



Devon Minor Hockey Meeting Minutes

DMHA Executive Meeting

Date: October 24, 2024

Minutes Taken By: Jessica Holt

Attendees: Kym Symon, Kristina Rowland, Garrett Cleland, Tyler Desrosiers, Stephanie Worrell, Jessica Holt, Selena White, Mikaul Maygard, Leslie Preece (google meet), Katie Fedorovich, Brandon Weber (Google Meet), Brandy Fisher (Google Meet), Brittany Wright (Google Meet), Ashley Crighton, Matt Manase, Russ Buote, Devin Dugas, Carsen Eigenseher, & Zachary Lokke, Duane McNirney (Google Meet)

1. Meeting Called to Order at 7:05

2. Motion to approve the October 24, 2024 Agenda:

- Motion to approve the agenda made by: Selena White
- Seconded by: Garrett Cleland
- **All in Favor, Motion Passed**

3. Review and Approve the September 19 2024 Minutes:

- Motion to approve the minutes made by: Stephanie Worrell
- Seconded by: Russ Buote
- All in favor, motion approved**

4. Old Business

4.1. Complaint Form

- As per our last meeting on the discussion of the complaint form, once the template is made, this document will be posted on the website. It was suggested that we use google docs and it be similar to our tournament application form.
- There can be an auto-response to each complaint that comes in and the complaint can go to multiple emails.
- Selena White has volunteered to build a template for this form by also looking at other associations to see how they do it.

4.2. One Click Training Video Approval for Website

- Kristina looked over the video and it looks great. This video can now be uploaded to the website. Stephanie will connect with Brandon to get a copy of the finalized version for the website.



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5. New Business

5.1. Treasurer Update – Toni McEvoy

5.1.1. Nothing to Report

- Katie mentioned the question regarding auditing (as she was 1 person who was selected at the AGM for this role). We have been waiting for CRA to get our business number. Now that we have this information, we can finalize our financials. We will inform the auditors when we are ready for them to review.

5.2. Registrar Update - Brittany Wright

5.2.1. Tiering

- Please let Brittany know if anyone changes tiering to ensure our affiliates know and that we do not get fined.

5.2.2. Concerns with evaluations and appeal

- We need to set up another committee to go over the evaluations process as it did not work this year.
- Evaluations this year were not good. There were many things that went wrong.
- There were many appeals this year. All upset parents and players emailed Kristina their complaints, some of which were not complaints about the process but rather slander.
- To ensure that this does not happen ever again, there will be another evaluations meeting within the next week to research new evaluators, refine processes, etc.
- It was brought up by a U18 player that for U15/U18 there should not be locks on the team. There should be that the evaluators make a top thirty skate, and the coach picks the players out of the list. This is how AA/AAA at other organizations do this. Generally, that coach has been with the players through many seasons and therefore knows where they fall in line.
 - o Russ mentioned that approximately 6 years ago the reason that outside evaluators were brought in was for the exact same reasons voiced. It was felt that it was not an unbiased selection of the teams.



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- It was noted by Kristina that the gentleman who runs the evaluator program was phenomenal to deal with but then some of the evaluators that came to the rink had no experience (For Instance, it only being the second day ever evaluating).
 - o Going forward DMHA will ask for the resumes of each individual evaluator to ensure that they fit our criteria.
- Katie asked the executive members what the process was of selecting these evaluators. Kym informed Katie that the evaluators were picked last year and were interviewed by an evaluations committee multiple times, cross referenced references, etc.
- Katie mentioned her concerns regarding the evaluations this year. She felt that there was a lack of transparency. There was not a process posted and communicated prior to evaluations. Katie volunteered to be involved in the evaluations committee from a process standpoint.
 - o It was said to the general membership that the evaluations coordinator will post the evaluations process by August 31st. This was not the case.
- Ashley mentioned her concerns about how it was split. For example, players that ranked 90-80 are team 1 with no bubbles and coaches pick etc. Additionally, telling a U9 Player to skate with Team 1 after 3 days of evaluations then getting cut from team 1 and having to go try out again right after for team 2. It was brought up that we need to know what each breakdown for each team is and what my kid is at.
 - o Kristina brought up that the scoring grid that they were using was not as easy as that. As the scores were coming in, the scores were the same which is why everyone saw the bubble as large as it was.
 - o Following evaluations, the evaluators sent the scoring to the evaluation committee (Kristina, Ali, Tyler & Duane) for distribution. The scoring difference was a matter of points, with many having the same number.
- Russ made a motion to have a special executive meeting by Mid November to review the entire evaluation process and that the evaluator coordinator forward this signed contract and invoice in the next 3 days for review by the executive to bring forth missed steps and improvements that they can offer for next year.
 - o Seconded by Stephanie Worrell.
 - o All in Favor by Unanimous. Motion Passed.



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- Stephanie wanted to re-highlight that in hindsight it was not considered when looking at evaluations, that the U9 Players Evaluated Saturday & Sunday then Team 1 Tryouts Skated Monday & Tuesday and those cut from Team 1 then had to skate Wednesday & Thursday. There should have been a bigger gap within this timeframe.
 - o Coaches are not supposed to let the players know that they are locked as they want to see how each player plays together, etc.
 - o Although the tightness of the schedules was overlooked (Also noted that unfortunately we are still very short on ice times), we still had to make those rosters by a certain deadline for EFHL.
 - o As for the registrar, it was already a tight timeline to get these rosters picked for the games to start that are scheduled with EFHL. We have to have a minimum of 4 skates available for all players before they evaluate. This is the timeline and that's all that we are given. If Brittany doesn't have time to roster, then they have to forfeit games.
 - As an association, we did decide not to start conditioning skate the first week of school and so then we are bound by time.
- Ashley requested that if we must keep the bubble process then can each player get their score of the evaluations and have it transparent for what the range is for each team.
- The special executive meeting has been scheduled for November 6th at 7PM.
 - o Kristina will talk to Michelle about getting a room for this meeting.

5.3. Ice Coordinator Update – Brandon Weber

5.3.1. Extra Practice Session Booking

- Some teams have come to Brandon for extra ice. We need to confirm the process of payment for this extra ice (do they book through Brandon or do they book with the Town).
- If the ice was booked by DMHA and it was ice that we wanted to return, then before we return it to the town, we would first contact NAX and if they do not want it then we would advertise to DMHA Teams to see if they want to purchase the extra time slot. If a team wants the extra ice, then DMHA would still pay the town, and that team would



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pay DMHA. And if no one wanted the extra ice slot then it would be returned to the Town.

- For the sake of ease, extra ice that a Team would like to purchase must go through the town directly. It was noted that perhaps there should be an email sent to the town to notify them that teams will be coming to them directly for any additional ice slots and that it will be paid for by the team and not DMHA. Additionally, it should be mentioned to the Town to ensure that they get the DMHA Rate for the ice slot.

5.4. Ref Assignor Update – Brandy Fisher

5.4.1. Nothing to Report

5.5. Equipment Manager Update – Kym Simon

5.5.1. Equipment Manager Position

- Kym will be stepping down from the Equipment Manager position. Russ will get this information circulated and posted.
- For whomever takes this position over, there is an inventory list and google drive with everything needed for this role.

5.5.2. Update on Equipment and teams

- All equipment is sorted and organized in the equipment room at the Shayne Zender Arena.
- We are a small organization. Last year we did not have a budget.
 - o This year was a lot better with the budget.
- Many parents were commenting that the material was awful, and the sizing was wrong, etc.
 - o It should be noted that McDonald's Donated the Socks, Jersey's, Toque's, Golden Jersey's, Clipboards, etc. Tim Horton's Donates the Jersey's and socks for the U7. We should be grateful that they are willing to donate all these items.
 - o Russ will put together a press release for our Facebook page for these donated items.



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- It should also be noted that parents acknowledge that if there is any item that is required then they should be going through the equipment manager directly and not reach out to various businesses for quotes. A post will need to be made to the general membership regarding this issue.

5.5.3. New Jerseys

- This year, we have new U18 Jersey's. The selection was via vote of the executive team. U18 socks are mandatory to buy with Jersey. These are custom orders from United Cycle.
- Jersey's need to be distributed based on size for the player and not by a specific number that they request.
- If there are any new Jersey's next year, then perhaps the sizing should be reviewed.
- Kristina would like to know what the cost would be to get the rest of the jersey's replaced. Kym to speak to United Cycle for a quote.
- Stephanie wanted to express her appreciation to Kym for taking on the undertaking of this role.

5.6. Evaluations Coordinator Update – Ali Whelen

5.6.1. Nothing to Report

5.7. Coaches Director Update – Tyler

5.7.1. Coach Update

- Tyler is currently going through the coaches list to ensure that all have the required certification prior to the Alberta Hockey Deadline of November 15th.
- There are still some that are outstanding. If coaches have a similar name and/date of birth, then they are required to go for finger printing as well.

5.7.2. Coach Selection Policy

- Tyler is currently working on a Coach Selection Policy for DMHA.
- The coaches are selected after the players have been evaluated and placed.
- This policy will be posted on the DMHA website to make it available to the general membership.



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5.7.3. Coach Director Procedure

- A timeline of the year of what is required for a Coach Director.
- Would like to see a mandatory volunteer requirement for all families (for example 4 – 8 hours of volunteer time for the association). This would help solve a lot of problems.
 - o This would include volunteering at the tournaments, regular games, conditioning skating assistance, etc.
 - o Other associations require players to provide a \$300 Post Dated Cheque and if at the end of the season the required volunteer hours were not completed then this cheque would be cashed.
 - o Russ recommended that if we do this then we would need to have a specific coordinator to track this for the entire year.
- Kristina mentioned that it was decided at the EFHL meeting last night that people setting up the boards need to be carded up coaches with helmets on. EFHL is potentially looking to have the coaches on the bench wear helmets (however this was not brought up directly at the EFHL Meeting).
 - o Each Team is allowed 1 head coach and 4 assisted coaches. Unless the team is willing to pay \$50 per assisted Coach.
 - o There was a suggestion about having the refs set up the boards by paying them an extra \$5. Russ mentioned that this would all be dependent on the insurance provided by the referees.
 - o Russ asked As EFHL is mostly city arena's which workplace city employees wear helmets pushing the nets around, is that a guideline from EFHL for the boards because of the City Arenas/City Workers or is that across the association. Kristina mentioned that this would be a question to ask EFHL directly.

5.8. Ref in Chief Update – Garrett Cleland

5.8.1. Nothing to Report



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5.9. Level Director Update – Stephanie Worrell

5.9.1. Tournament Schedule and Feedback

- We had some questions about the tournament schedule for 2 of the levels. We had discussed in March / April that we will continue to provide the schedule to the level coordinator. We are very tight on ice for our tournaments.
- Additionally, the arena is having difficulty maintaining quality ice when it's always being used. So, there is not enough opportunity to get floods in or maintenance on the ice.
- At the NAX game last weekend they were worried that they were going to hit concrete. They had no ice left. There is a special machine that needs to go around with to cut the ice before it can be laid flat, which is done every night.
- There was an agreement at the ice users meeting last year that for U15 the floods are every 2nd period at the tournaments.
- It needs to be communicated to the coaches at every level that they need to abide by the ice slotted time, and we must wait for the ice to set up after a flood (therefore, not jumping on the ice while it is still wet)
- When all the tournaments are done, we will look at the scheduling. Feedback will be sent to all the level coordinators to get their input on how they thought that process went. Some feedback that we are getting right now is that some want more teams to come to the tournament to make it bigger but unfortunately it comes down to the limited ice slots and volunteer shifts.

5.9.2. Tournament Profits

- In past years, our teams have been very even. This year it varies with how many players per team.
- In the past for tournament profits, we have split into 2. DMHA gets half then the other half is divided amongst the 3 teams. However, with the teams not being even this year do we split that half by player instead of by team.
- It has been decided by the committee that we will continue to divide the profit between the teams for each tournament.



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5.9.3. Season Sponsors

- For the tournaments, Boston Pizza and Marci's have continued to offer pizza parties for the teams.
- IGA, McDonald's, Dairy Queen, and Aurora Machine (for the Lucky Sticks) are all participating as Season Sponsors.

5.9.4. Photo Night

- We have heard really good feedback for the photo night. They were quick once a player got in there, but they were a little behind schedule.
- The deadline to use coupon is next Monday. This was voted via email that we would contribute a \$13 per player credit that must be used within 7 days of the photo night.
- Next year we can ask for 20-minute time slots instead of 15 minutes.
 - o On Tuesday they will invoice DMHA the amount of how many coupons used within the 7 days.

5.10. PR Director Update – Russ Boute

5.10.1. Player Development

- Working with Brandon, Tyler, and the coaches to ensure that everyone gets their 2 sessions. Russ did suggest a target by the end of November for the first session. All Second Session would like to be done by January.
- For the Powerskating Sessions they will be completed by Mid-February.
- Goalie Sessions Run until February. 2 Goalie Sessions in conditioning camps and 5 that will be 1 a month for the remainder of the year.
- 5 Powerskating Lessons are going through NAX, and the remainder are Shannon Jordan.

5.10.2. 2023-2024 Accounting Update & SOP

- We are waiting for 1 Report. We have the final draft for the SOP for approval. Russ needs to discuss with Toni where we enter the player development costs on QuickBooks. As soon as this is entered, we can send this to the executive to approve the financials. Once approved by the executive then we can send the financials for audit. Once we get the audit back, we can post it to the general membership.



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5.11. Fundraising Director Update – Selena White

5.11.1. Fundraising Update

- Still waiting to hear back from raffle box and therefore the winner has not yet been paid.
- Kristina will send Selena the procedure to mail merge so we can email everyone to let them know what they made off of the 50/50 Raffle.
- We are currently close to 1 pallet sold (Approx 43 pails)

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. Health & Wellness Program

- We have been considering a Health & Wellness Program to include dryland training, fitness games, sport psychology, nutrition, etc.
- Cost for U13/U15/U18 → 7 Groups at 1 session per week (\$200/Team) or 2 Sessions per week (\$150/Team). The regular charge is \$500/Hour for each session, so it is a significant discount.
- Cost for U9/U11 → 6 Groups at 1 Session per Week (\$150/Team) or 2 sessions per week (\$100/Team).
- NAX provides the facility and the trainer.
- This would be a DMHA funded program.
- Kristina will look into what the cost would be for 1 Session per Month and if they can provide a general description of what would be entailed in each monthly session for each level.
- In the future, if the budget can be done in appropriate manner, then we can apply for a grant (which is due in October).

5.13.2. Nax Update

- NAX is offering to have 2 coaches come out as their volunteer time. This is part of the mandatory volunteer hours. This would mean 2-3 coaches coming out per team.



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- Tyler will send out an email to all the couches to give them a heads up that this is what we are considering and allow them to respond with any concerns/objections.

5.13.3. Provincial Bids

- A lot of U18 players reached out to see if DMHA would consider putting a bid for hosting Provincials. We have been speaking to the Town and NAX as a pre-requisite. NAX is willing to move their ice times. There are 8 teams and Provincials are in March. This would require many volunteers.
- Kristina will email to the executive team the paperwork of what is required for hosting provincials. Generally, there is a profit with provincials.
- This is the best opportunity that DMHA would have to put a provincial banner up while playing at our home rink.
- There was talk about 1 person sponsoring apparel (which we would figure out what the sponsorship amount would be)
- There is no fee to put in a bid.
- If you are selected to be a host, then your team will automatically be playing in it.
- The deadline for the Provincial bid is November 15th.

5.14. Vice President Update – Duane McNirney

5.14.1. Nothing to Report

5.15. Past President Update - Mikaul

5.15.1. Nothing to Report

6. Continuous Improvement

6.1. Nothing to Report

7. Current committees

7.1.

8. Adjourn Meeting: 9:07pm

Next Meeting Date: November 21, 2024