



# Devon Minor Hockey Meeting Minutes

## DMHA Jan, 24th 2024

### Executive Meeting

**Date:** January 24, 2024

**Minutes Taken By:** Selena White

**Attendees:** Russ Buote, Joe Reynolds, Selena White, Mikaul Maygard, Peggie Melnychuk, Carrie Chang, Stephanie Worrell, Tyler Desrosiers, Leslie Preece, Mike Lazenby, Brandy Fisher, Kym Simon

#### **1. Meeting Called to Order 7:05pm**

#### **2. Motion to approve the Jan 24th, 2024 Agenda:**

-Motion to approve the 2024 Agenda made by: Peggie Melnychuk

-Seconded by: Tyler Desrosiers

- **All in Favor, Motion Passed**

#### **3. Review and Approve the December 20st, 2023 Minutes:**

-Motion to approve the minutes made by: Joe Reynolds

-Seconded by: Stephanie Worell

-**All in favor, motion approved**

#### **4. Old Business**

**4.1- Goalie Development Ice-** All teams slotted in for levels U11-U13. The coaches were invited out to witness the sessions and help with bringing some drills and activities for the coaches to bring back to their teams for the season. Tyler would like to dedicate a goalie coach for each team. We are trying to help develop goalie beyond what we currently do. We would like to look into the transition for goalies who move U9-U11. Mike Lazenby asked if it's an option to have a goalie director/ who can focus on that goalie development.

**4.2- Oilers 50/50-** Peggie Melnychuk, you have to sign up a different way, applications are currently closed. Peggie will look into it for next season.

**4.3- Awards Night -** April 4th. 630-9 Thursday. Selena will fill out application for the town to bbq hotdogs. Save the date will be sent out vis 3 way communication- email, facebook, and website. Tina has a bunch of wood plawues that can be used for awards if needed. Leadership award changed to 1 player from every team. Selena has the venue booked. We can talk to the families for the memorial awards about the wording of each award. The Darren Fedor trophy in the case is sitting empty, we need to get it updated, and look back who won. Tina will ask Matt. We can reach out to Chrissi if we cannot find out and see if we can start from this year. Stephanie will send out an email for dates to set up a meeting for an awards night meeting.

**4.4-Jersey Quotes** Kym has got quotes and from a few different places and they have the option of 1 jersey, reversible and one set of socks. Kym will go back to United cycle about name bars and samples of jerseys on both sides. Kym will get Vegas samples as well as Pittsburg.



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#### **5. New Business**

##### **5.1 Treasurer Update Carrie Chang**

##### **5.1.1- Tournament Financial Update-**

U15-Team 1 holding \$1000 from profits for jersey sponsorship, otherwise profits released.

U9 Final #'s: \$2176.97 per team (after jersey holds and one additional deduction from Team 1), total DMHA profit \$8030.92- Final report shared with Level Coordinator and profits sent

U18 Final #'s: \$1310.94 per team (after jersey holds), total DMHA profit \$5432.82- awaiting Steph's approval (Level Director) then will share final report and get team payouts set up and sent. Holding funds currently as they have not yet turned in AGLC licenses as required/requested by Peggie.

U13 update: 50/50 winner cheque cut and mailed. Cash looks to be deposited 12 Jan (after following up with Level Coord), awaiting receipts (requested from Level Coord. already).

Sent ice time calculations to Tina for confirmation for final numbers. Refs paid. Raffle Box and Square transfers are in progress. Will be revamping the template budget for Seed Funding prior to next season (simplifying) and writing out procedures for the financial side of tournaments (i.e. submitting receipts, cash deposits and including raffle license completion within the required actions after the tournament. Will include items that MUST be completed prior to any funds being released).

##### **5.1.2- Edmonton Minor Hockey Week Volunteers-**

Suggestion: For next Edm. Minor Hockey Week we create a checklist for the Association (with timelines- to include items like game sheets, cash float, buttons instructions, etc.) and that we advise all teams that it is mandatory to provide volunteers regardless of whether their team plays in Devon or not and should the team not provide mandatory volunteers suggest that they be responsible for the registration fees for EMHW, otherwise DMHA continues to cover the fees as per the decision at the start of this season. We should outline this specific tournament in our Rules and Regulations or create a related Policy to ensure it's clear for all members (as this is only the second season as well).

**5.1.3-Vip Fundraising-** All members (except 1 having trouble getting ahold of) have been paid their profits. They were given 3 options- EFT, Cheque or credit for next season on team snap). There was one individual case where the member had outstanding registration fees due to a non resolved team snap payment failure, in which Carrie applied their credit to registration fees

##### **5.1.4- Association Credit Card-** Application Completed

**5.1.5- Financial Review Requests-** Carrie has received 2 requests in both cases she responded right away and asked for availability to coordinate, Carrie followed up and no response was given in the first case, and with the second the only availability listed Carrie was not able to meet.



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**5.1.6- T4A's-** Carrie also now has to do T4A a for all honorarium positions, as well as refs who make over \$500 a month.

#### **5.2- Coaches Director**

**5.2.1- Proposal to enquire on quoting to rewrite policies/ Bylaws.** They can help with wording to be more accurate and draw definite lines. So we can address things as they come up. We need a discipline policy, how do we address formal complaints. Tyler would like to gather quotes on the cost for getting these rewritten. Tyler would like to get these quotes done for the AGM so then we have the proper quorum to get it passed with the cost. Some need updating and so need to be re-written. To save on costs we need to do the pre-work so they are just filling in our gaps.

**5.2.2- Equipment policy-** Incorporating what equipment players need. We need to be specific per level what is needed. Tyler would like to have input. Selena will help Tyler put out a google form to get feedback.

#### **5.3 Ref in chief Update Joe Reynolds**

**5.3.1 MHW Officials Update-** Gift cards were sent out, 40 spots filled. We had a few of our younger refs out. There was an occurrence where a Devon ref was approached in the lobby and yelled at by a parent. Look at getting signs about being respectful to the refs put up around the arena.

**5.3.2 Playoff officials update-** last year we only had a few games in town. They try to put the tier that we are in devon. Tina has to have ice offerings for feb 1st.

#### **5.4 Ref Assignor- Brandy Fisher**

5.4.1 Blackout when the ref clinic is on.

#### **5.5 Level director Update - Stephanie Worrell**

**5.5.1- Sign up volunteer-** Sign Up Genuis - many possibilities to use for the association, cost is minimal for the year, and can be used for the tournaments. Agreed to purchase account for the next season use.

**5.5.2- Tournament update-** U13 game was run 45 minutes late. Team pictures were on the ice and then the public skate ran late.

**5.5.3- Trophy cases-** The cases are a mess, we need to reorganize them. The rink guys have the keys. Selena, Brittany and Carrie will go through the trophies to reorganize.

**5.5.4- Admin Position-** Stephanie did bring this up in the summer. With all the meetings, and committees and complaints and such, it is worth having a discussion with an admin. We can table this until our bylaws and rules and regulations are done and then we will look into it. Russ also brought up the grants to apply for a summer student, however one of the stipulations around that is we have workers comp which we do not.

#### **5.6 Fundraising Director Update- Peggie Melnychuk**

**5.6.1- Awards Night-** Peggie will pull up the agenda for last year's event and we can see what or if anything needs to be changed. Peggie will MC the event again. We will set up a separate meeting to breakdown what needs to be done for awards night.



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**5.6.2- Senior photos** - Email sent to coaches and 3rd year parents for pictures/ baby photos for the senior posts on facebook.

**5.6.3- Fundraisers-** Fertilizer as an option but it is Fort Sask. Russ has offered to be able to pick up. Peggy will get more information tomorrow.

#### **5.7- Ice Coordinator Update - Tina Pollock**

**5.7.1- Ice cancellation under 10 days free-** This happened a few times last year. Tina would like to have a policy in place for what happens when someone cancels their ice slot under the 10 days. Tina has had feedback that if you cancel and it can't be filled then the team is on the hook for the money.

**5.7.2- Ice Policies-** the lady who made the one click has a variety of policies that could be helpful. There are policies on blackouts and giving back ice and a variety of things.

**5.7.3- One click updates/ Feedback** - Tina has added coloring coding on the main page so it's easier. Team schedules cannot be updated from your phone, it has to be from your computer.

#### **5.8 Equipment Manager Update - Kym Simon**

5.8.1- New Jersey Colour- Kym is getting samples of the different materials as well as the coloring. She will bring them back to us.

5.8.2- Jersey Conditions- Do all the jerseys need replacing?

5.8.3- Equipment Budget- Kym has spent \$13000 on equipment this year. The equipment account is \$1000 left. Kym talks to the president, past president as well as treasurer. This will all be updated into our equipment policy.

5.8.4- Goalie Equipment Update- U15- No goalie, we bought goalie equipment, couldn't find affiliates, so we purchased it. It can be resold after. Pucks needed all the time, missing every tournament. We buy 500 at the beginning of the year. Each team gets 32 pucks. For tournaments we can have pucks in the time clock then they are dumped out and then gathered back up and returned.

5.8.6- Membership Questions- Respect in sport do we notify when it's expired. Brittany said membership emails are sent out, so they need to check junk mail. 3 platforms- email, facebook, website. Respect in Sport- Can we make sure that they are emailed about respect in sport at registration time.

5.8.7- New Jersey Fundraising- big ticket items to raise a lot of money? Something to look at into the future.

5.8.8 Evaluations- Update- 3 looking into right now, quotes and information, one would like to give a zoom presentation. Proposals for evaluations for next meeting

5.8.9- Ref mentor pay. \$20/\$20/\$20. It's supposed to be an equal split - This is EFHL Policy.

5.8.10- EMHW- is there someone we can talk to about issues with the event. They cannot restructure the game, issues with game play.

5.8.11- Can we purchase 3 goalie sticks for u7. Straight not curved. Kim will pick these up.

#### **6.0 Continuous Improvement- Russ Buote**



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**6.1- Meeting for work-** on each policy or procedure we are trying to accomplish. Manuals including, by laws, rules and regulations, work instructions. Russ will pick a few items to spend 15 minutes discussing and we will pick one to discuss each meeting.

**6.2- Continuous Improvement Excel Volunteer-** Brittany will help out and own the sheet and keep it updated.

**7.0 Current Committees-**

7.1 Evaluations- Joe Kym/Peggie- Reached out and got quotes for evaluators. As well as looking for an evaluations coordinator, we have 1 person. We will then put together the new evaluations procedure.

7.2 Jersey sponsorship Tyler/ Stephanie -we will add this to our agenda for continuous improvement for next meeting priority 1.

**Next Meeting Date:** Wednesday Feb 21st. 7pm Servus Room

**Meeting Adjourned at:** 9:34pm