



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

Date: September 19, 2024

Minutes Taken By: Jessica Holt

Attendees: Garrett Cleland, Tim Darragh, Brandi Fisher, Jessica Holt, Nicole Howatt, Toni McEvoy, Trevor McGeough, Duane McNirney, Kristina Rowland, Travis Shaw, Kym Simon, Brandon Weber, Ali Whelen, Selena White, Stephanie Worrell,

1. Meeting Called to Order at 7:05pm

2. Motion to approve the September 19, 2024, Agenda:

- Motion to approve the agenda made by: Selena White
- Seconded by: Stephanie Worrell
- All in Favor, Motion Passed

3. Review and Approve the August 22, 2024, Minutes:

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

4. Old Business

5. New Business

5.1. Treasurer Update – Toni McEvoy

- 5.1.1. Nothing to Report

5.2. Registrar Update - Brittany Wright

5.2.1. Registration Update

- U7 Discovery – 16
- U7- 23 (1 would like to evaluate with u9).
- U9- 46 (1 to evaluate w/ U11)
- U11- 42 (2 of which are Hybrids)
- U13- 39 (17 Forward, 12 Defence, 3 Goaltenders, 2 Hybrid, 5 Non-Specified)
- U15- 44 (22 Forward, 9 Defence, 4 Goaltenders, 0 Non-Specified, 5 AA/AAA, 4 NBC)
- U18- 69 (35 Forward, 19 Defence, 5 Goaltenders, 1 Non-Specified, 8 AA/AAA, 1 NBC)



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- Payments NOT at 50% for Evaluations cannot participate.
 - o U9 and U11 need to be paid by noon on Friday, September 20
 - o U13 and U15 need to be paid by noon on Friday, September 27
 - o U18 need to be paid by noon on Friday, October 4
 - o All Parents with outstanding payments have been notified.

5.3. Ice Coordinator Update – Brandon Weber

5.3.1. Manager One Click Training

- As soon as we have the Managers, they will need the One-Click Training right away. Brandon made a 5-minute video Tutorial for this process. Kristina will review it and once approved the tutorial will be sent to Stephanie to post on the Manager Hub.

5.3.2. Blackout Deadlines or Moves

- Brandon blacked out all the home tournament days. But need to get all the managers to black out the Away Tournaments. Deadline for this is October 20, 2024.
- If they are past that then they must pay additional fees and will have to reschedule any home games that are affected.

5.3.3. Rescheduling of Home Games

- Mentioned within Section 5.3.2

5.3.4. Ice for Power Skating

- First schedule for Power Skating is on October 5th. Kristina and Brandon to discuss further after the meeting.
- Brandon sent Kristina options for dates proposed. Brandon booked the extra ice to have it just in case. We have 10 days to release the ice back.
- If under the 10 days, we can give a bid out to the teams on who wants the ice)

5.4. Ref Assignor Update – Brandy Fisher

5.4.1. Referee Update

- Brandi confirmed with Brandon that October 6th is blacked out.
- For the Ref Clinic, there is no longer a conflict with U18 (was moved 1 hour later)
- For Evaluations this weekend, we have booked the refs for the scrimmages



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- Payment for evaluations - Following EFHL Rate sheet. Brandi will send Toni an email each weekend on who did what (referee tracker with email addresses for e-transfer)
- Rates did go up a bit. Brandi will post the updated rate sheet on the Ref Room.
- Clinic Reimbursement – 1 person was reimbursed already. For future, we do not reimburse until after the clinic is done (in case they do not show up).
 - o We do not reimburse new officials (only Refs returning)
- U9 is still half ice.
 - o On Hockey Alberta Sheet, it says that we are mentoring until December.
 - o There is a meeting on Monday for U9. Kristina will provide an update to Brandi following that meeting.
- Ref rooms and Women's Dressing Rooms are not ready in the new arena.
- Tournaments – Stephanie will send Brandi a copy of the Tournament schedules.
 - o All Tournaments, All Refs are paid by the Hockey Alberta Rates and not the EFHL Rates.
 - o There are a few Officials that travel to Devon to ref. We pay them to/from kms. Brandi will send Toni a spreadsheet at the end of each month on who is owed what. The rate for travel is 0.41 cents per km.
- Ref Clinic – we typically have pizza (usually Marci's), water and coffee (Tim Horton's).
- Payments for Ref's at Scrimmages will be paid after each weekend.

5.5. Equipment Manager Update – Kym Simon

5.5.1. Nothing to Report

- Stephanie mentioned that we need more game sheet booklets. Kym will check to see if we have any more in stock otherwise it can be ordered through United.

5.6. Evaluations Coordinator Update – Ali Whelen

5.6.1. Evaluations Update

- Everything is going well and up to date.
- Ali and Kym to discuss after meeting regarding Jersey's.

5.7. Coaches Director Update – Tyler

5.7.1. Nothing to Report



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5.8. Ref in Chief Update – Garrett Cleland

5.8.1. Clinic Update / Classroom Booking

- Clinic will be on the Dale Fisher Ice.
- Garrett will email Kristina the final list
 - o We have 25 or 26 registered for level 1
 - o We have 18 registered for level 2
- Stony Plain did reach out and they requested for Senior Officials if possible. Garrett to discuss this at the clinic with all Senior Officials there.

5.9. Level Director Update – Stephanie Worrell

5.9.1. Photo Night

- Booked for Oct 21st
- Stephanie has been unable to get a hold of Shawn from the Rink. We are still waiting for confirmation on whether we can get a dressing room for the green screen set up. Photo Night runs from 5:00PM -8:30PM
- Last meeting we discussed the option of the Memory Mate (\$20 per Player). Stephanie did reach out and asked if there were any other cheaper options. For \$13 a Player we can do an 8X10 photo. This would be approximately \$3445.00.
 - o We did Budget \$1050 for Ice in the event that we did pictures on Ice. As we are not doing that this year, it will leave \$2400.00 out of DMHA if we go ahead.
 - o The perk of this is that if there us a player that needs to do a makeup session then they go for Free.
 - o We can ask about choice of a memory card (or other options within the \$15 Budget) for those that want it, and others can do a credit. Stephanie will look into this and send out an email to the executive members for a vote.

5.9.2. Level Coordinator

- U7 Allison Heigh
- U9 – Amanda Hunter
- U11 – Vacant
- U13 – Stephanie McPherson



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- U15 – Vacant
- U18 – Renee Lokke
- Motion made by Stephanie to approve the listed Level Coordinators. All in Favor.
Motion Passed.
- If they don't have coordinators – they don't go on the ice.

5.9.3. Manager / Level Coordinator Meeting

- There is a large gap between the U9/U11 and the U18 Evaluations to do the meeting.
 - o May need to split because of time. We are still hoping to offer a meal.
 - o U11 practice sept 29th.
 - o U15 practice is Oct 3rd

5.10. PR Director Update – Russ Boute

5.10.1. Nothing to Report

5.11. Fundraising Director Update – Selena White

5.11.1. 50/50 Fundraiser

- Selena went off an old 50/50 we ran for the limits. We did not expect to sell out of Series C & D so fast. We cannot unfortunately change it.
- We are currently at \$13,510. There are 5 families that have earned their money back and have been removed from the drop-down list. The limit for the raffle is \$20,000.
- If this raffle sells out, then we would like to consider running another raffle before Christmas time (Dec 8th – Just before Christmas Draw Date)
- Next year we may look at doing a 50/50 raffle for each division.

5.12. Secretary Update – Jessica Holt

5.12.1. Nothing to Report



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5.13. President Update – Kristina Rowland

5.13.1. Rules and Regulations Review

- There have been many questions about the rules and regulations. Kristina is going to go through the document and refine it. Russ will go through the Bylaws Document. Once this is done, Kristina and Russ will meet to try and combine them.
 - o Kristina would like to see all the Policies be separated out for easier accessibility for the general membership.

5.13.2. Executive Communication

- When we are emailing within, we do not need to 'cc' everyone.
- Communications will go out.

5.13.3. Position Expectations

- Everyone has a position and their expectations of their position.
- Position descriptions do need to be updated.
- Brandi brought up that the contract she was given included assisting other associations with refs. This is not part of her job and needs to be removed from the Contract.

5.13.4. Community Grant

- Kristina would like to propose a Health and Wellness Program within DMHA. NAX would be happy to assist us in doing this. We may not be able to get the grant proposal done in time as we are waiting for financial information (such as a business number, etc.)
- Grant can be up to \$5000.00
- Kristina would like to meet with Tyler to see if we can arrange this within our whole organization then we may be able to get some cost relief. Such programs can include physical fitness, dryland session, nutritionist.



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5.13.5. GD Program

- Everything is set up for Goalie Development. They have completed their first session already with Full Ice and no complaints.
- There are no dedicated goalies in U11 with 1 registered as a Hybrid. According to the Document, a Hybrid will evaluate as a player and a goalie and is placed based on their lower score.
- An informative email was sent to Kristina stating that kids do not want to register as a hybrid because then would be put on the team with the lowest score and most kids do not want to risk their “team 1 player” going down to a lower team.
- In U11, if we do not have the hybrid option then everyone gets registered as a player. Anyone would be able to play as a goalie. Full time Goaltenders cannot play out as a player
- Brandon asked the question if there is a full-time goalie on Team 1 and if there was a player on team 1 who wanted to play hybrid, could they still play Hybrid? According to the document the hybrid player needs to talk to the Parent of the Full Time Goaltender for Permission.
- The Goaltender Evaluation Process Document for U11 & U13 will need to be amended in the future.
- Given our current situation for U11 only having 1 Hybrid & no Full Time Goaltenders, Everyone on U11 should evaluate as players.
 - o Stephanie Worrell made a motion to remove the goalie process for the Current U11 Season. Seconded by Kristina Rowland.
- U7 is currently slated for 2 teams.
- U9 is currently slated for 3 teams.
- U11 is currently slated for 3 teams.
- U13 is currently slated for 2 teams.
- U15 is currently slated for 2 teams.
- U18 is currently slated for 3 teams.
 - o Each team is being offered the same number of practices per year. If they want to purchase more ice time over their budget, then they can do so.



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However, given NAX, Barons, etc. have slotted ice times, they may not be able to get more ice time.

5.13.6. Complaints Process

- Kristina reviewed the complaints document sent by Stephanie.
 - o If something comes up with the Code of Conduct that needs to be reviewed by the committee, it needs to be documented and gone over with both parties. If there is disciplinary action, this needs to be documented and communicated (in writing) to those involved and parties involved.
 - o If there is a team level complaint – it will get bumped back to the team.
 - o It will be made very clear that everyone needs to follow the process. There will be no jumping around to try and cut corners.
 - o All complaints will be kept confidential (between a select few members of the board and the party making the complaint). If at any time, there is required to be a panel then the executive team will be informed. All complaints will be documented electronically in a confidential folder on the shared drive.
 - o Kristina will turn the record of conversation form into a complain form that we can pdf and put on the website. A google Doc Form would be a great option for this.
 - Kristina would like to have a 24-hour window to respond to a complaint (acknowledging that we have received their complaint and will reach out for a discussion).
 - o The complaint process document will be available on the website once approved. Everyone has been asked to review the document and inform Kristina if there are any changes. Ideally, we would like to see this document done by Saturday. Once this form is finalized, it can be given to the Managers (and discussed at the Manager's Meeting) for them to use as a tool.

5.14. Vice President Update – Duane McNirney

5.14.1. Nothing to Report



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5.15. Past President Update - Mikaul

5.15.1. Nothing to Report

- Mikaul would like to look at possibly setting up a DMHA Bursary, similar to what is being worked on in Devon Soccer Association. More details to be brought up at next meeting.

Stephanie mentioned that the rink dividers will be ready to pick up (picking up tomorrow) and therefore will require a few helping hands. The Rink Dividers will be stored in the middle where Zamboni is kept. The bumpers are still in production.

Travis needs an updated list of where the kids ended up. There are 9 Devon kids in the 18's. The 16's & 18's will both be having their Ice Breaker Tournament on September 23rd. The final cuts will be done before our Evaluations. NAHL (Old 16 & 18 AA) is now located under AEHL. Everything is under 1 spot.

6. Continuous Improvement

6.1. Nothing to Report

7. Current committees

7.1.

8. Adjourn Meeting: 8:55pm

Next Meeting Date: October 24, 2024