

KPMHA Executive Meeting  
**MEETING MINUTES**  
 Thursday, January 20, 2011  
 Elsie Miles Building - SLCC

**Call to Order 6:42PM**

**Present:** Allan Willms, Jeremy Webb, Jan Collins, Lyn Slater, Brandi Paisley, Erin Egeland, Cam Birge, Chris Claxton, Don Owens, Barb Owens, Ken Ramwell, Jim Macdonald, Rick Pipes, Tara Claxton.

**Guests:** Kristen Arnold, Jason Rockson, Mari Ann Nissinen Rockson.

**Absent:** Wayne Dunn, Tom Shadlock, Louise Thomson, Chad Pearson.

- Approval of Agenda  
**Motion to approve January 20<sup>th</sup>, 2011 agenda, with the following additions – Player Rep Fee Refund Request (under Competitive Coordinator Report) and Review of 4-Man Midget Billing (under Treasurer Report).**  

<b>Motion</b>	<b>Rick Pipes</b>	
<b>Second</b>	<b>Allan Willms</b>	<b>Carried</b>
  
- Approval of December 9<sup>th</sup>, 2010 Meeting Minutes  
**Motion to approve the December 9th meeting minutes.**  

<b>Motion</b>	<b>Don Owens</b>	
<b>Second</b>	<b>Brandi Paisley</b>	<b>Carried</b>
  
- Old Business
  - Novice Tournament – Jan Collins
    - Moved discussion to after President’s Report
  
- New Business
  - No new business
  
- President’s Report – Jeremy Webb
  - Quick review of last meeting’s action items
  - Kidsport has opened a Cowichan chapter and has requested that we give out information regarding their program (ie – both what they have to offer parents and also how people can support the Kidsport program) at our registration. We will also post a link to the Kidsport webpage on the KPMHA website.
    - ACTION ITEM – Tara to post link to Kidsport Cowichan on KPMHA website
  - VIAHA meeting was January 16<sup>th</sup>
    - VIAHA Policy Manual is now approved
    - VIAHA balance sheet passed around for review
    - Deb Turney report passed around for review
  - KPMHA has received a letter from the CVRD regarding the Eco Depot and bottle drive fundraising opportunities – the board is happy with the current system that is in place for

bottle drives for KPMHA teams, so are not in support at this time of requesting any participation in the proposed Eco Depot bottle drive program

- Jeremy expressed tremendous gratitude to Kristen Arnold for acting as the KPMHA Interim Female Coordinator this season. Kristen has ensured the smooth running of the joint KPMHA-CVMHA female teams, and her work is greatly appreciated. Jeremy put forward a request to accept Kristen as a member of KPMHA and to have her officially elected to the role of Female Coordinator. Kristen left the meeting while the following motion was discussed and voted on.

**Motion to accept Kristen Arnold as a member of KPMHA, to elect her as Female Coordinator, and to waive the membership fee.**

<b>Motion</b>	<b>Rick Pipes</b>	
<b>Second</b>	<b>Ken Ramwell</b>	<b>Carried</b>

- Old Business

- Novice Tournament – Jan Collins
  - The representatives for the Novice B Tournament, Jason Rockson & Mari Ann Nissinen Rockson, were in attendance for tonight’s meeting, and requested to have a brief discussion of the Novice Tournament details to date.

**Motion to allow a brief discussion of the Novice Tournament with Jason & Mari Ann Rockson.**

<b>Motion</b>	<b>Jan Collins</b>	
<b>Second</b>	<b>Lyn Slater</b>	<b>Carried</b>

- Mari Ann put forward the following questions – what percentage of the tournament profit gets to be kept by the teams, and will the board approve an increase in the number of teams in the tournament from 8 up to a maximum of 12?
  - Erin noted that 100% of the profits should go to the team, but the team as a whole must decide how to spend that profit (usually with seed money being refunded first). Lyn also suggested that Mari Ann ensure that the team parents receive a statement showing how the profits are spent.
  - Mari Ann is working on a list of items that the profits would be spent on, to be approved by the team parents, and will present the list to Jan Collins once it is prepared.
  - The tournament is currently full, but with two weeks to the application deadline, Mari Ann would like to approach/accept up to four more teams into the tournament.
  - Don confirmed that normally he would have plenty of officials to cover the extra games, but with spring break, other tournaments, and playoffs, it may be more difficult to find officials for this novice tournament. He will review the proposed schedule to see if it will work.
  - Mari Ann reported that the officials are the only restriction right now; the ice availability has been confirmed already.

**Motion to approve up to 12 teams in the novice tournament subject to ice availability, referees, and that all communications are to be cc’d to Jan Collins, Tournament Coordinator.**

<b>Motion</b>	<b>Rick Pipes</b>	
<b>Second</b>	<b>Erin Egeland</b>	<b>Carried</b>

- Executive Reports

- Interim Female Coordinator – Kristen Arnold

- Any decisions regarding the female program in terms of joint teams being put forward by KPMHA and CVMHA should be deferred to the new executive (ie after KPMHA and CVMHA have their upcoming AGMs)
  - An issue has come up regarding an AP player with the Female Midget Rep team. VIAHA is requesting that their permission be granted for a Bantam female player to AP to the Female Midget Rep team each time that she plays “up” in the midget division. Kristen is working to resolve this issue quickly, and it was noted that both KPMHA and CVMHA, as well as the Bantam female head coach (Ken Ramwell), support this player being AP’d to the midget rep team.
  - Bantam C team is doing great and progressing well.
  - Kristen gave thanks to the Collins family for hosting such a fantastic tournament over the Christmas break.
- Sponsorship Coordinator – Rick Pipes
    - Nothing to report on the sponsorship front.
    - Rick suggested putting together a sub-committee to review board positions and a possible restructuring of the current system to help deal with the quorum issues that are regularly occurring.
    - Al agreed with the idea and added that this is probably something that should be reviewed on an annual basis.
    - Lyn also suggested that other methods of communication be looked at – ie email, etc.

**Motion to strike a sub-committee to review board structure, voting procedures, and communications to improve the efficiency of the board, and to bring an interim report to the next executive meeting.**

<b>Motion</b>	<b>Rick Pipes</b>	
<b>Second</b>	<b>Jim Macdonald</b>	<b>Carried</b>

**Motion to appoint Allan Willms, Erin Egeland, and Cam Birge to the aforementioned sub-committee.**

<b>Motion</b>	<b>Rick Pipes</b>	
<b>Second</b>	<b>Ken Ramwell</b>	<b>Carried</b>

- Secretary/Registrar – Tara Claxton
  - Tara presented the projected registration numbers for next season (based on current registration).
- Treasurer, Erin Egeland
  - On track with current budget
  - Ice costs remain the greatest expense overall for the season
  - Term deposit coming due in June, so options on what to do with it should be suggested soon
    - Jeremy put forth an idea to create a “deserving player” fund of some sort to help support players’ families
    - Rick would like to see a fund created to enable more kids to have a chance to play at the rep level, without finances of the family being a deterrent
    - Brandi suggested an emphasis on goalies – ie, subsidizing equipment, half-price on registration, etc.

- Jeremy also noted that Sooke minor hockey has a very subsidized initiation program in order to create interest in hockey for the youngest players
    - Lyn's experience with football has been that coaches' children have their registrations paid for – encourages more volunteers for coaching positions
  - 4-Man Billing System
    - In the October meeting minutes, it was approved that KPMHA would put forward \$1000 to offset the additional money required for the 4-man reffing system (effective for games October 29<sup>th</sup> and forward) – Don will provide Erin a breakdown of the 4-man system ref costs at Lake Cowichan so that this money can be applied to both the bantam & midget games that used the 4-man system.
  - Al had a question about KPMHA's projected surplus. Erin suggested that it is hard to pinpoint what the surplus will be until playoffs are done, but there will definitely be a surplus at the season end. Cam asked if the surplus can be carried forward to next season. Erin answered that so long as there is a plan for the surplus and it isn't just carried forward year after year, it is ok to carry it forward.
  - Jeremy put forward a note about ice costs in major centres compared to the ice cost at KPMHA – most major centres have corporate built rinks and ice rates are over \$200 per hour for minor hockey use, whereas KPMHA pays an hourly rate of +/- \$80 per hour.
- Head Coach/Development – Jim Macdonald
  - A brief discussion was held over the BC Hockey skills development camp being offered to various MHAs over the summer months. Past experience has been that there is a lot of work involved, and given that the deadline to apply is very close, it was decided that KPMHA would not be applying to host this camp.
  - Lyn asked about the audit of Jim Knight's progress to date – Wayne Dunn has the latest info on Jim Knight's progress, but unfortunately Wayne was unable to attend the meeting tonight. It was suggested that Erin Egeland & Wayne Dunn work together to put forward a report to the board regarding the development plan that was in place for this season.
  - Jim would like to hold a coaches' meeting in the next month or so. He is hoping that it will be in the format of an appreciation night, combined with a Q&A session, and guest speaker.
  - Rick noted that Wayne is working on getting Compton & Knight to work together for a plan to help out the KPMHA coaches (professional development for our coach volunteers).
  - Earlier in the season, Jim had asked Lorne McInerney to help out with the coaching of the Midget A team. Lorne accepted the offer and has been to most of the games & practices since then. Jim suggests that KPMHA recognize Lorne's efforts for our KPMHA Midget A team and would like to give him a thank you gift. Brandi Paisley also noted what a great addition to the team Lorne has been. One more assistant coach may still need to be added to the team roster – a decision will need to be made prior to February 10<sup>th</sup>.

**Motion to provide Lorne McInerney with a \$50 gift certificate to a retailer to be determined by KPMHA Head Coach, Jim Macdonald.**

**Motion  
Second**

**Jim Macdonald  
Allan Willms**

**Carried**

- Equipment Manager – Chris Claxton
  - Based on projected registration numbers, we will need another set of bantam & peewee jerseys, and possibly some new midget jerseys (as they are in rough shape). Will need to decide on the jersey situation soon, as there is a significant time needed to get an order in. There will also be more care taken when ordering jerseys this season in terms of the sizing of the jerseys.
  - Goalie gear evaluation sheets are going to be sent to the teams to see what condition the gear is currently in to help prepare for next season.
  - Cam suggested that a proper inventory of all the equipment be done. Erin & Chris will work together on coming up with an inventory tool so that we have a permanent/digital record of what is on hand and what condition it is in.
  - Jan suggested that jerseys be ordered now, before the next season begins. Jeremy would like to see a report on the condition our new jerseys are in after one season, as Chris has noted that there is already significant wear & tear on the bantam rep team set. Lyn has the original email from Odd Man Rush with a guarantee on the jerseys that were purchased for this season.
  
- Risk Manager – Ken Ramwell
  - Ken reviewed a notice from BC Hockey regarding on-ice helpers.
  - The details of the HCSP being able to be on the ice, on the bench, have been verified and the HCSP can be on the bench, but cannot coach or provide instruction.
  - The girls midget team has been having only one coach on the bench at times, but was unaware that they needed to have two people on the bench, so they will comply from now on.
  - Don brought up a point regarding who can be on the bench if a coach is ejected from a game, and after much discussion it was decided that the rules on this situation are quite vague. Jeremy suggested that if anyone would like to propose an amendment to the VIAHA handbook, there is an annual opportunity to do so, but a proposed change will need to be forwarded to Jeremy asap. Don will follow up on that email to Jeremy.
  - Injury reports are coming in, but many are still missing. Ken wants to emphasize the importance of documenting injuries when they happen, otherwise, in the eyes of Hockey Canada, no incident occurred. Ken will provide info to Tara on this to be posted to the KPMHA website.
  
- Referee in Chief – Don Owens
  - A deficiency list for officials has come in from BC Hockey, and KPMHA has three officials on the list. Don has checked, and they are all up to date, so there are no issues with any KPMHA officials.
  - VIAHA has approved the 4-man system for the balance of league & playoff games, provincials will still be with the 3-man system, and the U17's will be 4-man system.
  - CVMHA RIC has put forward a proposal for a modified 3-man hybrid system, composed of two referees and one linesman, and has received the go-ahead for a pilot project. The hybrid system is more cost-efficient than the 4-man, but does require a very good linesman. Both the 3-man hybrid and the 4-man system are very helpful for the younger refs to learn from the older refs.

- In upcoming exhibition games, Don will be bringing up some of the younger refs to give them a chance to work on their ref skills.
- Rule books are available on-line at Hockey Canada website, but Don is requesting that they be used for information only, and not to be used to challenge the younger officials with tricky or obscure rules in game situations.
- Jeremy noted that there are development opportunities available for officials over the spring/summer at Lake Cowichan arena, and a number of former KPMHA officials have gone on to ref successfully at very high levels.
- Erin put forward a suggestion to host a ref development/update clinic for players and refs at KPMHA. She hopes that education will help the players understand the rules better and also give the refs an opportunity to build their confidence in dealing with coaches and players in game situations.
- Don would like to see the Novice division games scheduled at KPMHA so that the younger refs have more opportunities to learn – none of the younger refs will travel to Lake Cowichan to ref a game.
- Cam expressed some concern over recurring issues with some officials at Lake Cowichan and Don ensured Cam that he is working with the individuals involved in order to help them improve their skills.

**Motion to have KPMHA pay the transportation/mileage fee for KPMHA senior officials to referee the Pee wee Rep and higher division league games in Lake Cowichan, up to \$500.**

**Motion**

**Cam Birge**

**Second**

**Don Owens**

**Carried**

- Referee Assignor – Barb Owens
  - The RAMP system is working well and getting easier week by week.
  - Biggest difficulty so far is communication with managers regarding game slots and lining up refs for them.
- Tournament Coordinator – Jan Collins
  - Mari Ann will email Jan a copy of the tournament budget as well as the “team wish list” of items that any profits will be spent on.
  - Nick Collins tournament went well, with the KPMHA Midget C1 team taking first place. The overall profit of the tournament was +/- \$1800 to be split between the two midget house teams, however the two teams would like to split the profit three ways – equally between Midget C1, Midget C3, and the Nick Collins Memorial Fund.
  - Erin had requested that KP subsidize some of the ice cost for the tournament, but they declined. They did however suggest that they may be able to offer up one week of free ice to KPMHA as a whole.
  - The possibility of a Pee wee rep jamboree was brought up, and Jan reminded everyone that the policies surrounding timelines and approvals must be followed.
- Competitive Coordinator – Lynda Slater
  - Lyn would like it noted that there is no communication between herself and Jeremy & Rick; she is not getting some information regarding the rep teams. Jeremy and Lyn will have a meeting next week to discuss with Rick Pipes and Don Owens also attending.

- A reminder that with playoffs coming, all players should be checking their gear beforehand. Lyn is also requesting anyone who is available, to help with supervising some of the playoff games.
  - A request was brought up for a refund of a player's rep fees. This player did not play with his team for an extended period of time, so his parents are requesting a refund. Jeremy has requested that Lyn ask the family to forward their request for a refund to the Registrar, and that the request be tabled to the next executive meeting. Al has been involved in this particular issue, and he has been asked to give a report and his recommendation on a refund to the board at next month's meeting.
  - The Peewee A team has been named the honour guards for the Stanley Cup when it comes through Duncan on February 4<sup>th</sup>. There are many fun activities planned for that day and Lyn is encouraging all KPMHA players to come out and attend.
  - A brief discussion was held regarding the "rep-prep" camps that were held last summer. Rick noted that the tremendous success of the camps was dependent on the head coaches of the teams, so their support will be needed in order to run the camps again this year.
- Division Coordinators
    - Initiation – Tom Shadlock – ABSENT - No Report
    - Novice – Allan Willms
      - Al wanted to commend Beth Eacott (manager of the Novice B2 team) on her incredible efforts this season.
    - Atom – Louise Thomson ABSENT – No Report
    - Peewee – Cam Birge – No Report
    - Bantam – Brandi Paisley – No Report
    - Midget – Chad Pearson – ABSENT – No Report

**Meeting Adjourned at 9:59 PM.**

Next Meeting – Tentatively planned For Thursday, February 24<sup>th</sup>, 2011 – 6:30PM – Location TBD