



**Knights Hockey Club Board of Directors
MEETING MINUTES
Zoom Conference Call
July 14, 2021**

Meeting Chair: Robin Latajka

Recording Secretary: Erin Boulet

In Attendance: Robin Latajka, Bruce Swan, Corey Severtson, Jennifer Kidd, Kirk Cullen, Kari Schwab, Scott Purdy, Charene Welsh-Mattson, Steve Griffin, Lisa Rosier, Erin Boulet, Jamie Keeley

1.0 Call to Order

- The meeting was called to order at 7:02 pm by Robin Latajka who acted as Chairman of the meeting

2.0 Approval of previous minutes

Motion: It is proposed that the meeting minutes from June 9 meeting, be accepted as written.

Proposed by Corey Severtson

Seconded by Bruce Swan

Motion **Passed**

No Discussion.

3.0 Acceptance of the agenda

Motion: It is proposed that the agenda be approved as written.

Proposed by Kari Schwab

Seconded by Corey Severtson

Motion **Passed**

No Discussion.

4.0 Presidents Report – Robin Latajka

- Hockey Calgary AGM was held on Monday, June 14.
 - All proposed bylaw changes were accepted
 - Update from last season:
 - Decrease of about 7% in registration of U7/U9 players last season
 - Not sure if this is due to Covid or decreased interest in hockey
 - Last season KidSport helped 311 players and supported 17 associations
 - Hockey Calgary is planning for a full regular 21/22 season
 - Return of EMHW, City Champs, Timbit Jamboree etc.
 - New this season: U13AA moving to Elite
 - Small change to U16 elite – now only 1 AAA and 2 AA, last year had 2 AAA and 1 AA
- Social Media/Website:
 - Please send in content for your scheduled posts prior to your scheduled date

- Every Director will have a bio on the website. Submit to Robin to post.
- Communication timeline has been sent out to the Board. Please be aware of the expectations in response time.
- Proposal to move future Board of Directors meetings back to Tuesdays. Tuesdays are best because we have the least amount of practice ice and will have the least amount of conflicts. No objections. Future meetings will be 2nd Tuesday of the month.

5.0 Administrator/Registrar Report – Erin Boulet

- Registration for the 2021/2022 season is now open.
 - Registration has started out slower than in previous years
 - 203 registered in mainstream
 - 34 in house league
 - 22 in Squires
 - 34 coach applications
 - Still lots of problems with the Hockey Canada Registry since they rolled over to the new Sportle platform
 - Issues with transfers
 - Coach certifications and previous teams have not been ported over yet
 - Issues with Respect in Sport and parents trying to add new players to their existing RIS account
 - If anyone has issues with registration please send them to Erin
- Knights have been approved through Volunteer Alberta for a VSPN number. KHC now has their own account through the Calgary Police Service for Police Information Checks and there is no cost with the VSPN number. We will no longer be using the Mavericks VSPN number or CPS account.
- 20/21 year end financials have been sent over to Lacey to prepare the year end financial statements. Suggestion to find a replacement for Lacy for next year. Issues with lack of responsiveness and timeliness.
- Fundraising:
 - Discussion re: holding 50/50 raffle in September. No objections.

6.0 Off Ice Consultant/Ice Scheduler Report – Lisa Rosier

- Thank you to Robin for updating the KHC website.
- Updating managers documents and will send out once they have been posted on the website.
- Working with Jennifer Kidd on special events for upcoming season.
 - Season kick off snack drive during evaluations. Proceeds will go to “Brown Bagging for Kids”.
 - Will be list of approved snacks. Every player that contributes will be entered into a draw for prizes.
- Age group Coordinators are in place for every age group.
- Draft evaluation schedule is up on the KHC website.
 - Final schedule will be released closer to start date.
- Hockey Canada requires all U11 players to be offered at least 4 pre-evaluation skates. Those skates are scheduled before evaluations start.
- Older age groups (U15&U18) will be offered free skates prior to their evaluations
- Online sign up will be sent out for both pathway skates and free skates.
- Cardel is not upping our contract ice rates for the 2021/2022 season.
- Started planning tournaments for upcoming season.
- Met with the new Manager of Scheduling and Technology at Hockey Calgary, Judy Runnenburg. She is replacing Beth Long.

7.0 Vice President On Ice Report – Bruce Swan

- Registration for Summer Development camp is open. 102 players and goalies registered so far. Reminder email will be going out on Friday with # of available spots.
- Evaluation coordinators are secured for each age group. Still need a goalie evaluation coordinator.
- Evaluation manual is currently being revised. Will be posted on website by Aug 1.
- Hybrid goalie program is in effect again this season. This season it will be open to both 1st and 2nd year goalies because the hybrid goalies did not get a real chance to try out goalie last season. Trying to encourage more goalies to register.
- Last season KHC used a program called “Coach Them”. It is a drill depository/resource for coaches. Last season we spent \$100 per coach for a Coach Them subscription. This season Hockey Canada has partnered with “Coach Them” and “The Coaches Site” to offer the subscriptions at a reduced rate. The total fee is \$85 per subscription. Hockey Calgary will cover \$30 per subscription for member associations. \$10 from each subscription will be donated to Flames EvenStrength Foundation.
 - Knights has committed to 55 subscriptions
 - May make subscriptions mandatory for U7, U9 and U11 coaches

8.0 Vice President Off Ice Report – Kari Schwab

- Working on community engagement with businesses in and around our boundaries. Developing relationships and looking forward to future partnership/sponsorship opportunities.
- Re-designing display cabinets at both arenas.
- Bruce suggested we contact the owner of Boston Pizza in Shawnessy.

9.0 Vice President Finance Report – Chris Willoughby

- Report submitted by email:

1. Erin has sent our KHC YE 2021 accounting package to Lacey, of whom has acknowledged receipt.

2. Budget Items:

Anyone needing budget approvals for spending must get this in by our next monthly so i can present a draft budget ahead of season start. Items i am looking for:

a) Evaluation Expenses (non ice). Last year was

Evaluation expenses	
(Food)	865
Evaluation expenses	
(Evaluators)	4,190
Evaluation expenses	
(Goalie)	10,508
Evaluation expenses	
(Other)	<u>7,237</u>

b) Player Development. (expected revenue and expenses, regardless of profitability)

c) Player Engagement: Robin had a \$500 budget last year. Likely opportunity to increase this

d) Special Events: Breakdown of event spending (this will include events like welcome back BBQ, Photo day costs not incl photographer/rental of space).

e) Tournaments: may wait on these a bit, knowing we will be profitable with this anyway....Jamie and Lisa need to get in a room and chat about this.

3. Mav's YE 2020: Lacey has not responded to calls to review suggested AJE's for the YE. As a result, our clock is ticking toward Mavs being automatically struck from registries. As we will be merging assets together post 2021, this isn't really a significant issue: but really should be done. Bruce, you had said you'd take a look at the GL for Mavs YE 2020. any comment?

10.0 Vice President Safety & Governance Report – Corey Severtson

- Cardel update:
 - New General Manager has been hired
 - Franny has resigned and is moving back to Germany
 - Guest services manager has resigned as well.
 - People visiting the facility are asked to continue wearing masks. This is not mandatory but is strongly recommended.
 - Restaurant is still under development. Highly unlikely that it will be open in September.
 - Cardel is upgrading wifi in the facility
- Safety & Governance:
 - Pam Rioux will be assisting Corey again this season.

11.0 Policy & Procedures review

Knights HC is committed to fostering a harassment-free environment where all volunteers are treated with respect and dignity. Harassment will not be tolerated or condoned by KHC. For this policy: harassment is any aggressive or intimidating behavior that is likely to undermine the dignity, self-esteem, or productivity of any volunteer. Every volunteer has the right to participate in an environment that prohibits discriminatory or harassing actions. Therefore, KHC has a zero-tolerance, regarding intimidating, humiliating or the sabotaging of another volunteer within the association, or while volunteers are conducting official club business.

Types of behavior that constitute harassment include, but are not limited to:

- 1) Conduct or comments intended to create intimidating, hostile, or an offensive environment.
- 2) Written or verbal; derogatory communications that are malicious or vexatious.
- 3) Retaliates against a volunteer for filing a disciplinary complaint.
- 4) Retaliates against a volunteer for serving on a disciplinary committee.
- 5) Files an unfounded harassment complaint, intended to cause harm against a volunteer.

Any member that is running in a contested position for the election may:

- Use social media for promotion of their intended candidacy at any time.
- Candidates may, in coordination with KHC, use the KHC webpage and social media to post campaign materials which may include only the following: written text of the candidate's biography; a candidate photo and/or campaign video.
- In the case of a virtual election, candidates for Officer positions may provide an approved video presentation no longer than three minutes to be presented by KHC at the virtual AGM. Video must be submitted 48 hours in advance to the KHC administrator and VP of Safety and Governance.

- Candidates for Director positions where there is a contested seat, may deliver a speech no longer than three minutes as part of the scheduled AGM.

All guidelines will be enforced by the VP of Safety and Governance. Election instructions with key nomination timelines, election timelines, links to the relevant forms, policies and bylaws will be updated annually and made available to candidates through the KHC website.

Motion: It is proposed that the above changes to the Policy and Procedures manual be accepted as written.

Proposed by Corey Severtson

Seconded by Scott Purdy

Motion **Passed**

- Discussion regarding Board of Directors job descriptions and which positions should be on the uKnighthed Fund Committee.
 - Question: Are the uKnighthed Fund terms of reference included in the Policy and Procedures manual?
 - ACTION: Update uKnighthed Fund terms of reference and Policy and Procedures manual as required.
- KHC Board of Directors job descriptions were circulated prior to the meeting and reviewed by all.

Motion: It is proposed that the revised Board of Directors job descriptions be accepted as written.

Proposed by Bruce Swan

Seconded by Jamie Keeley

Motion **Passed**

12.0 New Business

- Introduction of Jamie Keeley, new Director of Tournaments
- Jamie added her vote for how many teams/players KHC will have in the upcoming season.

NAME	PLAYERS	TEAMS
BRUCE SWAN	950	55
STEVE GRIFFIN	930	53
KARI SCHWAB	969	56
SCOTT PURDY	862	52
KIRK CULLEN	1050	59
ROBIN LATAJKA	1031	62
LISA ROSIER	1072	63
JENNIFER KIDD	1014	59
CHARENE WELSH-MATTSON	1015	58
COREY SEVERTSON	1057	63
CHRIS WILLOUGHBY	999	62
ERIN BOULET	1017	62
JAMIE KEELEY	1110	53

- First Aid Kits – Corey will figure out how many first aid kits we will need and source out the best price/supplier.
 - Teams will be charged \$35.00 for each first aid kit they receive.

13.0 Next Meeting – Tuesday, Aug 10, 2021

Adjournment

Motion: It is proposed that the meeting be adjourned at 8:06PM

Proposed by Bruce Swan

Seconded by Chris Willoughby

Motion **Passed**