



**Devon Minor Hockey Association
Meeting Minutes**

Date: July 25, 2017
Called to Order: 6:30 pm
Minutes Taken By: Crystal Reimer

In attendance: Jonathan Morton, Kathy Morton, Chelsey Long, Michelle Dewar, Wayne Wolfe, Crystal Reimer, Steven Kuchirka, Rachelle Morgado, Melissa Price, Travis Shaw, Shane Parie, Brad Whelen, Matt Menasse, Drew Hiltz

Item 1: Motion to approve the July 25, 2017 Agenda

Motion made to approve July 25, 2017 agenda by Rachelle Morgado
Seconded by Chelsey Long
All in favour

Item 2: Review & Approve the June 27, 2017 Minutes

Motion made to approve June 27, 2017 minutes made by Steven Kuchirka
Seconded by Travis Shaw
All in favour

Item 3: New Business Arising from Minutes

- 3.1 Executive Member Pledges – Jonathan handed out and read the pledge to all voting and nonvoting executive members present and requested everyone to review and sign. Jonathan will follow up with the members who were not in attendance and provide them with a copy of the pledge form and coordinate their signage and commitment: (Chris Higdon, Brandy Fisher, Darcy Skinner, Renee Dallaire-Lokke, Rob Melnychuk, Shawn Bartonszewski, Steven Benson, Cole Matwichuk, Tina Gage, Danine Regenwetter, Shan Tebb).
- 3.2 Player Releases – Jonathan
Currently, 12 kids from bantam, peewee and midget have requested player releases. Jonathan is expecting many more player release forms in the month of August requesting to be signed. Jonathan would like to encourage members who would like a player release to send in the form as soon as possible.
- 3.3 Current Registration – Rachelle
229 kids enrolled (June 27 meeting 157 kids)
 - 23 initiations – estimated 2 teams
 - 40 novices – estimated 3 teams
 - 58 atoms – estimated 4 teams

- 39 peewees – estimated 2 teams
- 40 bantams – estimated 2 teams
- 29 midgets – estimated 2 teams
- Final numbers of teams by level by September 2, 2017 one week before Drew’s 1660 Govern meeting held on September 9, 2017.
- The early bird discount was closed June 30, 2017. Last season the early bird discount was extended to July 31, 2016. The registration numbers at this time are higher than last year’s numbers. However, the midget numbers seem low and Jonathan is expecting some late registration. The lessons learned from last year is that our DMHA registration appears to be more complete in the month of July by closing the early bird by June 30.
- Some discussion around concerns regarding the number of registered peewee – midget goalies. Jonathan will reach out to other HA’s if / as required.
- Discussions with Calmar regarding opening our registration to their kids will occur in September. Calmar typically releases players on August 15. DMHA will follow our existing Bylaws under section 3 “Registration” item c., item e. and our Rules and Regulations under sections 7 Registration and Fees; 8 “Player Eligibility” Item 8.3.4 and section 9 “Team Selection” item 9.3.2. when considering opening and closing our registration to Calmar players.

3.4 Vacant Positions to be voted on by the Executive

At the 2015 AGM Item “4.5 Updates from Hockey Alberta AGM”, point 3 in the minutes introduced an AA model, requesting an AA level coordinator from each association for peewee, bantam and midget. Unfortunately, the executive missed discussing this coordinator position on June 27, 2017. Jonathan mentioned that last year Darcy Skinner as the past president took on this role. *Darcy Skinner has put his name forward for this role once again.

Some discussion around whether or not the role is specifically listed in the DMHA Rules and Regs. / Bylaws.. After review, none of the coordinator roles are specifically listed within the respective responsibilities of either document. Also discussion around the role being active during the Beaumont Regional AA evaluation selection process. In addition, in the past this role has been invited onto the ice to help run the drills during the evaluations as well.

Jonathan made a motion to vote Darcy Skinner as the AA Representative, Chelsey Long second, all present executive members voted in favor.

Steven Benson emailed his motion to add a volunteer for midget Level Coordinator – Shan Tebb, second by Crystal Reimer, all in favor.

Item 4.1 President Report

Jonathan Morton updated the executive with more information regarding the new found popularity of the super league. The super league is a non-sanctioned hockey league that is forming across Alberta.

There are an estimated 7 to 8 teams with conjoined 2005 to 2007 and 2007 to 2009 aged kids forming these teams. As per Hockey Alberta, families have a choice on whether they register for Minor Hockey or outside leagues. Hockey Alberta has stated that there is no recourse for the players who leave local minor hockey associations. However, those who play in these leagues will not be permitted to participate in Hockey Alberta development camps or high-performance tryouts if they are not registered in a minor hockey association. Families should make sure that the super league team they choose to play for has the proper player insurance.

Item 4.2 Vice President

Steven Kuchirka mentioned that parents have expressed their interest in the evaluation plan and would like to be informed before the evaluations begin.

Item 4.3: Past President

Chris Higdon – Absent

Item 4.4: Treasurer

Melissa Price informed the members of the below purchases:

- Ordered the ice dividers, Steven or Matt will pick them up from Drayton Valley
- Quick books software April to July
- Renewal of the RAMP web site licensing fee
- Licensing fee for the raffle
- Computer cleaned up and antivirus software update
- Melissa provided cheques to Steven Kuchirka and Jonathan Morton for review and signing.

In addition, Melissa requested Steven Benson to inform the newly volunteered team managers and or treasurers to contact Melissa at the start of the new season in order to get the required bank procedures to setup individual DMHA team bank accounts.

Melissa also informed the executive that the bank requires the following personal information: full name, date of birth, employer, employment title, and a brief job description for all the board member voting and non-voting.

Item 4.5: Secretary

Crystal Reimer requested clarification on how the board would like members to bring up action items for examples:

- Removing outdated and irrelevant information from the DMHA website
- Setting due dates, protocols, succession plans, and establishing what executive role is responsible to review and update 2017-18 documentation and information and by when
- Creating, reviewing and approving new information pages i.e. Coach Hub, Ref Hub, Team Manager Hub, awards night
- Electronic distribution and review of the agenda and minutes (Executive members).
- Printing copies of the minutes and agenda (moving forward three copies will be brought)

The consensus of the board said all members are welcome to work with the content related. executive members collaboratively to action work items together to complete.

Crystal also requested the board to review and provide their thoughts on possibly following some best practices regarding the protection of personal information to line up better with the Personal Information Protection Act (PIPA). Crystal stated that she will send the executive members an email with the Protecting Personal Information Workbook for Non-Profit Organizations available on Service Alberta's website for their review and feedback for the next meeting.

Crystal also requested clarification regarding the board's consensus regarding the "tournament coordinator" She feels she missed a conversation from the June 27 meeting to close this discussion on the minutes. Her question was "is the executive going to pursue assigning a level coordinator as a tournament contact, purpose creating a new position at the 2017-18 AGM or use the "tournament coordinator" that is listed as a team volunteer position under Section 17 Guidelines – Other Team Volunteers in the DMHA Rules and Regulations. Members clarified the different roles and also added that the Level Director in the past has been the primary tournament coordinator who has assigned more tournament volunteer roles within the level coordinators and teams. Agreed that creating a new non-voting "tournament coordinator" role for the executive is worth bring up and most defiantly will add value to the executive. One suggestion around calling this role the events coordinator, who could take-on planning special events like the dance, booking venues, awards night, tournaments etc. The members all agreed that creating an event coordinator position would help take off some of the workload from the Level Directors and also help balance out the work for the two roles.

It was brought forward that that many of the existing executive positions have taken on and absorb new responsibilities throughout the years. Executive will visit restructuring of the executive roles and responsibilities at a later executive meeting (discussion only). This ought to help with clarifying processes and reporting structures.

Questions around the 1660 Hockey League requirement for a Criminal Records Checks form. Specifics mentioned regarding the 1660 requirements and also our compliance.

Item 4.6: Coach Director

Travis Shaw informed the board that he has sent emails to DMHA members who have and have not applied to be coaches for the 2017-18 hockey seasons. Currently 13 coaches interviews have been scheduled for August 1 & 2, and two more applicants for a later date.

Travis stated that DMHA is short coaches for all levels except for midget and peewee at this time. Travis mentioned that he will coordinate an email through RAMP with Rachelle to help recruit members for coaches positions. *noted that 4 coaches will not be returning who coached last year.

Discussion around the current coach application and whether the majority of the candidates are applying for top coach the top teams. Confirmed that yes majority of the coaches applicants are presently applying for the top teams. Question asked if it was possible to spread around the experience of the top team coaches and create some team parity (the state or condition of being equal. There was some additional discussion around ideas for further lower team development, and some of the challenges experienced by DMHA Teams at the lower tier league play. Example given – last season bantam 2 played approximately 30 games, and only won 4 (*one player that got a third of the points). It was mentioned that coaches from high level teams would be willing to help the lower teams, **if asked**.

Teams should reach out to the coach's director (Travis Shaw) to help coordinate getting outside player or coaches development training.

Question around how we will recruit coaches for the lower teams if no one comes forward and applies. Volunteers usually come forward once the teams are final. Crystal spoke about her personal experience gained from last year regarding how intimidating applying for a head coach position is vs. just putting your name forward due to low coach volunteers for the final teams. Crystal also suggested getting more information out to help empower perspective new coaches.

Steven Kuchirka suggested that we mentor new coaches, joint coaching, and encourage them to ask for help by having our experienced coach's make themselves available. He also stated that a team of 15 kids will always have parents step up. Remember, we are all parent volunteers and that currently it is summer vacation for many people and hockey is not on everyone's top priority list.

Brand Whelen asked if a possible solution would be to encourage experienced coaches to possibly volunteer for a team that their kid is not on. Another member also suggested that DMHA has many junior coaches that are willing to help as well.

By September we should have most of our coaches in place.

Item 4.7: Registrar

Rachelle Morgado asked what is the capping number should she start cautioning new registrations on. The executive is not worried about the numbers yet and does not feel we need to wait list or either to turn down kids at this time. Jonathan suggested we review the numbers in September and follow the DMHA Bylaws and Rules and Regulations if we run into a situation where we have too many kids.

Item 4.8: Ref in Chief

Cole Matwichuk – Absent

Wayne asked for clarification on referee qualifications. Section 13 Referees, items 13.1.1 to 13.1.6 state: To be a qualified referee, the individual must:

- Be thirteen (13) years of age or older by January of the current season.
- Have successfully completed a Level I Hockey Alberta Referee Clinic.
- Must be capable of handling the specific level of hockey.
- Games will be refereed strictly in accordance with the rules.
- To referee certain levels, the referee must successfully complete Level II or III.
- For younger referees, the individual must be two (2) years older than the players (check with league rules).

Wayne suggested getting this information out to the members of the association by posting it on the DMHA website.

Matt commented that Brandy informed him that DMHA's Ref clinic will be hosted on October 28, 2017

Cole needs to coordinate an ice blackout for the Refs with Kathy Morton.

Jonathan will reach out to Cole and help coordinate the website add and advance RAMP Referee application. Shane Parie also stated that Cole could contact him if he had any questions or concerns as well.

Item 4.9: Level Director

Steve Benson – Absent

Jonathan asked if DMHA was in its final year of the 20/20 team picture contract and will follow up with Steve Benson to begin coordinating the DMHA team photos and apparel vendors and dates.

Item 4.10: Fundraising Director

Chelsey Long - nothing to report

Item 4.11: Governor

Drew Hiltz – nothing to report

Item 4.12: Ice Coordinator

Kathy Morton attended the ice user meeting on July 26, 2017:

- There are new people representing the Barons and figure skating club.
- The Barons dropped two teams in their league
- Barons tryouts are scheduled for Sept 23 and 30 at 1:45 p.m. to 3:45 p.m.
- Barons exhibition game October 13
- Barons requested 7 home games and estimated 9 playoff games
- Barons scheduled a couple double headers in the one is in the middle of our pre-season that Kathy will need to re organize DMHA ice times around this weekend.
- Only 5 public skates will be removed for the whole season (if we need the public skate time shifted due to tournaments we need to give the town a couple weeks' notice to post the change in the paper.)
- DMHA has requested no public skating for the month of September (Thursdays or the weekend)
- DMHA ice schedules will start at 5:45 p.m. till 10 p.m. for the month of September
- Figure skating has given DMHA the 5:45 ice slot for the month of September
- DMHA evaluation will start on September 8 to 10
- Ice will be available in the arena on September 4
- Bent Coutu is running his hockey camp starting September 4 to 7
- Midget needs to confirm tournament times for December 8 to see what figure skating can give DMHA
- Figure skating has agreed to give DMHA their Friday ice slots for Nov 10, Dec 8??, Jan 5, and Feb 9 for our tournaments
- Figure skating is looking at shortening their ice time by 15 minutes this season. They may give this extra time to DMHA for this season but would like to ensure that they can request it back for next year if required.
- Figure skating may host some power skating sessions in October that they may present at our coaches/mangers meeting scheduled on September 25.
- Figure skating carnival: practice March 16 ice slot 5:45 to 7:15 p.m. and March 17 carnival 10 p.m. to 3 p.m.
- March 25 DMHA season ends

- DMHA blackout dates provided to the town Oct 31, Dec 24 to 26, Dec 31, Jan 1 and Feb 19
- Scot from the town requested that our tournaments do not have stickers in their prize bags. He did say the DMHA coaches did a great job getting the kids off the ice when the light came on.
- Travis clarified that once the light is off and the ice is dry coaches can lead their team onto the ice. We will inform the coaches at the coaches/mangers meeting.
- Rollin will be in the concession this year opening at the start of evaluations. The round tables are Rollin's and he is a bit concerned about the outside teams using the tables with outside food. Rollin would like DMHA teams know that he would like to be more involved and is willing to support more for example ordering and organize pizza orders for the tournaments. Steven Benson can look into way of connecting the teams with Rollin's concession.
- Thorsby is locked in with the ice
- Kathy requested the team tiers:
 - Novice tiers 2, 4, 5
 - Atom tiers 2, 3, 4, 5
 - PeeWee 2, 4, 5 (estimated three teams)
 - Bantam 3, 5
 - Midget 2, 4

A comment was made that the 1660 league will adjust teams after the preseason tiering review.

Wayne asked Drew what the process was to drop an estimated team (for examples the estimated third peeWee team). Drew informed him that 1660 will refund DMHA the money paid.

Questions around what would happen if during the preseason - the top team requests to drop to the lower tier that the second team is in. A member mentioned that in the past 1660 league has (at times) create a "A" pool and "B" pool within a given tier (ie. Tier 2 A and Tier 2 B). It was mentioned that parity should only be considered at the bottom 2 teams or the top 2 teams. It is not recommended to parity team in the middle.

Item 4.13: Referee Assignor

Brandy Fisher – Absent

Item 4.14: Equipment Manager

Matt Menasse -

- Coaches' equipment needs (pylons, pucks, first aid kits, tutor shooters) will be investigated.
- Matt requested getting the equipment storage key
- Matt asked where the dividers will be stored. Matt will follow up with the town to confirm where in the arena the dividers should be stored.
- Melissa will forward Kathy the dividers receipt so that Kathy can request a grant request to the Town of Devon to reimburse DMHA for the dividers purchase.
- Matt identified a shortage of jerseys for YXL and adult small. Melissa confirmed that there is \$4,000 in the jersey fund. Matt will review what is exactly needed. Estimated 10 extra sets.

Item 4.15: Website Coordinator

Michelle Dewar reminded the executive to book the Chalet in the Devon Lions camp ground for September 25 at 7 p.m. for the coaches/ team mangers meeting. Michelle also requests that all documents to be posted on the website be emailed to her in PDF format.

Item 4.16: Evaluations Coordinator

Darcy Skinner – Absent

- Jonathan presented on behalf of the evaluations coordinator and committee what they have discussed so far regarding the evaluation plan:
- Suggested 1 skills session and 2 scrimmages (tbd)
- Quickstart – Hockey group will provide the evaluators who can assess the kids within the 1 skills session and 2 scrimmages
- Jonathan will coordinate the booking of a checking clinic for peewee and bantam
- The evaluation plan will be posted on the DMHA website later in August.
- Brand Whelen gave a brief summary of the proposed plan.
- Jonathan will also reach out to Steven Benson (Level Director) inviting him to join the executive members participating on the team and coach’s selection committees.
- Jonathan discussed Beaumont’s and Spruce Grove’s processes of having the Level Director involved in the team and coach’s selection processes. One of the responsibilities of the Level Director position to answers questions that the Level Coordinators bring forward from the parents regarding all DMHA processes.
- DHMA wants to ensure we create a transparent communication channel for our members, and volunteers to use as a communication chain of command provided between the Level Director and Level Coordinators.
- The evaluations committee will be reaching out to the level coordinators requesting their volunteer time to help assign pinnies, etc, during their respective level evaluations times.
- Wayne informed the executive that the next evaluations committee meeting will be in the SCU hockey room on August 17 at 6:30.

Item 4.17: Level Coordinator – IP

Vacant – need a volunteer

Item 4.18: Level Coordinator – Novice

Renee Dallaire-Lokke – Absent

Item 4.19: Level Coordinator – Atom

Rob Melnychuk and Shawn Bartoshewski - Absent

Item 4.20: Level Coordinator – PeeWee

Tina Genge and Danine Regenwetter - Absent

Item 4.21: Level Coordinator – Bantam

Wayne Wolf

Item 4.22: Level Coordinator – Midget

Shan Tebb – Absent

Item 4.23: Regional AA Representative

Darcy Skinner – Absent

- Anticipated that the Beaumont peewee, bantam, and midget AA tryouts starting August 28 to September 3 schedule: [http://baha.ab.ca/files/aug_28 - sept 3, 2017.pdf](http://baha.ab.ca/files/aug_28_-_sept_3,_2017.pdf)
- Last year the teams were not finalized till mid-September
- Midget tryouts are after the September long weekend

Item 5.1: Closing Discussion

Item 5.2: Date of the Next Meeting

August 22, 2017 6:30 pm

Meeting Adjourned: 9:10 pm