

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

June 5, 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	Stephen Sutherland	P
		Director of U7/U9	Christian Belliveau	P
		Director of Administration	Patrick Collins	P
		Director of Revenue	Jenny-Lee Morais	P
		Director of Ice	Josh Guimond	P
		Director of Human Resources	Kamil Forgie	P
		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: 6:40pm

Motion 1: Approval of Previous meeting minutes, see [Appendix 1](#), from April 10, 2025.

- i. Moved by: Scott
- ii. Seconded by: Patrick
- iii. Motion carried: Unanimous

Motion 2: Approval of Annual General Meeting minutes, see [Appendix 2](#), from May 1, 2025. See proposed corrections highlighted.

- i. Moved by: Troy
- ii. Seconded by: Christien
- iii. Motion carried: Unanimous

Actions: None

President's Update | Presenter Scott Nelson, President

1. SNB meeting

- a. everyone kept their positions – no changes to their Board
- b. Minutes are not out yet
- c. Same amount of games next year
- d. Same amount of tournaments
- e. Day of Champions will be in Hampton for 2025/26
- f. Proposed a 'B' league in SNB – likely start at the lower levels first (11U)
 - i. Likely be able to have 6 teams
 1. Will discuss more later in the summer
- g. No increase to SNB fees

2. HNB pre-meeting

- a. U9, to move full ice date to first Friday in December
- b. HNB U11 max of 45 games per year excluding league and Provincial tournament, want to increase to 50 games
- c. Want to create a structure for U11 competitive teams by looking at the number of enrolments and forcing associations to create a AA team or perhaps two AA teams

Motions: None

Actions: None

Administrative Board Updates | Presenter Patrick Collins, Director of Administration

3. Board Position Descriptions:

- a. Board positions should be reviewed and updated to reflect work that is being conducted by that position. Please see [Appendix 3](#) or the handout for the current wording.

- b. Proposed action to be placed on the Board members to review the description of their specific role
 - c. Proposed action for Board members to review and comment on any updates to the description.
 - d. If there are any changes to the descriptions, a motion must be created at the next AGM for the membership to review any changes to the description(s).
4. Board Training
- a. Board of governance training focusing on how a board should operate in order to be successful. The training topics focus on:
 - o Board governance
 - o Legal responsibilities
 - o Effective communication and building a healthy culture
 - b. Approximately \$60/person for the half day session
 - c. Approximately \$80/person for the full day sessions.
 - d. Includes the space and refreshments (and lunch if it's a full day).
 - e. Also offering subsidized coaching hours in addition to the training if the group wants to do some follow up on things like bylaws, policies, etc.
 - f. The Board generally agreed that training would be beneficial. The timing of the training was difficult. It appears that training in the summer would not be effective as many members are also involved in other summer sports and activities and/or will be taking vacation. The most favorable time would be after the start of the hockey season (roughly the 1st week in October). It was also discussed that more than just one quote should be acquired before proceeding with the vendor.

Motions: None

Action 1: Patrick to look for additional Board training quotes from vendors.

Round Table, Review of Motions and all Actions, Close-out | Presenter Patrick Collins, Director of Administration

5. Round table
- a. President
 - b. Vice-President
 - i. Need to look at acceptable behaviours and tackle topics like bullying – will reinforce the tools that coaches have during the coaches meeting.
 - c. Director of Recreational Hockey
 - d. Director of Competitive Hockey
 - e. Director of Communications
 - i. Outstanding manager issues have been resolved.
 - f. Director of Finance
 - i. Action: Will need to provide a draft budget for the 2025/26 season in July
 - g. Director of U7/U9
 - i. Need to purchase Jerseys for the U9 division
 - ii. Need to order bumpers and nets
 - h. Director of Administration
 - i. Director of Revenue
 - i. Quote for jerseys \$25 -\$27 each for bulk order
 - ii. Sponsor for dividers
 - j. Director of Ice
 - i. Budget by August 1st –
 - k. Director of Human Resources

- i. Would like to re-post for all paid positions
- I. Director of Technical Development

5. Review of Motions, Previous and New Actions:

Motion 1: Approval of Previous meeting minutes from April 10, 2025.

Motion 2: Approval of Annual General Meeting minutes from May 1, 2025

Action 1: Patrick to implement approved changes to the constitution (on-going).

Action 2: Mike to revise the draft Complaint and Disciplinary Process with consideration given to membership comments received. Mike is to present the new draft to the Board for approval (on-going).

Action 3: Kate to email a survey to the membership to seek information about retaining goalies (on-going).

Action 4: The Board to discuss a banner day/evening to celebrate the KVMHA wins (complete).

Action 5: The Board to discuss and implement processes earlier to start the hockey season (new).

Action 6: Proposed action to be placed on the Board members to review the description of their specific role (new).

Action 7: Proposed action for Board members to review and comment on any updates to the description (new).

Action 8: Patrick to look for additional Board training quotes from vendors (new).

6. Meeting adjourn 8:44pm:

- 1. Proposed: Scott
- 2. Second: Christien

Appendix 1 – For Approval: Meeting Minutes from April 10, 2024

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

April 10, 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	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
- None		Director of IP/Novice	Christian Belliveau	A
		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.

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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.

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AGENDA TOPICS

General Administration | Presenter: Scott Nelson, President

7. Welcome, General Remarks, Administrative Topics

1. Call to order: 6:36pm

Motion 1: Approval of Previous meeting minutes, see [Appendix 1](#), below

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

Actions: None

President's Update | Presenter Scott Nelson, President

8. Appreciation night update – In order to maximize the number of volunteers that could attend it's recommended to have it earlier in the season and not on a Monday evening but rather a Thursday or Friday evening.

1. Two gift cards handed out along with hats/toques – KVMHA has left over hats for next year

9. Monday May 12, 2025 is the scheduled SNB Annual General Meeting (AGM)

1. KVMHA should have the AGM before this date.

Motions: None

Actions: None

Update on KVMHA Financials | Presenter Geoff Cochrane, Director of Finance

10. Geoff presented the latest financial report to the Board.

Motion 2: KVMHA to accept updated financial statements

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

Actions: None

Discussion on the upcoming Annual General Meeting | Presenter Patrick Collins, Director of Administration

11. 2025 – Board Positions for re-election:

1. President
2. Director of Competitive Hockey
3. Director of Finance
4. Director of Revenues
5. Director of Ice – 1 year term
6. Director of Administration – 1 year term

12. In some areas of the Articles and By-Laws the position of Director of Divisions is referred to. This position was split into two positions, the Director of Recreational Hockey and the Director of Competitive Hockey. These two position titles are referred to in Article IV (in regard to the elected position of Odd and Even years (cl. 4.03(a) and 4.03(b))). To align with current practices and Article IV, an administrative amendment to the following Article and By-Laws will be proposed to the Membership at the next AGM.

1. Article V
2. Article VI
3. By-Law One
4. By-Law Three
5. By-Law Four

Motions: None

Actions: None

Round Table, Review of Motions and all Actions, Close-out | Presenter Patrick Collins,
Director of Administration

13. Round table

1. President
2. Vice-President
3. Director of Recreational Hockey
 - a. Ball hockey: coaches can protect 5 players, will be a draft after that. Final ball hockey tournament at TD Station week of July 3rd.
4. Director of Competitive Hockey
5. Director of Communications
 - a. Ball hockey: \$50 discount for goalies, coaches, and committee members get one free registration (9 on committee and 3 don't have children)
6. Director of Finance
7. Director of IP/Novice
8. Director of Administration
9. Director of Revenue
 - a. RinkSide Sports Shop is leaving Q-Plex, which means KVMHA does not physically have a place to sell Chase the Ace tickets to raise money for association. RinkSide Sports, however, does have a link on their website to purchase Chase the Ace tickets.
10. Director of Ice
11. Director of Human Resources
12. Director of Technical Development

14. Review of motions and new/on-going actions:

1. Motion 1: Approve previous meeting minutes (from March 19, 2025)
2. Motion 2: KVMHA to accept updated financial statements.
3. Action: VP to create Standards of Discipline document to be tabled at the AGM (on-going)
4. Action: President and VP to bring up goalie emergency affiliation at HNB AGM (on-going)
5. Action: Director of HR to update the job profile of the Registrar to include following up on outstanding fees (on-going)
6. Action: Vice President to follow-up with Quispamsis Town Council to acquire studies conducted on recreational facilities (on-going)
7. Action: VP to chair the awards committee (on-going)

8. Action: Director of Communication to call city to see if the date of the AGM can be changed so the Director of Finance is available (completed)

15. Close-out, final comments

Adjournment

Moved by: Scott

Seconded by: Patrick

Meeting adjourn

Meeting adjourn at 8:55pm:

Next proposed Board Meeting: Annual General Meeting May 1, 2025

Appendix 2 – For Approval: Meeting Minutes from May 1, 2025 Annual General Meeting

KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

Meeting Minutes

May 1, 2025 | 6:30 p.m. | Meeting location: QPlex Arena – Kennebecasis Room, 20 Randy Jones Way, Quispamsis, NB E2E 0B3

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
		President	Scott Nelson	P
Type of meeting	Annual General Meeting	Vice-President	Mike Conley	P
		Director of Recreational Hockey	Darren Fowler	P
Facilitator	Scott Nelson	Director of Competitive Hockey	Troy MacLeod	P
Note taker	Patrick Collins	Director of Communications	Kate Craik	P
		Director of Finance	Geoff Cochrane	P
Additional Members/Guests Present: - 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	P
		Director of Human Resources	Kamil Forgie	P
		Director of Technical Development	Shane MacDonald	P

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AGENDA TOPICS

General Administration | Presenter: Scott Nelson, President

1. Welcome, General Remarks, Administrative Topics
 1. Call to order: 6:32pm
2. Acceptance of Agenda

Motion 1: Acceptance of revised Agenda

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

3. Overview of Last AGM Meeting Minutes and Actions
 - i. Approved by the Board on June 19, 2024 and accessible on the KVMHA website
 - ii. One action was produced from the 2024 AGM:
 1. "New Business – Recommendation by members to approach the Town of Quispamsis to increase the ice allocation for KVMHA. Board Members, Dan Rowe, Director of Ice and Kamil Forgie, Director of Human Resources, explained that many attempts have been made to plea the desperate and ever-growing concern for ice access. The Board has committed that it will create a committee to gather all pertinent data to present to the Town of Quispamsis Council."
 - a. Action is complete, as captured in January 21, 2025 meeting minutes. On-going discussions with Quispamsis Town Council continue. As well, an independent study has been issued by the Town to look at all recreational facilities including options to increase ice availability.

Actions: None

President's Annual Report | Presenter Scott Nelson, President

4. Hosted NHL Legends Tour which included several clinics for the kids, an intermission U7 skate with the stars and allowed for teams to do some fundraising. This event was a huge success and promoted KVMHA community involvement.
5. Successful Neurodiverse group for a second year in a row. This year saw max registration for this with over 45 kids on the ice. There were several teams and volunteers who came out to help including Rothesay High and KV Hawks central AA team.
6. First Shift program with 45 registered was also a big success. Both Hawks U18 central teams helped to run the sessions and several volunteers (including younger ones) which made this a success. Many of these kids were able to transfer to the Community Hockey program we run for the remainder of the season.
7. Hawks Community Hockey was a successful with full registration.
8. There were close to 980 members this year in KVMHA which included Community Hockey, Neurodiverse and First Shift.
9. Tournaments included U9 Blast, U11 Family Day tournament and U15C Provincials. All of the tournaments were sold out the first day they were posted.

10. Completed the new jersey program for all levels with the help of several community sponsors.
11. Successful Ball Hockey program which saw 19 teams in U9 to U15. This program was full.
12. Winner of the Association of the Year award from HNB for the 2023-24 season which was celebrated at the start of the season.
13. Since Tim Hortons will be no longer sponsor U9 jerseys, KVMHA will have to work with local sponsors to secure these jerseys.
14. KVMHA will be looking to start a B league with the help of SNBMHL. There is a need for this and since the province hosts B Provincials, B tournaments and has B teams elsewhere, we believe it is time to develop this for our district.

Motions: None

Actions: None

Board Positions to Elect | Presenter Patrick Collins, Director of Administration

15. The intention was to have Vice President Mike Conley oversee the elections; however, the positions up for election were not contested.
16. The following positions were up for election:
 1. President
 2. Director of Competitive Hockey
 3. Director of Finance
 4. Director of Revenues
 5. Director of Ice*
 6. Director of Administration*

*Following clause 4.06 of the KVMHA Articles, the term is 1-year for Director of Ice and Director of Administration positions. Since the election year is an 'Odd' year (2025), this clause enables the positions to preserve their 'Even' election year to remain in compliance with clause 4.03 (a).

17. The outcome of the 2025 KVMHA election is:
 1. President - Scott Nelson (uncontested)
 2. Director of Competitive Hockey - Troy MacLeod (uncontested)
 3. Director of Finance - Stephen Sutherland (uncontested); replacing Geoff Cochrane
 4. Director of Revenues - Jenny-Lee Morais (uncontested); replacing Glenn Piercy
 5. Director of Ice (1 year term) - Josh Guimond (uncontested); replacing Dan Rowe
 6. Director of Administration (1 year term) - Patrick Collins (uncontested)

Motions: None

Actions: None

Awards Presentation | Presenter Shane MacDonald, Director of Technical Development

18. The following members were recognized and presented with awards:

1. Danny McLaughlin Memorial Award - Nate MacVicar
2. Unsung Hero Award - Renee Degarie
3. KVMHA Spirit Award - Nate Trites
4. Todd McNally Memorial Award - Nathan Marshall
5. Cole Pender Perseverance Award - Maverick Hughes
6. Good Guy Award - Pat Collins
7. Kids First Award - Mike Conley
8. Rising Star Award - Ashley Arsenault
9. Hawkey's Choice Award - Jane & Jeremy Cleveland
10. Coach of the Year - Matt Nicolle
11. Lifetime Member Award - Mike Wilson
12. KVMHA Volunteer of the Year - Jenny-Lee Morais

Motions: None

Actions: None

KVMHA Fee Policy | Presenter Geoff Cochrane, Director of Finance

19. Geoff presented an overview of KVMHA 2024/2025 financials. Please see Appendix 1, for the two graphics Geoff spoke to during his presentation.

Motions: None

Actions: None

Amendments to the Constitution | Presenter Patrick Collins, Director of Administration

20. Patrick presented two proposed administrative changes to the Articles and By-Laws. Please see [Appendix 2a](#) and [Appendix 2b](#), for more information.

Motion 2: Motion to accept the proposed changes to the Articles and By-Laws as presented (see Appendix 2a and Appendix 2b for information presented to the membership).

- i. Moved by: Patrick
- ii. Seconded by: Mike
- iii. Motion carried: 2/3rds majority of membership in favour.

Action 1: Patrick to implement approved changes to the constitution.

Complaint and Disciplinary Process | Presenter Mike Conely, Vice-President

21. Mike presented a draft version of a revised Complaint and Disciplinary Process document that aligns with Hockey New Brunswick expectations.

Motions: None

Action 2: Mike to revise the draft Complaint and Disciplinary Process with consideration given to membership comments received. Mike is to and present the new draft to the Board for approval.

22. Round table

1. Discussion ensued about a shortness of players who are interested in the goalie position across many of the divisions. Numerous ideas came out of the discussion. It was decided that a survey focusing on goalies will be sent to the membership to capture any recommendations.
2. Discussion ensued about having a KVMHA banner day or banner night. The Board will discuss this idea in a future meeting.
3. Discussion ensued about the start up to the season. The membership implied that there should be more lead time as it felt rushed (tryouts, volunteering for roles such as coordinator, coaches, managers). The Board will discuss the start up to the season during an upcoming meeting.

Motions: None

Action 3: Kate to email a survey to the membership to seek information about retaining goalies.

Action 4: The Board to discuss a banner day/evening to celebrate the KVMHA wins.

Action 5: The Board to discuss and implement processes earlier to start the hockey season.

23. Review of Motions and all Actions:

Motion 1: Acceptance of revised Agenda

Motion 2: Motion to accept the proposed changes to the Articles and By-Laws as presented

Action 1: Patrick to implement approved changes to the constitution

Action 2: Mike to revise the draft Complaint and Disciplinary Process with consideration given to membership comments received. Mike is to and present the new draft to the Board for approval.

Action 3: Kate to email a survey to the membership to seek information about retaining goalies.

Action 4: The Board to discuss a banner day/evening to celebrate the KVMHA wins.

Action 5: The Board to discuss and implement processes earlier to start the hockey season.

24. Close-out, final comments

Adjournment

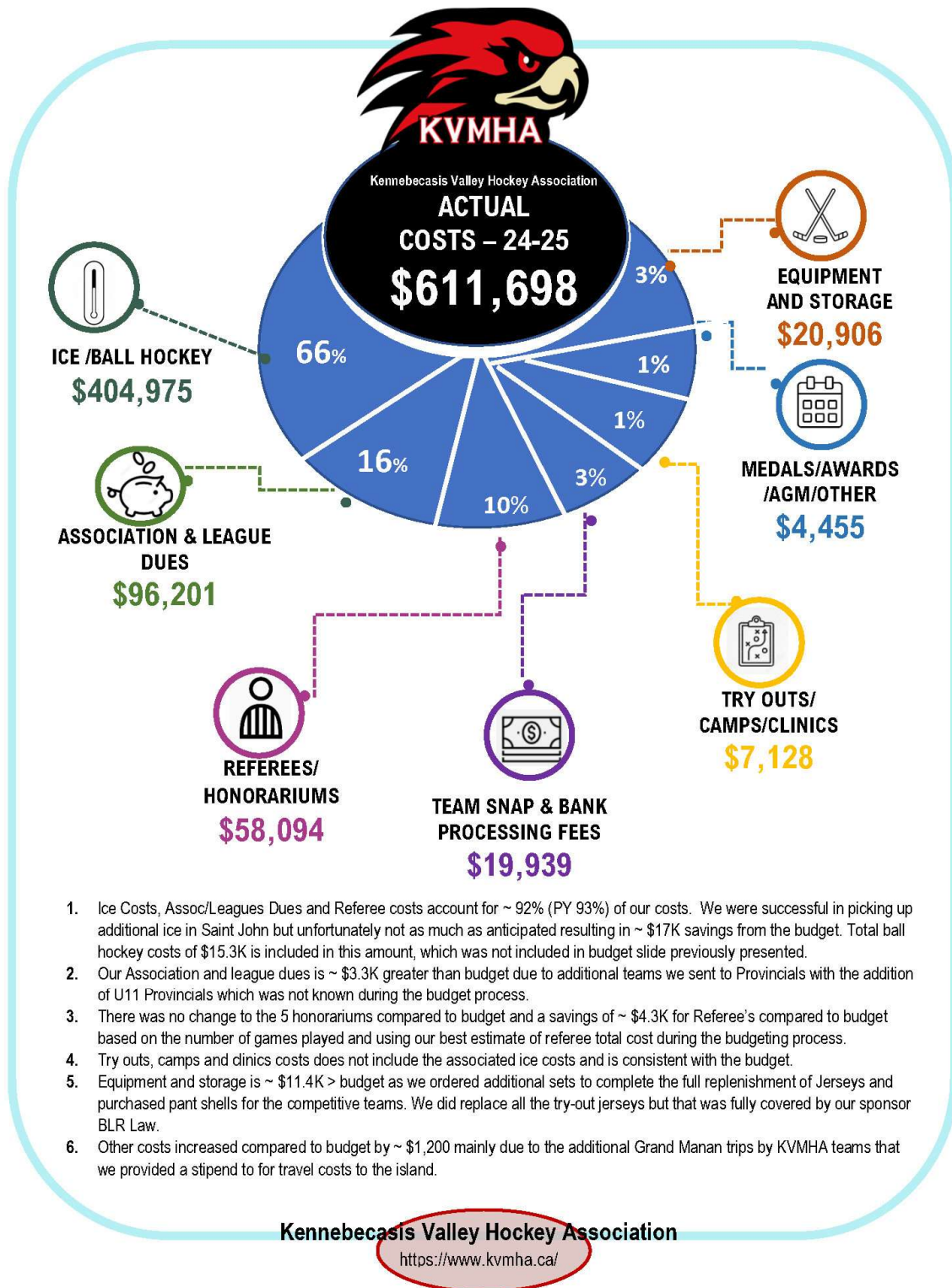
Moved by: Mike

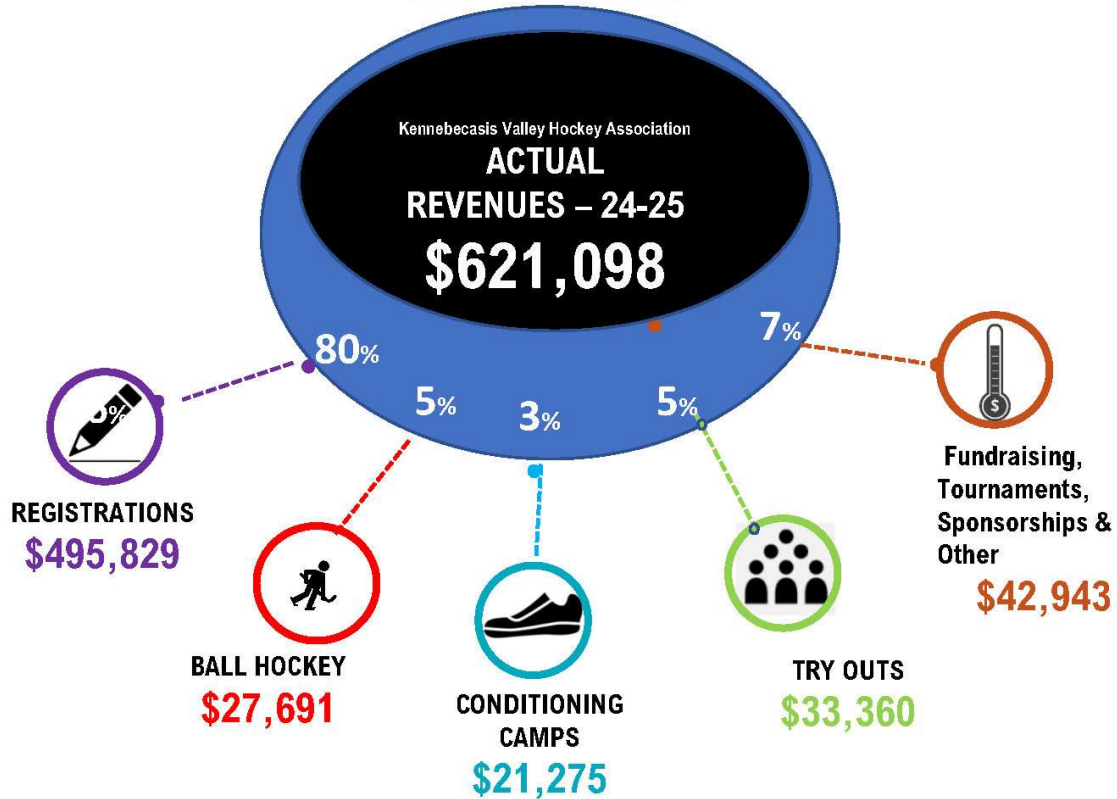
Seconded by: Patrick

Meeting adjourn.

Motion carried

Meeting adjourned at 8:31pm





1. Registration was 782 kids compared to a budget of 771 for 24-25 season. This is an increase of 34 (748 total) kids from the PY. This did not include the 38 participants from our community hockey program. Fees increased by \$10 per child and overall registration fees increased compared to budget by ~ \$12K is a result of mix of kids by level and receipt of e-transfers which reduced processing fees.
2. First year of Ball Hockey was successful resulting in profit of ~ \$12K & the profit will go towards CY Ball Hockey program.
3. Conditioning Camps and Try Out revenue exceeded budget by ~ \$3.6K solely based on the number of participants as there continues to be a big demand at the younger levels.
4. Fundraising, Tournaments, Sponsorships & Other revenue exceeded budget by ~ \$21K as a result of unexpected funds from FCNB of ~ \$18K and additional \$3K of interest earned. Tournament profit of ~ \$8K was in line with budget. We also collected \$1,360 in Scholarship funds and used \$640 to support KVMHA families with registration.

Kennebecasis Valley Hockey Association

<https://www.kvmha.ca/>
2024-25 Season

Appendix 2a

Proposal for KVMHA By-Law Addition or Change

1. What is the Article Number and Article Title of your proposed amendment.

Numerous administrative updates throughout the Constitution (including Articles and By-laws) to align with updates that were made to a specific section overtime without updating terms in other sections of the document.

2. Please provide detail wording for the new By-Law that you are proposing.

The administrative updates include:

1. Removing the 's' from Director of Revenues
2. Update applicable references to divisional names to align with Hockey Canada divisions (e.g. replace Atom; Peewee; Bantam; Midget to U11; U13; U15; U18)
3. Updating all titles that still make a reference to the 'Director of Divisions' to Director of Recreational Hockey and Director of Competitive Hockey

3. If you are proposing a new By-Law, please provide detail wording.

4. What is your rationale for proposing an amendment or additional By-Law

These changes will have no consequence to current operations. The intent is, to make meanings easier to understand and less likely for a user to misinterpret a term within sections of the Constitution that were inadvertently not updated when an update to another section occurred.

Appendix 2b

Proposal for KVMHA By-Law Addition or Change

1. What is the Article Number and Article Title of your proposed amendment.

None.

2. Please provide detail wording for the new By-Law that you are proposing.

4. Add version controls to the Constitution (including Articles and By-Laws) to control any updates made to the document (e.g. Rev. 1, Rev. 2., Rev. 3)
5. Add a revision record section to detail when and what update(s) were made to the Constitution. For example:

Revision Record:

Rev. #	Date	Page	Section	Comment
1	May 2021	24	By-Law 3.04(e)	Renamed terms Atom to U11; Peewee to U13; Bantam to U15; Midget to U18
	June 2023	10	Article	Removed the 'e' from Director of

3. If you are proposing a new By-Law, please provide detail wording.

4. What is your rationale for proposing an amendment or additional By-Law

To control and document any updates to the Constitution.

Appendix 3 – Review of Board Position Descriptions

3.01 President – The President shall preside at all Board meetings. He/she shall be entitled to one (1) vote except in the case of a tie when he/she shall cast a second and deciding vote. He/she shall be an ex-officio member of all Standing and Ad Hoc Committees. The definition of ex-officio for the purposes on these By-laws shall be: Ex officio members can sit on a committee and have the same rights, privileges, duties, and obligations as any other committee member. They can participate in debates, discussions, committee meetings and decision-making processes. They are permitted to vote on all matters, always acting in the organization's best interest. He/she or his/her designate will be the representative of the KVMHA to the District Five Board of Directors, the NBMHC, the Hockey New Brunswick, and subject to the by-laws, any other body or function requiring official representation. The President shall not chair or sit except as an ex-officio member on any other KVMHA committee during his tenure as President.

3.02 Past President – The Past President shall have all rights and privileges of a member of the Board except voting and shall be available as a resource person and advisor at the direction of the Board.

3.03 Vice President – The Vice President shall assist the President on request to provide continuity and to ensure the long-term viability and success of the KVMHA.

The Vice President shall assume some or all of the responsibilities of the President as and when directed by the President and in the absence of the President he/she shall assume all of the duties of the President.

Additionally, the Vice President shall:

- (a) be responsible for the Referee in Chief and through that position, the officials;
- (b) be responsible for parent education (i.e. Code of Conduct);
- (c) be responsible for travel permitting and maintenance of travel permit records.

3.04 Director of Administration – The Director of Administration shall:

- (a) maintain a Minute Book or Minute Books containing the Letters Patent, by-laws, Directors Register and Members Register and accurate minutes of all Board meetings and meetings of members and shall ensure that the by-laws, Members Register and appropriate minutes of previous meetings are available at all meetings of the Board or of the Members;
- (b) provide for safe-keeping of all KVMHA records, including all Minute Books but excluding financial records not provided to him/her or to the Board;
- (c) provide for the issuance of correspondence, directives, notices, reports, etc. to the officers, directors, members, general public, NBMHC, HNB, HC and all other parties as deemed appropriate;
- (d) interface with any KVMHA officials as required to promote timely dissemination of information;
- (e) interface with the Registrar, Coordinators of Atom, Peewee, Bantam, and Midget, and IP and Novice Coordinators to ensure that registrations are transmitted to the appropriate bodies in a timely manner;
- (f) maintain records of coaches and volunteers certification;
- (g) be responsible for event sanctioning and maintenance of event records;
- (h) have such other power and duties as the Board or the President shall prescribe, subject always to the by-laws of KVMHA.

3.05 Director of Communications – The Director of Communications shall be the Chair of the Communications Committee, and as such shall:

- (a) be responsible for monitoring and enhancing the image of the KVMHA. In addition to establishing and producing a newsletter on a regular basis, the Director of Communications shall provide the

media with information on newsworthy events (i.e. registration, coach recruitment) and game results. This shall require the Director of Communications to interface with any Association official to coordinate release of information to the media as well as interface with Tournament Committees to provide consistency in media information release;
- (b) submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives and strategies for the coming season;
- (c) submit an annual publicity budget for the then current fiscal year not later than August 1;
- (d) arrange for the distribution of general information at registration (i.e. cost and commitment for competitive teams, newsletter, association budget, seminars, policies, rules and regulations, tryout process, boundary map, role of Board, etc.).
- (e) be responsible for all logo's and trademarks associated with KVMHA;
- (f) be responsible for content and maintenance of the KVMHA website. The position of Web Master shall therefore report to the Director of Communications.

3.06 Director of Divisions (REC) – The Director of Divisions is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to:

(a) season startup;

(b) team selection;

(c) team balancing.

The Director of Divisions or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Central Midget Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The Atom, Pee wee, Bantam and Midget Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

New Proposed Description

3.06 Director of Recreational Hockey - The Director of Recreational Hockey is responsible for all hockey matters as pertaining to the recreation teams, and community hockey, including but not limited to:

3.06 Director of Divisions (Comp) – The Director of Divisions is responsible for all hockey matters as pertaining to the recreation and competitive teams, and community hockey, including but not limited to:

(d) season startup;

(e) team selection;

(f) team balancing.

The Director of Divisions or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Central Midget Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The Atom, Pee wee, Bantam and Midget Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

New Proposed Description

3.07 Director of Competitive Hockey - The Director of Recreational Hockey is responsible for all hockey matters as pertaining to the recreation teams, and community hockey, including but not limited to:

3.07 Director of Finance – The Director of Finance shall:

- (a) act in a manner to ensure that the day-to-day and long-term financial operation of the KVMHA is maintained on a viable basis and budgetary matters are adequately addressed;
- (b) receive all monies payable to the KVMHA and deposit same with KVMHA's bank as determined by the Board;
- (c) pay all accounts by cheques, signed by him/her where possible and by any one of the President or Vice President or any Board Member with official signing authority, provided however that such cheques with the consent of or in the absence of the Director of Finance may be signed by any two (2) of the President, Vice President, or official signing authority.
- (d) keep an accurate record of all monies received and disbursed;
- (e) keep proper books of accounts and make them available to the Board on request;
- (f) submit a year end financial report at the Annual General Meeting;
- (g) in consultation with the Finance Committee prepare for the consideration and approval of the Board an operating budget for the current fiscal year prior to the next official season;
- (h) provide a monthly account of the current financial position of the Company in relation to its budget at each Board meeting;
- (i) arrange, with Board approval, for the investment and safekeeping of KVMHA funds;
- (j) have such other powers and duties as the Board shall prescribe subject always to the by-laws of KVMHA.

3.09 Director of Human Resources – The Director of Human Resources shall:

be responsible to develop direction and strategies to ensure players and volunteers are given opportunities and resources to develop to their fullest and perform to their maximum potential, and as such shall have the position of Volunteer Coordinator reporting to him. This role shall be responsible for the implementation of process improvements, new and creative initiatives intended to improve the organization, its players, parents and volunteers, organizational procedures, etc. The Director of Human Resources is also responsible in assessing the overall effectiveness of the Board and promoting methods that would increase the Board's success.

3.10 Director of Ice – The Director of Ice shall:

- (a) serve as Chairperson of the Ice Scheduling Committee, whose mandate is to allot and schedule (ice time available) to KVMHA among its players, subject always to the control and direction of the Board;
- (b) interface with the arena management on matters of mutual concern regarding ice issues;
- (c) submit a Season Plan to the Director of Administration by July 1, addressing all ice schedule activities of the season. This shall include, but not be limited to:
 - (i) game times and practice times per division;
 - (ii) times allocated for training (coaching clinics, power skating, goalie clinics, etc.);
 - (iii) tournaments;
 - (iv) recommendations for next season and recommendations of the Ice Scheduling Committee, if any;
- (d) prepare an annual budget for this role by August 1 and forward it to the Director of Finance, and manage this budget line item throughout the season;
- (e) liaise closely with the Ice Scheduler to provide optimal scheduling results for the KVMHA and the development of its' players.

3.11 Director of IP and Novice – The Director of IP and Novice shall be responsible for promoting continuity in HNB's four (4) year Initiation Program. This responsibility shall include the coordination of an annual Initiation Program coaches clinics and the provision of guidance to the Initiation Program coaches on a regular basis throughout the season.

The position will also be responsible for the day to day development and operation of the IP and Novice divisions including responsibility for maintaining the practice/game ratio as defined by KVMHA and as such will have the positions of IP and Novice Coordinators reporting to it.

The position will:

- (a) At a time approved by the Director of Finance, submit a budget for the position to the Director of Finance.

3.12 Director of Revenues— The Director of Revenues shall:

- (a) recommend to the Nominating Committee a Tournament Coordinator for appointment to act as Chairman for each KVMHA tournament to be hosted by KVMHA who may in turn select a subcommittee to assist in running each tournament;
- (b) be responsible for overseeing the organization, management and administration by the Chairmen and Committees appointed with respect to their respective tournaments, subject always to the direction and the control of the Board;
- (c) submit a Season Plan to the Director of Administration by July 1 identifying the objectives, initiatives, and strategies for the coming season;
- (d) prepare an annual budget for this role and forward it to the Director of Finance by August 1;
- (e) recommend to the Nominating Committee a Fundraising Coordinator for appointment who will be responsible for identifying and presenting to the Board any ideas or suggestions that may be viable or appropriate as a fund raising activity. Any fund raising event deemed to be in the best interest of KVMHA must be approved by the Board.

3.13 Director of Technical Development – The Director of Technical Development is responsible for programs and initiatives to further the development of players and coaches. Therefore, reporting to the Director of Technical Development are the positions of Technical Director of Offense, Technical Director of Defense, and Technical Director of Goaltending; or alternatively, reporting to the Director of Technical Development shall be the position of Technical Director of Player and Coach Development who in turn may have the positions of Technical Director of Offense, Technical Director of Defense, and Technical Director of Goaltending reporting to him.

This position will also be responsible for ensuring that risk and safety issues are being properly addressed and as such will have the position of Technical Director of Risk and Safety reporting to it.

The position will:

- (a) by July 1, submit a Season Plan to the Director of Administration identifying the objectives, initiatives, and strategies for the coming season;
- (b) by August 1, submit a budget for the position to the Director of Finance;
- (c) by August 12, will establish a committee of four (4) persons representing all roles on the team to determine player tryout evaluation criteria and the required documentation. This plan will include such things as movement of players from “AA” to “A” to “B” to “Recreation”, the number of ice times for evaluation, the philosophy that “Once chosen, the player remains on the team”, the actual on ice content for each session, not releasing players after an early morning session, etc. The Director of Ice must be informed of these ice requirements;
- (d) by September 1, schedule a series of meetings with all necessary persons to ensure the tryout process is effectively planned. The “Season Startup Planning” document outlines this series of meetings and the execution details.

New Proposed Description:

3.13 Director of Technical Development – The Director of Technical Development is responsible for programs and initiatives to further the development of KVMHA players and coaches.

Reporting to the Director of Technical Development are the positions of goaltender development coordinator, as well as any additional coordinator positions deemed necessary by the board to further facilitate player and coach development.

The technical director shall also be responsible for ensuring that risk and safety issues are being properly addressed including any guidance from HNB, as well as insuring players who wish to tryout or play checking hockey complete a checking clinic prior to participating in any ice times involving body contact. They shall also communicate rules of play for all age groups at the start of each season aligned with HNB guidelines – i.e. ½ ice for u9.

Prior to season startup, the director of technical development shall work closely with the Director of Competitive Hockey and will establish a committee of four (4) or more persons representing all roles on the competitive committee to determine player tryout evaluation criteria and the required documentation.

This plan will include all matters related to the competitive tryout process including the ice time plan for technical skates and number of ice times needed per group.

The Director of Ice must be informed of these ice requirements by September 1, or shortly thereafter.

The Director of Technical Development and the Director of Competitive Hockey shall schedule a series of meetings with all necessary persons to ensure the tryout process is effectively planned. The “Season Startup Planning” document outlines this series of meetings and the execution details. After season startup the Director of Technical Development shall attend all HNB technical development meetings and share key learnings as appropriate. The director shall also run additional clinics throughout the year as ice time availability permits.