

# KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

## Meeting Minutes

August 20, 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	Andrea Fenwick	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	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

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General Administration | Presenter: Scott Nelson, President

### 1. Welcome, General Remarks, Administrative Topics

- a. Call to order: 6:40pm

Motion 1: Approval of Previous meeting minutes, June 2025, see [Appendix A](#)

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

Motion 2: Approval of Previous meeting minutes, July 2025, see [Appendix B](#)

- iv. Moved by: Scott
- v. Seconded by: Jenny-Lee
- vi. Motion carried: unanimously

Actions: None

### Agenda Topics:

#### 1. President's Update

Season Startup:

- a. Registration – Fees are the same as last year as voted on earlier.
- b. Conditioning camps
  - Schedules are made. Capped at 30 players on the ice at a time.
- c. Try-outs
  - Starting on September 13<sup>th</sup>. \$150
  - Player capping – discussion regarding capping will be based on ice availability. KVMHA will then create a waiting list for any additional registrations.

#### 2. Director of U7/U9

- a. McDonald's will sponsor the entire cost for the jerseys, jerseys to be returned to KVMHA at the end of the season.
- b. Bumpers ordered (total of 18)
- c. Purchase of two shooter tutors and four pass rebounders for the Qplex and QMA.
- d. Total purchase cost including delivery is \$4,204 CAD of which \$1800 sponsorship for two shooter tutors has already been secured.

Motion 3: to purchase two shooter tutors and four pass rebounders for Qplex and QMA.

- i. Moved by: Christian
- ii. Seconded by: Kamil
- iii. Motion carried: unanimously

#### 3. Director of Revenue

- a. Online stores
  - i. Rinkside Sports: <https://www.rinksideports.org/products/kvmha>
- b. Tracksuits – discussion around handing out a coupon to coaches; to be carried in a future meeting.
- c. Chase the Ace – 4 cards left. Second round of chase the ace will have four partners
- d. Gear swap – Potential date of September 21<sup>st</sup>.

#### 4. Director of Human Resources

- a. Costs for paid employees – discussion around how a committee should be formed to look at the costs and efficiencies for paid employees and work conducted throughout the season (for example, online system for referring/automatic scheduling tools).

Motion 4: to put a committee together to look at operational budget.

Proposed: Kamil

Seconded: Christian

Carried: Unanimously

- b. Remote/virtual meetings: As hockey season is busy, especially with startup to the hockey season the Board may have to meet and vote on decisions more than once a month. A discussion to have virtual meetings to augment any ad-hoc meetings was discussed and agreed to – meeting minutes will be taken for these virtual meetings.

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

#### Review of Motions and all Actions

Action 1: Patrick to implement approved changes to the constitution (on-going, in peer review phase).

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 (complete).

Action 4: Kate to keep goalie responses and keep this item on the agenda to discuss options (new)

Action 5: Board members to review and comment on any updates to the description (see [Appendix C](#)).

Action 6: Patrick to look for additional Board training quotes from vendors (on-going)

Action 7: Scott to explore additional options on how KVMHA U11/U13 can join the B league (on-going)

Motion 1: Approval of Previous meeting minutes, June 2025

Motion 2: Approval of Previous meeting minutes, July 2025

Motion 3: to purchase two shooter tutors and four pass rebounders for Qplex and QMA.

Motion 4: to put a committee together to look at operational budget.

#### 5. Round Table – All

- a. President

Welcome Andrea!!

- b. Vice President
- c. Director of Recreational Hockey
  - Looking for coordinators for U11, U15, U18 divisions
- d. Director of Competitive Hockey
  - Going to review competitive handbook; may propose changes in future meeting
- e. Director of Communications
  - No cap on the number of kids who try-out
  - Rec evaluations for comp players who don't make rep
  - Paying for registration offline will not be allowed
  - Director of Communications will communicate directly with the Registrar
- f. Director of Finance
- g. Director of U7/U9
  - Coordinator positions for U7 and U9 are filled
- h. Director of Administration
- i. Director of Revenue
- j. Director of Ice
  - Still working to optimize ice times with the city
- k. Director of Human Resources
  - i. Proof of background check prior to applying as a coach
- l. Director of Technical Development

6. Close-out, final comments

Adjournment

Moved by: Scott

Seconded by: Mike

Meeting adjourn.

Motion Carried

Meeting adjourned at: 9:03

**Next proposed Board Meeting:** September 2025

## Appendix A – Approval of Previous meeting minutes, June 2025

### 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

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## AGENDA TOPICS

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General Administration | Presenter: Scott Nelson, President

7. Welcome, General Remarks, Administrative Topics
  - a. 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

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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

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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 1<sup>st</sup> 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.

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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 1<sup>st</sup> –
- k. Director of Human Resources
  - i. Would like to re-post for all paid positions
- l. 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:
  - a. Proposed: Scott
  - b. Second: Christien



## Appendix B – Approval of Previous meeting minutes, July 2025

### KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

# Meeting Minutes

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July 16, 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	N/A	N/A
Note taker	Patrick Collins	Director of Competitive Hockey	Troy MacLeod	P
		Director of Communications	Kate Craik	V
Additional Members/Guests Present:		Director of Finance	Stephen Sutherland	P
		Director of IP/Novice	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	A
		Director of Technical Development	Shane MacDonald	P

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## AGENDA TOPICS

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General Administration | Presenter: Scott Nelson, President

7. Welcome, General Remarks, Administrative Topics
  - a. Call to order: 6:55pm

Motions: None

Actions: None

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President's Update | Presenter Scott Nelson, President

- 2) Rothesay Arena Proposal
  - a) KVMHA has representation as part of the Rothesay Arena proposal committee
- 3) Ball hockey - successful season with a small profit which will be reinvested back into next season.
- 4) U9 player upward movement- SNB voted to only allow upward movement of exceptional status for u9 players who try out for u11 and make the top 5 at the highest level u11 (top 5 u11AA). Players will have to follow the HNB exceptional status process for evaluation.
- 5) Conditioning Camps
  - a) EDZA – is planning to run tryouts earlier this season, this may allow KVMHA to acquire earlier ice times to start conditioning camps (approximate conditioning start date September 6). Rep tryouts will follow conditioning camps.
  - b) Conditioning camps for U11/U13 sold out and added more in 2024 which led to confusion (need to add more camps, up front, for these age groups)
- 6) SNB voted 'no' to top U9 players moving up to U11
  - a) KVMHA will explore additional options
  - b) Action 1: Scott to explore additional options for exceptional KVMHA U9 players
- 7) Rep – B league
  - a) U11/U13 B teams exist in the province
  - b) KVMHA to explore how they can integrate into the B league
  - c) Action 2: Scott to explore additional options on how KVMHA U11/U13 can join the B league
- 8) Town Council Update on Ice
  - a) City is using a consultant to come up with recommendations and an action plan
  - b) KVMHA is 1 of 18 interested groups in ice
  - c) City is looking at prioritizing ice, ice times and booking process

Motions: None

Action 1: President to explore additional options on how KVMHA U11/U13 can join the B league

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Funding and Procurement Updates | Presenter Jenny-Lee Morais, Director of Revenue

- 9) Funds from Estey's

- a) Esteys will be providing KVMHA a rebate in the form of a credit toward this year's equipment purchases. This was based on a percentage from the overall purchases by KVMHA equipment and KVMHA teams
- b) Will continue throughout the 2025/26 season

10) U9 Jerseys

Proposed Motion 1: Based on the fact that U9 lost major sponsorship for jerseys, annually KVMHA will budget and purchase accordingly for the U9 players to keep their jerseys.

11) Tracksuits

- a) possible online store for coaches to purchase tacksuits. Will revisit with numbers on the cost.

12) Chase the Ace

- a) 9 cards to go
- b) As an optional fundraiser, the team that sells the most tickets will get a percentage back of the sales
- c) ~\$1800

Motions: None

Actions: None

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Ice Fees | Presenter Josh Guimond, Director of Ice

13) Ice Fees

- a) Potential cap on divisions, if necessary.

Motions: None

Actions: None

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Director of Recreational Hockey Position | Presenter Patrick Collins, Director of Administration

- 14) Currently the position of Director of Recreational Hockey is vacant. In accordance with Article 4.06 the Board should choose a replacement. The person elected by the Board to fulfil this position is until the next annual general meeting of the members. At that time the membership will vote in a Director of Recreational Hockey to align with Article 4.03 (a)(iv).

Motion 3: Board to appoint Andrea Fenwick as interim Director of Recreational Hockey

- i. Moved by: Vice President
- ii. Seconded by: Director of Revenue
- iii. Motion carried: Unanimous

Actions: None

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2025/2026 Registration Costs | Presenter Steven Sutherland, Director of Finance

- 15) After consideration of the financial account, the forecast of all revenue (including estimated sponsorship) and expenditures, there is a proposed motion to keep the registration costs the same as last year.

**Motion 4:** The cost of registration for the 2025/26 season will be held to the cost of registration for the 2024/25 season.

- iv. Moved by: Director of Finance
- v. Seconded by: Director of Technical Development
- vi. Motion carried: Unanimous

**Actions:** None

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

16) Round Table

- d) Director of Ice
  - o How much ice time should we be asking for?
    - Discussion centred around reaching out to all communities within reasonable driving distance to look for availability of ice (KV, Saint John, Hampton, etc).
- e) Director of Communication
- f) Director of Finance
- g) Director of Revenue
- h) Director of Administration
- i) Director of Technical Development
- j) Director of U7/U9
  - o We should discuss setting up a KVMHA team store
  - o Action 3: Jenny-Lee will explore the possibility of an online store
- k) Director of Competitive Hockey
- l) Vice-President
  - o
- m) President

17) Review of Motions and all Actions

Motion 1: Approval of Previous meeting minutes (June 5, 2025)

Motion 2: Board to appoint Andrea Fenwick as interim Director of Recreational Hockey

Motion 3: The cost of registration for the 2025/26 season will be held to the cost of registration for the 2024/25 season.

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 (complete).

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

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

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

Action 9: Scott to explore additional options on how KVMHA U11/U13 can join the B league (new)

18) Close-out, final comments

Adjournment  
Moved by: Scott  
Seconded by: Mike

Meeting adjourn.  
Motion carried

Meeting adjourned at 9:00pm

## **Appendix C - Proposed to Board Position Descriptions:**

### ***Director of Human Resources***

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. The Director of HR is also responsible for coach selection in working with the Director of Competitive and Director of Recreation.

### ***Director of Technical Development***

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 ensuring 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.