

# KENNEBECASIS VALLEY MINOR HOCKEY ASSOCIATION

## Meeting Minutes

September 3, 2025 | 7:30 p.m. | Meeting location: Virtual Meeting

Meeting called by	KVMHA Board of Directors	Quorum Membership:		
Type of meeting	General Meeting	President	Scott Nelson	V
		Vice-President	Mike Conley	V
Facilitator	Scott Nelson	Director of Recreational Hockey	Andrea Fenwick	V
Note taker	Patrick Collins	Director of Competitive Hockey	Troy MacLeod	V
		Director of Communications	Kate Craik	V
Additional Members/Guests Present:		Director of Finance	Stephen Sutherland	V
		Director of U7/U9	Christian Belliveau	V
		Director of Administration	Patrick Collins	V
		Director of Revenue	Jenny-Lee Morais	V
		Director of Ice	Josh Guimond	A
		Director of Human Resources	Kamil Forgie	V
		Director of Technical Development	Shane MacDonald	V

### **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: 7:35pm

Motions: None

Actions: None

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President's Update | Presenter Scott Nelson, President

2. President's Update
  - a. Members of the board and parents of kvmha attended the quispamsis town council meeting where the topic of ice allocation was being discussed. A presentation by the independant third party hired by town of quispamsis highlighted the findings of their study on ice distribution but we were not permitted to ask questions. Councilor Kerrie Luck spoke up for the youth and councilor Kirk Miller spoke for an adult group who were in attendance. There were several councilors who spoke against allocation to youth including one who said the average age in quispamsis was in the 60s and that they should be looking at senior sports and activities instead.
    - i. I was permitted to stay after the meeting to ask questions but most of the councilors left without listening to my concerns. The ones who did stay were Mike Biggar, Kerrie Luck, Libby O'Hara, Ian Watson, Dana Purton Dickson, and Emil Olsen.
    - ii. I addressed the concern around the lack of ice and the current waitlist. They were very receptive and said that they would take this into account next year when assigning the ice based on the independant study results. They didnt offer any solution to our issue and said they would try to talk to Qplex administration to see if we could get our Wednesday night icetime back that was given to an adult league.
    - iii. I asked that we be involved in future discussions that may affect our icetimes since we are the largest client. We will follow up with council. Division Capping – Discussion ensued regarding **soft capping** to allow the greatest number of players to have access to play hockey this season.
  - b. Waiting List
    1. Before the Board moves forward with solutions for the waiting list they need to know the numbers for registration and numbers on the waiting list. The Board will wait until the final registration date has passed to work with the numbers on the final waiting list.
    2. Acquire more Saint John ice time also look at St. Martins ice
    3. Edza takes additional players, primarily at the U15 division
    4. Pilot project, U11 and U13, every second week they have a shared skills week. Every other week they have their team practice.
    5. Look into options at the U9 age group as they have ice up to 3 times a week; whereas, other age groups have 2 ice times a week.
  - c. Players living outside of the Kennebecasis Valley region - players who were permitted to register were approved by HNB prior to season registration. Some of these families moved to the area after last season and before the cap was agreed to by the Board (August 2025).

Motions: None

Actions: None

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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 keep goalie responses and keep this item on the agenda to discuss options (on-going)

Action 4: Board members to review and comment on any updates to the description (on-going, see [appendix A](#)).

Action 5: Patrick to look for additional Board training quotes from vendors (on-going)

Action 6: Scott to explore additional options on how KVMHA U11/U13 can join the B league (on-going)

#### 3. Round Table – All

- a. President
- b. Vice President
- c. Director of Recreational Hockey
- d. Director of Competitive Hockey
  - i. Competitive Handbook for Tryouts was reviewed for its applicability this season's try-outs. No changes are necessary.
- e. Director of Communications
- f. Director of Finance
- g. Director of U7/U9
- h. Director of Administration
- i. Director of Revenue
- j. Director of Ice
- k. Director of Human Resources
- l. Director of Technical Development

#### 4. Close-out, final comments

Adjournment

Moved by: Kate

Seconded by: Scott

Meeting adjourn. 8:38pm

Motion Carried

**Next proposed Board Meeting:** October 2025

## **Appendix A – REVIEW OF: Board Position Descriptions:**

### **President**

Update Proposed:

Current Description:

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.

### **Vice President**

Update Proposed:

Current Description:

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:

be responsible for the Referee in Chief and through that position, the officials;

be responsible for parent education (i.e. Code of Conduct);

be responsible for travel permitting and maintenance of travel permit records

### **Director of Administration**

Update Proposed: **Yes**

Current Description:

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 U11, U13, U15, and U18, and U7 and U9 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.

Proposed Description:

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 U11, U13, U15, and U18, and U7 and U9 Coordinators to ensure that registrations are transmitted to the appropriate bodies in a timely manner;
- (f) **interface with the registrar to** 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 **constitution and** by-laws of KVMHA.

**Director of Communications**

Update Proposed:

Current Description:

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.

### **Director of Recreational Hockey**

Update Proposed:

Current Description:

Director of Recreational Hockey – The Director of Recreational Hockey 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 Recreational Hockey or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Southern New Brunswick Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The U11, U13, U15 and U18 Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

### **Director of Competitive Hockey**

Update Proposed:

Current Description:

Director of Competitive Hockey – The Director of Competitive Hockey 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 Competitive Hockey or his/her designate will be the representative of the KVMHA to the Southern New Brunswick Minor Hockey League, the Southern New Brunswick Hockey League, and any other league in which KVMHA may so choose to place one or more teams. The U11, U13, U15 and U18 Divisional Coordinators and Coaches will report to this position on all hockey matters within the jurisdiction of KVMHA.

### **Director of Recreational Hockey**

Update Proposed:

Current Description:

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.

### **Director of Human Resources**

Update Proposed: **Yes**

Current Description:

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.

**Proposed Description:**

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 Ice**

**Update Proposed:**

**Current Description:**

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.

**Director of U7 and U9**

**Update Proposed:**

**Current Description:**

Director of U7 and U9 – The Director of U7 and U9 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 U7 and U9 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.

### **Director of Revenue**

Update Proposed:

Current Description:

The Director of Revenue 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.

### **Director of Technical Development**

Update Proposed: Yes

Current Description:

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;

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.

**Proposed Description:**

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.  $\frac{1}{2}$  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.