

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

March 19, 2025 | 6:30 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	P
Facilitator	Scott Nelson	Director of Recreational Hockey	Darren Fowler	A
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
1. None		Director of IP/Novice	Christian Belliveau	P
		Director of Administration	Patrick Collins	P
		Director of Revenue	Glenn Piercy	P
		Director of Ice	Dan Rowe	A
		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

1. Call to order: 6:42pm

Motion 1: Approval of Previous meeting minutes (February 20, 2025)

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

Actions: None

President's Update | Presenter Scott Nelson, President

1. Ball Hockey update – Commence: roughly last week in May to roughly July 1st.

1. Ball Hockey Committees:

i. Startup committee established

1. Registration date
2. Registration fees
3. Jerseys (T-shirts)

ii. On-going league ball hockey committee established

2. Discussions on-going regarding referees

2. Awards Committee

3. Appreciation night, week of March 31st

4. Purchase items - \$15 +HST for KVMHA ball caps and/or toques as promotional items

1. Proposed motion: to purchase 100 ball caps and/or toques for promotional use.

Motion 2: KVMHA to purchase 100 ball caps and/or toques for KVMHA promotional use.

- i. Moved by: Geoff
- ii. Seconded by: Mike
- iii. Motion carried: unanimously

Action 1: VP to chair the awards committee

KVMHA Fee Policy | Presenter Geoff Cochrane, Director of Finance

5. Geoff presented a DRAFT Fee Policy document for the Board to review, see [appendix 1](#).

Motion 3: To endorse and implement the proposed KVMHA Fee Policy. The Policy should be reviewed and updated, if applicable, before each season.

- i. Moved by: Geoff
- ii. Seconded by: Patrick
- iii. Motion carried: unanimously

Actions: None

6. Round table

1. President

- i. Community hockey ended successfully. Special thanks to the U-18 Hawks teams that helped out.
- ii. Special thanks to Andrea Fenwick for running a very successful Neurodiverse program throughout the season.
- iii. Competitive process may change as KVMHA is trying to endorse 'B' level teams.
- iv. Discussion about mandatory training on proper conduct of play for all U-18 players.

2. Vice-President

3. Director of Recreational Hockey

4. Director of Competitive Hockey

- i. To revisit the competitive tryout process at a later date.

5. Director of Communications

6. Director of Finance

7. Director of IP/Novice

8. Director of Administration

9. Director of Revenue

10. Director of Ice

11. Director of Human Resources

12. Director of Technical Development

7. Review of Motions and all Actions:

- 1. Motion 1: Approve previous meeting minutes (from February 20, 2025)
- 2. Motion 2: KVMHA to purchase 100 ball caps and/or toques for KVMHA promotional use
- 3. Motion 3: To endorse and implement the proposed KVMHA Fee Policy. The Policy should be reviewed and updated, if applicable, before each season.
- 4. Action 1: President to form a ball Hockey Committee (complete)
- 5. Action 2: Director of Administration to reach out to Director of Finance, when do the managers submit their final budget (complete)
- 6. Action 3: Director of Ice to send letter to Province outlining lack of ice time availability in the KV area and propose a new ice surface (complete)
- 7. Action 4: VP to create Standards of Discipline document to be tabled at the AGM (on-going)
- 8. Action 5: President and VP to bring up goalie emergency affiliation at HNB AGM (on-going)
- 9. Action 6: Director of Finance to create a policy on outstanding fees (complete)
- 10. Action 7: Director of HR to update the job profile of the Registrar to include following up on outstanding fees (on-going)
- 11. Action 8: Vice President to follow-up with Quispamsis Town Council to acquire studies conducted on recreational facilities (on-going))
- 12. Action 9: VP to chair the awards committee (on-going)

8. Close-out, final comments

Adjournment

Moved by: Scott

Seconded by: Mike

Meeting adjourn.

Motion carried

Meeting adjourned at 8:35pm

Next proposed Board Meeting: April 2025

Appendix 1



Kennebecasis Minor Hockey Association

President: Scott Nelson

Director of Finance: Geoff Cochrane

Updated January 2025

POLICY: FEES

Purpose:

To document and clarify KVMHA policy with respect to any fees associated with members including registration, try-out or conditioning camp fees.

All refund requests must be submitted in writing via email to the Registrar at the following email address:

KVMHA Registrar: **kvmharegistrar@gmail.com**

Try-out and Conditioning camps:

All fees must be paid before your child participates in the first event/session (i.e. Try-out or conditioning camp).

Please refer to our separate refund policy if needed ([KVMHA-Refund-Policy-Updated-10-21-23.pdf](#)) .

Registration fees:

Registration usually opens early to mid-August for the upcoming season. Participants will have 3 options to choose from for payment of fees:

- 1) Set up a payment plan within TeamSnap that will split your fee over 3 months starting in the 3rd week of August, 2nd payment will be 3rd week of September and final payment in the 3rd week of October and this will require you to have your credit card on file with TeamSnap. **(Oct 31, 20XX is the LAST DAY)**
- 2) Make a lump sum payment via credit card via TeamSnap
- 3) Etransfer all of the funds before the official start of the season in one lump sum payment to kvmharegistrar@gmail.com

If you have not paid your fees by October 31, the Registrar will contact you during the first week of November by email to let you know you still have fees outstanding. If a confirmation of the email is not received the Registrar will contact you via phone or in person. **If you still do not have fees paid in full by December 31 you will run the risk of having your child removed from their team and not placed on an official roster for the remainder of the year. After all attempts have been made via communications from our Registrar you may then receive a communication from a Board member that you could be removed from your team roster.**

Our goal is to ensure all kids have the ability to play hockey. If assistance is needed, please refer to the Scholarship Fund terms of reference on our website [[Parent Information – Kennebecasis Valley Minor Hockey](#)] to apply for financial assistance if needed.

If your child was subject to a late registration fee, they may not necessarily be removed from their team roster but your account will be locked at the end of the year and will remain locked until the fee is paid preventing you from registering your child for the subsequent year.

If your child has unpaid fees by October 31 and one of the parents has assisted with try-out or balancing assessments and is entitled to a stipend for those hours, the monies they are entitled too will be applied against your child's outstanding fees.

Refunds regarding registration fees is covered under the Refund Policy (see link above) posted on our website.