



STITTSVILLE MINOR HOCKEY ASSOCIATION

**Stittsville Minor Hockey Association
Management Council Meeting - Tuesday, August 18, 2020
7:00PM – VIRTUAL MEETING**

Attendance:

Scott Phelan*	Scott Driscoll*	Scott Rogers*	Neil Farr*
Terry Foley*	Emily Parent*	Christopher Salisbury*	Rob Lomas*
Rob Rae*	James Moser*	Fiona Livingstone	Shari Kneen
Bethany Roy	Nicole Brooks	Serge Vallieres	Courtney Milbury
Sherrie White	Natasha Pappin	Leanne Simpson	Rob Stewart
Lee Pothier	Joseph Discher	Bill Corcoran	

*denotes voting Executive members

Prior to the official meeting start, Mr. Phelan provide some quick introductions and welcomes to new members on the SMHA Council, including Rob Stewart, the new Health & Safety person that was recently approved by Council. The role is new to help deal with many issues, however one of more critical focuses of the role is understanding and managing the many new requirements coming from dealing with COVID-19. In addition, Mr. Phelan welcomed Natasha Pappin (U11) and Joseph Discher (U13), who have stepped up to be Convenors for the 2020/2021 season. The new Council members were welcomed to the team. A very brief set of Council introductions followed.

1. Call to Order

Meeting was called to order at 7:09pm with Scott Phelan chairing.

a) Approval of Agenda

A motion was made to approve the proposed agenda. (Rob Lomas/Neill Farr)

Motion Approved.

b) Approval of Minutes

The July monthly meeting minutes required clarification on a few items and were not brought forward at this meeting for approval. It was also noted that there will be a batch of meeting minutes brought forward at the next monthly meeting resulting from the many "Return to Hockey" special meetings held over the summer.

c) Conflict of Interest

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

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

General

It was noted that on August 22, 2020 there would be an election at HEO/HEO Minor (“HEO” moving forward). The D4 meeting was cancelled due to a conflict, however the ‘Return to Hockey’ is still being finalized. Carleton has no involvement.

It was noted that the SMHA has a lot of new individuals, and everyone is putting in a lot of time and effort to make sure this 2020/2021 season is as successful as possible for our membership.

Governance

While it was recognized that there is lots going on and everything is changing rapidly, to make the monthly meetings more effective for everyone it is requested that monthly position reports (and any documents to be discussed) go out a week in advance. This will allow everyone to adequately prepare for the meeting - any important updates to the reports/briefings subsequent to the report can be provided and highlighted at the meeting. Scott Driscoll will send out reminders for the reports (usually with the draft agenda). A reminder that these reports are now included in the meeting minutes that are posted on the website.

It was raised that we should continue to try to make the meetings as effective as possible, and at times there is too much re-hashing or re-iterating of comments previously stated – and that does not add value. Council should look to keep the dialogue moving, relevant and efficient.

It was noted Stittsville’s Councillor Glen Gower had reached out to the Association regarding plans for a winter outdoor rink in the Abbott/Main area. Assistance was being sought, including a call for volunteers. Let Scott P. know if you are interested.

Return to Hockey

Several special SMHA meetings have been held on this topic of the last few weeks and months, and we are happy to note that SMHA registration was opened last night. As of today, 182 registrations have come in (distributed across all levels). Special thanks to Shari and Leanne who will be managing the registrations over the coming weeks. It was noted that registration officially closes late on August 31.

3. VP Finance – Emily Parent

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

There was a brief discussion around cashflow and needs to meet contractual payments. It was noted that cashing a GIC might not be necessary, as registrations will start bringing e-transfers and new money. It was further noted that there are credits with both Beckwith and the City of Ottawa. In terms of sponsorship, there are some new opportunities being explored, but also certain contracts that are under a 3-year payment plan for JLA advertising that needs to be collected.

There is a need to ensure that we have appropriate Audit Committee representation from Council to conduct the quarterly reviews of financials. The requirements include representation from at least 2 non-voting members of Council. Shari Kneen, Fiona Livingstone and Lee Pothier volunteered. Scott Phelan also volunteered.

It was noted that moving forward, monthly income statement and bank balances will be reported on, however due to personal information and sensitive account details, bank reconciliation reports will not regularly be shared. That information will be shared for the regular audits, and upon request if needed.



4. VP Operations – Rob Rae

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

There was a high-level discussion on the contents of the report. There was a brief discussion on the status of ice contracts, and it was noted that work continues on that front with the challenges that COVID-19 is presenting.

It was raised that there are some older good quality Stittsville Redmen jersey bags in our inventory that could be used for current needs provided they were rebranded and this could be achieved by purchasing new SMHA patches. This has been costed out through a local supplier and can be done in an economical fashion.

A motion was made to approve the purchase of new SMHA patches to cover old Stittsville Redmen logos on approx. 15-20 jersey bags in a total amount not to exceed \$400.00. (James Moser/Rob Lomas)

Motion Approved.

It was also noted that there is a need to “top up” the House trainer bags/pucks for the upcoming season. Absent an approved budget, there needs to be an approval for the purchase.

A motion was made to approve the purchase of new trainer bags/pucks as required to ensure adequate supplies are available for all House teams in a total amount not to exceed \$1000.00. (Rob Rae/Rob Lomas)

Motion Approved.

It was flagged to Council that such items (and similar purchases) will continue to require specific approval until such time as an approved budget is in place.



5. VP Support Services – Terry Foley

The VP Support Services Report was submitted in advance of the meeting and is attached, and there was nothing else to report or highlight.



6. Director of Competitive – Scott Rogers

The Director of Competitive Report was submitted in advance of the meeting and is attached. Scott R. noted that he needs to get into the JLA for equipment purposes. Sherri W. indicated that they could set up some time to meet to gain access. There was nothing us to highlight from the report.



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

The Director of Development (U7/U9) Report was submitted in advance of the meeting and is attached. Concerns with the current rink protocols that would prevent parents of younger age kids from entering facilities were again raised, particularly for the U9 program. A larger discussion around the risks, concerns and competitor practices ensued. It was flagged that HEO direction will be needed on how to deal with a variety of the issues identified and how they should be addressed and communicated. Scott P. indicated that he would make sure that the topic was on the HEO Agenda on August 19.



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

The Director of House (U11/U13) Report was submitted in advance of the meeting and is attached, and there was nothing else to report or highlight. A brief discussion on where we settled on goalies and goal equipment took place, and in particular the needs that surround the rental/loaner program and the need to provide supplies for cleaning to meet COVID protocols. It was noted that we will need to procure the supplies to provide for the required cleaning after every use where equipment is shared.



9. Director of Senior House (U15-U21) – Christopher Salisbury

The Director of Senior House (U15-U21) Report was submitted in advance of the meeting and is attached, and there was nothing else to report or highlight.



10. New Business

- a) AGM Next Steps – *Item deferred until a future meeting.*
- b) *Emergency Contact List - Scott P. noted that Council members should have received a google form that was distributed requesting some emergency contact information of the Council members. Scott P. reassured the group that it will only be used for Council purposes and that won't be shared further.*

11. Adjournment

A motion was made to adjourn the meeting at 8:14pm. (Scott Rogers/Rob Lomas)

Motion Approved.

12. In-Camera Session

No in-camera session was requested.

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