



## Board Meeting Agenda April 2025

April 10, 2025 @ 7:00 pm

Panorama Recreation Centre

In Attendance: Tracy, Jenn H., Elyse, Chelsea, Erin, Ashley, Shannon, Tracy, Chris, Lindsey, Jenn M., Jono, Krista, Michelle  
(no zoom)

### Call to Order @ 7pm

- Territorial Acknowledgment
- Adoption of Agenda: Move by Krista, Seconded by Elyse
- Adoption of Minutes from March 13<sup>th</sup> Board meeting: Move by Tracy, Seconded by Chris

### 1. Correspondence

- VIAHA meeting minutes

### 2. Committee & Director Reports

- President – Lindsey
  - Preparing for next VIAHA meeting on Sunday
  - Probably discussion on increasing fines
    - From \$1000 to \$2000 to cover expenses to the team that travelled to cover meals and gas
    - Forsee stress in filling ref spots
    - Conversations on centralized ref pool
    - Need to know more information on refs, what division have they refed
    - Lacross has a centralized pool for refs and use RAMP
    - PMHA has tried spordle before but didn't work well
  - Appointment of nomination committee for VIAHA elections
  - Female hockey options
  - AP'ing
    - PMHA has created guidelines and a form
  - Welcome Shannon Dobell-Walker to the meeting, who will be voted for social media and website to take over for Farrah
- Previous President – Steve
- VP Admin – Jennifer
  - Updated the Team Manager Handbook
    - Included different roles to assign within the team to lessen the load; volunteer coordinator, social event coordinator, treasurer
  - Policy, guidelines, recruitment is the focus
- VP Operations – Jono
  - FYI Coach Application posted and due May 15<sup>th</sup>
  - See board report attached
  - Zone 1 approach has paused as Ken has stepped down from VIAHA;
- Director at Large – Jason

- Treasurer – Jennifer H.
  - Received March books from bookkeeper
  - Will be starting to implement stuff for next year
  - Questions about jersey replacement
  - Panthers toonie check is received
  - Received donation from photographer Meltdown tournament, Rutger
  - Received request for reimbursement this month for September 2024 for coach training, will reimburse him September 2025 as books are complete for this year
- Registrar – Erin
  - 35 players on U21 registered and waitlist
  - Need 17 to make a team
  - Received feedback on website for new player registration, wrote an update to be put on the website to be more clear
- Development – Nolan
- Ice Allocator – Chelsea
  - Only big issue with ice is return of ice in the amount of \$16,000
  - Want to give Dave from VIAHA 30 day window to schedule games, and other associations asking for that amount, want to put a 30 day limit on teams as well to return ice, unless they can trade it , they will have to pay for it if return ice less than 30 days. Could be exceptional circumstances when a team does not have to pay. Especially if ice was finalized and contracted by panorama.
    - Did some ice trades with Reign and VRC as long as they have an open contract with Panorama that PMHA teams returned.
    - Would like the Commissioner to schedule rec games at the beginning of the year since they know the ice schedule instead of 2 weeks in advance
- Social Events – Vacant
- Website/Social Media – Farrah
- Volunteer Records – Krista
  - 3 seasons for each CRC as per BC Hockey
- Tournament Coordinator – Tracy
  - Meltdown went well
    - Feedback that it will be U9 only, same volunteers for most of the positions
  - Suggest asking for check of \$150 (?) from each family if your player is playing in tournament and don't cash it if you do your volunteer hours
  - Or make a schedule of volunteers for the season and it's rotated for tournaments and regular season
    - Factor in board member, coaches, managers, div managers for no or less volunteer hours
    - Training for each volunteer role on scorekeeping, timeclock, music provided so everyone can do each role, instructions posted in the scorebox
    - Suggest selecting a volunteer coordinator on each team to ensure someone is signed up for each role prior to each practice and game
    - Tracy – I'd like to be part of continuing the conversation on this
- Sponsorship/Gaming – Elyse
- Peninsula Panther Liaison and Player of the Week – Jason
- Jerseys and Equipment – Chris
  - Replace 3 jerseys

- 13 jerseys not returned which means we don't have the jerseys or checks, so managers either lost the jersey or check
- Will email managers who are missing a jersey or payment
- Can invoice them through Team Snap
- Why do we collect checks if we can invoice Team Snap?
- Team managers could collect team fees, plus deposit for jersey deposit, and or volunteer deposit
- Manager could use discretion and if families want to do a cheque, cash, or e-transfer for jersey deposit, delegate this to a team treasurer
- Do we need another set of jerseys for U21? We might have an old set they could use. Or have 3 sets for U18 house which a set could be used for U21.
- Do we need to get another set for U7? We had 3 teams this year, wait until registration numbers, don't need jerseys until December when they start playing games
- Goalie Development – Ashley
  - Nothing
- Safety/Risk Manager – Kathy
- Secretary – Michelle
  - AGM April 30 at Greenglade and need annual reports from each board members
- Referee in Chief – Dave

### 3. New Business

- AGM on Thursday April 24<sup>th</sup>, potentially 3 board members will not be in attendance (Michelle, Ashley, Jono). Do we still want to proceed with this date or move it?
  - Move it to April 30
- Board members who have terms ending May 2025:

| Term Ending May 2025   |                   |   |
|------------------------|-------------------|---|
| VP Admin               | Jennifer Madeiros | Staying   |
| Secretary              | Michelle Philpott | Moving to Tournament coordinator<br>Secretary role will be open |
| Volunteer Records      | Krista O'Connor   | Staying   |
| Development            | Nolan Walker      | Not returning, role is open                                     |
| Jerseys                | Chris Young       | Returning! Yay! Combining jerseys and equipment.                |
| Tournament Coordinator | Tracy Doyle       | Michelle Philpott taking role                                   |
| Goalie Development     | Ashley Coull      | Staying   |
| Equipment – Acting     | Jono Dunlop       | Chris will take this on.  |

- Who is planning to remain on? Need to know which positions will be voted on at the AGM.
  - Jenn M has been reaching out to several people to fill positions, better to do that now, if you have someone in mind who you've worked with, please have conversation with them, if everyone could produce a name or two, change is good but need to keep filling these roles
  - Risk Manager is open

- Social Committee is open
  - Development is open
  - Secretary (Michelle take Tracy's role)
  - Social Media, Website - Shannon will take this
    - Ideally have board members from different divisions
- Division Managers
  - discussions are ongoing about recruiting appropriate div managers at all age levels, some may remain, will work through the summer months to recruit and fill. Board members to put forward names to Jenn M
- Scholarship Review Committee – who would like to join?
  - Applications are due June 30
  - Create scholarship committee in May – add to next agenda
  - Jenn H to email Farrah and Shannon to update the form and post on social media
- Rob Armstrong request to increase by \$25/session
  - We increased the development fee last year to \$275
  - Jenn H – hope to see Eagles Development sessions with each team be budgeted separately from Eagles Development morning sessions, and have team sessions budgeted through regular registration fees
    - Feedback is that Parents are paying for the morning session are funding the team Rob sessions and feel it's not fair
    - If we have a surplus, we could hold it until Rob increases his fees
    - We could have PMHA pay for one session, one session paid for by the team
    - Jenn H will bring to next board meeting, what a full session would cost
- U21 paying for their own ice next season (Chelsea)
  - Confirmed
- Returning ice within 30 days (Chelsea)
  - Yes, agreed that teams should not be able to return within 30 days \*unless exceptional circumstances\* but can offer it to another team
- Creating 2 U21 teams, ice needed, jerseys, etc. (Erin, Chelsea, Chris)
  - Can we open a second team, yes
  - May need to share ice for practices or use as a scrimmage between the 2 PMHA teams
  - Requesting ice clean half way through game/practice
- Player Affiliation (AP) Guideline (Jenn M.)
  - Created an AP guideline and form, please provide Jenn M feedback

#### 4. Old/Tabled Business

- What is the CRC requirement of Hockey Canada and BC Hockey?
  - All volunteers must make sure their credentials are up to date
  - PMHA requires a CRC every 3 seasons
  - CRC expires as soon as it's completed
  - Do we want to increase the frequency of CRC's needing to be completed?
  - Need to update the policy to include 'must disclose if you have been charged with a crime' to the risk manager
  - Need to vote it in at the AGM plus all policy changes
  - Lindsey suggests not changing the frequency, lots of extra admin and we have a 2 deep rule for this reason so no adult is ever alone in the change room
  - There is often 1 adult in change room here, using cell phones in change rooms – we

need coaches, volunteers, and parents to take these rules more seriously

- It is invaluable to protect our children
- Ashley suggest every 2 years as that is lengths of time it typically takes from charge to conviction
- Suggest an anonymous reporting form on our website
- No cost to us for doing a CRC
- Krista is fine requiring CRC's every 2 years and administering it
- No one is opposed to changing our policy from 3 years to 2 years – majority agrees
- **Mention this at the AGM**
- Communicate this to our volunteers that consider we do require CRC every 2 years
- Ashley, Chelsea, Michelle offered to help administer this
- Krista uploads their CRC to HCR, as of July 30<sup>th</sup> they expire
- We tell volunteers to have all certifications by October 31
- BC Hockey states volunteers cannot be on the ice, in the role, until certifications are complete
- Coaches are allowed to be on the ice IF they started the coach course and must complete by December 1
- Add this to the Team Manager Handbook, and team manager meeting
- Could send an email August 1 to volunteers to do certifications now

5. Future Meetings

- AGM April 30<sup>th</sup> at 7:00pm at Greenglade
  - Raffle for one free registration
  - Update website with minutes
- Board Meeting May 8<sup>th</sup> at 7:00 pm at Panorama, there will not be a zoom link

6. Adjournment – Motion made by Jono, seconded by Chelsea at 8:58pm

7. Appendix A – Board Member Terms

| Term Ending May 2025   |                   |  |
|------------------------|-------------------|--|
| VP Admin               | Jennifer Madeiros |  |
| Secretary              | Michelle Philpott |  |
| Volunteer Records      | Krista O'Connor   |  |
| Development            | Nolan Walker      |  |
| Jerseys                | Chris Young       | Returning! Yay! Combining jerseys and equipment. |
| Tournament Coordinator | Tracy Doyle       |  |
| Goalie Development     | Ashley Coull      |  |
| Equipment – Acting     | Jono Dunlop       | Chris will take this on.                         |

| Term Ending May 2026 |              |       |
|----------------------|--------------|-------|
| Position             | Board Member | Notes |
| President            | Lindsey Ward |       |
| Previous President   | Steve May    |       |

|   |                     |  |
|---|---------------------|--|
| VP Ops                                      | Jono Dunlop         |  |
| Panther Player of the Week/Panthers Liaison | Jason Fletcher      |  |
| Social Events                               | Vacant              |  |
| Ice Allocator                               | Chelsea Stanley     |  |
| Treasurer                                   | Jennifer Hodgkinson |  |
| Sponsorship/Gaming                          | Elyse Pitcher       |  |
| Registrar                                   | Erin Jensen         |  |
| Risk Manager                                | Kathy Mikkelsen     |  |
| Website/Social Media                        | Farrah Simpson      |  |
| Director at Large – Coaching Coordinator    | Jason Fletcher      |  |