



## Executive Meeting Minutes

May 16th, 2023

**Present:** Anthony Windsor, Christine Steeves, Sheri Berard, Chander Sharma, Jennifer Welburn, Leanne Plester, Kirstin Marshall, Shannon McKinlay, Brad Scafe, Jena Windsor, and Kathy Irving (recording secretary)

**Absent with Regrets:**

**Meeting called to Order:** 7:04pm

**Motion:** To adopt agenda as presented.

**Motion:** Brad 2<sup>nd</sup> Christine  
Motion Carried.

**Motion:** To adopt previous minutes.

**Motion:** Brad 2<sup>nd</sup> Leanne  
Motion Carried.

### Old Business:

**a) Motion:**

-To ratify the email vote for a free registration, draw at the AGM.

**Motion:** Chander 2<sup>nd</sup> Kirstin  
Motion Carried.

**Note:** Won by Russ Hepburn and donated back for a player who may require financial assistance.

**b) Bursary /Scholarship:**

- Awarded to Kolby Cummings and Owen Papineau, thank you to Leanne and Kirstin for reviewing applications. We need someone to attend June 5th at Cowichan. Will ask one of our coaches or Life members.

### Treasurer`s Report-Sheri Berard:

**Motion:** To accept the Financials as presented by Sonya.

**Motion:** Christine 2<sup>nd</sup> Brad  
Motion Carried.

Please note: CC charges on registration will need to charge to bank charges, in future a \$20.00 admin will be passed on to members who chose CC payments.

Please note: Gaming Grant will be submitted May 17th.

**Administration – Kathy Irving:**

- Ratio Chart attached. Lake Cowichan reviewing players allowed to attend, in particular, U 11 development. Do we want to waitlist U 15? No!
- **Motion:** To adopt as adjusted. **Motion:** Brad 2nd Sheri Motion Carried.
- Ice negotiations have begun, for full ice practices we will need to utilize morning slots and possible Lake Cowichan slots for U 11-15 recreation.
- Executive meeting schedule is approved for the season.
- Will apply to VIAHA to host tournament as presented to board. U 11 Dev to consider Thanksgiving.
- Photo Day in October again and will set up with Freeze Frame
- Will send reinstated Life members, Jim Weicker, Sue McKay, Christine Steeves, Kathy Irving, Kirsten Arnold and Petra van Deventer a card outlining the decision.

**President – Anthony Windsor:**

- Thanks to Candice and Cleve for their roles on the board.
- Will attend the VIAHA AGM May 28th and the BC Hockey AGM June 8th Jena will also attend both.

**Motion:** To apply to host PW T 2 Provincials.

**Motion:** Gary 2<sup>nd</sup> Brad Motion Carried.

**Please note:** Chander, Brad, Shannon, Jena declared conflict and did not vote.

**Please note:** Anthony (Chair), Christine, Gary, and Brad to form a committee to submit application to BC Hockey.

**1<sup>st</sup> Vice President – Christine Steeves:**

- No Report.

**Development Co-Ordinator Chander Sharma:**

- will begin to look at possible dev sessions for this season with ice-coordinator.
- GIN will move to Sundays, will check in with them.

**Please Note:** Chander will fulfill duties of 2 positions but will have one executive vote.

**Rec Level I-U 6-9- Jennifer Welburn:**

- Welcome Jennifer.
- No Report.

**Rec Level II-U 11- U13 Leanne Plester:**

- No Report.

**Rec Level III- U 15- U18 – Kirstin Marshall:**

- No Report.

**Female Coordinator – Shannon McKinlay:**

- Will adjust with underage and overage for 2 teams.

**Competitive Coordinator –Chander Sharma:**

- Tryout funds from last season were \$1001.75.
- Coaches' applications need to be in by June 1st.
- Tryouts will begin August 26th.
- Concerns with Lake commitment will get clarification.

**Equipment Manager – Gary Hui:**

- Will require 3 months for sock and jersey order.
- Will require a set of U 13 T 2 jerseys, will utilize tryout budget as there are currently no funds in Comp jersey replacement, est. \$2100.00 added this season.
- Will utilize current sales for equipment upgrades.
- Returning keys were an issue and will need to have more cut.

**Risk Manager/Tournament Co-Ordinator – Brad Scafe:**

- Will look into the base line testing for next season.
- Will work with Gary to update 1st aid kits.
- Will work on job description for role as tournament coordinator.

**Referee-in – Chief-Jena Windsor:**

- No Report.

**New Business:**

**1) Employees:**

- **Motion:** To contract Sonya Wikkerink as bookkeeper.

**Motion:** Sheri 2<sup>nd</sup> Brad

Motion Carried

- **Motion:** To contract Karen Blyth to do our website

**Motion:** Christine 2<sup>nd</sup> Brad

Motion Carried

- **Motion:** To hire Kathy Irving to fulfil; d, e, i, o, w, x of administrator duties under Policy 18.128.

**Motion:** Brad 2<sup>nd</sup> Sheri  
Motion rescinded.

- **Motion:** To hire Kirstin Marshall be the executive administrator and perform duties of administrator as outlined in Policy apart from the ones noted in hiring of Kathy Irving.

**Motion:** Chander 2<sup>nd</sup> Brad  
Motion Carried.

**Please note:** Kirstin will fulfill her Rec director III term and declare conflict when/if it arises.

## 2) Committee assignments:

- Christine (chair), Jena, and Kathy to form Policy review committee.
- Changes to date were presented, executive members to review and submit suggested changes to Christine.

## 3) Player Release:

- **Motion:** To approve transfer of U 15 player to Lake Cowichan

**Motion:** Kirstin 2<sup>nd</sup> Gary  
Motion Carried.

## 4) 1st Shift

- We have been approved, fitting night is October 27th, will run the sessions in late January.
- We will need to find a lead and more volunteers.
- Sessions will run earlier in the day to utilize coaches.

**Motion:** Motion to adjourn 8:45pm.

**Motion:** Jena 2<sup>nd</sup> Christine  
Motion Carried.

Next Meeting: June 27th, 7:00pm Fuller Lake