



STITTSVILLE MINOR HOCKEY ASSOCIATION

Stittsville Minor Hockey Association
Management Council Meeting - Tuesday, February 18, 2020
7:00PM – Stittsville Legion

Attendance:

Scott Phelan*	Fiona Livingstone*	Scott Driscoll*	Bethany Roy
Terry Foley*	Emily Parent	Christopher Salisbury*	Rob Lomas*
Chris St. Germain*	Mike Groves*	Holly Foley	Serge Vallieres
Shari Kneen	Nicole Brooks		

*denotes voting Executive members

1. Call to Order

Meeting was called to order at 7:04pm with Scott Phelan chairing.

a) Approval of Agenda

It was noted that 4 new items had been added to the previously circulated agenda (*items 10.c-10.f*) as well as a request for an in-camera session with the Executive immediately following the regular Council meeting.

A motion was made (Chris St. Germain/Mike Groves) to approve the agenda.

Motion Approved.

b) Approval of Minutes

A motion was made to approve the minutes as presented from the Special Meeting held September 6, 2019. (Terry Foley/Rob Lomas)

Motion Approved.

A motion was made to approve the January 21, 2020 meeting minutes (subject to some minor changes). (Fiona Livingstone/Terry Foley)

Motion Approved.

c) Conflict of Interest

Quorum was established, voting members acknowledged and no conflicts declared.

d) Review of Action Items Log

A quick review of items deemed “high” in priority from the log was conducted, and the Action Items Log was updated accordingly.

2. President - D4 + LCMHL + SMHA Update – Scott Phelan

The President’s Report was submitted in advance of the meeting and is attached.

The contents of the report were discussed. On the item on the playing of suspended players, it was noted that the volume may be too much for the Risk & Safety Officer, and consideration of a new role or specific accountability for tracking. It was also noted that there are some concerns with the referees not submitting the GIRs on a timely basis (or at all). There was also a discussion related to the required bi-monthly financial reviews that were recently completed and the requirement to continue doing them. Moving forward we need to ensure that the Council minutes reflect the completion of the required reviews. The new tournament policy, recent Silver 7 developments as well as the use of video submissions were also discussed.

There was a request for an in-camera meeting with voting members following the meeting.



3. VP Finance – Chris St. Germain

The VP Finance Report was submitted in advance of the meeting and is attached. It includes an updated financial summary for both the house and competitive programs. *(Documents were shared with Council members and available upon request).*

It was noted that insurance costs were higher than expected, due to higher registration than budgeted, and that referee costs seemed low through the end of January. Based on this year’s performance, fees should be kept ‘low’ for next year. There were 2 main impacts – increased registration and the reduction of credit card fees.

Mr. St. Germain noted that the new requirement for a Bi-Monthly Financial Review had been completed by Emily Parent, Deanna Ferguson and James Moser and that Mr. Phelan/Ms. Livingstone and D4 were notified. The review indicated that SMHA’s financial records are in order and no issues were raised. The next review session will take place in mid-May to cover the period of February – April.



4. VP Operations – Fiona Livingstone

The VP Operations Report was submitted in advance of the meeting and is attached.

During the discussion it was raised that we would need to look at the Novice program, with dependencies on the number of teams, roster size and the availability of sponsorships. It was flagged

that we also need to see if Novice is impacting other levels ice time (16 teams vs 10 teams last year), and noted that Serge is looking at doing some tweaks to scheduling.

It was reported that we continue to look for acceptable climate-controlled storage for equipment.



5. VP Support Services – Terry Foley

The VP Support Services Report was submitted in advance of the meeting and is attached.

Mr. Foley noted that he would draft a mid-season or late registration policy and would present the policy to Council for comments and approval for next season. There was a discussion around the increased number of suspensions across both house and competitive and the need for better tracking, and potentially the need for a specific accountability for managing suspensions.



6. Director of Competitive – Scott Rogers

The Director of Competitive Report was submitted in advance of the meeting and is attached.

Holly Foley presented the Director of Competitive Report on Mr. Roger's behalf. In addition, Ms. Foley expressed gratitude to other members for trading ice time to accommodate the competitive playoffs.



7. Director of Development – Neil Farr

The Director of Development Report was submitted in advance of the meeting and is attached.



8. Director of House (U11/U13) – Mike Groves

The Director of Development Report was submitted in advance of the meeting and is attached.

There was a robust discussion around the Atom penalties and not currently being enough of a deterrent. It was noted that there are concerns regarding the level of penalty minutes on some teams, with parents taking issues into their own hands, and with some other Associations not dealing with issues that should be managed. Some of the penalty numbers are very high and do not appear to be an issue being addressed. There was discussion around the feasibility of a Peewee 'C' All Star game that was being proposed. Finally, it was suggested that the Inclement Weather Policy/Requirements need to be made clearer and easier to interpret – there has been some issues this year.

9. Director of Senior House (U15-21) – Christopher Salisbury

The Director of Senior House Report was submitted in advance of the meeting and is attached.

It was raised that there continues to be issues/concerns with an overall increase in misconducts, game misconducts and penalty levels overall in Senior House. This becomes even more problematic given the issues with TTM and the need to track suspensions and misconducts manually. It was suggested that it may be appropriate for the Risk and Safety Officer to send a message to Bantam (A/B) from either the ir coaches or higher up.

10. New Business

a) AGM – a discussion around the upcoming AGM was held. It was noted that the date had been selected (April 28th), a location secured and preparation underway for the necessary items (including notices). The need to “work-back” dates to ensure that all necessary timelines were met was discussed. Ms. Livingstone indicated that she would obtain the AGM minutes from 2019.

b) Review of Council Roles – a discussion ensued around the need to identify suggestions and roles needed, while being clear that in many cases volunteers vs. Council membership can address needs. The goal would be to maintain Council effectiveness by not becoming too large.

c) Volunteer Event/ d) Awards – a discussion was held in regards to nominations on awards and getting communications out as soon as we can. It was noted that last year a new article was put out in late March, so there should be more time this year. Ms. Livingstone indicated she would manage this. There was a brief discussion on the SMHA Bursary process and Mr. Phelan indicated he would manage this process.

e) Bi-monthly Review of SMHA Financials – as noted by both the President and VP Finance, the new required bi-monthly review of financials had been conducted in accordance with HEO communicated requirements. The individuals conducting the review reported that the review for the period May 1, 2019 – January 31, 2020 had been completed, no issues identified and reported out. Mr. Phelan will be sharing these results with D4.

f) Policy related discussions – a robust discussion on the SMHA Policy as it relates to injury-related refunds and pro-rated seasons was held by Council. It was noted that that language in our current policy is neutral as it related to an injury occurred or not and was set at 50% of registration fees after October 1. Following further discussion, the decision was made not to change the current policy. It was, however, noted that deviations to policy that fall under the authority of the Council or Executive could be voted on for an exception on a case-to-case basis.

11. Adjournment

A motion was made (Terry Foley/Rob Lomas) to adjourn the meeting at 9:01pm.

Motion Approved.

12. In-Camera Session

An in-camera session with Executive was held.