



Board Meeting Agenda

Date: January 11, 2024 @ 7:00 pm

Panorama Recreation Centre

In Attendance: Steve May, Krista O'Connor, Michelle Philpott, Jono Dunlop, Nolan Walker, Brent Parrish, Jenn Madeiros, Tracy Doyle, Kathy Mikkelsen

Online: Jason Fletcher, Lindsay Ward, Erin Jensen, Trish Oates, Dave Maedel

Call to Order @ 7:01pm

- Territorial Acknowledgment
- Adoption of Agenda: Move by Jenn, Seconded by Krista – carried
- Adoption of Minutes from December 14, 2023 Board meeting: Move by Krista, Seconded by Brent – carried

1. Correspondence – NA

2. Committee & Director Reports

- President – Steve
 - Received requests for ice for Island League Playoffs
 - Thank you to organizers of U13 Winter Classic Tournament, lots of good feedback,
 - U13A has requested to hang banner in arena, reminded them other teams have won tournaments and do not have banners hung, we would run out of room, suggest ordering mini banners for each player
- VP Admin – Jennifer
 - Team managers have a lot of questions about ice bills, up 20% from last year, U9 have ice bills this year, house teams also get billed now
 - Trish – lots of enquiries from house teams about being charged, we talked about it at the manager meeting, registration fees cover .5 ice practice and 1 game per week, anything in addition is billable, ice fees increased from \$120 to \$150, explain if we do not increase through ice fees we increase registration fees
 - Add in Managers Manual – all teams are charged ice above what their registration fees include
 - Many managers ask throughout the season how much ice they have used, Ice Allocator cannot do this, managers and treasurers need to track their ice usage
 - 3 teams did not get an ice bill,
 - All others ranged from \$250-6700
 - Budget templates on website to update to include hourly ice charge \$150
 - Incidents on teams, need outline for Head Coaches, details required for each step
 - Also would help maintain a player record throughout each division/team
 - VIAHA has game reports, we don't have a template to outline this
 - Sponsorship – received the sign, ready to be put up, Lisa from Panorama has the digital copy for the TV, final sponsors who did not get their logo in, too late for the board

- VP Operations – Jason
 - Incident with parent being handled by the team
 - The apology letter from parent that was replied to, we have not received a response, deadline is January 31, if passes with not meeting requirements the parent can no longer attend and impact to being able to register next season
 - Time of year for discipline, when I hear from teams, pushing back to coaches to review policies listed online, to utilize the resources
- Treasurer – Kathy
 - Additional income from previous board's planning and COVID, now we will have to reign it in and stick to budgets,
 - Need to create a Finance Committee, forecasting for next year, what budgets are currently and what need to change to
 - Trish, Jono, Tracy, Lindsay volunteered to be on Finance Committee
 - Need budgets from everyone who manages one by January 31, 2023, what you want and need for next year
- Registrar – Donna (not here)
- Development – Nolan
 - New season started this week
 - Friday/older group filled up fast
 - Consistent numbers compared to last session
 - No issues raised
 - Rob has a few helpers on the ice
 - Rob needs to send his invoice
- Ice Allocator – Trish
 - Still reviewing the November ice bill
 - Panorama communicated well this week regarding ice
 - Apologized that they didn't inform us about the 5% increase
 - Asked to meet with them this month to review the November ice bill, try to return unused ice
 - Do not think the Manager, Katherine, is aware of this situation, will do so if cannot resolve this issue directly
 - If they won't return ice without 90 days notice, I want contracts 120 days in advance
 - Invoices are provided all different times
 - Reached out to Sooke ice allocator to find out if they are having issues with the CRD
 - Pacific Ice Cup reminder was sent and some teams replied back that they need more advance warning, some teams also lost ice due to photo day but we tried to make that up
 - If Chelsea is interested, need to connect and start shadowing
 - Martin will still send the billing next season
 - All correspondence is via email with Panorama, suggest meeting quarterly/annually moving forward and include the manager
- Gaming/Social Events – Anita
 - Spirit Rally
 - Shout out to Farrah for doing all the Communication
 - Going well
 - Board members to sign up for outstanding tasks
 - Canada Day

- Michelle to send email to all association
 - U11A team will be there on January 20th at 2pm
 - Could bring the mascot
- Website/Social Media – Farrah
 - the sponsors are complete/updated on our website and a social post was made as a thank-you for the new year. There was a couple of people who reached out saying they didn't see their sponsors listed and I told them to reach out to their managers who were responsible for submitting the lists.
 - I'll be starting the spirit rally tasks as per Anita's planning when I'm back.
- Volunteer Records – Krista
 - All volunteers are qualified and rosters are approved
 - Coaches will need a reminder that they need to submit paperwork
- Tournament Coordinator – Tracy
 - All PMHA tournaments are done for this season
 - Start planning Buddy Check for Jesse
 - Last year we gave \$1500 as a donation
 - Last week of Jan/first week of Feb for Buddy Check – no issues with this week
- Sponsorship – see above
- Peninsula Player of the Week – Jordan (not here)
- Equipment – Jono
 - Jersey print has been approved
 - Have not communicated jerseys do not need to be returned
 - #21 and above need to be returned
- Goalie Development – Brent
 - Going well
 - Had to add another coach to match the number of goalies attending
 - Each session costs \$250
 - Coaches cost \$450 per development session
- Safety/Risk Manager – Lindsey
 - Nothing
- Secretary – Michelle
 - Nothing

3. New Business

- Ice Billing
 - See Trish's update above
 - Need contractor agreement with Panorama and PMHA to hold accountability
 - November's bill is about \$15000 above last year's, included 5% increase which was not communicated beforehand
 - Tournament ice we were not able to return unused ice
 - No other user group has a 90 day window at Panorama
- Hockey Day in Canada
 - See above
- Neck Guard checks
 - Any info from VIAHA? Not, yet, meeting with them on Sunday
 - Some neck guards have been altered and we don't have policy yet that we can say player can't play
 - Need direction from VIAHA

- Ice packs for teams
 - U18B team wanted ice packs, told we could only get 4 for a tournament
 - Jono – can take as many as they want, we have 2 boxes
- Division Managers – communication before the end of this season
 - Determining Div managers for next season at the end of this season
 - Announce this at the AGM

4. Old/Tabled Business

- Salish Storm – kindergarten to grade 12 – can we create a scholarship to play minor hockey
 - Discuss with Finance Committee
 - Larry Orr's son wants to add something to the tournament, potentially scholarship
- Succession planning:
 - President
 - Working on transition document based on calendar year
 - VP Operations
 - Working on transition plan
 - Gaming/Social Events
 - Speaking with spirit rally committee member

5. Future Meetings

- Board Meeting February 8, 2024 7:00 pm at Panorama

6. Adjournment @ 8:30pm motion Jenn