



# STITTSVILLE MINOR HOCKEY ASSOCIATION

**Stittsville Minor Hockey Association  
Management Council Monthly Meeting - Tuesday, April 20, 2021  
7:00PM – VIRTUAL MEETING**

**Attendance:**

Scott Phelan*	Emily Parent*	Scott Rogers*	Neil Farr*
Terry Foley*	Rob Lomas*	Rob Rae*	Rob Stewart
Fiona Livingstone	Holly Foley	Bethany Roy	James Moser
Leanne Simpson	Natasha Pappin	Deanne Ferguson	Nicole Brooks
Joseph Discher	Lee Pothier	Bill Corcoran	

\*denotes voting Executive members

**1. Call to Order**

Meeting was called to order at 7:03PM with Scott Phelan chairing.

**a) Approval of Agenda**

*The motion was made to approve the proposed agenda (Rob Lomas, Neil Farr).*

*Motion Approved*

**b) Approval of Minutes**

*A motion was made to approve the Management Council meeting minutes for February 16, 2021 (Rob Lomas, Scott Rogers)*

*Motion Approved*

*A motion was made to approve the Management Council meeting minutes for March 16, 2021 (Scott Rogers, James Moser)*

*Motion Approved with a minor  
revision*

**c) Conflict of Interest**

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

## **2. President Update – Scott Phelan**

The President's Report was delivered during the meeting. Some of the key highlights discussed included:

-Mr. Phelan acknowledged that all SMHA's meeting minutes have now been voted and approved and can be posted at the AGM.

-Mr. Phelan noted equipment should be collected and returned to the lockers when possible and recommended a notice go out to coaches. It was identified that U7 equipment was still outstanding.

-Mr. Phelan identified the need to start considering a succession plan as it is anticipated there will be vacancies in the association to fill. A call for volunteers has been requested to be sent out with a specific need for an ice scheduler for the house program. It was discussed that there would be support available for the new incumbent.

## **3. VP Finance – Emily Parent**

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

Ms. Parent provided 3 financial reports (fall, winter, full season) which helped to determine the refund for the winter house program.

There was some discussion identifying the history around the reasoning behind SMHA as the holders of the Ottawa Valley Titans ice contracts and the administrative responsibilities that goes along with it. It was discussed that it is a city requirement and will be revisited in the future to try to decouple SMHA from the OVT hockey club.

Ms. Parent noted the association benefited from savings in referee, ice and insurance costs. It was also noted the final bill for player insurance was a credit memo and covered a total of 932 participants over the season for both the house and competitive programs.

There was discussion concerning the U18 house program only getting ice touches for 1/3 of the winter program and that the refund for this age group should be reflective of that. Additionally, the U16 and U18 Rams programs only received 75% of their targeted ice times, and they too should receive a proportionate refund.

Ms. Parent identified refunds could be accommodated through the same payment method used for each player's registration since she has received documentation from the bank that identifies the email addresses that were used for registrations via e-transfer and Ms. Simpson has the credit card info for those registrations. It was also noted that there would be bank and credit card fees to issue each refund transaction.

***A motion was made (Ms. Parent/Mr. Foley) to approve a refund in the amount of \$175 for each player in the winter house program via the original payment method.***

***Motion Approved, 1 opposed, no abstained***

***A motion was made (Ms. Parent/Mr. Rae) to approve a refund in the amount of \$55 for each player in the U16 and U18 competitive RAMS program via the original payment method.***

***Motion Approved, no opposed, no abstained***

It was agreed to communicate the refund to the members immediately through email with the expectation of receiving the refund by the end of May.



SMHA 2020\_2021



SMHA Winter Session



SMHA Fall Session



SMHA VP FINANCE  
Season Budget vs ActBudget vs Actuals.pdf

Budget vs Actuals.pdf Apr 2021 update.pdf

#### **4. VP Operations – Rob Rae**

Mr. Rae mentioned he and Mr. Pothier are working to plan the equipment return to the lockers when they are able to access them. It was discussed, that Mr. Pothier could accommodate receiving equipment at his residence until access to the lockers is available.

Mr. Rae identified the ice request for the 21/22 season has been submitted to the city and was based on the same allocation of ice as the 20/21 season and involved consultations with the RAMS and Titans. It also includes the allowance for 2 house tournaments and with no blackout for the March break. Mr. Rae recognizes there is an over commitment of ice but acknowledged the ice can be returned when there is a clearer picture of the actual needs of the association.

Mr. Rae noted the city requires a return to hockey plan for COVID from SMHA.

It was agreed that monitoring of the Pathways program over the summer will be required as it will have an impact of the ice requirement for the association.

There was a discussion to consider the reintroduction of the Juvenile program if the league could guarantee Sunday evening games for this age group to accommodate school schedules.

There was discussion to resume the jersey requirements for the U9 program.

***A motion was made (Mr. Rae/Mr. Farr) to approve a spend of up to \$15,000 for up to 200 home and 200 away U9 hockey sweaters from Pro@Col.***

***Motion Approved, no opposed, no abstained***

Ms. Livingstone will be sending the contract details and historical info to Mr. Pothier. It is recommended to have the order placed no later than the end of May.



SMHA MEETING  
POSITION REPORT VP

#### **5. VP Support Services – Terry Foley**

Mr. Foley advised that he is still interested in finding a volunteer for the TTM position.

#### **6. Director of Competitive – Scott Rogers**

Mr. Rogers noted there is a call out for coaches and currently only 2 resumes have been submitted. The deadline for applications is May 7, 2021.



Apr SMHA MEETING  
REPORT - Director of

#### **7. Director of Development (U7/U9)– Neil Farr**

Mr. Farr mentioned he is collecting IP equipment and noted there are a couple of candidates interested in taking over the U7 convenor role.



SMHA MEETING -  
Development - April 2

#### **8. Director of House (U11/U13) – James Moser**

Mr. Moser had no new updates.



SMHA MEETING  
POSITION REPORT - E

#### **9. AGM – May 26, 2021**

Executive and other positions to be considered for next year:

Position	Current Status	Anticipated Vacancy	To be voted on at AGM
President*	Scott Phelan		
Secretary*	Scott Driscoll		
Director at Large*	Rob Lomas		
Director - Competitive*	Scott Rogers		
Director – House U11/U13*	James Moser		
Director – House U15/18*	Vacant		
Director Hockey Development*	Neil Farr		
VP Support Services*	Terry Foley		
VP Finance*	Emily Parent		
VP Operations*	Rob Rae		
Registrar	Leanne Simpson		
Director – Communications	Nicole Brooks		
Risk and Safety Officer	Jeremy House	Yes	
Referee in Chief	Vacant		
Health and Safety Officer	Rob Stewart		
Ice Scheduler	Serge Vaillieres	Yes	
House Ref. Scheduler	John McNamee		
Webmaster	Terry Foley		
Clinics Coordinator	Vacant		
Fundraising Coordinator	Vacant		
Tournaments	Deanne Ferguson	Yes	
Coach Mentor	Vacant		
Convenor – Comp Ops	Holly Foley		
Convenor – Comp Admin	Courtney Milbury		
Competitive Equipment	Sherri White		
Competitive Ref. Scheduler	Lou Matura		
Convenor – U7	Megan Bowes		
Convenor – U9	Bill Corcoran		
Convenor – U11	Natasha Pappin		
Convenor – U13	Joe Discher		
Convenor – U15	Bethany Roy		
Convenor – U18	Fiona Livingstone		

\*Denotes voting position

#### Timelines:

- 10 days before AGM, proposed constitutional changes to be available to members. Ms. Ferguson to receive requests by 11:59pm on May 10<sup>th</sup> and have the document available for posting to members by May 16<sup>th</sup>. An executive meeting should be scheduled for either May 12<sup>th</sup> or 13<sup>th</sup> to review the constitutional changes.

- 15 days before AGM, nominations must be received for executive and other positions. Ms. Livingstone will manage the nomination process with no official start date to accept nominations. The deadline to receive nominations is 11:59pm on May 10<sup>th</sup>.
- 30 days before AGM, notice of AGM meeting to be provided to members. The deadline to post the notice is April 26<sup>th</sup>. The notice will be communicated via campaigner as well as on the website.

It was discussed that the AGM will have limited participation of up to 100 people with an RSVP requirement using a google doc for sign up and that Zoom has the capabilities to accommodate the voting requirements through the raised hand and chat features.

The results of the nominations are to be posted by May 16<sup>th</sup> and the AGM registration cut-off date will be May 21<sup>st</sup>.

The format for the AGM will be a slide deck presentation.

## **10. New Business**

Mr. Lomas noted the JoJo's SMHA night brought in \$550 to the association. The next fundraiser with JoJo's will be planned for May 19, 2021.

The association received 2 bursary applications. Ms. Livingstone will review the applications to deem them as meeting the criteria. If neither applicant are not deemed to have successfully met the criteria, the association will consider reposting the call.

Mr. Phelan would like to send out a call for nominations for Volunteers of the Year and identify the winners during the AGM meeting on May 26, 2021.

There was some discussion to consider hosting another golf tournament in the fall.

Mr. Phelan mentioned wanting to provide a small gift to Mr. Goodwin for his years of service to SMHA. More details to come.

## **11. Adjournment**

***A motion was made to adjourn the meeting at 9:20PM. (Scott Rogers/Rob Lomas)***

***Motion Approved.***