



Thursday

August 8, 2013

7:00pm

Devon Minor Hockey Executive Meeting AGENDA

- 10.1 Motion to approve the Agenda**
 - 10.2 Motion to approve last meeting minutes**
 - 10.3 Business arising from the minutes**
 - 10.4 Reports**
 - 10.4.1 President's Report – Mike Vant Hoff
 - 10.4.2 Vice-President – Travis Shaw
 - 10.4.3 Past President – Larry Sherwood
 - 10.4.4 Treasurer – Tammy Huber
 - 10.4.5 Secretary – Vicci Letourneau
 - 10.4.6 Coaches Coordinator – Darcy Skinner
 - 10.4.7 Registrar – Lisa Wright
 - 10.4.8 Referee-in-chief –
 - 10.4.9 Level Director – C Sherwood
 - 10.4.10 IP Co-ordinator – Vacant
 - 10.4.11 Novice Co-ordinator – Vacant
 - 10.4.12 Atom Co-ordinator – Vacant
 - 10.4.13 Pee Wee Co-ordinator – Vacant
 - 10.4.14 Bantam Co-ordinator – Vacant
 - 10.4.15 Midget Co-ordinator – Vacant
 - 10.4.16 Ice Co-ordinator – Vacant
 - 10.4.17 Website Co-ordinator – M Urban
 - 10.4.18 Equipment Manager – Wolfe
 - 10.4.19 1660 Rep / Governor – Drew Hiltz
 - 10.4.20 Fundraising Co-ordinator – Stephanie Cartier
 - 10.5 New Business**
 - 10.5.1 Evaluation Process
 - 10.5.2 Golf Tournament
 - 10.5.3 BP fundraising opportunity
 - 10.6 Date of next Meeting**
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Devon Minor Hockey Executive Meeting AGENDA

Meeting called to order 7:12 pm

10.1 Motion to approve agenda - Passed

10.2 Motion to approve last meeting minutes - Minutes not available at the time of this meeting.

Motion - Stephanie Cartier motioned to delay approving meeting minutes, Mike Vant Hoff seconded, all in favor - Motion passed.

10.3 New business

1. **Motion by Tammy Huber to begin a “parking lot” white board tracking assistant, so that items carried over from past meetings will be addressed and carried over until passed or dealt with. Mike Vant Hoff seconded motion, all in favor - Motion passed.**

2. Evaluations - Mike Vant Hoff will run the evaluations. PeeWee double A would require a very different evaluation process. The change to the evaluation process this year would involve more skills and game play from the PeeWee level and up.

Table item - Eligible list and how is this determined and what are the rules that we have been using to determine, especially younger kids trying out at the older levels.

Table item - DMHA must provide a hitting clinic at some point during the evaluations and appropriate coaches must be secured.

Motion - Stephanie Cartier motioned that by August 15, 2013, we must have information obtained from Calmar regarding releases to DMHA. Mike Vant Hoff seconded the motion, all in favor motion passed.

3. Stephanie Cartier to follow up with Brent Cotu about hockey conditioning camp.
4. Coach selection - Sept 9-11 coaches will be interviewed. Emails to be sent out on the DMHA website which will include the steps required to apply and the criteria for coach selections.
5. Non voting members - Wayne Wolfe applied for the equipment manager position.

Motion - Tammy Huber motioned for Wayne Wolfe to take on the role of equipment manager. Travis Shaw seconded the motion, all in favor, motion passed.

6. Tammy Huber proposed that the ice coordinator and ref assignor position become one position. Both positions would remain paid positions (two nominal fees for both positions will be paid to the same person). The proposal was made to lesson confusion about whom to call about what issue and so that the ice coordinator and ref assignor know how to run the ice schedules more effectively.

Motion - Tammy Huber motioned that the ice coordinator and ref assignor position become one paid position (however two nominal fees are paid for both roles). The position would pay this person \$500.00 per position/ per month and \$50.00 per position/ per month for a total of \$1100.00 per month. Mike Vant Hoff seconded the motion, all in favor, motion passed.

7. Mike Vant Hoff to follow up with Brent Berthiaume about the trophy case.
 8. **Motion made by Tammy Huber to provide all members of DMHA about codes of conduct and chain of command regarding communication and or concerns and complaints. The code of conduct will include a flow chart and explain how communication will happen within DMHA. Members of the DMHA could be subject to disciplinary actions, including suspension of their standing should the protocols not be followed. *This motion was tabled and Mike will draft out a proposed statement to all board members to review.***
 9. All members of DMHA to provide an outline of their positions so a manual can be created for new people stepping into the roles every season.
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10.4 Reports

10.4.1 President Report

1. (A parent) wrote to DMHA requesting that her son who is born in December be held back from Novice to continue to play at the IP level. Issue discussed, most members felt that perhaps “player” should attempt the evaluation process, all members agreed that further contact with the parents was required, Mike Vant Hoff to contact (parent).
2. President of the Barons had emailed Mike Vant Hoff to request additional ice slots on September 14, 17,18, 19. The town has already provided ice slots to the Barons. Mike Vant Hoff to discuss with the Barons what ice requirements they need, as evaluations are normally completed by 6pm daily? Figure skating begins Sept 16. Ice is supposed to be in Sept 9 with the one week hockey school.

10.4.2 Vice President - Nothing to report

10.4.3 Past President - Nothing to report

10.4.4 Treasurer

1. A public health group has been in contact with Tammy Huber regarding a presentation on concussions and the signs and symptoms that may be of value to parents and coaches. They would like to provide an opportunity to present to DMHA as a group. It may be advisable to have this presentation (depending on length and content) available at the coaches/manager meetings. Tammy Huber will follow up with the group about overall presentation and time lines.
2. HCR (Hockey Canada Registration) website - apparently there has been difficulty in reaching staff to allow Lisa Wright access to the website, it appears that although our members are registered, technically they do not show up on the HCR website. It was recommended that Mike Vant Hoff contact Lisa Berthiaume for the old HCR passwords.
3. Ice needs - at this time we do not know all confirmed numbers but registration has gone well. Drew Hiltz requires all numbers verified to 1660 by September 14.

IP 32

Novice 32

Atom 40

Pee Wee 39

Bantam 17

Midget 22

4. Signing authority must be changed.
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Motion - Tammy Huber motioned that Tammy Huber (treasurer), Travis Shaw (Vice President), and Mike Vant Hoff (President) have signing authority. Lisa Berthiaume, Pat Beaulieu, Tracey Preece, must be removed from the signing authority information at the bank. Larry Sherwood seconded the motion, all in favor, motion passed.

5. Community awareness night - lots of registrations happen here normally, however we are working with the on line system only this year - laptops will be required so families can register.

Table item - Stephanie Cartier to secure lap tops for the event (we also have two DMHA laptops that could be used). Stephanie Cartier to follow up to see about wifi connections, etc.

6. Rumors of Calmar folding their association and or amalgamating with DMHA - Mike Vant Hoff will follow up with the Calmar association about what their intention is at the latest by August 15.

Table item - Mike Vant Hoff to contact the Town of Calmar to discuss the opportunity of ice rental and fees.

10.4.5 Secretary

Tracey has been away and the previous year's minutes and agendas and templates have not been forwarded. Vicci Letourneau will create a binder full of the past several years worth of information to make available in the meeting room. All members would like the minutes one week after meetings and the agenda one week prior.

10.4.6 Coaches Coordinator - Not available

10.4.7 Registrar

1. Lisa Wright has had a difficult time getting access to the HCR website.
 2. Lisa Wright received an email from Wendy Cunningham requesting that her son, Peyton, have permission to try out in Leduc. They were informed of the paper process to do so. The process for the LJAC will be put on the DMHA website as well (Leduc paperwork requirements).
 3. Late registration information is not posted on the website, need meeting minutes to state what was to be posted on this website.
 4. Benevolent fund - questions about who can apply, could the same family access every year - this is always a case by case decision and the DMHA board will nominate the family.
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10.4.8 Level Coordinator

1. Christy Sherwood reported that the bylaw changes have not been made available to the board and Tracey will need to be contacted to see what has been amended. Our AGM meeting minutes are to be filed with the registry office every fall. All rules and regulation changes must be included as well. Vicci Letourneau to find out what time frame the information must be handed in.
2. Vicci Letourneau will forward all rules and regulation changes to the voting members.

Table item - the rules and regulations will be reviewed at a special meeting in September after all members have had a chance to review.

10.4.9 Equipment Manager - Not available

10.4.10-10.4.18 - all level coordinator positions will be posted on the DMHA website.

10.4.19 1660 Governor

Drew Hiltz reported that he sent Mike Vant Hoff a list of what the 1660 requirements are for registration to the league. The information includes how many teams, classifying ratings, home game ice slots, tournament dates. Drew has been forwarded all the templates to complete the process. September 14, 2013 there is a 1660 AGM meeting in the LRC at 10am.

Nov 8-10 - Novice
Nov 29-Dec 1 Midget
Dec 7 -8 IP
Jan 2-5 Atom
Jan 17-19 PeeWee
Jan 31-2 Bantam

10.4.20 Fundraising

1. Stephanie Cartier reported that we only have 20 teams registered for the golf tournament, we require 15 teams to cover costs. Christy Sherwood requested that the early bird price point remain on the website. Christy Sherwood, Lisa Wright and Wayne Wolfe will assist with manning events and tables at the golf tournament.
 2. Stephanie Cartier has contacted approximately 23 companies in town regarding fundraising opportunities and donations to DMHA. She has asked for an August 15 deadline to know what the business intentions are.
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3. Boston Pizza's manager - Virginia has donated \$1000.00 towards the tournament and a \$300.00 silent auction item and also put in a team for the tournament. They would like to have a presentation meeting with DMHA on August 20 to propose some fundraiser ideas.
4. Larry Sherwood discussed jersey replacement and will follow up with Devon Chrysler about sponsorship and perhaps company logo donations and placement on jerseys. Stephanie Cartier will contact business in Devon to ask the same. Stephanie Cartier to follow up with Tim Horton's about the jersey replacement as this is the four year term at an end this season.
5. Mike Vant Hoff will contact the Town of Devon about a sponsorship board to be placed in the arena.

Meeting adjourned at 9:52

Next meeting August 20, 7pm
