



Terrace Minor Hockey Board Meeting June 29, 2021

Location: 5008 Pole St.

In attendance: Janet Hamel, Mat Clarabut, Cam MacBean, Chris Culp, Shasta Gillanders, Dawn Monsen, Adora McTaggart, Shauna Stach, Teri Davey

Absent: Tim Link

Meeting call to order: 6:35pm

- I. Member Introductions
- II. Review of June 16, 2021 AGM Minutes

New Business

1. Confidentiality Forms – Reviewed and signed by members.
2. Board Appointments
 - Expression of interest for the President position by an individual. Upon further discussion with the member, it was determined that he/she was more interested in another Director position. The recommendation was accepted and communicated with the member.
 - Tim is aware of someone interested in the Treasurer position. The individual has given up their certification but are familiar with the policies and procedures. Confirm with Tim and the individual if they are still interested.
 - Position Appointments:
 - Equipment – Adora McTaggart
 - Bus Coordinator – Chris Culp
 - Treasurer Liaison – Dawn Monsen
 - Secretary – Teri Davey
 - Registrar – Shasta Gillanders
 - 1st Vice – Matt Clarabut
 - 2nd Vice – Janet Hamel
 - Referee in Chief – Cam MacBean
 - Coach Coordinator – Tim Link
 - Sponsorship – Shauna Stach
 - Risk Manager – Paula Ferretti

- Vacant Positions:
 - President: District requires a point of contact (Mat and Janet) until we find a president. Someone must be at the Sept 19 NWD meeting that can speak on behalf of TMHA.
 - Ice Coordinator
 - Treasurer: Sheri is going to not leave us in a lurch and will help with the gaming application.

Actively recruit people for these positions through emailing the membership and discussing the positions with interested parties.

- Potential New Positions:
 - Communications Officer - We may require a communications officer to liaise with members and the city.

3. Societies Act Update

- Linda is going to update the membership and bylaws with the Societies Act.
- Janet to talk to Lee Holland about how to update the BCID from Linda's personal ID to an ID for TMHA.

4. NWD/BC Hockey Membership Update

- BC Hockey AGM – Really good meeting
- NWD AGM and Ice Scheduler Day to be held in Sept. TMHA requires representation.
- BC Hockey – Voted in some resolutions that can be found on the website.
- NWD is still looking for a Female Program Coordinator.

5. Registration

- 10 registrations/ either in progress or complete (U9,U13, U15)
- Reviewed Registration Information:
 - Kept things very similar to last year given the current situation with COVID and the impacts it has had on families over the last year.
 - In-person registration evenings on Aug 18/19.
 - Early Registration closes on Aug 22, 2021.
 - Costs structure and deposit requirements remained the same as last year.
 - Membership was in support of the information.

6. Social Media Access

- The following updates are required:
 - Shasta to take Linda off from admin and add Janet as admin
 - Add Mat to TeamSnap & Facebook.
 - Leave Linda on Goalline

7. Scholarship

- Current Process:
 - School sends a list and TMHA recommends 3 or 4 and the school completes the final choice.

- It was a Clerical error that resulted in the student not being put on the list for consideration; the school has a duty to communicate the error to TMHA and ask if TMHA wants to overturn the decision.
- Recommendation: in future years the entire board should be cc'd on the email provided by TMHA to the school of the list of candidates.
- Vote: All in favor to leave the scholarship with the current recipient; No opposition.

8. COVID Safety Plan

- Replaced with a communicable disease plan.
- It will be up to the Sportsplex to tell us what they will require for us to be compliant with the city requirements.

9. Job Descriptions

- The board discussed the document created to identify the roles and responsibilities of each position. This document has been endorsed by the board.
- Treasure Liaison – Dawn Monsen
 - Dawn would like to change some of the processes that the association has around payments.

10. Coaching/Refing Clinics:

- Coach 1 – U7-U9 – online
- Coach 2 – House
- Dev 1 – rep team hybrid model (online and on ice).
- U11 and below you can have on ice helpers.
- Above U11 you must have coaching credentials.
- Returning refs – online coarse unless it is a rule change year.
- New Refs – On ice clinic
- Ask Linda if she can train people to do the HiSports for house and train the division heads.

11. Equipment

- U13 House Jersey's – 3 sets of them required.
- Adora to order.

OLD BUSINESS:

1. Review of Action Items:

ACTION ITEMS:

Action	Completed
Ask members who must sign the confidentiality agreements to complete and submit - Janet	
Communicate to the Caledonia that TMHA does not want to change the recommendation for the recipient of the TMHA Scholarship.	
Confirm with Tim if his contact is still interested in the Treasurer position.	
Janet to email membership to communicate the current vacant positions and seek interest.	
Janet and Mat to confirm with Linda if the societies act requirements have been updated and if not Janet to complete.	
Janet to talk with Lee Holland to determine if there is a way to update the association BCID from a personal one for Linda to a TMHA BCID.	
Social Media Access	

<p>The following updates are required:</p> <ol style="list-style-type: none"> 1. Shasta to take Linda off from admin and add Janet as admin. 2. Add Mat to TeamSnap & Facebook. 	
<p>July, 2021:</p> <p>Janet to solicit interest for Rep Coaches for the 2021/2022 year.</p> <p>Mat to solicit interest for Division Heads for House.</p>	
<p>Ask Linda if she can train people to do the HiSports for house and train the division heads.</p>	
<p>Board members to review the Bylaws and provide input on required changes to Linda. Linda will compile the feedback and send it out to the Directors for review. Any proposed changes to the bylaws should be identified within the next 2 weeks (March 21/21)</p> <p>Update: Linda to put the revised bylaws together and get out to membership prior to AGM announcement.</p>	
<p>Linda to initiate the process for adding another director position to the Board and provide an update at the next meeting. – Ties into Bylaw updates.</p> <p>Update – written into the revised bylaws and will go out to the membership; vote at AGM; ratified at the 2022 AGM. Vote in the newest member.</p>	
<p>Coaching Clinics: Janet to connect Brendan with Jim. Tentatively booked for Oct (first week) – Development weekend for coaches/players.</p>	Ongoing
<p>Linda to send out an email and talk to Adora regarding the First Shift program to determine if there is interest. Update: No Response from Adora; Another fellow in town that has run the first shift program; He is qualified to do this. Follow up required.</p>	
<p>Linda to send out the email invite for the BC Hockey AGM (Virtual).</p>	Delete
<p>Cam to set up a Hi Sports training session for Refs prior to them officiating games. This may be next season depending on if the season ends with no game play.</p>	On Hold until fall
<p>Dawn to forward an update on ice costs. – No longer relevant. Sheri – Determine and confirm the scholarship recipient (list from Mrs McCleod Cash) to Sheri Year-end expenses credit card – Linda has the credit card and can pay ice with the 1900 credit. – Update: The bank cancelled the card.</p>	
<p>Linda needs to reactivate the card so that we can use it. She will go into the bank. Adora will use the credit.</p>	Hold Off
<p>Linda to advertise for a Treasurer once a job description is received from Sheri. Dawn is going to ask Sheri for a Job Description</p> <p>Dawn to phone the insurance agency to determine where the cheque was sent.</p>	
<p>Dawn to investigate a dedicated bus account for raising funds and transparency. Update: Will follow up. She is confirming the Cancellation of the peewee account.</p>	Delete
<p>Janet to investigate why the wifi is not working. – Discussed with Leanne waiting for response. Update: No need to go further with this until games are being played with fans.</p>	On Hold
<p>Dawn to get a hold of Worksafe to determine why the account can't be closed. Feb 8 Update: No luck with them. Linda to contact them. Dawn to send Linda contacts and information to provide them.</p>	
<p>Registrar will do the report for BC Hockey</p>	
<p>Linda to add a page to our Facebook page for people to advertise hockey equipment for sale. Sept 29 Update – Linda to create the page.</p>	

<p>House Games on HiSports; Get Division heads updated - Troy is getting email addresses for house refs. Who is keeping track of the head contact penalties for house? Lee wants a list of head contact. Linda – she sent the report to Lee. Needs someone to input the games onto hi sports.</p> <p>Update: 1 person to put the games into HiSports; Not a high priority with no games.</p>	On Hold
<p>Myrna to send an email asking for division heads to collect game sheets. - done</p>	
<p>Linda to submit all the paperwork for the Observation Project.</p> <p>Update: Linda has started sending in the paperwork. – On hold to spring.</p>	On Hold
<p>Rep Teams are asked to reconcile the accounts by the end of April and supply to Janet.</p>	
<p>Cam and Dawn to work together to determine how to track and maintain the \$1500 to send 2 people to the BC Hockey Official Clinic.</p> <p>Update – deposit it for this fiscal 2021/22 – line item on the balance sheet marked ref training.</p>	Delete
<p>Adora to provide a list of names of people that have not handed in their jerseys and to determine ways to get payment if not returned.</p> <p>Update – Linda has the list; they have been contacted; going to see what we can do in team snap. Potential to add to registration fee.</p> <p>June 29 Update: There is no way to require this before registration. Adora to email families with outstanding gear to request it back.</p>	
<p>Myrna to contact the U11 Division Head to remind them we need the injury report.</p> <p>Update: Sent to Tim and Myrna on April 12, 2021.</p>	
<p>Dawn to ask Sheri if we must spend anything out of the gaming account this year because of this restriction to only carry over 50% of the funds -not relevant with the balance as low as it is.</p>	
<p>Linda and Ally to work on the Notice of Reporting for the Societies Act</p>	
<p>Linda to send the reconciled registration report to Sherri.</p>	

Next Meeting: August 3 – 6:30pm

Adjourned: 8: 24 pm – Dawn motion to adjourn; Second by Janet – Motion Carried.

Future Topics: