



## TERRACE MINOR HOCKEY ASSOCIATION EXECUTIVE MEETING

Date: October 7th, 2021

Location: Rich McDaniels Room, Terrace Sportsplex

Time: 7pm

### Agenda

Brendan called meeting to order at 7:08pm

In Attendance: Janet Hamel, Mat Clarabut, Tim Link, Cam MacBean, Brendan Genaille, Chris Culp, Dawn Monsen, Paula Ferretti, Shauna Stach, Rob Barg, Adora McTaggart, Teri Davey, Shasta Gillanders.

1. Review of September 7th 2021 TMHA Executive Minutes
  - Minutes accepted by Janet, 2<sup>nd</sup> by Mat
2. Directors Updates
  - President
    - i. 1<sup>st</sup> positive case in TMHA of Covid reported by parents, not by Northern Health
      - Brendan contacted NH and spoke with representative and was suggested the following:
        - a. TMHA not considered to be in direct contact
        - b. Not a concern at this point, and no reason to shut down or send out any correspondence
      - It was disclosed only by parent out of concern, and NH said protocols were in place for TMHA, therefore should be no reason for worry
      - NH suggested if there any communication at this point it would cause alarm and more angst
    - I. House Division Policy
      - Written policy should be revamped this year and include the following changes or more clarification:
        - a. Specific number of evaluation days to make up teams
        - b. Easy & consistent evaluations sheets used for U7 – U18
        - c. Include Hockey Canada new Pathway Program
        - d. Outline communication on AP slots in House Teams prior to Rep team classification
        - e. Feedback forms at end of season
          - i. For parents & players
          - ii. But need to consider volunteer coaching/time

Action Items – Brendan, Mat & Tim to work through old and help create a new policy  
With Subcommittee of – Shasta (Registrar) & Paula (Risk Management)

### II. Scheduling Mtg in Smithers

1. A big task, but hopefully figured out and NWD league to be confirmed shortly

2. New information regarding suspensions & head contact
    - a. Importance of HiSport & online, as Division heads in house need to track this manually
      - i. Suggestion that House divisions look into using the app & will make scorekeeping easier
  3. Big take away from wknd -- to follow concept of Hazelton initiative
    - a. "TRY hockey" weekend and encourage new registrations
    - b. Have equipment kits to use
    - c. Do the equipment drop and help families that can't afford
- 1<sup>st</sup> Vice
    - Team Pictures
      1. Need to check on COT protocol & if this could be during individual practices & ice times to minimize numbers
      2. Local options are:
        - a. Red Bike
        - b. Triple A
      3. Check about sponsorship photos before hand as there was an extra charge previously with Red Bike, not sure about Triple A

Action Items -Adora to check with Red Bike  
 -Teri to check with COT on protocol

- Goalie Clinic
  - Not an option this year as NWD A-Selects cuts out any possibilities for this clinic
  - To be discussed for future, it is a great opportunity - potentially brought forth to A-Selects at district mtg
- House Teams
  - U18
    - a. 3 teams on draft, found another coach
    - b. However spreads teams thin, but more playing time
    - c. Shifts the 2 goalies between them
    - d. Coaches are hoping to have a few exhibition games btwn Kitimat, Rupert & Smithers (home or away)

Action Item – Mat to support U18 house to get exhibition games this season

- U15 – 2 teams with coaches
  - U13 – 2 teams but should spread to 3 with 32 kids but no 3<sup>rd</sup> coach
  - U7 – U11 Team selection Monday – Mtg at 10am
- 2<sup>nd</sup> Vice
    - Fundraising
      - Raffles brought forth, one from each Rep team
        - a. U13 – Ken's Polaris Side by Side (sell asap)
        - b. U15 – WestCoast Fishing Charter Trip, 2<sup>nd</sup> prize – Local Print (November/December)
        - c. U18 – Cash Raffle (November/December)

Motion to accept – Mat, 2<sup>nd</sup> Brendan

Action Item –Paula to Sanction Raffles  
 -Dawn complete Gaming Applications

- Selling Venues -- Shasta checked into local places to sell raffle tickets with protocols

- o SaveOn & Safeway are a not inside - but may approve tables outside
- o Canadian Tire is TBD – may approve outside option
- o Liquor Store is 1wknd/month for all associations - outside
- o Mall is a possibility
- o **No** to door to door sales for covid protocols (players & homeowners)

- **Hisport Ref Scheduling Platform**

1. Linda could not go, but Cam And Janet went to meeting
2. Referee's should make an account online profile in HiSport
  - a. Returning Refs' – Re-certify online
  - b. New Refs' – take the course asap
3. Add lists of refs into the system (Cam)
4. REP Division is in system currently for games, however House should use the HiSport for scheduling games/ref
  - a. Division Heads – give a list of games to Linda asap

Action Item – Cam contact Shaun at BC Hockey for current list of Refs

-Cam emailed Ryan K about setting up Ref Clinic

-Mat to email Division Heads – send game time/schedule to Linda to set up Referees

-Cam needs to go on HiSport and set up a profile

- Secretary

- **TMHA Masks**

- Look into association getting generic (bear only, not listed as Kermode) masks for all ages, teams, divisions
- To unify the association as a whole House/Rep
- Find a good deal - see if a small profit can be made for TMHA as a whole

Action Item – Adora to check with distributor through Bob's Source for Sports (currently have logos)

-Teri to check Shauna at Silvertip (increase in numbers could give a better price from last yr)

-Teri to check with Spiritwear online (contact via work)

- Add to Fundraising idea in the future for all three Rep Teams TBD
  - Wood chopping and check with local Mills to donate, kids doing manual labor and stacking
  - Unify for group fundraising, giving a product, used to be a regular fundraiser years ago – bring it back?
  - Concession – still an option??

Action Item – Brendan to check in with Leanne at COT once again about fee, tournaments & River Kings Games for the canteen use. Teri has communicated with J&F about an account

- Registrar

1. Rosters – taking a bit to work through and fine tune
2. Takes time in checking all credentials/information for Teams – HCR spreadsheet
3. Possibly for future there is a way to IMPORT through Teamsnap for registration, then EXPORT the information to HCR making it easier
4. This will have to be done by changing option to register next season
  - a. By moving up dates
5. U7 – U11 we are still getting registrations

- Referee-in-Chief
  - i. Cam sent email to Shawn at BC Hockey – hope to get a Ref list asap
- Ice Coordinator
  - i. Rob to check in with JH about Rep schedule when NWD is confirmed
  - ii. Wait for approval of upcoming tournament ice schedule
- Equipment Manager
  - i. Still waiting for Tim Horton's Jersey's
  - ii. Bantam in need for Goalie Gear – they do not have any specified goalies for this year, and need some gear to suit up someone for games
    - Put a call out for extra gear – as a donation or small cost to purchase second hand possibly
    - A few larger sizes at minimal cost
    - Dawn checked with Mark and a written receipt can me made to submit

**Action Item – Brendan to put goalie gear request on FB and board to go by word of mouth**

- Website – TBD
  - In progress currently, teamsnap will set up mock website as per directions of Adora & subcommittee suggestions
  - We will get to peruse and revamp
  - We will maintain the site thereafter
- Suggestion for the future, we could have a social media representative to take on website upkeep, facebook/instagram communication (supporting changes in registration)
- Head Coach
  - i. One coach has had paperwork lost via Division Head, we are looking to fix & upload the information manually (BG approve this)
  - ii. Currently checking Coaches qualifications – still in progress
  - iii. Discussion confirms the following deadlines should be in place for volunteers getting their qualifications in on time
    - CRC – immediately at beginning of season
    - RIS & CATT – October 31
    - Coach Development – December 31
- Sponsorship
  - i. Janet to change Shauna's email on system
  - ii. Sponsor Letter is out – some have been received already, making good progress
    - REP - \$1500
    - Division - \$1000
    - Team - \$400
- Risk Management
  - i. CRC – trying to find missing or pending accounts has been frustrating but Paula will keep on it, as well as Tim & Shasta
- Bus Coordination

- i. Totem Form has purchased one (30 passenger, in US being shipped up, @60,000km, 2018 model)
- ii. Ford will determine to – rent or lease to TMHA for the season
  - Discussion confirmed that TMHA would make sure there is a written Contract to support the language that TMHA will manage/control the use and tournament schedule as per TMHA policy for the season
- iii. #2 bus – Haisla (short haul, 24 passenger, older & has been sitting & unused)
  - Mat has contact that will have a look at to see if it could be certified for use
- iv. TMHA should definitely still look for another option, especially if Ford has purchased this one, we may still have the funds to secure another bus

Motion passed by Chris - to have 24 passenger bus inspected by a certified person for use  
-none opposed

- Treasurer
  - o Gaming Grant TBD – still in process but looks good
  - o O/S report from 2013 – Bantam Gaming – Dawn to look into
  - o 50/50 Grant approved
  - o Signers for Bank – Add new signers from Rep teams
    - 1. General & Gaming
      - April Dawn Monsen
      - Brendan Genaille
      - Mat Clarabut
      - James MacBean
    - 2. U13 Reps
      - Ryan Monsen
      - Holly Monsen
      - Jessica Kelso
      - Janet Hamel
    - 3. U15 Reps
      - Darren Beaulieu
      - Shasta Gillanders
      - Tracey Bjorgaard
      - Janet Hamel
    - 4. U18 Rep
      - Scott Mulder
      - Paige Franco
      - Add Teri Davey (Team Manager)
      - Janet Hamel
        - o Remove Theresa Hutchinson

Motion by Janet to purchase a new computer to Treasurer – it on last legs and before we lose the program/information on it

-none opposed

- o Suggestion for TMHA to potentially change bank accounts from RBC to Northern Savings Credit Union
  - o Check about cost/account options
  - o Cheque costs
  - o Etransfer options

- Registration
- Tournament fees – in and out

Action Items – Dawn to check with NSCU about bank about, possibly talk to Paige as U18 acct is currently there

- Janet to get Rob & Tim copy of Confidentiality Agreement & sign, give to Teri

### **Old Business**

3. Review of Action Items – see sheet attached

### **New Business**

### **Attachments**

**Meeting adjourned at 942pm**

**Next meeting on Tuesday November 9th at 630pm – Rich McDaniels Rm, Sportsplex**