name | | | Y/N | | Name | | Y/N | |
| | Kyle Nielsen (President) | Y | Courtni Nielsen (Ice Ambassador) | Y | John Pelcher (Past President) | N | | --- | --- | --- | --- | --- | --- | | Steve Smyth (Vice President) | Y | Tarryl Hartling (Safety Person) | N | Amanda Kozak (Director without Portfolio) | Y | | Jolene Barkman (Registrar) | N | Reece Williams (Head Coach) | N | Steffi Timm (Director without Portfolio) | Y | | Cristena Einfeld (Secretary) | Y | Chelaine Woodcock (Equipment Manager) | Y | Jane Herman (Director without Portfolio) | N | | Michelle- Anne (Treasurer) | Y | Lori-Anne Williams (Female Development) | N | Heather Strack (Director without Portfolio) | N | | Lee Melvin (Head Ref) | Y | (Fundraiser Coordinator) | N/A |  |  | | | | | | | | | | | |
| **Meeting chair** | Kyle Nielsen | | | | | | | | | |
| **Guest Speaker/s** | N/A | | | | | | | | | |
| **recorder** | Cristena Einfeld | | | | | | | | | |
| 1. **Call to order** | Kyle Nielsen | | | | | | | | | |
| 1. **Previous Meeting Minutes Approval**   **Agenda Approval** | Motion to approve: Steffi 1st, Lee 2nd  Motion to approve: Courtni 1st, | | | | | | | | | |
| 1. **Correspondence or Guest Period** | * 1. Nothing really to report in terms of correspondence with BCH or OMAHA. Mostly just small bits of inner association correspondence and dealing with inner team workings.   2. No guest present. | | | | | | | | | |
| 1. **Old Business**   (Follow up on action items from last month’s minutes) | 1. Job description for fundraising coordinator – ongoing discussion-  * hoping to create a shared document for all our ideas to come together. * Fundraiser coordinator will be a point person for the association, someone to bring ideas to, to guide others to volunteer, a delegator, to ensure no oversaturation and repetition, or conflicting schedules, etc. * Goal of next year to not add any new without portfolio members.   2. Dance planning is ongoing. DJ, decorations, space, insurance, supplies list, volunteer schedule, etc. all either booked and ready or being worked on. | | | | | | | | | |
| 1. **President’s Report** | * 1. Lots going on this month. Having to deal with some behavioral issues, working on supporting coaches, and finding a solution. | | | | | | | | | |
| 1. **Vice- President's Report** | * 1. Nothing to report | | | | | | | | | |
| 1. **Referee In Chief Report** | * 1. Got to skate with the youth refs lately. Feel good about group of refs we have, confident in ability.   2. Shoutout to Owen the rink manager for his support with a spectator issue at one of the games. | | | | | | | | | |
| **7. Treasurer’s Report** | 1. Total revenue - $131,882.78  Total expense - $63,375.00  Total Reg. Fees - $65,991.20 ($5000.00 is carding fees for u18)  2 players are still outstanding- working on it.  2. Make a policy that the financial reports from tournaments are to be done within three weeks of hosting it.  3. Make sure all tournament pamphlets, advertising, etc., includes Skwlax. | | | | | | | | | |
| 1. **Registrar’s Report** | * 1. Nothing new to report | | | | | | | | | |
| 1. **Ice Ambassador Report** | * 1. U18 asked for two 1.5 hr ice times over the holiday. Cost to be covered by team. | | | | | | | | | |
| **10. Equipment Manager Report** | 1. Have credit at consignor for $518- use for pinnies. (Steffi motioned, Amanda 2nd, - all in favour)  * 1 set of sr. size in 2 colours - 20 of each colour * 1 set of jr. size in 2 colours * Contact watermark for putting numbers on- get quote. | | | | | | | | | |
| 11. **Female Development Report** | **1**. Looking forward to upcoming girls session. | | | | | | | | | |
| 1. **Safety Person Report** | * + - 1. Nothing new | | | | | | | | | |
| 1. **Fundraising Report** | * + - 1. Dance planning is ongoing. | | | | | | | | | |
| 1. **Head Coach Report** | * + - 1. Have a few coaches finishing courses | | | | | | | | | |
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| 1. **New Business**   (Itemize New business / agenda items here) | * + - 1. Skwlax donation plan for the 24-25 season   –The intention behind the donation is to help keep costs down for the association and in turn keep registration fees from getting too costly. They are wanting to keep the sport accessible to as many youths as possible. The funds are to be allocated towards general ice fees for CMHA. In doing so we are offsetting potential extra costs to players fees. Thank you Skwlax!! All advertising/promoting for tournaments must include their logo.  2 .Team discipline approach- everything must be documented. There are forms and policies on the BC Hockey website. Any behavioural issues must be documented (re; bullying, harassment), once that is done there are steps to be followed by the coaching staff and by CMHA. Open line of communication between coaches and head coach/president, etc., is always helpful. We cannot help what we do not have documented.   * reminder email about vaping needs to be sent out via teamsnap. Included in that should be a reminder about 2 deep in the change room. * Going to be keeping the change room doors open in U15+ age groups as there seems to be some repeated poor behaviour during that time. * when reprised code of conduct done- that needs to go out as well | | | | | | | | | |
|  | Adjournment: 8:45 (Steve motioned, chelaine 2nd)  Next Meeting: TBD | | | | | | | | | |
| Action Items | | | | | | | | | | |
| Item / Date Initiated | | | Discussion / Status | | | Person Responsible | | Target date for completion | | Status / Follow up |
| code of conduct policy mockup-similar to kmha | | |  | | | Tarryl | |  | |  |
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| Make up duties/job description for fundraiser coordinator | | |  | | | Board | | Asap | |  |
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