



Prairie Storm Minor Hockey Association Executive Meeting
Minutes
May 11, 2010
Aspen Links Board Room

Attendance: Tera Flavel, Steve McNab, Natasha Cockwill, Ian MacKenzie, Kelly Markwart, Dean Piller, Shawn Eberle, George Pyne, Natasha Phillipson, Reed Peddie
Absent Daryl Keller

1. Call to Order at 7:10 President Tera F
2. Adoption of Agenda and additions: Website and Communiskate
3. Adoption of Last Executive Meeting Minutes:
 - a. Motion to adopt Natasha C seconded Dean P Motion Carried

Presentation From Local Photographer Ray Schmuland. Information on what Ray would like to propose in taking team photos for Prairie Storm Hockey Association for this coming 2010-2011 season. Ray showed several samples, indicated he uses professional lighting and would have a sales table at the photography nights. He indicated he would be willing to donate 10% of all sales back to PSMHA. Group photos would be approximately 15\$. Board thanked Ray for coming. Discussion

Motion by Dean P: for Ray Schmuland to take all team pictures for 2010-2011 season
Seconded by George P. Motion Carried. **Tera to notify Ray of discussion.**

4. Business arising from the last meeting minutes:
 - a. Coaches selection committee to date has interest from Alton Tangedal and Allen Killback.
 - b. Other areas of interest for board positions are Julia Jorgenson whom **Tera will talk to about taking the Registrar job. Other vacant positions will be posted on the PSMHA website by Kelly this week.** Another interested possible is Tim Dansko and Scott K. The deadline for application will be May 25, 2010. Positions to post will be for the Registrar, Equipment Manager, and Admin. assistant formally call the ice scheduler.
 - c. Reed discussed year end coaches evaluations and **will provide a one page summary on each coach for the board to review by the end of May.** There are approximately 130 coaches in total. The original evaluations should go in the locked

PSMHA cabinet in the Balgonie Rink. Consideration to an on line evaluation process was discussed. Kelly could look into the cost of such and the process to establish.

- d. No update on Rider Day in the Park
- e. Track Tech Development. George and Reed met with Mike Vandenburghe to talk about this online coaches tool. It would be about 30-50\$ per head coach to implement and could be monitored to see who would use the system. **Reed will invite Mike to attend our next Board Meeting on Sunday May 16 at 8pm to present to the board his information/product.**
- f. Clothing Retailer: Reed met with Chris Lewgood from Western Cycle to discuss clothing for this coming season. It was discussed and asked that **Chris be invited to a board meeting to present his package available for PSMHA clothing.** The jerseys PSMHA currently has, are getting dated and need replacement. We should develop a replacement plan for these jerseys. Also to discuss is should PSMHA be selling socks or should we have Western Cycle sell these?

Chris also indicated to Reed he would like to put in a proposal to do player evaluations with some Jr. B. We should invite him out to speak in Mid June.

Ian commented that perhaps we should send out a Tenure for retail services.

Noted Chris L is the coach for the Jr. B team.

5. New Business:

- e. Ray S presented photography presentation at start of meeting.

- f. Board Positions and Duties including the Division Directors Jobs:

Following the constitutional duties all duties for the board positions were reviewed and the following will be recorded as proposed for adoption at the next meeting of the Executive Board.

President: remain the same with the addition of: Attend all annual AGMs of South Sask, HRI and PSMHA, Be responsible for developing the agenda for the AGM, authorizes player releases with the registrar, and has signing authority with the Treasurer and MAL.

Vice President: remains the same in the constitution.

Secretary: duties remain the same with additions of: drafting changes and presenting yearly the policy and procedures regulations, review the constitution and bylaws and make recommendations, return psmha webmail. Omitted is F shall prepare and disturb a rink package to the rink operators.

Treasurer: Duties remain the same with addition of : when incorporated to provide the audited records and reports to the appropriate agencies.

Registrar: Duties remain the same with addition of: maintain the hockey canada database, keep track of all Criminal Record Checks and coaching agreements. Keep track of code of parent conducts and player information disclosure documents, and provide each team with an official roster.

Equipment manager: Duties remain the same.

Balgonie, Pilot Butte and White City rep duties to remain the same.

Referee in Chief: Remains the same with the addition scheduling all officials as well as to work on a referee mentorship program.

Member at Large: duties will remain the same with addition of website manager and educator.

Marketing Coordinator: duties remain the same with omission of A. B. and C D and E. Main focus will be to develop and initiate a new sponsorship package.

Ice Scheduler Title has been changed to Administrative Assistant: Duties have changed to the following: Assistant with ice scheduling, invoicing, registration nights, and areas that the board requires assistance with.

Division Director Duties will be added as follows:

The Learn to Play and Initiation Director shall be elected on even numbered years for a two (2) year term and shall:

- (a) be responsible for the PSMHA Learn to Play and Initiation category;
- (b) conduct meetings and attend meetings regarding the Learn to Play and Initiation category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (d) conduct pre-season meetings or emails with coaches
- (e) produce an information letter/email for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; as well as a coaches/manager book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Initiation Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Initiation Category at the Annual General Meeting of the Association.
- (l) participate in player evaluation process;

The Novice Director shall be elected on odd numbered years for a two (2) year term and shall:

- (a) be responsible for the PSMHA Novice category;
- (b) conduct meetings and attend meetings regarding the Novice category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (d) conduct pre-season meetings/emails with coaches (e) produce an information letter for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; as well as a coaches/managers book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Novice Program curriculum;

- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Novice Category at the Annual General Meeting of the Association
- (l) participate in player evaluation process;

The Atom Director shall be elected on even numbered years for a two (2) year term and shall:

- (a) be responsible for the PSMHA Atom category;
- (b) conduct meetings and attend meetings regarding the Atom category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (d) conduct pre-season meetings/emails with coaches
- (e) produce an information letter for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; and a coaches/managers book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Atom Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Atom Category at the Annual General Meeting of the Association.
- (l) participate in player evaluation process;

The Pee Wee Director shall be elected on odd numbered years for a two (2) year term and shall:

- (a) be responsible for the PSMHA Pee Wee category;
- (b) conduct meetings and attend meetings regarding the Pee Wee category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (d) conduct pre-season meetings /emails with coaches(e) produce an information letter for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; and a coaches/managers book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Peewee Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Pee Wee Category at the Annual General Meeting of the

Association;

(l) participate in player evaluation process;

The Bantam Director shall be elected on even numbered years for a two (2) year term and shall:

(a) be responsible for the PSMHA Bantam category;

(b) conduct meetings and attend meetings regarding the Bantam category as required by

the Executive Board of Directors;

(c) submit any written reports to the Executive Board of Directors as required;

(d) conduct pre-season meetings / emails with coaches

(e) produce an information letter /email for all parent/guardians as approved by the Director of Operations;

(f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; and a coaches managers book.

(g) ensure that a league schedule is processed;

(h) Attend South Saskatchewan Meetings.

(h) encourage all on-ice personnel to complete all required program and coaching clinics;

(i) ensure that each of the coaches has access to the Hockey Canada Bantam Program curriculum;

(j) ensure all teams have completed medical history forms prior to first game of the season;

(k) submit a report regarding the Bantam Category at the Annual General Meeting of the Association;

(l) participate in player evaluation process;

(m) report all major suspensions to the board immediately

The Midget Director shall be elected on odd numbered years for a two (2) year term and shall:

(a) act as a liaison for PSMHA Midget players

(b) attend meetings of PSMHA as well as any Midget Conferences/Meetings

(c) participate in player evaluation process; and know the rules in the Coach/Manager book as well as have access to all SHA rule books.

(d) submit a report regarding the Midget program at the Annual General Meeting of the Association.

(e) report all major suspensions to the board immediately.

g. Hockey Registration and Fees Nights: After discussion by the board it was decided upon that we would explore online registration for the upcoming season however will use the traditional method this June. We will host the registration nights as follows:

Balgonie: Tues June 8 from 7-9

Pilot Butte Wed. June 9 from 7-9

White City Thurs. June 10 from 7-9

Kelly M will post on the website the Registration Dates, times and places

Tera will send out notification to all town news letters

Natasha P to look into a letter for each of the following schools: Pilot Butte, White City, Balgonie, Greenal High School, MacLean and Edenwald. Shawn, Dean and George to speak to their local rinks to see if registration nights work.

Fees: Reed presented a change in fee structure that was discussed. Several points mentioned and **Reed will adjust the fee structure and email out the proposal he has developed. Natasha C will also work with Reed in this area.**

H. Account Signers for this coming season will be Natasha C Tera F and Kelly M

i. Hockey Regina AGM. We will request the minutes and review

J. Code of Conduct and Confidentiality for Board members. The circulated document was agreed to be acceptable by the board and will be adopted for use at the next board meeting. **Natasha P to bring copies of such.**

Also noted were the Coaches Code of Conduct and the Disclosure of Information document that were agreed upon to adopt.

Website administration password will be reset for the new board by Kelly and he will send an email to all managers of the last season to notify them of wiping off the website June 1, 2010. Other areas that can be tidied up on the left hand side of the website. Discipline Committee to be removed.

Motion By Tera F: All complaints about any topic relating to the PSMHA, its members or its Board, are to be brought forward to the Executive Board at the Next possible Meeting in which they convene.

K. Job Description for the paid outgoing executive director position. Several items were discussed from wages, to duties, to dates needed. **All discussion was tabled until the next board meeting.**

Motion To Adjourn at 11:15pm Tera, Seconded Steve.

Next Meeting Sunday May 16 8pm Road House Building White City.