



PMAHA Executive Meeting Minutes

Date: June 10, 2019
Time: 7:00 p.m.
Location: Port Moody Hockey Office, 100 IOCO Road, Port Moody, BC V3H 2C2

Called By: Steph Naqvi	Present: Steph Naqvi, President Allen Wales, First VP Torben Nelson, Second VP Heather Thomson, Ice Coordinator Dave Zille, Communications Manager Jennifer Pobran, Treasurer Jason Mitchell, Risk Manager Chad Boyko, Coach Coordinator Tracey Smart, Equipment Manager Tanya Billingham, Tournament Coordinator Steve Pope, Facilities Manager Tralene Van Laethem, Secretary
Chair: Steph Naqvi	
Recorders: Dave Zille (Items 1 and 2) Tralene Van Laethem	Regrets: Misty Troisi, Registrar Trevor Nolan, Referee-In-Chief

1. Call to Order/Quorum

Steph Naqvi called the meeting to order at 7:03 p.m. She confirmed that quorum is achieved and the meeting may proceed.

2. Approval of Minutes

The members confirmed that they received and reviewed the draft minutes of the last meeting held on May 14, 2019 that were previously distributed by email.

Approval: A motion to approve the minutes of the prior meeting was called by Steph Naqvi. The motion was accepted by Allen Wales, seconded by Jason Mitchell and passed unanimously.

3. Executive Nominations

At the member's request, Steve Pope and Tralene Van Laethem briefly left the meeting while a discussion regarding nominations for the vacant positions of Facilities Manager and Secretary took place.

Facilities Manager:

Approval: A motion to appoint Steve Pope to the position of Facilities Manager for a 1 year period was called by Steph. The motion was accepted by Allen, seconded by Jason and passed unanimously.

Secretary:

Approval: A motion to appoint Tralene Van Laethem to the position of Secretary for a 2 year period was called by Steph. The motion was accepted by Jason, seconded by Tanya Billingham and passed unanimously.

Steve and Tralene returned and participated in the meeting as members.

4. Budget

Jen Pobran distributed a document summarizing the estimated budget for 2019-2020. She highlighted the differences in budget lines from 2018-2019 to 2019-2020 noting the small increases to offset costs. She advised that the estimated association revenue for this year is approximately \$440,500 and the estimated expenses are approximately \$433,700.

Approval: A motion to approve the 2019-2020 budget as presented was called by Steph. The motion was accepted by Torben Nelsen and passed unanimously.

5. Community Gaming Grant

Jen advised that the application for the community gaming grant has been submitted. It is anticipated that the association will receive approximately \$77,000 for the grant. Jennifer will continue to update the executive on this matter.

6. Society Annual Report

Jen confirmed that Pam Egan has filed the society annual report. At this point, there is no information to report.

7. Team Bank Accounts

Jen reported that she and Pam are reviewing the status of last season's team bank accounts later this month. Tanya worked with Scotiabank to activate the accounts for the 2019-2020 season as of June 1, 2019. Jen and Tanya updated the members on the work that needs to be completed to close up

the team accounts from last season, determine if any teams owe the association funds and if there are funds remaining in any accounts.

Tanya and Allen mentioned the sponsorship donations that need to be deposited.

Decision: If any team accounts from last year have a balance in the account, the funds will be transferred to the association as a donation.

8. Initiation Tournament Proceeds Update

Jen reported on the initiation tournament proceeds. The cheques from the initiation tournament were deposited into the wrong tournament account. Jen will resolve and develop a new process.

Action: Tanya will establish a separate bank account for the initiation tournament.

9. Gaming Account Summary Report

Action: Pam and Jen will file the gaming account summary report that is due at the end of July.

10. Email Configuration and New System

Dave Zille updated the members on the configuration of the email accounts and the testing of a new email system. He advised that when implemented the new system will be an overall improvement with better analytics.

Dave and Tayna agreed that each PMAHA tournament will have its own email account. Tanya and Dave will work together to set up what is needed for the tournament email accounts.

Action: Members should check in with Dave regarding the set up a new email accounts.

11. Jerseys

Tracey Smart advised that she needs to place the order for more player jerseys this week in order for the jerseys to be ready for September. The members discussed the process for collecting and holding jersey deposit cheques, the collection of jerseys at the end of the season and the process and penalty for players not returning jerseys. Tanya agreed to assist Tracey in determining the numbers for the jersey order.

12. Registration

Steph updated the members on the registration numbers as Misty was not able to attend the meeting. We have 132 returning players registered to date. Dave will send out a broadcast email in the next few days about the details to register new players.

In person registration of new players is occurring on Thursday, June 13, 2019. Steve, Tanya, Torben, Steph and Misty will assist. The association will offer one more registration night later in the summer.

13. ePact and Strive

Jason Mitchell informed the members about the fees to maintain the ePact system for the association as well as the rates and process for the mandatory concussion testing which begins at the Atom level for all players via Strive. He confirmed that representatives from Strive will again attend the managers meeting at the beginning of the season. The fee for players to take the annual test is \$80 which is payable by the player's parent(s)/guardian(s). This fee can be submitted for reimbursement through extended health insurance policy if parents have coverage.

Action: Dave to add information to the website regarding contact information for Strive.

14. PCAHA and BC Hockey AGM Updates

Steph and Allen highlighted the changes for the upcoming season that they learned about at the recent Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey meetings they attended.

Steph reported that most significant change for PMAHA is that e-game sheets are now mandated and as such, all PMAHA teams must use e-game sheets for the start of the season.

Allen summarized the changes that he learned of that will impact PMAHA:

- Referee fees increasing by \$3.00 across the board. Fees for refereeing female games now aligned with the fees for refereeing male games.
- Player penalty minutes are not being tracked by PCAHA. PMAHA should be tracking. Association to develop process for tracking penalty minutes and communicate to coaches and managers.
- Discussion regarding the balancing of C teams. A league may chose to have multiple tiers. The action from the meeting was for associations to consult with their league manager (for PMAHA that is PCHA).

Steph also reported to the members about a possible one-year trail regarding Rep B teams at the Bantam and Midget levels. The presidents of the PCHA associations are in discussions regarding this possible trial. Steph will continue to update the members on this matter.

Action #1: Steph will survey the team managers to determine how many managers will need equipment in order to use and submit e-game sheets.

Action #2: Steph will look into the cost of purchasing several tablets to be lent out by the Association for this specific need (use and submission of e-game sheets).

Action #3: Allen will circulate the information regarding discipline, automatic suspension, game misconduct etc.

15. Coaching Update

Chad Boyko provided the members with an update on the activities to secure coaches for the next season. He reported on the following divisions:

Atom A1 - Kurt Dalphond
Atom A2 - Parent Coach TBD
Peewee A1 – Derek Doucette
Peewee A2 – Blake Moore
Bantam A1 – Randy Horton
Midget A1 – David Boyce
House Coaches – TBD (no applications received at this point)

Chad suggested that the members encourage any parents interested in coaching next season to complete the BC Hockey Development 1 Coaching Course in August. The association will reimburse the fee of the coaching certification. Parents interested in volunteering to coach should speak with Chad Boyko prior to taking the Development 1 Coaching Course.

16. New Business

Learn to Play and First Shift Programs:

Allen has not yet received confirmation of the continuance of the Learn to Play or First Shift programs for PMAHA. He will continue to update the members as he learns more information.

Divisional Coordinators:

Action: Steph will contact the divisional coordinators from last year to determine who is willing to volunteer again for the 2019-2020 season.

PMAHA Tournaments:

Action: Tanya Billingham to report on the PMAHA tournament dates and fees at the next meeting.

17. Adjournment

The meeting was adjourned at 8:25 p.m.

18. Next Meeting

Date: July 17, 2019
Time: 7:00 p.m.
Location: Port Moody Hockey Office, 100 IOCO Road, Port Moody, BC V3H 2C2