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| **SITE:** Art Holding Arena Mezzanine | **Date:** October 10 /2024 | **Time:** 6:12 pm |  |
| **in attendance** |
| Name | Y/N | Name | Y/N | Name | Y/N |
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| Kyle Nielsen (President) | Y | Courtni Nielsen (Ice Ambassador) | Y | John Pelcher (Past President) | N |
| Steve Smyth (Vice President) | Y | Tarryl Hartling (Safety Person) | Y | Amanda Kozak (Director without Portfolio) | Y (6:55) |
| Jolene Barkman (Registrar) | Y | 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) | Y (6:30) | Heather Strack (Director without Portfolio) | N |
| Lee Melvin (Head Ref) | N |  (Fundraiser Coordinator) | N/A |  |  |

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| **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: Michelle 1st, Tarryl 2ndMotion to approve: Jolene 1st, Michelle 2nd |
| 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 happening as teams settle into the season.
	2. No guest present.
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| 1. **Old Business**

(Follow up on action items from last month’s minutes) | 1. Routine Monthly meeting dates… ongoing/tabled/wish list 😊 (Will post next potential meeting date in chat with votes final.)
2. 25th Anniversary budget for apparel items- Are we wanting to invest the money upfront for things like mini sticks, pins, pucks, badges, etc.? The board is wanting to be very conscious of the budget.
	* + - 1. Tarryl to look into how much a few hundred stickers would be -board believes those to be a low investment cost vs. risk, and should be easy to sell during tournaments, etc. Kids love a sticker and putting one on their water bottles or whatever might be cool for them! Sell them for a few dollars depending on what our cost ends up being.
				2. Board unanimously approved changing the regular CHMA logo on the apparel to the special 25th Anniversary logo for this season.
3. Guidelines for presentations- The board has been discussing the need for a set of guidelines for any presentations being brought to the board by a person not on the board. Michelle has offered to draft something up with the suggestions from the board. Once approved the guidelines are to be posted on the CMHA webpage. -Steffi motioned, Lori 2nd

 a. points that need to be addressed are: -select time frame for presentation (5, 10, up to 15 minutes at most), as well as a note that they will present at our meeting opening  -must provide the board with a general agenda of what you are presenting -helpful for the presenter to have personal notes to refer to while addressing us & possibly a handout of highlights for the board members you are presenting to - they will have their time to present uninterrupted. Be prompt, professional, and courteous. -there will be a time for questions from the board, if any, at the end - thank them for their time and they will be notified that a decision will be made after a discussion. -they will receive a written response in a timely manner.1. Job description for fundraising coordinator – ongoing discussion-
* 2 tier job- one with the association as a whole (poinsettia, dance, association bottle drive, etc.) and one with the various events going on with the separate teams (making sure they schedule well and don’t overlap, etc.)

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| 1. **President’s Report**
 | * 1. Teams on ice, games going
	2. U18 is down to two more players needing to sign their forms. Coaching staff is finalizing getting fully qualified. Once done there will be 3 of the 4 coaches who have their Dev 1 coaching certificate.
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| 1. **Vice- President's Report**
 | * 1. Nothing to report
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| 1. **Referee In Chief Report**
 | * 1. Jolene to reach out to relevant KMHA members to sort out issue with assigning refs. Having an issue because of the team being rostered out of Kamloops now and the app won’t allow it. Courtni to send Jolene to U18 game schedule.
	2. Recertification day went well minus a few hiccups but was a success. 23 came out with local and surrounding areas.
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| **7. Treasurer’s Report** |  1. Total revenue - $88,634.86 Total expense - $2872.00 Total Reg. Fees - $67,305.00 ($5000.00 is carding fees for u18) Total player’s outstanding fees- $19550.00 (Email reminder to pay fees or set up payment plan has been sent, most have plan set up already or are awaiting response from Kidsport.) 2. For insurance and fees we are paying for 114 registered players and 4 bench staff/team. Need to check to be sure that those bench staff dual rostered aren’t being charged for insurance fees twice. ($53.76/person) 3. Brought forth budget and projection for where we will stand at the end of the season. As it stands now CMHA needs to do some fundraising and watch our costs. Hoping the winter dance and bottle drive bring in some good revenue.  |
| 1. **Registrar’s Report**
 | * 1. 1 new U11 player has been rostered to Chase 1. Player to join practices with the U9 group once a week to try and bring up to speed. Steffi suggested we extend the same option to a couple of the U9 players (to practice with U7), but was felt that possibly the U7 has too many already with them absorbing the few kids from what was to be the U5 group.
	2. Two U9 players that moved up to U11 are still rostered as U9’s until Dec 15th. U9 manager to just explain to competing team about roster.
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| 1. **Ice Ambassador Report**
 | * 1. Games are all scheduled
	2. 21st of Dec will be last games for U7 & U9
	3. CMHA will be breaking for winter break until Jan 2nd or 3rd.  Teams are able to buy extra ice time as an optional practice during this time if the choose.
	4. 25th Anniversary weekend- teams all playing. Courtni to confirm with Owen the extra ice times at a cost of around $380.00.
	5. U18’s will be going to Spokane. Working on getting passports, etc.
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| **10. Equipment Manager Report** | 1. There is an issue with some U18 jersey’s bleeding the red colour onto each other. Chelaine reached out to supplier and is waiting for a response. Dolson’s said if AK doesn’t cover them then they personally will.
2. Suggestion to order more goalie jerseys for next season with larger sizes!
3. Timbits order came in. Ordered extras this year so there will be enough for next season as well. Timbits not doing U9 next year.
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|  11. **Female Development Report** | **1**. ESSO Day- 8 came out, 2 signed up for hockey as a result 2. Doing a girl’s session and going to reach out to BCH for funding like last year.3. Girls want baby blue jerseys this season. 4. Want to get some “Bring a friend” days sanctioned5. One U18 aged female player to be rostered to U9. Using this experience to get qualifications for coaching and to remain in involved in supporting female development in CMHA. Kyle motion to accept, Amanda 2nd. |
| 1. **Safety Person Report**
 | * + - 1. Send out CMHA and Art Holding Arena’s policy for drugs, alcohol, vaping, etc. Reminder to all about the zero tolerance policy.
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| 1. **Fundraising Report**
 | * + - 1. Received a donation cheque for $1000.00
			2. Poinsettias – Nov 25th
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| 1. **Head Coach Report**
 | * + - 1. Everything going well.
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| 1. **New Business**

(Itemize New business / agenda items here) | * + - 1. Bottle Drive- November 2nd at 9am (Bottle depot opens at 10am)
* Break town up into sections and assign to teams
* Teams with more than 10 people that show up get their names entered in a draw to win $$ for a team party ($150.00)
* Team managers to keep track with check in sheet.
* Steffi and Courtni to do routes and times
* Tarryl to get sanctioned
* Cristena to call Bottle depot and set up
	+ - 1. Look into policy for refunds due to cancellations for Chase tournaments. Want to keep it comparable to other associations. Steffi to bring samples.
			2. Code of Conduct for parents/guardians and one for players. Jolene reminded that all registrants agreed to a code of conduct while signing up this season through the app. Some feel it would hold more weight being a paper version they have to read and physically sign. Tarryl to bring mock up to the board. Talk of doing one comparable to KMHA.
			3. Budget – Want to do mid-season check on where we are in projected budget. Keeping U18 program costs listed separately so board can accurately see what the cost of the program was.
			4. Photo Day- November 5th 4pm- 8:15pm

 -works out to $13.50/player + taxes -Going to do U7 & U9 photos in a dressing room. Steve to inquire about HEAT changeroom, 3:30-5:00. Only players or bench staff registered with BCH insurance can go on the ice for any “buddy photos” or family photos. Hope to have a chance for the opportunity for those types of extra photos, but will depend on how much extra time there is. 6. Registrants that haven’t attended yet- ?? Families have been contacted but have not shown up for practice. The starting point is to reach out and see if they still wanting to participate. If there are no team fees paid then there is no tournament involvement or apparel, etc., anything bought by team fees.  |
|  | Adjournment: 8:43 (Steve motioned, chelaine 2nd)Next Meeting: November 14th @ 6pm |
| Action Items |
| Item / Date Initiated | Discussion / Status | Person Responsible | Target date for completion | Status / Follow up |
| get rid of photo arch in equip. room |  | Tarryl |  |  |
| DO large apparel order in Nov- | Timeline = ready for Xmas |  | November |  |
| Make up duties/job description for fundraiser coordinator  | Send ideas to Steve | Board | Asap |  |
|  |  |  |  |  |
| country Christmas |  | Board | Ongoing |  |
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