



GIRLS HOCKEY CALGARY BOARD MEETING MINUTES

June 21, 2021 @ 18:30

Attending via Teams: John MacDonald, Stu Bridle, Jarid Poissant, Shannon Cleary, Spryng Kubicek, David Burch, Samm Domagala, Jodie Baldwin, Christine O'Shaughnessy, Jeff Walker, Jeaniece Frick, Shonn Hilliard, Jacqui Piebiak
Absent: Kyle Wanvig

CALL TO ORDER 6:37 PM

1. APPROVAL OF MEETING MINUTES

Motion to approve May 2021 meeting minutes. Seconded. Carried.

2. APPROVAL OF AGENDA

"Coaching Software" added to "Business Arising" on June 2021 agenda.

Motion to approve June 2021 agenda (revised). Seconded. Carried.

3. PRESIDENT WELCOME

A. Welcome & Introductions

Welcome to new and returning Board members. It's going to be fun to have a full hockey season (fingers crossed). Many exciting things to come: female coach initiative, new and exciting programs in our age divisions including an updated U13 AA, exciting news for our Firestarter tournament and teams. More to come!

B. Staffing Updates

- i. **Ice Scheduler:** Karen Sinclair has signed on with GHC as our formidable Ice Scheduler for another year. We're thrilled to have her once again as she's an incredible asset to our association.
- ii. **Managing Director of Elite:** After an unsuccessful search for a volunteer VP Elite, we looked at other Elite Franchise structures in Alberta and decided to create a new paid contract position for someone to manage our Calgary Fire program. We are thrilled to welcome Melanie Moore back to our organization as GHC's newly appointed Managing Director of Elite. Melanie will be responsible for managing the continued success of GHC's Calgary Fire AAA/AA franchise. She will not sit on the Board but she will attending our regular meetings as well as Chair the Elite Committee. She will sit on the AFHL Committee and Hockey Calgary Elite Committees as our representative.



C. BOARD ORIENTATION

A. Board of Director Handbook & Procedures

- i. **Board of Directors Handbook:** We have created a new handbook for Board members to provide an overview of our responsibilities and duties as individuals and as a Board.
- ii. **Bylaws:** Must be changed by Member vote at Special Meeting or AGM in accordance with Societies Act. As an incorporated society, we have duty to revisit these and update as needed. It has been an agenda item for a while to revisit these and update as needed.
- iii. **Policies & Procedures:** Our responsibility as Board to update these annually in accordance with our governing bodies. Each department should ensure the regulations align with any updates from Hockey Alberta and Hockey Calgary.
- iv. **Terms of Reference:** As a new Board we have an opportunity to formalize our decision-making processes to improve our efficiency and succession planning.

B. Financial Participation and Responsibilities

- i. **Board Procedures:** We as the Board are responsible for the dollars coming in and out of the association, so it is important to have an understanding of the financial position and controls (Invoice approvals, budgets, approval limits, etc)
- ii. **Team Procedures:** We will be updating our Team Treasurer guidelines (we expect a change here to make things easier administratively and also for team function while maintain appropriate protections).

C. Confirmation of Positions and Tasks

- i. **Executive Committee & Directors:** As per our Bylaws, we are required to have four positions: President, Vice President, Treasurer and Secretary. The remaining seats (up to a maximum of 15 in total) are determined by the Board to handle tasks as needed.
- ii. **Appointment of Member:** Heather Delaney has submitted an Expression of Interest to join the Board of Directors. This would be a one-year appointment until the next AGM at which time Heather can stand for election. Heather has experience within GHC as a volunteer and in other sport associations. Opportunity to include an informed female member on our Board to help with hockey operations and decision-making.
- iii. **2021-22 Board Member Positions as of June 21, 2021:**

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|-------------------|--|
| 1. John MacDonald | President |
| 2. Stu Bridle | Vice President Operations |
| 3. Jarid Poissant | Treasurer, Vice President Administration |



4. Shannon Cleary	Secretary, Vice President Marketing
5. Samm Domagala	Vice President Community
6. Spryng Kubicek	Director of U18 AAA/AA
7. David Burch	Director of U15 AA
8. Jeaniece Frick	Director of Evaluation & Team Formation
9. Jeff Walker	Director of Health & Safety / Discipline
10. Shonn Hilliard	Director of Goalie Development & Evaluations
11. Christine O'Shaughnessy	Director of Player & Coach Development
12. Jodie Baldwin	Director of Community
13. Kyle Wanvig	Director of Coaching
14. Heather Delaney	Director at Large

Motion to approve the 2021-22 Board Member positions as presented. Seconded. Carried.

D. Big Picture Goals (Objectives, Mission Vision)

- i. **Vision & Mission Exercise:** Because of our growth, it's probably time to revise our mission and our vision as an Association. This year we would like to get together a group for a guided exercise and talk about why we volunteer, what our goals are as members and as Officers of the Board, what does and should GHC mean to our players and members and align it with our short and long-term goals for the Association. As an operational Board it's challenging to maintain that underlying essence of "what are we doing this for?" We need to define our values, how we plan to achieve our goals, our plan for becoming more diverse, etc. Are we here for the right reasons? Do we have a healthy confrontation of ideas? Narrowing these things down so we can always relate our efforts and decision-making back to our strategic mission and vision. It may be possible to work with Wally Kozak, who is a foundational person in women's hockey in Canada and who has worked with GHC and other hockey Boards in the past, on identifying and aligning values and goals and working together to determine what we want our association to represent and provide to our players and members.

E. Housekeeping Items

- i. **Non-Disclosure Agreements:** Please complete and submit NDAs as soon as possible. If you have any questions please speak with President.
- ii. **Microsoft 3605 and Email:** We're transitioning to Microsoft 365 as our centralized email, meeting and sharing platform. Will move documents from Google Drive and Dropbox into One Drive over the summer.
- iii. **Keeping Girls in Sport" Module:** All Board members are required to complete this module by Respect Group Inc. Will provide a link and unique GHC code.



D. BUSINESS ARISING

- i. **Policies and Procedure Review and Updates for 2021-22:** We will be reviewing and updating these over the summer.
- ii. **Building Teams for Upcoming Tasks:** The volunteer hesitancy this year (and last) has been palpable, many families seem hesitant to commit understandably. Families have been burdened and we may still have restrictions for Fall 2021. If you have reliable volunteers in mind please reach out and build your teams. We are going to update and improve our volunteer position descriptions and policies over the summer. This is our next big undertaking to encourage more families to volunteer and to make sure important tasks are covered to avoid volunteer burn-out.
- iii. **Coaching Software:** Previously we used a third-party to support Intro to Hockey age divisions in developing practice plans. Hockey Calgary has entered into an agreement with coach software groups to provide a massively discounted membership to associations. This would allow us to customize plans for coaches with key teaching points, video attachments, etc. Great way to continue on creating our coach culture and development. For example: Coach Them (Designing and sharing drills, practice plans); Content Creator (How-to videos for coaches on how to teach skills); DrillDraw (Designing and sharing drills, practice plans). We support Hockey Calgary on this.
- iv. **Member Forum and Member Survey:** We will share the results and debrief as a Board, will be posted in shared drive with link to Survey Monkey. Some issues are appropriate to address as general information on the website or are in the policies and procedures. It's important to review what messages are not getting communicated, what concerns members have about their experiences, what needs to be prioritized, etc.

Motion to adjourn June 2021 meeting. Seconded. Carried.

ADJOURNED: 7:53 PM