

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

January 21, 2025 | 6:00 p.m. | Meeting location: 640 Hampton Rd, Quispamsis

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
Type of meeting	General Meeting	President	Scott Nelson	P
		Vice-President	Mike Conley	A
Facilitator	Scott Nelson	Director of Recreational Hockey	Darren Fowler	P
Note taker	Patrick Collins	Director of Competitive Hockey	Troy MacLeod	A
		Director of Communications	Kate Craik	P
Additional Members/Guests Present:		Director of Finance	Geoff Cochrane	P
-	Jenny-Lee Morais and Malcom Campbell to present the U15C Provincial bid.	Director of IP/Novice	Christian Belliveau	P
		Director of Administration	Patrick Collins	P
		Director of Revenue	Glenn Piercy	P
		Director of Ice	Dan Rowe	P
		Director of Human Resources	Kamil Forgie	A
		Director of Technical Development	Shane MacDonald	P

Our Mission:

The Kennebecasis Valley Minor Hockey Association is a disciplined hockey community which encourages personal growth and skill development in a positive environment that promotes safety, sportsmanship and teamwork.

Our Values:

Placing our primary emphasis on "Kids First", our innovation and forward thinking secures a place for our association as a leader in the Canadian Hockey Community. We are accountable and conduct ourselves in a manner that provides opportunities and a positive and safe environment for all participants.

As a responsible group in our local community, we develop relationships and partnerships which contribute to our financial well-being and a shared pride in our accomplishments.

AGENDA TOPICS

General Administration | Presenter: Scott Nelson, President

1. Welcome, General Remarks, Administrative Topics
 - a. Call to order: 6:12pm

Motion 1: Approval of Previous meeting minutes, see [Appendix 1](#), see update to item 3.a.i. and 3.a.iii. **highlighted**, below.

- i. Moved by: Glenn Piercy
- ii. Seconded by: Darren Fowler
- iii. Motion carried: unanimously

Actions: None

2025 U15C Provincial Bid | Presenters: Jenny-Lee Morais; Malcom Campbell

2. Proposed U15C Provincial Bid; for more details see [Appendix 2](#) below.
 - a. The Board asked questions about cost of ice and 2 floods per game along with the cost of referees.
 1. Presenters are confident that charging \$800 per team will cover all costs and net a profit.
 2. Presenters are confident they can raise \$3000 via sponsorship.
 - b. Although the presenters are confident that a profit will be made hosting the Provincials, the Board discussed various financial risks and options to mitigate risks, including supplementing any financial shortfall with profits from U9 and U11 tournaments.
 - c. The Director of Administration and the Vice-President of KVMHA were identified to have a potential conflict of interest towards the bid. Personnel occupying these two positions are also members of the coaching staff for the KV Canadiens putting forth the bid. The conflict was discussed and determined to be insignificant as the U15C KV Candiens are the only 15C Tier 1 team representing KV. As the top 4 teams in Tier 1 are eligible to attend Provincials, no other KV team, would be eligible to put forth a similar Provincial bid, as the U15C Canadiens are the only KV team in Tier 1.

Motion 2: KVMHA will endorse the U15C Provincial bid to host the Provincials and the committee will bid up to \$1000.

- i. 1st Shane MacDonald
- ii. 2nd Glenn Piercy
- iii. Motion carried: unanimously

Action 1: Jenny-Lee Morais to submit a bid to Hockey New Brunswick on behalf of KVMHA to host the U15C Provincials.

President's Update | Presenter: Scott Nelson, President

3. Outstanding payments
 - a. There are still player outstanding payments that are due.
 - b. The majority of these cases have applied to the scholarship funds and/or are on a payment plan to have paid in full by January 31, 2025.
 - c. The Board will take further action once an updated list of outstanding payments is provided.
4. Outstanding courses

- a. It was brought to the Boards attention that some Managers and Coaches have not completed their Hockey Canada courses. These courses are overdue (December 15th was the deadline).
- b. The Registrar will provide a list of personnel who have been identified as not completed all of the necessary courses for their role. They will be contacted and if they are unable to provide proof that a course was taken they will be removed from the roster.

Motions: None

Action 2: Kamil to re-write Registrar role to include hard deadlines of outstanding courses, including respect in sport and Criminal and Vulnerable sector checks early in the season and to ensure that these are completed by the deadline, set by Hockey New Brunswick.

KVMHA Financials | Presenter: Geoff Cochrane, Director of Finance

5. Update on KVMHA Financials – no significant concerns
6. Team budgets
 - a. 100% of team budgets are in; no significant outliers in team budget proposals.

Motions: None

Actions: None

Update on Quispamsis town council | Presenter: Shane MacDonald, Director of Technical Development

7. Update from Quispamsis town council
 - a. Quispamsis town council has reached out to KVMHA to schedule further discussions regarding ice scheduling issues.

Motions: None

Actions: None

Equipment Concerns | Presenter: Christian Belliveau, Director of IP/Novice

8. One of the small nets needs to be replaced and it would be ideal if another was available as a spare as these nets are becoming more worn out every season. There is also a need to have bumpers to avoid injury that can be used to divide the ice for U7 and U9 ages.
 - a. \$2600 for a set for bumpers – extra fee to put a logo on both sides would be roughly \$100 per bumper.
 - b. Mini-nets are \$550 each
 - c. Total \$7000
 - d. Re-mesh the mini nets in the offseason

Motion 3: KVMHA to purchase 2 sets of bumpers and two small nets (1 replacement, 1 spare) on the condition there is a place to store the new equipment.

- i. Moved by: Christien
- ii. Seconded by: Glenn
- iii. Motion carried: unanimously

Action 3: Glenn to look at sponsorship for bumpers.

Action 4: Christien to measure the width of the ice to get exact sizing for bumpers.

Action 5: Dan to ask the town if there is additional storage available for KVMHA at the arenas.

Ice Updates | Presenter: Dan Rowe, Director of Ice

9. For the month of March Dan needs to know how much ice to acquire for teams going to provincials, day of champions, etc.
 - a. U7s until March 2nd; cross-overs and day of champions.
 - b. KVMHA will purchase ice for teams that don't make cross-overs.

Motions: None

Actions: None

Previous Actions, Round Table, Close-out | Presenter Patrick Collins, Director of Administration

10. Update on previous Actions – Director of Administration
 - a. Director of Administration to contact vendors who would be able to deliver Board operations training.
 - i. Complete/On-Hold
 - ii. A vendor has been identified who can meet the training needs of the Board.
 - iii. Since it is likely that at least two members of the Board will not run for their positions in the AGM, the Board decided that it would be best to have this training after these positions are filled.
 - b. Director of Administration to acquire exact Council wording of the motion carried from the Quispamsis Town Council meeting.
 - i. Meeting minutes have not been released/approved by Town Council.
 - c. VP to follow-up with Quispamsis Town Council to acquire studies conducted on recreational facilities.
 - i. Ongoing
 - d. Director of Finance to create a policy on outstanding fees.
 - i. Complete
 - e. Director of HR to update the job profile of the Registrar to include following up on outstanding fees.
 - i. Ongoing
11. Round Table – All
 - a. President
 - i. During the U9 tournament rink staff were not letting players into the dressing rooms at a reasonable time
 1. Pre-extended access to the dressing rooms, for this age group, needs to be clarified to the rink staff prior to the event occurring.
 2. There was one team who registered but did not pay prior to playing their first game. KVMHA will need to incorporate a “pay before you play” into a proposed KV Tournament handbook.
 3. There were some U9 KV Teams who did not register before the tournament was sold out. By acquiring a few extra resources, these teams were incorporated into the tournament; however, going forward, KV U9 teams

should automatically be registered or have the option for preregistration before the tournament sells out.

- b. Director of Recreational Hockey
- c. Director of Competitive Hockey
- d. Director of Communications
- e. Director of Finance
- f. Director of IP/Novice
- g. Director of Administration
- h. Director of Revenue
 - i. U9 tournament was a great success and it looks like a surplus in funds acquired.
 - ii. U11 tournament ice times have been setup.
 - iii. There is a lot of extra KV jerseys.
- i. Director of Ice
- j. Director of Human Resources
- k. Director of Technical Development

Motions: None

Action 6: Kate to send a message to coaches about older KV jerseys can be used for practices.

Action 7: Malcom to draft a document outlining considerations to host KVMHA tournaments.

12. Review of actions and motions – Director of Administration

Motion 1: Approval of Previous meeting minutes, see Appendix 1, see update to item 8.a.i. highlighted, below.

Motion carried: unanimously

Motion 2: KVMHA will endorse the U15C Provincial bid, committee will bid up to \$1000.

Motion carried: unanimously

Motion 3: KVMHA to purchase 2 sets of bumpers and two small nets (1 replacement, 1 spare) on the condition there is a place to store the new equipment.

Motion carried: unanimously

Action 1: Jenny-Lee Morais to submit a bid to Hockey New Brunswick on behalf of KVMHA to host the U15C Provincials.

Action 2: Director of HR to re-write Registrar role to include hard deadlines of outstanding courses, including respect in sport and Criminal and Vulnerable sector checks early in the season and to ensure that these are completed by the Dec. 15th deadline.

Action 3: Glenn to look at sponsorship for bumpers (would need total costs from Christien).

Action 4: Christien to measure the width of the ice to get exact sizing for bumpers.

Action 5: Dan to ask the town if there is an opportunity for additional storage.

Action 6: Kate to send a message to coaches about older KV jerseys can be used for practices.

Action 7: Malcom to draft a document outlining considerations to host KVMHA tournaments.

13. Close-out, final comments
Adjournment
Moved by: Darren
Seconded by: Dan

Meeting adjourn.
Motion Carried

Meeting adjourned at: 8:13

Next proposed Board Meeting:
February 18, 2025

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

December 19, 2024 | 6:15 p.m. | Meeting location: Virtual

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
Type of meeting	General Meeting	President	Scott Nelson	P
		Vice-President	Mike Conley	P
Facilitator	Scott Nelson	Director of Recreational Hockey	Darren Fowler	P
Note taker	Patrick Collins	Director of Competitive Hockey	Troy MacLeod	P
		Director of Communications	Kate Craik	P
Additional Members/Guests Present:		Director of Finance	Geoff Cochrane	P
- None		Director of IP/Novice	Christian Belliveau	P
		Director of Administration	Patrick Collins	P
		Director of Revenue	Glenn Piercy	A
		Director of Ice	Dan Rowe	A
		Director of Human Resources	Kamil Forgie	P
		Director of Technical Development	Shane MacDonald	P

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As a responsible group in our local community, we develop relationships and partnerships which contribute to our financial well-being and a shared pride in our accomplishments.

AGENDA TOPICS

General Administration | Presenter: Scott Nelson, President

1. Welcome, General Remarks, Administrative Topics
 - a. Call to order: 6:20pm

Motion 1: Approval of Previous meeting minutes

- i. Moved by: Director of Technical Development
- ii. Seconded by: Vice-President
- iii. Motion carried: unanimously

President's Update | Presenter: Scott Nelson, President

2. Unpaid hockey fees
 - a. Discussion among the Board members on how to acquire unpaid association fees. Considerations included payment plan options, fundraising options, scholarship options, being mindful of the holidays, contacting the families using a variety of media (email, Teamsnap, telephone). Discussions included using an escalation approach: communication via the Registrar with the unpaid hockey fee member, after a short period of time, any outstanding fees will be brought to the Board to take action, which would include an additional communication followed up by removal of the player [additional note: under By-laws section 7.02(b) for, "...negligent or willful failure to pay registration fees..."].

Motion 2: The Registrar to communicate via telephone with parents to set a deadline of December 31, 2024 to have a payment plan in place. Additionally, all outstanding members will have a deadline of January 31, 2025 for payment in full to be completed to remain on the team roster.

- i. Moved by: President
- ii. Seconded by: Director of Administration
- iii. Motion carried: unanimously (absent at the time: Director of HR)

Action 1: Director of Finance to create a policy on outstanding fees

Action 2: Director of HR to update the job profile of the Registrar to include following up on outstanding fees

3. Hockey Legends Fundraiser

- a. KVMHA profited \$6738

- i. KVMHA raised \$4500 for the Maddy Murphy Foundation and requested that Quispamsis Town Council make a donation to the Maddy Murphy Foundation since they were unable to offer any subsidy on the ice costs.
- ii. The remaining funds were distributed amongst the teams who sold more than 5 regular priced tickets.
- iii. Quispamsis Town Council made a direct payment to Maddy Murphy Foundation.
 1. Did not subsidize for the ice time or contribute any resources to run the Hockey Legends Fundraiser.

- b. Lessons Learned:

- i. The organizing committee should start the process earlier, including acquiring sponsors and promoting the event.
- ii. A larger committee is needed to help run the event.

4. HNB: Criminal record checks and completing courses for the coaches, if not, no longer allowed on the bench [December 15th was the deadline].

KVMHA Presentation to Quispamsis Town Council | Presenters: Mike Conely, Vice President and Shane Macdonald, Director of Technical Development

5. KVMHA Presentation to Quispamsis Town Council highlights included:
 - a. Background of the KVMHA
 - b. Lack of reasonable ice time for minor hockey players within the KV area
 - i. Proposed solutions included priority for minor hockey teams and a long-term strategy to build a new arena
 - c. League/tournament banners are not hung from rafters in QMA
 - d. Next steps include: Further discussions with council and KVMHA
 - e. Link to KVMHA Quispamsis City council [presentation](#)

Action 3: Director of Administration to acquire exact Council wording of the motion carried from the Town Council meeting.

Action 4: Vice President to follow-up with Quispamsis Town Council to acquire studies conducted on recreational facilities.

Previous Actions, Round Table, Close-out | Presenter Patrick Collins, Director of Administration

6. Update on previous Actions – Director of Administration
 - a. Patrick to produce an outline of Ethical Conduct document for the Board to review
 - i. Completed
 - b. Patrick to contact vendors who would be able to deliver Board operations training
 - i. Ongoing
7. Round Table – All
 - a. President
 - b. Director of Recreational Hockey
 - c. Director of Competitive Hockey
 - d. Director of Communications
 - e. Director of Finance
 - f. Director of IP/Novice
 - g. Director of Administration
 - i. Team fee disclaimer ("Please note that there may be an additional team fee. The maximum team fee for 2024/25 was \$175") should be stated during registration
 - ii. Ice dividers for next year (any sponsorship)?
 - h. Director of Revenue
 - i. Director of Ice
 - j. Director of Human Resources
 - k. Director of Technical Development
 - i. Numerous technical skates occurring over the next couple of weeks
8. Review of actions and motions – Director of Administration
 - a. Motion 1: Approval of Previous meeting minutes.
 - i. Motion carried
 - b. Motion 2: The Registrar to communicate via telephone with parents to set a deadline of December 31, 2024 to have a payment plan in place. Additionally, all outstanding members will have a deadline of January 31, 2025 for payment in full to be completed to remain on the team roster.
 - i. Motion carried
 - c. Action 1: Director of Finance to create a policy on outstanding fees.
 - d. Action 2: Director of HR to update the job profile of the Registrar to include following up on outstanding fees.

- e. Action 3: Director of Administration to acquire exact Council wording of the motion carried from the Quispamsis Town Council meeting.
- f. Action 4: Vice President to follow-up with Quispamsis Town Council to acquire studies conducted on recreational facilities.

9. Close-out, final comments

Adjournment

Moved by: President

Seconded by: Director of Communications

Meeting adjourn.

Motion Carried

Meeting adjourned at 7:45pm.

Next proposed Board Meeting: January 16, 2025

U15C PROVINCIAL PROPOSITION



Project Name	Hosting U15C Provincials	Provincial's date:
Project Owner	Jenny-Lee Morias	03/28/2025 – 03/30/2025
Prepared by	Jenny-Lee Morias	

HIGHLIGHTS

- The U15C4 KV Canadiens are interested in applying to host the U15C Provincial Championship, to be held from March 28–30, 2025.

EVENT DETAILS

- The event is taking place at the Qplex and QMA.
- HNB has already created a schedule for us, and a copy is attached to this document. HNB is using the GameSheet application through iPads, and we will be leasing 2 iPads. A canteen will be set up at QMA, and the Qplex canteen will be open.
- The chairperson of the committee is myself, Jenny-Lee, the co-chairperson is Malcolm Campbell, with the following members: Nicole Collins, Mike Conley, Jacinda Wilband, Andrea Fenwick, Kyle Scott and Philippe Morais. Our team parents will be helping, but we will also be recruiting additional volunteers to allow our parents to enjoy the Provincial. Volunteers will be needed for the clock/game sheet, canteen (QMA), and at each rink entrance. Each rink will have two coordinators. Please find a copy of the volunteer schedule attached.
- Medals and hats are provided by HNB
- Player of the game will get a wooden mini hockey stick with the Provincial and KVMHA logo on the blade and Player of the game on the shaft.

- Please find a copy of our budget attached to this document.

NEXT STEPS

- We have a list of sponsors we plan to meet Malcolm and myself. Please see attached list.
- The last day for applying for the Provincial is January 22nd 2025

Schedule made by HNB

FRIDAY

Time	Rink # 1	Rink # 2
1:00 pm	4 v 1	2 v 3
3:00 pm	8 v 5	6 v 7
5:00 pm	9 v 12	10 v 11
7:00 pm	16 v 13	14 v 15

SATURDAY

Time	Rink # 1	Rink # 2
8:00 am	1 v 3	2 v 4
9:45 am	7 v 5	8 v 6
11:30 am	9 v 11	10 v 12
1:15 pm	15 v 13	16 v 14
3:00 pm	1 v 2	3 v 4
4:45 pm	5 v 6	7 v 8
6:30 pm	9 v 10	11 v 12
8:15 pm	13 v 14	15 v 16

SUNDAY

Time	Rink # 1	Rink # 2
10:00 am	Semi-Final # 1	Semi Final # 2
2:00 pm	Gold Medal Game	

Volunteers Schedule

Date	Time	Home Team		vs	Away Team	Location	Time clock	IPAD / ANNOUNCE	ENTRANCE / 50-50	CANTEEN
Friday	1:00pm		4	vs		1 Qplex				
Friday	3:00		8	vs		5 Qplex				
Friday	5:00		9	vs		12 Qplex				
Friday	7:00		16	vs		13 Qplex				
Saturday	8:00am		1	vs		3 Qplex				
Saturday	9:45am		7	vs		5 Qplex				
Saturday	11:30am		9	vs		11 Qplex				
Saturday	1:15pm		15	vs		13 Qplex				
Saturday	3:00pm		1	vs		2 Qplex				
Saturday	4:45pm		5	vs		6 Qplex				
Saturday	6:30pm		9	vs		10 Qplex				
Saturday	8:15		13	vs		14 Qplex				
Sunday	10:00am	Semi finals		vs	Semi finals	Qplex				
Sunday	2:00	Gold Medal Game		vs	Gold Medal Game	Qplex				

Date	Time	Home Team		vs	Away Team	Location	Time clock	IPAD / ANNOUNCE	ENTRANCE / 50-50	CANTEEN
Friday	1:00pm		2	vs		3 QMA				
Friday	3:00		6	vs		7 QMA				
Friday	5:00		10	vs		11 QMA				
Friday	7:00		14	vs		15 QMA				
Saturday	8:00am		2	vs		4 QMA				
Saturday	9:45am		8	vs		6 QMA				
Saturday	11:30am		10	vs		12 QMA				
Saturday	1:15pm		16	vs		14 QMA				
Saturday	3:00pm		3	vs		4 QMA				
Saturday	4:45pm		7	vs		8 QMA				
Saturday	6:30pm		11	vs		12 QMA				
Sunday	10:00am	Semi finals		vs	Semi finals	QMA				

Budget

EXPENSES			
Item	Estimated Cost	Actual Cost	Status/Notes
rink rental	\$ 10,541.50		Qplex (26.75 hrs x \$258) and QMA (22.75 x 160)
referees	\$ 2,658.00		
referee coordination	\$ 250.00		
time keepers	\$ 810.00		\$30 per games (27 games)
tournament program	\$ 600.00		
Misc (supplies)	\$ 600.00		Dressing room signs, revenue supplies,50/50 tickets, iPad, pucks)
Player of the game awards	\$ 1,000.00		Waiting to hear from Doirons (mini woodens sticks with Provincial and KVMHA logo on the blade & Player of the game on the shaft
Total Expenses:	\$ 16,459.50	\$ -	

REVENUE			
Item	Estimated Revenue	Actual Revenue	Status/Notes
team fees	\$ 12,800.00		\$800 per team
sponsorship	\$ 3,000.00		We have a list a sponsors for me and Malcolm to go through
50/50?	\$ 700.00		Approx. \$50 per game (27 games)
Quispamsis town	\$ 800.00		
Canteen	\$ 300.00		Canteen at QMA
Total Revenue:	\$ 17,600.00	\$ -	
TOURNAMENT BALANCE:	\$ 1,140.50	\$ -	
	Projected	Actual	

List of sponsors

Homestar, Subway, Kent, Atlantic Superstore, Sobeys, Irving Oil, Irving Paper Tissue, DQ, Sportchek, Vitos, Cleves, Doiron, Mc Donald, Greenfoot energy