



**Devon Minor Hockey Meeting Minutes**  
**DMHA Sept 21st 2023**  
**Executive Meeting**

**Date:** Sept 21st, 2023

**Called To Order:** 7:18

**Minutes Taken By:** Selena White

**Attendees:** Joe Reynolds, Max Rupp, Selena White, Mikaul Maygard, Nicole Howatt, Carrie Chang, Alex Gomez, Stephanie Worrell, Mike Lazenby, Tina Pollock, Leslie Preece, Christina Plowman, Kristina Rowland

**Motion to approve the Sept 21st, 2023 Agenda:**

- Motion to approve the Agenda made by: Nicole Howatt
- Seconded by: Stephanie Worrell
- All in favor, motion approved

**Review and Approve the Aug 30th , 2023 Minutes: Tabled to next meeting**

- Motion to approve the minutes made by:
- Seconded by:
- All in favor, motion approved

**Action Items:**

<b><u>Mikaul</u></b>	Email to town regarding ref room situation and specifications for new building	Oct 19th
<b><u>Carrie</u></b>	Tournament bank accounts DMHA Credit Card Laptop for ref assignor	Oct 19th



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#### **Reports:**

1. President - Mikaul Maygard
  - U15 Calmar Numbers Problem: too many kids for 1 team, not enough for 2, we currently have 39, and if our 4 players don't come back then 35. The Prospective players play the forward position. In the current position, unfortunately we are not able to accept these players.
  - Coach/manager/Level coordinator Meeting- the EFHL meeting on the 26th but it is recorded so we can send it out if needed. Stephanie will set up a level coordinator meeting. Alex would like to go over the changes with u9 so he would like to be in attendance for the coaches meeting.
2. Vice President - Nicole Howatt
  - Rainie Gervais has stepped down as AA/AAA representative
3. Past President - Duane Mcnirney
  - Not in attendance
4. Treasurer - Carrie Chang
  - Tournament Bank Accounts: Carrie will be meeting with Servus Credit Union to open the following accounts. Carrie Chang to be the primary account holder/signor and the listed individuals as the secondary signers on each of the indicated accounts. Account numbers ("member numbers" with Servus) will be provided to the Secretary to include in the future meeting minutes once they are opened at the bank.

<b>Account Nickname</b>	<b>Primary Signor/ Title</b>	<b>Secondary Signor/Title</b>
U7 Tournament Account	Carrie Chang- Treasurer	Amanda Hunter- U7 Level Coordinator
U9 Tournament Account	Carrie Chang- Treasurer	Leslie Preece- U9 Level Coordinator
U11 Tournament Account	Carrie Chang- Treasurer	Stephanie MacPherson- U11 Level Coordinator
U13 Tournament Account	Carrie Chang- Treasurer	Dawn Kostyshen- U13 Level Coordinator
U15 Tournament Account	Carrie Chang- Treasurer	Michelle Miller- U15 Level Coordinator
U18 Tournament Account	Carrie Chang- Treasurer	Kristina Rowland- U18 Level



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		Coordinator
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- Carrie has reached out to all Level Coordinators to get them to complete the Member Information form needed to open the accounts with Servus. (14 Sept 2023).
- Each of these new accounts will require online access, the Treasurer (Carrie Chang) will be the administrator with full access for all of these accounts and will obtain written approval (email from DMHA emails is sufficient) from the second signor prior to any electronic transfers being conducted out of the account
- DMHA Credit Card- Carrie has discussed with Servus and we are able to set up a DMHA Credit Card that can be used for subscriptions (i.e. GoDaddy, Quickbooks, etc.), orders where credit card is only accepted method (i.e. Vistaprint, online purchases), or any other needs.
- Would like to propose that we go ahead and obtain the business Mastercard with Servus, with the Corporate Administrator, authorized user and cardholder as the Treasurer (this can be changed in the future should the Executives wish to do so). The name on the card should be Devon Minor Hockey Association.
- Discussion regarding requested limit for the credit card, motion made by Mikaul for \$6000 limit, seconded by Nicole. Since we will be able to pay immediately onto the card if we have to make multiple purchases, provided each purchase is less than the limit the Treasurer would be able to pay it off in between. Mikaul Mayguard made a motion to obtain the card. Nicole Howatt seconded.
- Alex Gomez made a motion to purchase a new laptop for the referee assignor position, Stephanie Worell seconded. ( \$1000 limit)
- Restricted Accounts outline- Carrie created an outline for our internally restricted accounts that details what we are approved to utilize the funds for (rather than the general statement "equipment"). Received some feedback and asked that if you haven't reviewed it, please do so. Carrie will advise the Executive for a last review and have the voting members approve the finalized guidance document.
- Carrie Chang has been making how to videos for everyone, stored on the drive

#### 5. Secretary - Selena White

- If Executives could please respond to the request for agenda items even if they do not have any so that you don't have to be bombarded with emails please.

#### 6. Coach Director- Alex Gomez

- Coaches update- U7 Lead is Justin Webber. Did interviews all week. Went good to have some bison out to help. Goalie out from the bison was such a great opportunity for the kids
- U15-U18 interviews Monday starting at 7pm



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- Conditioning Skate feedback- concerns about the length of ice slots for U9-U11
  - Practice plans laid out possibly for next year, whistles (and any other coaching equipment) for all volunteer coaches for Conditioning Skates
  - Feedback for next year Evaluations should have been last weekend and 4 conditioning skates vs 6
7. Registrar - Brittany Wright
- Registration update
  - U7-30
  - U9-52
  - U11-36
  - U13-34
  - U15-39
  - U18-50
8. Referee in Chief - Joe Reynolds
- Ref Room / Men's washroom- Waiting on a meeting at the end of the week, for approval for dressing room 5 modifications, Can we suggest to the town to get porta potties for the men , so the refs have a room. For now we will have the refs change in the reff room and if they need something locked up we can have them pick their stuff in the reff locker, or they can bring their valuables in a bag to the timeclock where a volunteer running the clock will watch it. , the girls will continue to use dressing room 5. Mikual will send an email to the town including the mayor.
  - Ref Clinic Update- Anyone looking to register needs to register asap. Oct 7th at the highschool, Joe is getting an updated insurance certificate from hockey alberta.
  - New rink drawing/ fitout request, can we get drawings so we can have an idea of the space we have. Mikaul will follow up with the town.
9. Referee Assignor - Brandy Fisher
- A good portion of our refs are playing at AA and AAA so it might be hard to fill the spots. Looking for mentors.- Mike will make a social media post
  - Refs are all scheduled for the scrimmages.
10. Level Director - Stephanie Worrell
- Purchased items for association- Postcards / thank you cards from sponsors, banner were ordered, and table cloths. Stephanie is putting together a bin for the level coordinators with all the items for the tournaments, she will keep this at her house and hand it off to the level coordinators.
  - FOIP- Names on website, are we okay to put this on facebook, mike will remove the team lists and direct them to the website, we need to find out about getting FOIP forms signed for this year
  - Level Coordinators- all in place



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- Checking clinic, hockey canada requirement that we put one on for all 2010,2011 players, Stephanie will send an email
- Concession- will be up and running soon
- Evolution will be out Oct 2,3 and 4th for merchandise. DMHA store is live, on Evolutions website.
- Photos we are looking at Oct 23-27th, once we have the teams stephanie will double confirm with mike,
- Ice Slots -1-2 per week depending on availability. Pre covid 2 practices per week, 1-2 on the weekend, if someone wanted full ice you had to trade off with the other teams. 2 practices per week per level. Which is recommended by hockey canada. In the past we have been able to accommodate this, however with the limited ice and extra teams it is hard.
- U7- 30 players- Stephanie was wondering who makes the decision on the number of teams and how we split them. Alex advised that Justin Webber accepted the position of head U7 coach

#### 11. Fundraising Director - Peggie Melnychuk

- Not in attendance

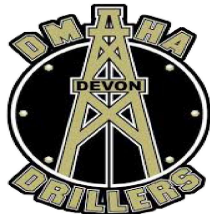
#### 12. PR Director/ Website - Mike Lazenby

- Barons have given us tickets to give away, 3 sets of tickets, we will do contests to drum up engagement
- Hotel Rebates- Need to discuss and vote on potential money received from hotel rebates and how to allocate those funds. Stephanie agreed we should credit the money back to the specific Tournaments. Stephanie made a motion to credit the money back to the tournaments and Alex seconded. Participating hotels -Wingate by windham, Edmonton west, Best western Plus Edmonton South and fairfield by Marriott Edmonton Airport.
- Spreadsheet for sponsorship contacts- Mike will be asking for contact names for local businesses for sponsorship. (for example McDoanld's regional person vs. local person) Does anyone have a "special" contact for a local business. Mike will be focusing on the larger franchises.
- Social media- Mike wants / Needs content , the more the better- checking clinic, Mike will post
- Email inclusion- although I do not need to, nor do I want to be involved in everything. I seem to receive many questions about things and often find out after the fact about emails being sent (for example, U15 hitting in conditioning skates). It's always nice to know what is happening especially when things need to be communicated out.

#### 13. Ice Coordinator - Tina Pollock

- Not in attendance

#### 14. Equipment Manager - Kym Simon



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- Evaluation Jerseys- At the arena, sorted by number and color and size all ready for evaluations
  - Purchased 10 first aid kits and ice packs. Access to esso building has been great, no issues.
  - Game Jerseys- still looking to see what we need, we do have enough for the players we have this year.
  - Equipment update- Purchasing goalie equipment for u9 this week.
15. AA/AAA Representative - TBA
- U13- Everybody back,
  - U15- 4 players Trying out
  - U18- 17 still tying out
16. Evaluations Coordinator - Maxx Rupp
- Evaluations update- Volunteers for this weekend, we do have some Barons willing to help out, Max will reach out. Nicole has made the lists for the games, everything is ready to go
  - Max will be there to hand out evaluation jerseys on Friday night with Nicole, Stephanie and Maxx for Saturday morning.
17. League Governor- Ryan Courtney
- Not in attendance
18. U7 Level Coordinator - Amanda Hunter- Nothing to report
19. U9 Level Coordinator - Leslie Preece- Nothing to report
20. U11 Level Coordinator - Stephanie Knott
21. U13 Level Coordinator - Dawn Kostyshen
22. U15 Level Coordinator - Michelle Miller
23. U18 Level Coordinator - Kristina Rowland- Nothing to report

### **Closing Discussion:**

**Next Meeting Date:** October 19th, 2023 7:00pm On zoom

**Meeting Adjourned at:** 9:35pm