



SUNSHINE COAST MINOR HOCKEY ASSOCIATION

Executive Meeting Minutes

Wednesday May 14, 2025 | 6:30pm-8:30pm

Location: Sunshine Coast Arena Sechelt

1. **Call to Order Time: 6:41 pm**
2. **Attendance:** James Wood, Kate Turner, Christine Hardt, Kori Hudrick, Kendra Bell, Melissa Tripp, Poppy Hallam, Stacy Rumba, Jenise Powers.
3. **Regrets:** Kate Turner, Adora McTaggart
4. **Land Acknowledgement** – James Wood
5. **Introductions- Story Activity- Kate (tabled from January)**
6. **Agenda**
 - 6.1. Policy and Procedure Manual
 - 6.2. Approval of amended budget for AGM and Gaming Grant Application
 - 6.3. Bursary Applications
 - 6.4. 2025-2026 Fee Structure
 - 6.5. BC Hockey AGM Representation
 - 6.6. August Ice Schedule update
 - 6.7. AGM reports and business
 - 6.8. Sitting Out Guideline update
 - 6.9. Team Balancing Guideline
 - 6.10. Other business
7. **Approval of Agenda: 1st / 2nd / Amended/Carried/Defeated**
 - 7.1. **Approval:** Jenise Powers **Seconded:** Karen Graves
8. **Approval of Previous Minutes 1st / 2nd / Amended/Carried/Defeated**
 - 8.1. **Approval:** Kendra Bell **Seconded:** Karen graves
9. **Business Arising from Previous Minutes | Action Item**
10. AGM Prep:
11. Notice of AGM

- 12.Information to members with vacant positions with their job description
- 13.Nomination forms
- 14.Agenda
- 15.Director reports
- 16.May meeting everyone have their draft reports done
- 17.Previous meeting minutes.
- 18.Preparation of packages for voting.
- 19.Membership lists
- 20.Menti: Voting on line. Tested it out

20.1. Approval of amended budget for AGM and Gaming Grant Application.
(Tabled until Karen is at next meeting)

20.2. Poppy: Done Coloured sticky notes for coloured based on

20.3.

20.3.1. Fees: Fee structure for U7/U9 and there is a big jump between the U7 and U9 and lower the cost for the U9 as they get the exact same ice as the U7s. Can we lower the fee for U9. Kori to look at numbers such as \$375 and \$475 for U9 and speak to Karen about how it affects the budget before our next meeting.

21.New Business:

22.Director's Reports:

22.1. President's report

- 22.2.** We have formed a committee and have met to put forth a proposal to tackle the issues brought forward pertaining to the Lions Gate League penalty accumulation rules. (40-70-90)
- 22.3.** In our Lions Gate League meeting, Paula Palmer was voted in as the Managing director on April 22.
- 22.4.** I attended a PCAHA lunch box meeting on May 13th. We discussed the issues surrounding abuse of officials and started collectively working on ideas to improve the mistreatment of our referees. The PCAHA risk manager role is vacant and in need to be filled. Pacific Coast Scholarship Night this Thursday, May 15th, was mentioned as well. We spoke on a few things that will be up for a vote at the AGM. Two being each of the U13/U11 showcase series and a Quebec showcase team as well. Another proposal put up for a vote at our AGM will be the addition of a U17 division to allow for those players leaving U15 to still make an A1/A2 team in a larger association instead of leaving to other programs. It is also to try and close the 3-year age gap in that division. It will be optional for associations to join. They will still have a U18 division if this motion passes albeit with a different look than before. Another motion that will be brought forward for a vote will be to add a full time PCAHA member to work on projects and help with the current work load. It was also mentioned that we should look at a 4-person ref system for U18A. I don't believe that this will be implemented this coming season as they don't want to add extra costs to a season that has already been budgeted for with set registration fees.
- 22.5.** I will be attending the Annual PCAHA AGM May 25th. Christine Hardt has also expressed interest in attending. We can have up to 5 delegates attend but we have to register today. Melissa Tripp said she will go as our third.

22.6. Vice-President's Report

Please accept my regrets for this meeting.

Policy and Procedure Manual

Participated in an extensive session with Melissa, Kori, and Christine, dedicating many hours on a Saturday evening to thoroughly review the updates to our Policy and Procedure Manual. I would like to extend my gratitude to each of them for their commitment and attention to detail during this process.

Key enhancements include:

- Inclusion of information pertaining to female hockey programming.
- Updated language to reflect modern practices and inclusivity.
- Alignment with current guidelines established by PCAHA (Pacific Coast Amateur Hockey Association).
- Removal of redundant content to streamline the manual.

The revised manual not only simplifies our operations but also enhances readability for our members. It is essential that we establish a routine to review the Policy and Procedure Manual annually to ensure ongoing compliance with both our association's standards and those set forth by PCAHA and BC Hockey.

The \$1 membership fee can be covered off in the P&P and say it is included in the registration fees.

Website Updates

In our ongoing commitment to transparency and accessibility, the SCMHA website has been updated with the latest meeting agendas and minutes.

AGM Communication

So far, we have disseminated two official communications regarding the upcoming AGM to our membership. Both correspondences included comprehensive job descriptions for our vacant positions, which have been made available on our website. Additionally, I have updated the nomination form and published it online, along with the official AGM meeting notice.

Members with Outstanding Fees

All members with outstanding fees from the 2024-2025 hockey season have been notified. Currently, we have \$7,381.48 in outstanding fees; however, the accuracy of this amount may be in question due to previous discrepancies in our system. Some records indicate members owe fees despite having withdrawn from programs. We should explore solutions to ensure that our financial records accurately reflect member status, thus preventing any incorrect representations of outstanding debts.

AGM Preparation and Planning

To ensure a smooth AGM, the following preparations should be completed:

- Voting Ballots: Ensure physical ballots are available in case of technological issues. (Responsible: Poppy)
- Members' Standing: Compile a list of members not in good standing. (Responsible: Jenise & Karen)
- Agenda Development: Finalize the agenda for the meeting. (Responsible: Kate)
- Menti Meter Setup: Prepare the Menti Meter for engagement during the meeting and preload any received nominations. (Responsible: Kate and Poppy)

22.7. Registrar's Report

No report

22.8. Ways and Mean's Report

Trophy case design completed and installed, looks great!

- Awards show success, lots of great feedback
- Riptide female and mini completed
- P and P manual meeting
- Communicated with Tom about sponsor banners for arenas

- Wrote draft letter to discuss about ice allocation and discuss meetings in regards to events, will send this in this week.
- Canada Day Planning

22.9. Treasurer's Report

Budget: A few more payments to come in. This budget matches the P&L If we keep sending the way we are, eventually the surplus will run out. Eventually we'll spend it out.

At this time, we are maxing up on bodies enrolled

If we can find ice to run programs, people will buy into them.

One thing, our ice bills will be increasing a bit but we should have enough in registrations and some of our shared practices keeps the costs down.

Motion to accept: Jenise Powers. Seconded: Kendra Bell

Karen will prepare the documents for the AGM based on this document.

22.10. Secretary's Report.

Nominations received:

Jon McTaggart – Vice President

Nick Weber – Director of Recreation

Christine Hardt – Ice Scheduler

Nicole Andreassen – Secretary

Leaves Equipment Manager (1 year)

Treasurer (2 years)

22.11. Director of Female Hockey Operation's Report

May 2025 Director of Female Hockey Report

Female Riptide

- Great turnout with 3 full teams.
- Great feedback from the coaches about being able to be a part of the team selection.

May Skill camp with Whitney

We had 40 girls (including 2 goalies) participate from both Powell River and Sunshine coast.

During the camp we had 3 of our female coaches out on the ice helping and learning from Whitney. This was a great bonus for these coaches to get training session with her while helping out on the ice. I received feedback from all three coaches about how they will be using these drills with the teams next season. I will work with Whitney to host ProD day camps next season for the female players as well as talking with Caymen about coaches clinic with her. She worked with BC Hockey years ago as a coach mentor. I think we have an opportunity to use her knowledge to further help with coach training.

Other SCMHA projects

Met with Melissa, Kate and Christine to update the P&P

Looked in and worked on breaking down the registration fees and ice time per division to help find a way to lower the U9 registration. U9 currently receive the same amount of ice as U7 but pay almost \$500 more. Last year U9 integrated joined the league this did increase their home ice by 6 additional ice times. It does not add up. When I did the break down of what each division is paying per practice time U9 pay more then U7 and U11A. I would suggest we look at increasing U7 registration and having it be the same as U9 female as they are not part of the regular league. We should adjust U9 to \$649 and \$759 based on their ice use.

Player payment breakdown per division
2024-2025 registration

U7- 179-289

U9- 672-782

U11-754-919

U13-796-956

U15- 822-987

U18- 822-987

Rep players pay \$250 in rep fees. This covers the teams extra ice Season

Rep teams- 3 full ice practices per week

House and Female teams- 2 (one full, one shared) per week

Following information is based off of

-practice time only (not including game time)

-27 weeks (Sept -Mid March)

-numbers below are based on early bird registration prices

-rep breakdown includes the \$250 rep fee

Divisions	House, Female teams	Rep teams
Total practices per season	54 (2 per week)	81 (3 per week)
U7	3.31	na
U9	12.44	na
U11	13.96	12.39
U13	14.74	12.91
U15	15.22	13.23
U18	15.22	13.23

Rep try-out fees- \$125 are to cover min 4 ice times (this has been extended to 3-4 weeks. With up to 6 additional practice times.

1- 2 exhibition games

Worked with James and Christine to draft a letter regarding LG new penalty mins policy. Our letter made suggestions to focus more on the dangerous penalties (body checking, fighting and head contact) and not to included tripping or hooking as we

feel these are not penalties that deserve an additional suspension and should not be included in the 40.70.90 rule.

What is next - Working on Summer camp. I have secured Micah Zander- Hart PWHL New York Siren Captain for a 2 day camp with our female players. The camp will use 4 ice times and 4 classroom times over the weekend of Aug 9-10. I am also in talks with her to do a meet and greet Saturday night for our association and Community. We can have her sign pictures and take pictures. We are still working out the details but think this would be a great event for our community and female program.

Working on booking our Esso program for the summer.

Registration- Reach out to our Esso Program players and help with new registrations. This will require assistance from Jenise to insure this runs smoothly.

U9 parents are paying more than the U11 kids is not fair. We have low fees for U7 but our U9 kids have a huge jump.

Changes so that U9 will be more in line with others...

Changes to be....

Rep fees \$300

U7 will be up \$289

U9 will be \$489

August 9,10 for the PWHL coming to do a two-day camp and have a meet and greet.

22.12.Ice Scheduler's Report

Life has been crazy busy the last month. Almost done with the summer schedule. I will send it to Caymen once I'm done for input on his schedule.

Up next is the core for next season

22.13. Equipment Manager's Report

Removed all plaques from the award cases and brought them in for engraving.

- Ordered all awards and assisted with Awards Night.
- Returned all plaques to the Gibsons Arena.
- Set up all shelving in the storage unit, repackaging items into storage totes and labeling bins for organized storage.
- Jersey collection is ongoing—several team sets are still outstanding. A follow-up request will be sent after the long weekend.

22.14. Director of Recreation Report

May Report: (added post meeting)

- Coordinated year end player evaluation and parent involvement surveys for all teams (Rep, Female and C) at end of March (missed this on last month's report).
 - Year end player evaluations were submitted by all Rep and C coaches. Scores were used to assist in the Riptide team draft, and will be incorporated into the team balancing process for the 2025/26 season.
 - Team managers from 10 teams completed the parent involvement surveys. The survey results will be used to assist in team balancing next season, to help ensure an even mix of volunteers. For example, avoid sending all safeties to the same team.
- Created and distributed year end surveys to U11C, U13C, U15c and U18C in lieu of in person year end division meetings. The survey also included an overview of the team balancing process followed this season, with requests for ideas and suggestions.
 - U11C - 4 responses, U13C - 3 responses, U15C - 1 response, U18C - 5 responses
 - Player evaluations completed fairly? Split results U11C/U13C majority said no, U15C/18C majority said yes
 - Majority of respondents felt the following:
 - player evaluations should be completed before rep cuts are completed, then use rep evaluations for the rep players
 - teams should be selected via a draft.
 - player placement requests should be permitted, but we should only allow critical requests (i.e. not requests to be with friends)

- Split feedback as to whether balancing games should be tracked as formal exhibition games, board to discuss. Some felt that players intentionally played down (sandbagged) during the balancing games.
 - Request for more transparency with trade process. Board discussion required as reasons for trades can include confidential player information.
- Created a written guideline and supporting documents for the C team balancing process. Questions to be discussed under new business at tonight's meeting, and the new guideline will be circulated next week for board final approval.
- Participated in the sub committee to update the SCMHA Policies and Procedures. This included a 7.5 hr meeting plus additional time afterward to finalize the review/updates and grammar check the document.
- Met with Kori and James to discuss the Lion's Gate League 40/70/90 rule. Coordinating discussion with U13-U18 coaches and managers, then will draft a letter on behalf of the board to be submitted for consideration at the next LGL meeting. The draft letter will be distributed to the board for comments/approval by May 25th.
- Updated the Oversized Roster Sitting Out Guideline to reflect last year's change in the maximum team size by Hockey Canada (increased from 19 to 20).
- Scheduled first meeting with sub-committee on May 20th to review/update the Manager's Manual. Deadline for completion is August 2025.
- Development of the new tool to assist with tracking and sharing volunteer certifications is still in progress.
- Scheduled to attend the PCAHA AGM meeting on May 25th on behalf of SCMHA.
- The results of the practice ice review for U11-U18 C teams and impact of cancellations due to conflict games and Tsunami games found that ideally the teams would have 46 practices in a season. Only 2 C teams met this goal, the rest were below. The results were as follows. The three teams with lowest amount of practices were U11C1, U13C1 and U15C1 who all had Friday practices and were impacted by the Friday night Tsunami games. However, there were a variety of reasons for the practice cancellations.
 - U11C1: 42
 - U11C2: 47
 - U13C1: 41
 - U13C2: 48
 - U15C1: 40
 - U18C1: 44
 - U18C2: 43
- One of our U18 coaches submitted some suggestions on how to better evaluate players across C and Rep hockey, as the current system can allow for players to have the same score when the rep player is stronger than the house player. I will pass the suggestions to our DOHO and the new Director of Recreation to consider for next season's evaluations.

22.15.Risk Manager

Not available.

23.New Business:

For the upcoming AGM and the Constitution and Bylaws and P&P. Have the discussion and vote on the changes broken down into different votes. First to have the overall wording of the P&P and changes to the wording. Then to have the fundamental changes to the P&P that affect how we govern, to be explained separately and voted on. Such as... President should have one year experience on our board, President cannot be a head coach, no nominations from the floor if there are other persons who have put their name forward and nominations should be submitted a week before and then information sent out to the membership. The next year would send out names of the nominations to position to the membership two weeks in advance so we know how many

8:33 pm in camera

We have received a communication from a member regarding the transparency of the try out process. The board has reviewed the correspondence and James will reply. We have decided that Jen Stapleton is now a member not in good standing and not able to hold any volunteer positions for two years completing at May 15th 2026 pending review. This means this member is not able to hold any volunteer roles in the association during that time.

Bursaries:

We have two applicants and two bursaries available. One was a day late. When there are more than 2 applicants, then the date would be sticky, but in this case,

both applicants are excellent and they got their applications in before our meeting.
Jenise and Karen to let the applicant
Motion to \$1000 for each.
Kendra Bell

James is going to the BC Hockey

Sitting out Guidelines – changed to 19+2

P&P

Jenise's were added

Christine Hardt

In the Volunteer section 17.3 recruiting players is in the wrong spot. Move that up.
Volunteer discount. Added section 17.9 each member of the SCMHA will receive a
\$100 discount from their player registration fees, over and above the \$200
volunteer levy.

Managers: The team manager role cannot be assigned to the spouse of a head
coach but they can be a co-manager but cannot be responsible for conflict
resolution.

Motion to approve the changes to the P&P with two additional addendums via
email May 15, 2025

Jenise Powers. Seconded Stacy Rumba

Team balancing, No blind drafts. Coaches can know the identities of the players.
Formalizing exhibition games.

Upcoming dates:

- Pre-AGM meeting Monday May 26, 2025 Gibsons at 6:30 pm
- 2025 AGM Tuesday May 27, 2025 Sechelt 7:00pm

Adjourned 9:28 pm