



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

Date: July 25 2024

Minutes Taken By: Jessica

Attendees: Selena, White, Toni McEvoy, Kristina Rowland, Jessica Holt, Brandon Webber, Brittany Wright, Tyler Desrosiers, Duanne McNirney, Stephanie Worrell, Mikaul Maygard, Garrett Cleland (via Zoom), Kym Simon

1. Meeting Called to Order at 7:18pm

2. Motion to approve the July 25 2024 Agenda:

- Motion to approve the Agenda made by: Brittany Wright
- Seconded by: Stephanie Worrell
- All in Favor, Motion Passed

3. Review and Approve the May 30 2024 Minutes:

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

4. Old Business

5. New Business

5.1. Treasurer Update – Toni McEvoy

5.1.1.

- Toni went to bank recently to change the signing authority. We were told that there are 7 accounts that need to be closed (tournament accounts). Bank suggested that we have a Main account then have sub accounts which would be easier to change signing authorities each year (when we change on main account it will change for all the sub accounts). To change any signing authorities, the bank requires a letter for each account
- Toni has a meeting with bank Friday July 25 2024 at 10:30am to discuss all options. Each account must be able to send EFT's and make deposits.
- Previous level coordinator's to be removed from the accounts are Carrie Chang, Michelle Miller, Stephanie MacPherson, Kristina Rowland, Dawn Kostyshen, Amanda Hunter and Leslie Preece



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

- Motion made to remove level coordinators on bank accounts made by Selena White.
Seconded by Stephanie Worrell. Motion Passed
- Recommended to have all level coordinators sign the removal of signing authority at the end of each season to help transition with the next season.
- Toni will have authorization for the credit card. With same limits as previous. When the credit card has been updated, we have to update the zoom subscription and Microsoft.
- Mikaul to review cost of zoom before next meeting. Next meeting we will try google meets to see that option instead of renewing the zoom subscription.
- Notice of Directors and officers document reviewed and needs to be mailed

5.2. Registrar Update - Brittany Wright

5.2.1. Registration Update

- Discovery – 5
- U7- 15
- U9- 37 + 1 pending (capped at 53)
- U11- 33 (capped for 51)
- U13- 27 + 1 pending (capped at 34) + 3 goalies
- U15- 28 (16 Forwards, 7 Defence & 4 Goalies + 1 unspecified)
- U18- 33 (18 Forwards, 12 Defence & 3 Goalies). Capped at 57
- U18 Pilot Program - 0

5.3. Coaches Director Update – Tyler Desrosiers

5.3.1. Expectations of Volunteers

- If we see something that we can improve upon or if we see something that we do not currently have within DMHA that is related to for instance meetings then perhaps send it out to start working on continuous improvement.
- Tyler emailed out a meeting Etiquette Guideline on Monday July 22 2024 to all executive members to review. Purpose of the guideline is to help our meetings flow smoothly, keep things on time and to ultimately limit the extension of meetings



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

- In respect to when the email is sent out for agenda topic items, please ensure that any items that you want to discuss are added to the agenda to help be prepared and help manage our time.
- It was noted that perhaps for Evaluations and Coach Selections that there be a separate meeting (subcommittee) for discussion/information and the key points be discussed at the next executive meeting and vote on accordingly. This will help streamline the meetings.

5.4. Ref in Chief Update – Garrett Cleland

5.4.1. Secure Ice Slot for Ref Clinic in October

- Ref Clinic scheduled for October 6 @ 1PM. However, the ice agreement with the Town of Devon is not yet finalized so the date/time is not 100% confirmed.
- Once the date is finalized, the registration link needs to be sent to Brittany who will email this out to the membership.

5.5. Ref Assignor Update – Brandy Fisher

5.5.1. Nothing to Report

5.6. Level Director Update – Stephanie Worrell

5.6.1. Tournament Date and Prices

- In Early Spring Stephanie, Tina, Russ & Mikaul met to discuss Tournament Dates. These dates have been sent to Brandon as those are the dates that the Town of Devon said would work.
- Over the course of the season, Stephanie has been saving various tournament flyers to compare registration costs. DMHA is currently at the average registration cost.
- U7 & U18 increased \$100 last season. Was decided by the committee to keep prices the same as last season.
- Stephanie will send the list of dates to Brittany as she will need to apply for permits.
- U9 → Nov 1-3
- U11 → Nov 15-17
- U13 → Nov 29 – dec 1
- U15 → Dec 6-8



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

- U18 → Jan 3-5
- U7 → Feb 2 (Tentative)

5.6.2. Website Updates

- Stephanie has been doing updates for the website. Recently changed how the minutes are posted. If there is any feedback for items that you are trying to find, then let Stephanie know.
- There are many discrepancies throughout the website. It was noted that there are many items posted in multiple places (For instance, we change it in 1 spot but not the other spots it is posted).
- If there are any forms that need to go on website, please send them to Stephanie to upload.

5.6.3. Respect Photos for new rink and lobby

- Stephanie spoke to Shawn at the Rink tour, and it has been approved to have 4 X 3 “Respect the Ref” Poster to be hung up. Stephanie waiting for the quote to have this made on Corrugated plastic. We will continue to post the little laminated posters in the dressing rooms at the new rink.

5.6.4. Photo Night / Apparel Night

- Photo Night last year was over 3 nights, and we had Mike Saramaga come in to take the photos. For the past 4 years we have been splicing people together. There was feedback last year to have the photos done on the ice. However, there is significant cost associated to this option (\$128/hour ice rental and we can probably only get 2 teams done within an hour ice slot safely)
 - o Was recommended to do the group team photo in a separate room with Green Screen (instead of splicing). Suggested Arena Lobby or even renting a room (Community Hall Room costs \$45 less 30%)
 - o Stephanie recommended a photography company on the West Side of Edmonton that we can either go into their studio or have them come onsite.



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

Stephanie will get quotes from a few different photographers with Green Screen Options and will discuss findings at next executive meeting.

- Apparel Night last year we had Evolution Sports Excellence come out to sell their product to the DMHA.
 - o Stephanie brought up the discussion of whether we continue to have Evolution come out for Apparel Night or do we have United Cycle come out. Given that we have never had an issue with Evolution before and they support our tournaments each year it was decided to continue with Evolution. It was also noted that Evolution is the only facility that carries the type of socks that we use.
 - o Last year we did the Apparel Night during the evaluations. Stephanie will reach out to Karen to book them once we have the Evaluations scheduled.

5.6.5. Proposal to have set Meeting Dates

- If we want space at the rink then we need to have the space pre-booked. To move forward with consistency, it was agreed that we will continue with the 3rd Thursday of Every Month.
- Next meeting is scheduled for August 22 booked at the library
- Jessica to reach out to Cyndie to pre-book all the dates starting (multi-purpose room) in sept. Stephanie will send Jessica the contact information for Cyndie.

5.7. Fundraising Director Update – Selena White

5.7.1. 2024 / 2025 Fundraising Options

- First Fundraising Idea:
 - o Welcome back 50/50 (September 23 - October 14 Approximately)
 - o With changing of \$150 Fundraising per family, we can list by last names.
 - o Breakdown of individual ticket sales per family:
 - 50% towards the winner pot
 - 40% towards the Family's Fundraising fee (to a Max of \$150). Any ticket sales over this will be a donation to DMHA



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

- 10% to cover raffle box fees and processing fees (Raffle Box fee is 7%. Processing Fee per swipe is 0.30Cents + 2.9%)
 - Therefore, to earn back your \$150 Fundraising Fee, \$330 worth of ticket sales must be made.
- Second Fundraiser Idea:
 - Ice Melts (pick up is in Calmar). The program does not start until October and therefore Selena will reach out at end of September to get pricing and to tentatively have this start in November.

5.8. Ice Coordinator Update – Brandon Weber

5.8.1. Confirmation of Evaluation Schedules

- Kristina to provide Brandon with Ali's Phone Number
- No Contracts have been signed yet for evaluations.
- Stephanie mentioned the proposal of dates (but nothing finalized)
 - U9/U11 → September 21 & 22
 - U13 → September 20 & 21
 - U15 → October 4 & 5
 - U18 → October 11 & 12
- Ali is also in charge of finding evaluators
- Confirmation of dates needs to be confirmed with Ali.

5.8.2. Confirmation of Tournament Ice

- Brandon asked for confirmation of using 1 sheet or 2 sheets of ice for the tournaments as Devon Skating Club needs to book some of the ice time as well given that NAX is using some of their "normal" days throughout the season. Was noted that without confirmation on registration (how many teams we will have in each tournament) we cannot judge yet if we need both ice sheets.
- Stephanie will work on doing a general tournament Timeline Plan (using last year's as a template and with the worst-case scenario) and report back to Brandon. Stephanie mentioned that we are trying to avoid starting at 7:45AM and would like to still have the U7 Teams have their regular Ice slot.



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

5.8.3. Confirmation of Number of Conditioning Skates

- Min 4 (cannot go over – or overbudget)

5.8.4. Start Time of Conditioning skates

- No comments made

5.8.5. Ice Times / Week / Teams

- No comments made

5.8.6. What Reports the Executive needs per Meeting

- See breakdown of ice per team (which team staying in budget)
- Exporting from one click to excel to give to accountant
- Brandon to reach out to Russ to discuss this further.

5.9. Equipment Manager Update – Kym Simon

5.9.1. TimBit Jerseys

- Jerseys have been ordered. As last season the U7 Jerseys returned the incorrect color, we were unable to get the white & gold option this year. The Jerseys will be Red & White.
- Atomic TimBit U11 Jerseys Ordered.
- Ordered 140 metals

5.9.2. U18 Jersey Update

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- We have the quotes in for the U18 Jersey's (Option 1 was the chosen ones). Additionally, the specialty socks and pucks have been ordered through United. We have the invoice already but are just waiting for payment setup.

5.9.3. Arena Storage/Equipment Move

- Everything has been moved over. We have 2 storage rooms and Kym has the key. Racks are set up and ready for the new jerseys to arrive
- Kym to look at first aid kits to see if we need to order more.
- Was noted that the goalie equipment has not been sanitized yet (Which gets taken to River Cree).



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

5.10. President Update – Kristina Rowland

5.10.1. NAX

- Michelle Dewar with Devon Xtreme (NAX) in attendance to discuss this topic only.
- Hosting a Minor Hockey Night (Nov 16, Nov 23, Jan 12 or Feb 7). At the game there will be a variety of activities, and the mascot will be onsite. One team will receive a pizza party. Pricing for this event is not yet finalized. Michelle would like us to solidify a night soon so we can be put into their calendar.
- They can provide Player/Skill Development sessions including powerskating, etc. to come out to our arena.
- Training facility – will be open to group training for teams but must be run by them (so they have a staff member onsite) and would be booked through Michelle.
- Michelle asked the Executive to have the “Host a Jr A Hockey Player” letter be sent out the membership in the hopes to place a few of the players in Devon. Michelle will send the letter and poster to Brittany to send out and post on social media.
- They are in desperate need of volunteers (minimum of 15 people). There is One paid position of a Game Day Coordinator. Minimum age of a volunteer is 14 years old.
- NAX hosting a camp right before evaluations (September 3 -7 2024)
- NAX offers a Kids club for ages 4-12. Cost is \$60 (was noted that the cost of this membership is half of what it would cost of 2 parents to pay to go to the game).
- Season tickets went live today – there is a family discount.
- Street hockey tournament scheduled for September 14th from 9am to 4pm (Arena opener is at 1pm). There will be various food trucks on site and the Home Opener game will start at 7pm.

5.10.2. Contract for Matt Yarmuch Goalie Development

- Russ has the contract and is waiting for the finalized insurance cost (will be between \$750 - \$1000).

5.10.3. Power Skating Cost

- Russ was looking into this, and no update was available. Was suggested that perhaps using NAX for Powerskating was an option.



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

5.10.4. Bank Change Over. EFT to Expire

- Toni to reach out to all that are about to expire

5.10.5. Updating Paid Position Contracts

- Kristina needs to go in and revise the paid contracts. Once they are revised Kristina will re-distribute for signature.

5.10.6. Bumper Purchase

- At the Arena tour it was discussed what equipment we still need. The rink is covering the cost of the nets (little ones and big ones). We will need to purchase another set of bumpers (8 more bumpers to cover for the U7's). Stephanie did receive a quote for the bumpers and rink dividers for \$12,148.00; however, no timeframe was given. We are currently waiting for the GST # to go through (Toni did recently email MaryLee on a status update). Once we receive our GST # then we can proceed with the finalized cost and timeline.
- Stephanie will reach out to the Eastern Canada Store to get a quote and timeline.
- Boards need to be in for November 1 as that is the U9 Tournament. To give a 2-week buffer period the delivery timeline would be October 22 at the latest.
- Once all quotes are in, Stephanie will email them out to the voting Executive Members for the official vote. On the next meeting we will add this notion to the minutes that this was voted.
- For the rink kick off on September 14, DHMA has an option to have a table for promotion. Was suggested that instead of the table, we volunteer our kids to NAX to be part of it this way.

6.0 Vice President Update – Duane McNirney

6.0.1- Nothing to Report

6. Continuous Improvement

6.1. Conflict Resolution Process

- Stephanie and Kristina will continue to work of conflict resolution map



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

6.2. Rules and Regulation Update

- Russ is currently working on updating the rules and regulations for DMHA. Stephanie sent out an email to the executive members of the changes for the rules and regulations
 - o Section 8.7 - pertains to the discussion about having the ability for the credit to be one per person, not one per family.
 - o Section 9.3 - pertains to the discussion about voting, non-paid exec \$150 credit
 - o 34.3.2 - removed as not longer followed
 - o 34.3.3- removed as no longer followed
 - o 37.4 - added clarification
 - o 41.8 Hybrid Goaltenders - We want to ensure that it is clear that this option is only for U11 and U13 age categories.
 - o 41.9 - Hybrid Goaltenders - We want to ensure that it is clear that this option is only for U11 and U13 age categories.
 - o 42.1-point 2v - under Hybrid Goaltenders. We want to ensure that it is clear that this option is only for U11 and U13 age categories.
 - o The term Equipment Director was changed to Equipment Manager to be aligned throughout the document.
- Motion made by Kristina Rowland to accept the changes to our rules and regulations. Seconded by Selena White. Motion Approved. Stephanie Worrell will update and upload to website.
- A bylaw review notification email was sent to the general membership on July 31, 2024: *"As DMHA executive strives to provide clarity for all it's members, we have recognized that the bylaws of the association require some updates to reflect the current rules and regulations which help provide our members and participants with the best possible experience. As our rules and regulations will require intermittent updates to facilitate yearly operations, it is important to maintain consistency with our bylaws. Once the executive has completed a review and provided suggested updates and modifications to reflect our current practices, we will notify the general membership to review and provide feedback. To change any bylaws, there must be proper notification given, and a vote by the general membership to accept them. During the review process, situations where discrepancies exist between the bylaws and the rules and regulations, please contact the DMHA executive to provide guidance and clarity."*



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

7. Current committees

7.1. Was suggested that we need to conduct an evaluations committee. Was recommended that the following people be involved within this committee: Brittany Wright, Russ Buote, Tyler Desrosiers, Ali Whelen, Mikaul Maygard & Kristina Rowland.

7.2. Ali Whelen to work on the contracts for evaluations

8. Adjourn Meeting: 9:14PM

Next Meeting Date: August 22 2024