

**Comox Valley Minor Hockey Association  
July 18, 2024 Executive Minutes**

**Attendance:** Jason Rae (President), Luisa Perry (1<sup>st</sup> Vice), Lance Petty (2<sup>nd</sup> Vice), Tish Kristensen (Asst to 2<sup>nd</sup> Vice/Rep Director), Trevor Pritoula (Director at Large), Andrew Robb (Director at Large), Beth Matthews (Secretary), Melissa Berrigan (Ice Coordinator), Cam Knox (Coach Coordinator), Claire Hughson (Female Coordinator), Simon Morgan (Registrar), Terra Brown (Past Treasurer)

**Regrets:** Dallas MacDonald (Asst to 1<sup>st</sup> Vice), Jacob Hill (RIC)

**Call To Order:** 6:31 PM

**Additions to Agenda:** Delegation Presentation

Delegation: Sandy Robinson: Survey broken into six parts and have analyzed the first two parts. Feedback has been well received. 99 responses have been received thus far. Common themes included lack of transparency and information, clarity of roles within the executive, transparency regarding ice and scheduling, clear mission statement, mentorship at all levels, mandatory volunteer hours, fair play and creating teams on the basis of merit. There are four parts still to be analyzed.

Action: At the end of August the Executive will gather to determine what can be accomplished with regards to the survey once it has been analyzed in full (roles and responsibilities).

**Adoption of Agenda:** Luisa Perry/Tish Kristensen

**All in favor**

**Approval of June 18 Minutes:** Luisa Perry/Tish Kristensen

**All in favor**

**Outstanding Items:** None

**President:**

- Iris Churchill sent out an email asking if CVMHA would support their Summer Skates sessions – open to 2004 – 2009 born players. CVMHA will not be advertising on the website.
- When it comes to communication it would be nice to come up with a standardized email system.

Action: Lance will be looking into a standardized email system.

**Registrar:**

- Criminal records checks and society documentation required to accept new Board members. Societies filing completed, VIAHA and BC Hockey advised. Contact sheet and web page amended.
- T1 host program meeting attended, updates sent to web to include T1 try out form for applicants. Notification send to families of upcoming event dates.
- Opened Team Snap June 15 for registrations, process selections as received, designate paid programs and any limitations, refunds and error corrections, general inquiries on use of product. Fewer concerns raised this season on use of

product – one photo waiver identified to BC Hockey, only two manual requests YTD.

- Female Development Managers meeting discussed any outstanding issues, fund-raising and sponsorship, distribution of funds from capital raised, ice availability through Glacier Gardens.

Discussion around gaming, fundraising and sponsorship. To be brought to forward at the next executive meeting.

- New print add prepared for 2024-24 registrations scheduled for local Media release mid July
- 1st shift communications to support / reject players outside of guideline rules. Player lists are now at maximum of 45. Welcome dates set for Oct 27 – awaiting 6 ice times required by ice coordinator to post and advise applicants for early notification
- Minor Hockey Office dump run to remove all used and damages equipment and jerseys for disposal.
- Team Tournament dates signed off by RIC and awaiting some late changes to dates from Ice Coordinator before sending to VIAHA and BC Hockey for approval
- **Cross Bar** attendees Brad Veitch Regional Sales Director & David Ehlers ( former Team Snap employee). Could be used as a replacement to Team Snap in the future.
- Team Genius Try out program attendees Kerry Callahan Inside Sales Rep. To be used as the Manual Rep Try out process currently in use. Reports can be shared to players and anonymous notes from coaches can be included in the reports.

To be explored in the future.

- Association Raffle application to be submitted shortly with options being Electronic Raffle Box versus Raffle Tickets – 10 week approval process. Discussion to move forward with raffle box.
- Registration Stats YTD July 10, 2024 435 Registrations July 18 2023: 325 New Registrations to Association 36 new no previous hockey associations. New Transfer to Association 12 existing hockey at other associations 1st Shift 2024-2025 45 and sold out. Rep Try-outs YTD U11 - 45 U13 - 29 U15 - 25 U18 - 13

#### **Ice Allocator:**

- Have had some conflicts with the tournament schedules – have resubmitted and am still working on it.
- Wrote a letter to the CVRD – they are waiving the statutory holiday fees.
- Some schedules will look differently for the 2024/2025 seasons.
- Working with Rod Braithwaite from the Canucks to schedule some ice.
- New team snap can put the ice schedules online.

#### **Coach coordinator:**

- Emails to last year's coaches have been composed and emailed out as well as a blanket email to the CVMHA looking for coaches for the upcoming season.

- Gold Medal Pathway Program - pilot project from Hockey Canada with season plans, education, off ice training amongst other things. I think this is something we should look at doing within the CVMHA. Cam to reach out to Dave Cuning.
- Will look pass on any updates on coaching certifications, dates, times and locations - nothing yet.
- Rod Braithwaite from the Canucks and 1st Shift looking to get Fin and some Canucks Alum to skate with CVMHA players. Would like to look at dates and times and get back to him.

#### **REP Director:**

- U11 team trying to split the money left over from team fundraising based on individual fund raising. Decision to defer to policy and divide the left over equally among the players.
- Tryouts are set for the T1 on Aug 17 & 18, T2 to follow on the September long weekend. Sandra has dates & times for reffing availability.
- Evaluators need to be approved by the committee. Campbell River has stated that they will be using Team Genius. Will be sending an email to VIAHA around evaluators.
- PDF went out to membership to outline rep for the season.
- If we do ice teams in T2, we have a quote for Jerseys from GSW, through Happy's. This would be an expense to parents to purchase them as they could have names sublimated on. 4-6 week production time currently.
- For approximately 150 jerseys: (3 teams worth): Fully Sublimated - \$49ea with Happys sponsor logo on shoulder (or \$59ea without). Sublimated w Front Crest - \$71ea with Happys sponsor logo on shoulder (or \$89ea without). Sublimated w Front Crest & twill #'s on shoulders and back (2 colour) - \$114ea with Happy's sponsor on shoulder (\$139ea without).
- Next will be to organize the U11 development group for their tryouts in September.
- Nides ice - for further discussion.

#### **RIC: Regrets**

#### **1<sup>st</sup> Vice:**

- Volunteer Fair held July 9. A dozen people attended, 4 of them new volunteers. U11 Division Communication Lead: Erin Higginbottom and Lili (Yvelise) Edwards have expressed interest. U18 Division Communication Lead: Erin Higginbottom and Lindsay Wolfe have expressed interest.

#### **Motion Luisa Perry/Tish Kristensen: Appoint Lindsay Wolfe as U18 Division Communication Lead for 2024-2025 season. All in Favor**

Action: Email Erin and Lili for U11 to determine interest in sharing role. Other divisions have no interested candidates. Recommend email to membership: without communications leads in place, season will face challenges in delivering rudimentary, let alone adequate, communication to members.

- Harley Story (U11 and U13) and Janice Bjorndahl (Female Dev and U15) interested in joining tournament groups. Recommend either email to membership seeking additional volunteers or revamp tournament roles: will have to again fall to team managers of each division to arrange away and home tournaments. Will need team managers in place for start of season or away tournaments will fill.

Action: One individual needed, regardless, to take over tournament coordinator email. Will set up volunteer info papers at rep tryouts but will need recreational volunteers in place prior to then: rep parents will not be signing up to fill rec roles. Operational roles: communication leads and scrutineers must be filled prior to season start up.

- Idea that was presented at volunteer fair regarding tournaments, is it worth considering only hosting tournaments for U11 and up, or even U13 and up? Decreased need for ice for tournaments and would not require as many volunteers to run fewer tournaments.

Decision to continue to host tournaments at all ages.

Action item: update tournament application form: dates and fee. Do fees need to increase - recreational divisions all felt yes, last season.

- Email regarding coaches - one email to last season's coaches and a separate one to membership for anyone new interested in coaching.
- Discussion around creating CVMHA Planner role and appoint Sandy Robinson to the role.
- Equipment: socks for teams have arrived. Lightning seeking additional socks. Pucks and cones ordered. Tish and I will prepare coach bins with pucks, cones and first aid kits in August to hand out to coaches at pre-season coaches' meeting/first ice times for those coaches unable to attend meeting.

Action: set pre-season coaches' meeting time(s) with Cam and email coaches with details.

**Motion Luisa Perry/ Tish Kristensen: Motion to appoint Carla Prowse to the role of statistician.**  
**All in Favor**

**Assistant to 1<sup>st</sup> Vice:** Regrets

**2nd Vice:**

- Learning about the team snap schedules – this may be a way to name teams by their sponsor.

**Assistant to 2nd Vice:** Nothing to report

**Treasurer:**

- Will send out a report.

**Directors at Large: Trevor:**

- Simon and Trevor attended the CVRD meeting and presented a plaque. Voiced concerns around Wifi. Sounds like the new arena will take around 6-8 years.

**Andrew:**

- 1<sup>st</sup> shift is full and the ice times have been booked. Welcome event is booked.
- Would like to put together a presentation around concussion and injury prevention for members.

**Claire:**

- Nothing to report.

**Adjourn: 9:05PM**

**Next Meeting: Tuesday August 20 @ 6:30 (SC1 Aquarium)**