



STITTSVILLE MINOR HOCKEY ASSOCIATION

Stittsville Minor Hockey Association

Management Council Monthly Meeting - Tuesday, December 17, 2020

7:00PM – VIRTUAL MEETING

Attendance:

Scott Phelan*	Scott Driscoll*	Scott Rogers*	Neil Farr*
Terry Foley*	Emily Parent*	James Moser*	Rob Lomas*
Rob Rae*	Holly Foley	Bethany Roy	Leanne Simpson
Natasha Pappin	Rob Stewart	Fiona Livingstone	Joseph Discher
Courtney Milbury			

*denotes voting Executive members

1. Call to Order

Meeting was called to order at 7:06PM with Scott Phelan chairing.

a) Approval of Agenda

A motion was made to approve the proposed agenda. (Scott Rogers/Neil Farr)

Motion Approved.

b) Approval of Minutes

A motion was made to approve the Management Council meeting minutes for November 17, 2020. (Rob Lomas/Emily Parent)

Motion Approved.

c) Conflict of Interest

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

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

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

There were no D4 and no Lanark updates.

Mr. Phelan wanted to recap some of the successes of the first half of the season. He noted that there were 42 teams active through the first half of the season and that we were able to roll-out the hockey program in a safe and cost-effective manner, particularly given the challenges that COVID presented. While there were many thanks to go around, special thanks were given to Rob Stewart in the newly created role to manage the implications of Covid on our programs, protocols and methods to keep our membership safe.

Registration for the second half has opened and closed since the last meeting, and the team did a great job communicating with the membership. Registration numbers were discussed, with overall numbers only being slightly down about 33 (from 836 to 803). While there have been some departures, it was noted that there were also 31 new registrations in the mix as well. As registration had only recently closed, it was suggested that we will need to take a few days to assess the full impacts to teams and programming. Leanne has shared this info and concerns with the Convenors and Directors.

There was a discussion around the various player movement and the possible implications to team and/or programs such as players wanting to shift from RAMs, goalies not returning, any coaches not returning, etc. It was raised that we need to get the new lists to coaches, and make sure coaches know who didn't register in case those players show up.

It was noted that there are only a couple of coaches with their Police Reference Checks (PRCs) outstanding. A discussion ensued about PRCs and certification requirements for coaching staff. Most felt that there was no excuse for not knowing the requirements and expectations, and that requirements are clearly laid out. The date of January 10th was put out for the rosters and certifications to be finalized. It was noted HEO should be putting together some other virtual training in January, and we should know the other sessions the week of January 4th. There was a brief discussion about the possibility having Coach mentors to assist new coaches in the organization, and while HEO does have courses for certification/training purposes, that there could be benefit in having "hands-on" assistance – particularly for first time coaches. The Coach Mentor role in the past was "too big", and it was discussed that there was interest in the role and there could be merit to post out to membership to see who might be interested.

Mr. Phelan reminded the Council that Scotiabank has donated \$2500 to the Association and has also provided coaching kits to all teams up to and including the U13 level (they are not available for U15+). They are available for pickup by coaches.

Mr. Phelan raised that we need to make sure that we make sure that we are thanking our sponsors. Mr. Phelan noted that the Canadian Tire Kanata (Malcomson Family) has been a long-term supporter of the SMHA, and that we need to make sure a new plaque is issued (he saw the 2018/2019 plaque near the self-checkout recently). Mr. Phelan raised that we need to make sure we recognize all of our supporters appropriately and on a timely basis - and need to keep on top of these.

3. VP Finance – Emily Parent

The VP Finance Report was submitted in advance of the meeting and is attached. A few items discussed included:

The account balances as at November 30, 2020 still remain healthy and there are some GICs that will be maturing at the end of December and early January.

It was noted that the Profit and Loss Report as at November 30 currently indicates the Association is in a profit situation and that all ice payments up to the end of 2020 were sent to the City at the beginning of December.

The Audit Committee met last week, and some additional materials are still being gathered. There is no “check mark” yet, but the review is well underway.



4. VP Operations – Rob Rae

The VP Operations Report was submitted in advance of the meeting and is attached. Mr. Rae indicated that some feedback has been received from the City regarding too many people congregating in the common areas. No specific dates or individuals were flagged, but rather it was raised as something that we need to remind our membership about.



5. VP Support Services – Terry Foley

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

A separate memo that was issued by HEO was briefly discussed, relating to a communication update from Ottawa Public Health. It reiterated the need to have a team-designated safety officer in place with the accountability for ensuring Covid protocols are in place and that every member of the team is aware of who that person is. That person will also be the only contact person between the team and the public health unit. That person is also responsible for ensuring all self-screening questionnaires have been completed, and that a record of attendance and contact number is obtained for all participants. Rob Stewart assured the Management Council that measures are in place to address these requirements.



6. Director of Competitive – Scott Rogers

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



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. It was that there has been good feedback on the cleaning supplies (related to Covid).



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.



9. Director of Senior House (U15-U21)

Items for U15-U21 were covered in agenda item #8.

10. New Business

a) Ongoing Volunteer of the Month Award – it was noted that this award hasn't been managed as well as we would like as an Association, and that we have many great volunteers that drive our program and that we should do better at trying to have them recognized. The award is \$25/month, but is more about the recognition of the efforts of our great volunteers that help keep hockey going (particularly in these times). Mr. Phelan asked for a Council volunteer to run this and canvass for potential recipients. Ms. Livingstone is considering.

b) It was noted that Serge Vallieres is retiring from his role of Ice Scheduler at the end of the year. He has been doing an incredible job in this role for many years, and it was noted that we should try to identify a successor for the role as soon as possible to leverage knowledge transfer opportunities.

11. Adjournment

A motion was made to adjourn the meeting at 8:29PM. (Rob Lomas/Scott Rogers)

Motion Approved.

12. In-Camera Session

No in-camera session was requested.

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