



GIRLS HOCKEY CALGARY BOARD MEETING MINUTES

November 20, 2023 @ 7:00 PM

Via Teams

Attending: Amber Carney, Jacqui Piebiak, Spryng Kubicek, Jarid Poissant, Grace Kim, Michelle Hardy, Paulette Niedermier, Dan Zubkowski, Laura Dostaler

Absent: Samm Domagala, Andrea Zabrowski, Jennifer Gerla, Dan Giasson, Jeaniece Frick

CALL TO ORDER: 7:07PM

Motion to approve call the meeting to order by Spryng Kubicek. Seconded by Michelle Hardy. Approved.

1. APPROVAL OF OCTOBER 12 2023 MEETING MINUTES

Motion to approve meeting minutes by Spryng Kubicek. Seconded by Paulette Neidermier. Approved.

2. APPROVAL OF AGENDA

Motion to approve agenda by. Seconded by. Approved.

3. STANDING REPORTS

a. Presidents Report

Summary of recent accomplishments and activities:

- Hired new ice scheduler; Melinda Bevis
- Recent adjustment to board creating an opening with the Off-Ice role
 - Please provide any recommendations for the position so we can appoint until end of Kelly's term – June 2023.
- Evaluation survey sent to coaches and off-ice support – will compile feedback and present to evaluations team
- U15A and U18A League Facilitated Exhibition Games with EFHA. Will run two weekends Jan and Feb. If all goes well, look to expand to other age groups.

List of activities in progress and upcoming events:

- Governance Committee – Audit of the board proposal received for review
- New Facility Opportunity
 - Letter of support
 - Decision on how we move forward
 - Build action plan for raising funds



- Is this aligned with our goals as an association?
- Action: Suggest to find a lawyer to ensure this opportunity is aligned with GHC.

Motion to approve Letter of Support to the Ministry. All In Favor. Approved

- ACHF Hockey Calgary Fundraiser Challenge. Also an ALS hockey fundraiser. Suggest teams but not mandatory to participate in.
- Update policies and procedures – Jenn has been helping review
- Update bylaws
- Update Code of Ethics
- Evaluation de-brief – survey to coaches and survey to executive/off-office support. Will generate report and then share.
- May be an opportunity for U13-U18A teams to place bids for HA provincials
 - Currently only AA teams have placed bids.
 - May be the opportunity to re-use ice if the AA bids do not get approved

Recommendations to Board of Directors:

- Determine Association Goals; 1,2,5 year-plan. Be transparent about this with our members.
- Discipline Committee Recommendation:
 - Recommendations for the investigation process.
 - Template for discipline/investigation letter:
 - Put in a fact finding checklist to be distributed to the AGC to do prior to getting to the discipline committee to ensure due diligence is being done especially when new people are stepping into the roles and does not have experience with issues that arise.
 - Also need to respect the privacy of the parties involved in the conflict resolution. No information should be shared with board members or other members of the team unless they are directly involved. To do so is a violation of the code of conduct.
 - Action – All: Please send in your signed NDA as soon as possible if you have not done so yet.
 - Will begin to have everyone sign a new NDA after every AGM so everything is set up for the season.
 - Conduct thorough and meaningful coaching surveys and provide meaningful feedback to the coaches at the end of the season and prior to coach selection especially when improvement has been identified and required and when the coach has not been selected as a head coach or an assistant or where a new head coach needs to be selected and support from the assistant coaches is required.
 - Managers and Coaches will be required to complete the Respect in Sport Activity Leader program.



- New direction from HC towards discipline process
 - Share files/internal suspensions with HC to have on master file

b. Admin Report

1. 2022/23 Rostered Teams

- All teams have been sent for approval. Hockey Calgary started the process on November 16th.
- All teams should have a copy of their rosters.

2. Coach Qualifications

- Rostered coaches were to have all coaching certifications complete by November 15th and should not be on the bench until qualifications are met.
- Began letting coaches and teams know of coaching deficiencies the first part of October with numerous follow up emails since that time.
- As of November 16th, the following deficiencies remained:
 - 1 Head Coach and 5 Assistant Coaches require RIS Activity Leader
 - 82 head and/or assistant coaches that require an updated Police Information Check
 - On-Ice Volunteers have only been added to rosters if they have current RIS Activity Leader certification. They should not be on the ice if they are not on a roster. There are 30 volunteers listed as on-ice help that do not have this certification.

3. Affiliations

- Affiliations were completed and sent to all teams on November 14th.
- Need to discuss the process for next year and look at incorporating it into Team Formation

4. GHC Financial Assistance Fund

- Team Donations from last season brought the fund to just over \$10,800.
- Received 14 applications this year
- Need to meet to review and discuss allocation

c. Elite Report

Summary of recent accomplishments and activities:

- All affiliations have been done to all teams and affiliation process has been reviewed with all coaches
- Teams have all completed their mission statements with Wally and have been circulated to the teams
- U13Red, U15Black and U18Red have all submitted provincial bids, we will wait to see if and are successful
- Reviewed fall ice for ID camp, prep camps, tryouts and Fire Starter.
- Expanded the U18 Firestarter to 12 teams from 8



List of activities in progress and upcoming events:

- Finishing the provincial bid procedure document
- Working in the Elite positions and volunteers required for upcoming year
- Will confirm the Elite Banquet Location and Date
- Compiling apparel order for 2024-25 year
- Reviewing apparel/equipment vendor options
- Conducting mid season coach check ins
- When updating policies would like to add the affiliation clause and make it clear that when there is a call up, it is a call up for all the levels below. The coaches need to understand the rule more clearly to allow the players to be called up.

d. Vice Presidents Report

- No report given this month

e. On Ice Report

Summary of recent accomplishments and activities:

- **Affiliates assigned to all teams.**
- **Coaching**
 - **Hosted “Dare to Care” Coach Management workshop (virtual)**
 - **Hosted Female only coaching clinics**
 - Monthly Coach Sessions – Ice booked at ECTAS for 5 nights, 2 hours of ice each.
 - **October 16 – Katie Duncan**
 - **November 13 – Roberta Frank**
- Goalie Development
 - **TPG Group Sessions ongoing**

List of activities in progress and upcoming events (new items are bolded, others are carried over from last meeting):

- **Working on determining ice requirements for Evaluations for next year.**
- **Participating in Hockey Calgary Evaluations Workgroup.**
- Coaching
 - Monthly Coach Sessions – Ice booked at ECTAS for 5 nights, 2 hours of ice each.
 - **December session cancelled as it is a busy month.**
- Goalie Development
 - **Looking into hosting a goalie coaching clinic**
- Player Development
 - **Teams beginning to use their team funds for development.**
 - **Shooting sessions at The Score shooting beginning this week**



Recommendations to Board of Directors:

- N/A

f. Off Ice Report

Summary of recent accomplishments and activities:

- **Photo Day:** Location was too small but we made it work. Photographer was efficient and easy to work with. Quick communication. Ordering was easy.
- Booked photo day for next season (2024/25) at Shepard Community Hall. Photographer is also booked.

Community: Saturday October 26th All Day booking

Elite: Monday October 21st 4:00-8:00pm

- **Manager Coordinator:** Stacey has been great communicating with managers. Answering questions and posting important information in the Manager chat on TeamSnap.
- All AGC boxes for evaluations have been cleaned out and are ready for next season.
- GHC Approved Vendor list updated and sent to teams. February 15, 2024 deadline to submit for \$500 development fund.

List of activities in progress and upcoming events:

- U11 Sizzle Sticks, U18 Sizzle Sticks, U9 Sizzle Sticks tournaments.

Recommendations to Board of Directors:

- Booking ice to offer U13 and U15 the opportunity to host a GHC Sizzle Sticks Tournaments in 2024.
- Discuss advertising opportunity at the Olympic Oval. Information and pricing sent out via email.

g. Financial Report

- Please see November Financial Statement Spreadsheet.
- Reminder that the assistance fund is only for
- What is the status of purchasing the new jerseys?
 - Action – Amber will connect with Heather to see where they are with that process
- At the end of the season will need to remind managers and treasurers to be cognizant of the teams costs and GHC will not cover the costs of things that the team cannot pay for.
- Team accounts – discussion about increasing the scrutiny of bank accounts and some difficulty dealing with Scotiabank. Is there a need to make it more stringent or get rid of them altogether?
- Audit – Now that GHC is getting quite large, should have an actual audit completed now. More associations are now doing audits.



- Outstanding fees – will now begin the process of collecting outstanding fees from members.
- Financial assistance fund – Usually 3 members – Jarid, Jacqui and Jenn will go through the applications and figure out an equitable way to divide the funds. Registration fees are usually the only thing that is covered by the assistance fund. Camps are optional therefore not covered. If anyone has objections to that rule please email Jarid.
- Governance – as the organization gets bigger, as we have change over on the board, do we have the right controls in place, do we have the right documentation to make sure we have good transition, but when there are issues do we have the right processes and policies in place to help the board out.
 - Look to have an audit of the board and how do we fill the gaps.
- Budget – reminder the are due. Recommendation: Ideal to have a budget in August and then if they need to add or need to make revisions then they can do so later.

4. BUSINESS ARISING

- **Spring Camp**

- Laura presented her plan for the spring camp. To help keep it affordable, they will have a hybrid model - alternating weeks between an intersquad game and dryland, multisport/shooting clinic.
- Plan to open registration January 22nd.

- **AM Skills**

- The numbers have been a challenge this year. Looking to open up the U15/18 AM skills sessions to the Fire players to help draw more interest. Fire players will come for free but are encouraged to donate to help draw more revenue and help the program run.
- What is the challenge for the numbers?
 - Time of the sessions
 - Location – would like to have a centralized location and have one group rather than 2.
 - Fee amount – next season looking to offer only a 10 or 15 week program to help lower the cost
 - Also other people have found other AM skills programs
 - Also push the start day further back to help with the timing.
 - Need to open up to any girl playing in other associations as well.
- Ideally, if we can get the ice locked in early enough, then also have pre-registration for the camps available on the registration form and maybe offer a discount for signing up early?

- **Board Christmas Party**

- December 5th at the Italian Centre

Motion to adjourn by Spryng Kubicek. Seconded by Paulette Neidermier. Approved.

MEETING ADJOURNED: 8:15 PM