

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

November 6, 2024 | 6:30 p.m. | Meeting location: Chris Saunders Memorial Elementary School

Meeting
called by

KVMHA Board

Type of
meeting

General Board
Meeting

Facilitator

Scott Nelson

Note taker

Patrick Collins

1. President – Scott Nelson - Present
2. Vice-President – Mike Conley - Present
3. Director of Recreational Hockey – Darren Fowler - Absent
4. Director of Competitive Hockey – Troy MacLeod - Absent
5. Director of Communications – Kate Craik - Present
6. Director of Finance – Geoff Cochrane - Present
7. Director of IP/Novice – Christian Belliveau – Present
8. Director of Administration - Mike Wilson - Present
9. Director of Revenue – Glenn Piercy - Present
10. Director of Ice – Dan Rowe - Present
11. Director of Human Resources – Kamil Forgie - Present
12. Director of Technical Development – Shane MacDonald - Present

AGENDA TOPICS

General Administration | Presenter Scott Nelson, President

1. Welcome, General Remarks, Administrative Topics:
 - a. Call to order
 - b. Approval of Previous meeting minutes (October 16, 2024)

Motion: None

Action: None

Ice scheduling | Presenters Kate Craik, Director of Communications | Dan Rowe, Director of Ice

2. Coaches are picking up ice on their own and paying for it via team funds
 - a. Ice times are allocated to other organizations. At times, the ice is not occupied as the organization may be attending an out-of-town tournament or competition. The ice becomes 'available' and KVMHA is not always notified of open ice. In very few instances, coaches are picking up this available ice time.

Motion: None

Action: None

First shift start date and supporting First Shift RNS activities | Presenter Mike Conley, Vice-President | Kate Craik, Director of Communications

3. Gear fitting is at QPLEX on November 24 1-2:30pm
 - a. KVMHA will secure the ice for First Shift.
 - b. 45 kids, 6 sessions

Motion: None

Action 1: Vice President – to send email - First Shift program has to follow KVMHA mission, values, and keep the KVMHA Board abreast of activities.

Competitive Pant Shells | Presenter Scott Nelson, President

4. Correct the meeting minutes from January 2024 regarding Pant shells
 - a. The vote was held virtually and passed.
 - b. The intent was to briefly discuss that the pant shells were not to be ordered for the 2023/24, as it was too late in the season.
 - c. The motion passing along with the discussion during the January 2024 meeting was not included in the meeting minutes.

Motion 1: to enter the discussion surrounding pant shells from December 2023 into the meeting minutes, including ensuing conversation at the January 2024 Board Meeting and online vote via TeamSnap December 2023. To enter the discussion into meeting minutes as a public record whereas it was not recorded in minutes for January 2024.
Motion passed: unanimous

Action: None

5. KVMHA to purchase Pant Shells sponsored by Scotiabank
 - a. Include pant shells for competitive teams in the 2024 budget, reflecting the existing sponsorship of \$3000 previously collected from Scotiabank and the 2024 sponsorship of \$1500 from Scotiabank.
 - b. This will be the beginning of a yearly sponsorship by Scotiabank to cover the costs of pant shells or other equipment required by KVMHA.
 - c. Scotiabank to have a logo on the pant shells.
 - d. The remaining amount for 2024, not covered by the existing sponsor of 3000 (plus 1500 to come this year) to be covered by amount remaining in budget under replacement of equipment or an increase, if required.
 - i. Equipment replacement funds are available to cover pant shells.
 - ii. \$1500 donation from Scotiabank will be used towards pant shells
 - iii. \$8200 (total cost) – \$4500 (sponsor) = \$3780
 - iv. 4 quotes were sought for the Pant Shells

Motion 2: KVMHA to buy from Estey's, Pant Shells for the competitive teams which would include a KV Minor Hockey Logo and a Scotiabank logo. Scotiabank is recognized as the sponsor for the Pant Shells.
Motion passed: unanimous

Action: None

NHL Legends | Presenters Scott Nelson, President | Kate Craik, Director of Communications

6. NHL Legends – President | Director of Communications
 - a. There is an opportunity for increased revenue if members would promote the activity via social media.
 - b. Ticket sales have recently increased.
 - c. Jenny-Lee Morais will control the dispersion of the tickets.
 - d. Approximately, \$16,000 to date.
 - e. Signed KV Jersey to be raffled off

Motion: None

Action: None

KVMHA paying for courses and team positions | Presenters Geoff Cochrane, Director of Finance | Kate Craik, Director of Communications

7. KVMHA will pay for mandatory coaches and safety person courses for those who are unable to and where Hockey New Brunswick (HNB) will not pay for the courses.
 - a. HNB will likely pay for the mandatory courses if they are notified in advance, prior to taking the course.
 - b. It is suggested that if a coach and/or safety person is unable to pay for the mandatory course, the coach should contact the KVMHA Director of Administration to seek clarification if HNB will pay for the course.

Motion 3: If coaches and safety persons are unable to pay for courses as well as HNB will not cover the fees for required courses for coaches and safety person, KVMHA will pay for the courses as requested by the coach.

Motion passed: unanimous

Action: None

8. KVMHA to pay for numerous team management positions. Discussions focused around how many team management positions is it reasonable to pay for.

Motion 4: KVMHA to pay a total of 5 team management positions per team (coaches, helpers at large and/or safety person and/or team manager) and any in additional management positions will pay a fee of \$40 for every additional person. The exception is for U7.

Motion passed: unanimous

Action: None

Director of Revenue Updates | Presenter Glenn Piercy, Director of Revenue

9. Update on the purchasing of jerseys
 - a. All jersey sets have been purchased and all sets have been received by the teams with the exception of two teams in U13. These teams will receive the new sets in the upcoming weeks.
10. New sponsor promotion with Domino's
 - a. Domino's team of the week. Where KVMHA Board members will go to the games and hand out Domino's coupons
11. Tournament updates
 - a. U9 Tournament sold out with 28 teams
 - b. U11 Tournament sold out 16 teams
12. Additional funding has been secured from Fundy Honda, U15 AA Fundy Honda Logo - \$3000 sponsorship.

Motion: None

Action: None

Board Operations and Conduct | Presenter Patrick Collins, (incoming) Director of Administration | Kate Craik, Director of Communications

13. Committee to be established to ensure Ethical Conduct of the Board and how it operates.
 - a. Patrick to draft an outline of a document for the Board to review
 - b. Board of governance training focusing on how a board should operate in order to be successful. The training topics should focus on:
 - i. Board governance
 - ii. Legal responsibilities
 - iii. Effective communication

Motion: None

Action 2: Patrick to produce an outline of Ethical Conduct document for the Board to review.

Action 3: Patrick to contact vendors who would be able to deliver Board operations training.

14. Board Meetings to be performed in a meeting setting (face to face or over zoom)
 - a. The Board discussed an option to have virtual meetings (Zoom) instead of attending a physical meeting. Members expressed this was a good option and should not entirely replace physical meetings. It was generally agreed upon, that if the Board needed to make a quick decision on an issue, meet during the summertime, or meet more than once a month a virtual meeting would be appropriate.
 - b. To align with the By-Laws, it was discussed that a formal email should be circulated, after a virtual meeting, if the Board members were voting on a motion.

Motion 5: Within reason (e.g. ad-hoc decisions, summer time, meeting frequently), the KVMHA Board has the option to meet in a virtual setting. Motions may be put forward during

virtual meetings; however, voting will be captured via email and motions will be captured in meeting minutes.

Motion Passed: unanimous (Director of Ice and Director of HR, absent).

Action: None

Round Table | Closeout | Presenters All

15. Round Table – All

- a. Evaluators have yet to be paid – cheques need to be signed
- b. Skating clinics to be scheduled
- c. To improve the efficiency to starting the hockey season lessons learned should be captured.

16. Review of actions and motions – Director of Administration

17. Close-out, final comments – President

- a. Meeting adjourned by President Scott Nelson at 8:45pm
- b. Next KVMHA Board Meeting – November 25, 2024 depending upon availability.

Motion: None

Action: None

Compilation of Motions and Actions:

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Motion 5: Within reason (e.g. ad-hoc decisions, summer time, meeting frequently), the KVMHA Board has the option to meet in a virtual setting. Motions may be put forward during virtual meetings; however, voting will be captured via email and motions will be captured in meeting minutes.

Action 1: Vice President – to send email - First Shift program has to follow KVMHA mission, values, and keep the KVMHA Board abreast of activities.

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