

**Alberni Valley Minor Hockey Association  
Executive/Management Meeting Minutes**

August 29, 2018

7:00pm

Type of Meeting: Regular Monthly Meeting

Meeting Location: Best Western Barclay

I. Call to order – Time: 6:59 – Al McCulloch

In attendance: Al McCulloch, Kord Kozocari, Karen Kozocari, Vittoria Solda, Stefanie Weber, Carolynn Scott, Roxanne Leyland, Marilyn Gibson, Sharlene Check, Ashley Salmon, Samantha Barrowcliff, Andrea Massop, Amber Lamb, Dave Porter

II. Adoption of Agenda (move RM discussion to “in camera” after management portion of the meeting is completed?)

- Suggestion to move Risk Manager discussion and decision to end of meeting as “in camera”

Motion to adopt: Kord Kozocari

Seconded: Dave Porter

All in favour. Motion carried.

III. Approval of minutes from last meeting

Motion to accept July 2018 meeting minutes: Andrea Massop

Seconded: Samantha Barrowcliff

All in favour. Motion carried.

IV. Head Check Presentation

- Presenter: Harrison Brown
- Safety for the organization and safety for the players is key in Head Check. All monitoring and documentation for player head injuries in one place. Reports provided each month along with statistics by organization as well as teams. Encrypted data that follows players throughout their career.

## V. Reports

### a) President – Al McCulloch

- Nothing to report

### b) Vice President – Kord Kozocari

- Rep Head Coach Appointments all complete
- Atom: Shai Porter
- Bantam: Wade Nicklin
- Midget: Shawn Elder
- Helped with PeeWee cuts; will help Shai Porter on-ice with evaluations for Atom but not acting as an evaluator.

### c) Secretary – Andrea Massop

- Communication sent during month to one family regarding outstanding fees.

### d) Treasurer –Carolynn Scott

- Back in AVMHA office for regular hours starting on Tuesday, September 4, 2018.

### e) Director at Large – Dave Porter

- Nothing to report

### f) Director at Large – Amber Lamb

- Nothing to report

### g) Registrar – Samantha Barrowcliff

- Hand out of registration numbers (attach file)
- Stefanie Weber – discussion of problems with numbers in Midget and how this has a trickle down effect for lower divisions. Decisions needed on player movement once Tier 1 and Rep tryouts are complete. The goal is not to have any oversized teams. In summary, best plan seems to be to add an extra Midget House team and then move players below Midget up into various divisions to even numbers out. No requirement for extra ice as Midget players will practice together, as Midget attendance percentage tends to be lower than other divisions.
- Motion to accept plan at this time for team sizes and numbers: Marilyn Gibson

- Seconded: Dave Porter
- All in favour. Carried.

## VI. Reports by Management Committee

### a) Initiation Program Coordinator – Amber Lamb

- Welcome to Vittoria Solda for Initiation, Shai Porter for Novice Minor, Cynthia Fowler for Novice Major
- Nov 30-Dec 2 for tournament (change of tournament date)

### b) Recreation Team Coordinator – Karen Kozocari

- Email sent to families to ask for coaches, managers, safety people.
- Need to determine which players to move up to create properly sized teams.

### c) Competitive/Development Team Coordinator – Stefanie Weber

- Atom dev tryouts to start Sept 4, 2018.
- PeeWee Rep team released 4 skaters and is done.
- Bantam on hold until Zone evals are complete.
- Midget probably to lose 4 players to Zone.
- Goalie evaluations done by Bulldogs goalies and goalie coaches helped on ice

### d) Tournament Coordinator – Stefanie Weber

- All tournaments in (once association registration was complete).
- Lots of emails coming in requesting spots in our tournaments.

### e) Female Player Coordinator – Angela Cole

- Absent

### f) Risk Management Coordinator – VACANT

### g) Gaming and Licensing Coordinator – Sarah Bielert

- We are currently waiting on our gaming grant.

- Applied for and received approval for 50/50 license for September through December.
  - Question raised for start date of sales for association-wide raffle so license application can be submitted. Answer tabled as date of year end banquet is required as that is the draw date. TABLED UNTIL NEXT MEETING
- h) Public Relations Coordinator – Andrea Massop
- Nothing to report
- i) Sponsorship Coordinator/Life Time Member – Marilyn Gibson
- Thank you correspondence from scholarship recipients
  - Cheque from last year is stale dated and another one will be required
  - No sponsors for this year have paid yet (Marilyn has cheque from McDermott's/Schill)
  - Jerseys required for sponsor bar application
  - Karen Kozocari to take over photo day coordination
  - Display case status: Al McCulloch has spoken to person building display case and he wants to be paid for it.
  - Incorrect labeling of her role (not fundraising coordinator)
- j) Ice Allocator – Sarah Bielert
- Ice allocation seems to be worked out well for the start of the season. VIAHA handed back the practice slot for female impact after the Midget North Island team folded. This allowed some extra time to be given to Rep teams to extend their practices slightly. Midget Rep agreed to one morning practice each week but not necessary at this time. Some flexibility with schedule available as Bantam/Midget teams are sorted out.
  - Question raised on who to communicate with regarding ice. Sarah would like to send ice times only to Division Managers instead of every team manager in order to streamline communication. Then Division Managers can distribute from there. Agreed upon by those in attendance that adoption of this method of communication is appropriate.

k) Referee in Chief – Francois Warren

- Clinic set for Sept 28 5:30-10pm (posted on BCH website, Roxanne Leyland will put on AVMHA website).
- Can meet with Rep coaching staff if needed for any questions
- Rule changes: 1) icing – “hybrid icing” to be implemented
- Update on players: Ryan White on reserve list with WHL. Ethan Jack on ice tonight with Bulldogs. Isaac McDonald not getting any Junior A games this preseason.

l) Coach Coordinator – Dave Porter

- Coaches must have CATT, CRC and RIS. Please have them know this if they are asking if they can help. Must have all in place to go on to the ice.

m) Equipment Manager – Kord Kozocari

- Dividers and nets are in for Initiation, will need work bee for assembling them
- Need to decide where dividers and nets will be stored.
- Zamboni drivers insist that all equipment be off the ice at end of ice time, not end ice time and then take equipment off. All division leaders and managers to ensure that teams are aware of this policy.

n) Tag Day Coordinator – VACANT

VII. Reports by Division Managers

a) Initiation/Novice Manager – Amber Lamb

- Nothing to report at this time.

b) Atom Division Manager – VACANT

c) PeeWee Division Manager – VACANT

d) Bantam Division Manager – VACANT

e) Midget Division Manager – VACANT

VIII. Report of Special Committee for By-Law Amendments

- Roxanne Leyland reports.

- Carried as attached
- Executive requests that the Special Committee amend the constitution in appointment of vacant positions to add "Appointment of members shall be agreed upon by the management committee" rather than appointed by the President. The Special Committee will research and propose resolution for the next meeting.

#### IX. Unfinished Business

- a) Discussion/Vote on Risk Manager Position (moved to in-camera)
- b) Tag Day Dates are October 19/26. Still require Tag Day Coordinator.
- c) Review of harassment policy and discussion.
  - No concerns from committee about harassment policy.
    - Motion to adopt harassment policy: Samantha Barrowcliff
    - Seconded: Amber Lamb
    - All in favour. Carried.
- d) Concern/Complaint submission form discussion
  - Kord Kozocari expressed concern that not everyone who wants to make a complaint would feel comfortable putting it in writing.
  - Discussion that this allows a paper trail and proper basis for investigation
    - Motion to adopt Concern/Complaint Submission Form for all of AVMHA: Dave Porter
    - Seconded: Andrea Massop
    - All in favour. Carried.
- e) Confirmation of policy on member attendance at Executive Meetings (Al McCulloch)
  - Members may attend Executive/Management Committee monthly meetings. However, if they wish to be part of the discussion or raise a specific issue, they must let the Secretary know ahead of time so they can be added to the agenda for the meeting. Also, members will be advised that there is a 10-minute limit on any specific issue.

#### X. New Business

- a) Website update/revamp discussion (Amber Lamb)

- Amber had offer from Tali Campbell to update AVMHA website. Committee members say to further inquire about this possibility.
- b) Discussion on plan for vacant Division Manager Positions
- Recreation Coordinator continues to recruit
- c) Goalie Clinic discussion
- No resolution on what is happening with goalie clinic.
- d) Discussion about SportGo problems and recommended change back to TeamSnap
- Agreement that correct path is to abandon the SportGo platform and encourage teams to use TeamSnap for their scheduling needs.

#### XI. Tabled Business/Action Items

- Tag Day coordinator appointment
- Raffle date

#### X. Move to Adjourn

Time: 8:53pm.

Motion to adjourn: Andrea Massop

Seconded: Amber Lamb

*Move to in-camera meeting.*