



Devon Minor Hockey Meeting Minutes

DMHA March, 21st 2024

Executive Meeting

Date: March 21, 2024

Minutes Taken By: Selena White

Attendees: Russ Buote, Joe Reynolds, Selena White, Mikaul Maygard, Peggie Melnychuk, Carrie Chang, Leta Primosch, Stephanie Worrell, Leslie Preece, Brandy Fisher, Kym Simon, Tyler Desrosiers, Tim Darragh

1. Meeting Called to Order 7:07pm

2. Motion to approve the March 21st, 2024 Agenda:

-Motion to approve the 2024 Agenda made by: Stephanie Worrell

-Seconded by: Russ Buote

- **All in Favor, Motion Passed**

3. Review and Approve the January 24th, 2024 Minutes:

-Motion to approve the minutes made by: Peggie Melnychuk

-Seconded by: Mikaul Maygard

-**All in favor, motion approved**

3.1 Review and Approve the February 21st, 2024 Minutes:

-Motion to approve the minutes made by: Stephanie Worrell

-Seconded by: Kym Simon

-**All in favor, motion approved**

4. Old Business

4.1- Awards Night Update- All memorial families have been contacted, and award recipients have been contacted. Stephanie is working on the write-ups for the memorial awards. We can laminate them for next year if we don't get it done. Krista Rowland was wanting to do a special thank you to Matt Mennase for coaching U18, running player development. Peggy will talk to Kristina. 3rd year players write-ups will be gathered from the coaches. Awards can be picked up from Leduc Trophy on April 2nd. Insurance has been purchased. Selena has contacted the Devon paper about coming. Deadline to RSVP is March 21st, Brittany will send a reminder out. We will also hang our thank you sponsor banner and attach our season sponsors as a thank you.

5. New Business

5.1 Treasurer Update Carrie Chang

5.1.1- Tournament Financial Update- U13 Still having problems getting it reconciled, still missing receipts, continuing to follow up with the level coordinator to get it wrapped up. Carrie did receive a few receipts 2 days ago.

5.1.2- Fertilizer Update- In progress, funds are coming in, adding when received into the tracker. Servus Banking was down and just came bank online so she hasn't been able to accept the e-transfers.



Devon Minor Hockey Meeting Minutes

DMHA March, 21st 2024

Executive Meeting

5.1.3- Replacement Posting / Follow-up/ Accounting Proposal - looking for status update on posting to fill the Treasurer position and ETA to have this completed. Carrie is still completing the work to wrap up this season, etc., Carrie would like someone in before Year End (our year end is end of April) and definitely before registration opens so they don't start late in the summer and have to play catch up. Carrie will be able to do a handover but not full on training or anything like that and due to the sheer volume of work and issues this season (from financial side), no SOPs have been started (that was a long term project).

5.1.4-Accounting Proposal - We have been getting an audit done by an accounting firm and they do a deep dive with receipts and such. This is referred to as a Review Engagement. It cost approximately \$5600 for this type of audit. Russ went and got proposals from 3 local companies in Devon. Patricia Holt from Holt and co. H Her quote was \$2800 for a Year end compilation statement. The proposal included an additional one-time fee (\$1200) with non-profit procedures (which we do not have currently) and setting up a GST number (we also currently do not have). There is a possibility of getting \$8000-\$10,000 back every year with a GST number. Currently we pay GST on all ice costs because we do not have a GST number. She would do a full review of our accounting system. Monthly accounting/ booking fee \$375. There is a difference between Treasurer and Accounting / Bookkeeper. Our Treasurer can enter expenses and payments into Quickbooks as we have the year subscription paid. The firm will also help get those SOPs . We need to work on getting a budget set up for the organization. This is a transparency concern for our members. Our year ends on April 30th. We don't have a lot of time. Holt and Co will also provide training for the new Treasurer in Quickbooks. We will start advertising for our Treasurer position. **Executive members will review the provided proposals. If there are no objections by Tuesday to the hiring of Holt and Co, it will proceed as planned Unanimous with 6 votes for.**

5.2- Coaches Director Tyler Desrosiers

5.2.1- DMHA Policy Posting For review- We will have the policy ready to put out and we will discuss it once we get the feedback from the association. Teams are not to be penalized if theory does not have the same number of pucks to return at the end of the season, pucks go missing, it happens. We can possibly silk screen our puck bags with our logo. We are going to explore looking at pucks with our logo as we always have pucks going missing.

5.3 Ref in chief Update Joe Reynolds

5.3.1 2024-2025 Ref Dates- Joe submitted the dates, 2 weekends before thanksgiving and the one weekend after. Weekend of sept 28th. Weekend of Oct 5th and Oct 19th.

5.3.2 Ref Awards- Joe will get the write ups to Stephanie/Peggy and she will read them a the award event.

5.3.3- U15 Games- Russ Buote sent an email to Chris March about having a 3 man referee system for the lower tiers in U15. This will help prevent missed calls and ensure control of the game. EFHL is having an Operational Meeting April 8th it will be discussed at that time.



Devon Minor Hockey Meeting Minutes

DMHA March, 21st 2024

Executive Meeting

5.3.4- RIC position- Joe has a few more people to reach out to about the position he will keep us posted.

5.4 Ref Assignor- Brandy Fisher

5.4.1- Ref Stuff- Everything is ready for the awards. Brandy does a lot of assignments for other communities, around 7. Thanks for all you do Brandy!

5.5 Level director Update - Stephanie Worrell

5.5.1- Ice Allotments- Meeting with Tina, Russ, Mikaul and Stephanie occurred on Monday. They were working on what we have for ice allotments. We are trying to determine a set number of practices for the season to ensure we stay on budget when we set registration costs for next season. With the second sheet of ice we can offer 2 practices per team during the week. We have come up with a plan for most teams to have access to full ice and offer flexibility. We discussed that we can now meet the Hockey Alberta recommendations for U7 to not have practices before 8am! Discussion about also being mindful about U15 teams having practices late in the evening this last season. We would like to avoid that next season. To help stay on budget we will be offering teams only their maximum allotted practices per week. We have access to one sheet of ice on the weekends which will be mostly filled with games, however any extra ice will be made available for teams to purchase from their own team budget if they desire to have more ice.

5.5.2- Discovery Program Proposal- Pilot Program- Once per week for 4 year olds as of December 31st. Older players who are new to hockey and learning the fundamentals can also join. They will practice once per week at the same time as our other U7s. The cost would be \$200. No games and would not participate in our U7 Jamboree. Discussion that if it is determined that players would be better suited in the Timbits U7 program, players will be moved and required to pay the additional \$200 for the U7 programming registration cost.

5.5.3- Teamsnap Registration Setup- Teamsnap has policies that we click to accept when registrations occur. We need to review these policies and add a FOIP one. Potential policies to include damaged jersey policy, player conduct, parent conduct revising fundraising blurb, and FOIP.

5.5.4- 2024/2024 Tournaments Dates- Tournament availability in the last few years has dropped. Also we find a lot of tournaments are on the same weekends that we hold ours. Stephanie will work with Tina to come up with projected tournament dates. Previously we had to hold tournaments on specific weekends because of league black out dates as we didn't have enough ice to offer to make up the league game requirement.

5.5.5- Goalie Equipment - Sanitization of Goalie Equipment will be done by Kym . Mikaul made a motion to have Goalie equipment sanitization added to our equipment policy and DMHA will pay for it. This can increase the life cycle of equipment. Equipment Manager to coordinate sanitization after equipment return. **Mikaul Maygard made a motion to pay for the sanitation of all DMHA owned goalie equipment. Seconded By Russ Buote. All In Favor Motion Passed.**



Devon Minor Hockey Meeting Minutes

DMHA March, 21st 2024

Executive Meeting

5.5.6- Banner Purchasing- Russ will look into why they don't supply banners anymore for the league champions in divisions other than Red. We will discuss the possibility of purchasing after Russ talks to the EFHL.

5.5.7- Honorarium for coaches and Managers- There were some discussions on managers and coaches getting honorariums in excess of \$200. There needs to be guidelines on how much money or how it is given. Leslie Preece brought up how Spruce Grove soccer does gift cards to thank their coaches and managers. We will table this but have a conversation about hats or t-shirts to thank when they have volunteered for consecutive years. We will have a conversation about a team funds policy / Honorariums and limits. Stephanie will look into Honorarium Limits

5.6 Fundraising Director Update- Peggie Melnychuk

5.6.1- Fertilizer Fundraiser- We currently have enough orders to order a full pallet and we have a few orders for the second pallet. The association will order 2 pallets and advertise that we have extra available. Russ has the ability to store any not sold right away. Peggy will coordinate the ordering of 2 pallets. We will have a cut off date for ordering fertilizer to get your Fundraising fee back. After this cut off date, any fertilizer sold by the executive will be a direct profit for DMHA.

5.7- Ice Coordinator Update - Tina Pollock

5.7.1- Not In attendance

5.8 Equipment Manager Update - Kym Simon

5.8.1- Jersey Return and Update - April 18th return for equipment at Esso building, Kym sent the email out. Evolution can do the same jerseys if we decide to go that route. Still waiting to see if we got accepted to the U11 McDonalds Jerseys. Until we go through the jerseys, unless more than 50% on one level of the team we will not be replacing that level of jerseys. All in Favor

5.8.2- U11/13 Spring Team jerseys/ Policies/ Goalie equipment- We currently have 2 teams that have requested to use the DMHA jerseys for a tournament that occurs at the end of April. It was decided that we would have the team return their jerseys with name bars removed and get their deposits back. Kym will check the jerseys then re-lend them with a \$500 deposit cheque. This cheque will be held until the jerseys are returned. It was decided that the players will also sign a code of conduct with the deposit to ensure that they are representing DMHA in a positive light on and off the ice. This is a policy that we can look at writing up. Some U9 and U11 players may wish to use the DMHA goalie equipment to complete camps in the summer. Goalie equipment will need to be returned in order to get the equipment deposit for the original team. It can then be lent to players with a 250 cheque deposit.



Devon Minor Hockey Meeting Minutes

DMHA March, 21st 2024

Executive Meeting

5.8.3- Coaching - Call for Coaches- Asking coaches if they would be interested in coaching again next year. We can add this into the coaches survey

5.8.4- AGM Inquiry- Wanted to know if we can do the AGM earlier. We can't do it earlier in the year because of the accounting piece but it has to be done before June 30th. Selena will work on getting a location and date.

5.8.5- Graduated Jerseys- 8 Graduating jerseys, we give them the dark jersey, Peggy will provide Kym with the list of players.

5.9 President Update

5.9.1- Servus Building- July we need to have stuff out. We will store everything until we know what we have at the arena. Last week of May to move out of the Servus building.

5.9.2- Coaching Survey For members- Selena will get the one from last year updated and add a blurb about coaching next year.

5.9.3- League Governor Vote- All in favor of changing to position to League Representative they will be working directly with the league. **Chad Griffith put his name forward for League Rep all in favor**

5.9.4- Teamsnap Business Version- Mikaul will look into what the difference is and features for the regular vs the business version. Brittany and Mikaul will have a meeting with team snap,

5.9.5- Registration Date and Fees- May 1st registration opens. Early Bird pricing until July 1st. We will discuss reg fees at the next meeting.

6.0 Vice President Update

6.0.1- Goaltender Development/ Power Skating- Russ approached Matthew Yarmuch for a goalie development proposal. This includes 17 total 1 hour on-ice sessions for all age groups throughout the season. In the current ice schedule we have built into goalie development and power skating weekly to offer to different levels over the season. A goalie development schedule would be set to provide equal time for all U11-U18 goalies in the association. Discussion about U9 goalies joining in the second half of the season. DMHA will require a coach to be a dedicated goalie coach and would attend these training sessions as well. **Vote to hire Matt Yarmach for DMHA's Goalie Development. Passed Unanimously.** Russ is seeking permission to get quotes on power skating for development, all in favor.

6.0.2- U15-1 Tournament Proceeds- U15-1 Section 12.8 is the only section with a reference to fining a team in the amount of \$500. Communication breakdown from both parties that has resulted in indecision. Upon further discussion regarding the



Devon Minor Hockey Meeting Minutes

DMHA March, 21st 2024

Executive Meeting

Jersey sponsorship and name bars it was decided there was miscommunication/ misinterpretation to the team in question regarding the DMHA policy. Further questions and/ or discrepancies will be addressed by the DMHA Executive for review and communication. Members who have players on the U15-1 team abstained from the vote. **Vote to return U15-1 \$1000 Tournament funds currently being held, passed unanimously.**

7.0 Continuous Improvement- Russ Buote

7.1- Jersey Sponsorship- Level Director passed around new policies to be reviewed by executive for feedback, Association wide Sponsorship policy, Damaged Jersey Policy, Individual Team Sponsorship Policy, Player Name bar Policy. Stephanie will send these electronically to executive members for feedback.

7.2- Propose Policy Meeting- Tabled

8.0 Current Committees-

8.1 Evaluations- Proposals Discussion- 3 zoom meetings, Russ, Kym, Joe, Ali. 2 new companies and the past evaluator were interviewed. The committee compiled a list of pros and cons. They decided to come to the executive with the proposals to narrow it down to one. They would like to put out a letter of intent to the Se7en Athletics company, more discussion with him to clarify some items in his proposal. The 3 different companies had a wide range of prices and options. **We put to a vote to send a letter of intent to the new evaluators, all in favor (4) Passed.**

Next Meeting Date: April 17th, 2024

Meeting Adjourned at: 11:00 pm