

**Cole Harbour Bel Ayr Minor Hockey Association Board Meeting**

**Minutes**

**July 6, 2025**

Member regrets: Brian Hurdis, Sandy Andrews

Meeting was called to order at 7:02pm

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| 1. | **Agenda**   * Welcome to new and returning members of the CHBAMHA Executive. * Overview of meeting etiquette * Debrief of the Annual General Meeting (AGM) – June 18, 2025 |
| a. | Additions to the Agenda  N/A |
| 2. | **Minutes** |
| a. | Approval of Minutes: Minutes from June 1, 2025 and June 18, 2025 were approved, seconded by from Nicole Poplar. |
| 3. | **Executive Reports** |
| a. | President  **AGM: Feedback:**   * More time needs to be allotted for questions to be posed. * **Action item: Reports overviews are too long, perhaps an option could be to send them secretarially to the membership ahead of time, with a well forum/ mechanism to ask questions ahead of time.** * **Action item: Live stream – perhaps an option to do for next AGM (look into options, costs etc.).** |
| b. | Treasurer   * There has been approximately $50,000 intake from summer camps. * There is approximately $800 outstanding in fees of current members. The list has been provided to the president. * The deposit for tryout jerseys has been paid. Cleves are the vendor this year. * Sent out high level process maps to all executive for start of registration. * **Action item: Registration dates will need to be decided shortly, will include a conversation between the Registrar and Treasurer.** |
| c. | Vice-President   * The Executive Code of Conduct was circulated for comments. * **Action item: Document will be amended based on feedback particularly the clause around accountability and syntax for web. Vice President to recirculate the document once changes are made.** * **Action item: Code of Conduct will be made available on the CHBA Wings website.** |
| d. | Secretary  N/A |
| e. | Registrar   * No substantive updates. * Mid to late July target for opening registration. Still a lot of decisions with dependencies that need to be made prior to opening registration. * **Action item: Obtain information from Mark Scholey regarding 50/50 credits carrying over to this registration season.** * **Action item: Work with Treasurer to decide on date for opening registration.** |
| f. | Rep Coordinator   * Discussion held on proposed dates for condition camps and tryouts. * **Decision: U13AAA conditioning camps and tryouts will be held separate.** * Discussion held on root causes of transparency as it relates to tryout processes, and potential mitigation plans/options. Options could include: General Meeting regarding Tryouts, real time updates to webpages during tryout season, web form to parents for suggestions regarding the try outs – to be provided to the try out committee to review. * **Action item: Try out committee will be formed to discuss processes for this coming season. Recommendations will be brought forward to the executive for decision.** * Exemption player policy almost finalized in draft form. The policy will align with all other Minor Hockey Associations. * **Action item: Draft will be circulated to the executive for review and comment.** |
| g. | Rec Coordinator  N/A: absent. |
| h. | U7/U9 Coordinator   * Vacant * Two names received to date. * **Action item: A subset of the executive will need to form a committee for decision on candidates. Information to be shared one more time via the website for interest.** |
| i. | Manager Coordinator   * Signage will be changed over shortly for Banking matters. * Updates are being made to the Manager’s Manual / Treasurer manual and volunteer and fundraising policies. * **Action item: Documents will be circulated to the executive for review and comment.** |
| j. | Risk Manager   * CRC night. Contact was made with RCMP re: checks, will wait for coaches to be named to send out communications. Of note, previously it took over 8 weeks we will want to do this mid-September. Checks are paid at the board level for this night only, otherwise covered at the team level. * **Action item: A communication to volunteers/ coaches will be developed on how to ensure you have anything you need ahead of the CRC night.** * **Action item: Each coach should be equipped with an emergency action plan this season (templates, maps, signals etc.).** |
| k. | Equipment Manager  N/A: Absent.   * President provided an update that the jerseys were ordered and the numbers have already been pressed so we will have to reevaluate if we need more, after these arrive. * Suggestion was made we could order more blank jerseys and have numbers pressed if that was more effective. |
| l. | Referee in Chief  No substantive update. |
| m. | Ice Scheduler   * Contracts - not yet in place, edging closer on the regular season one with CHP. * Action item: Seek clarification regarding room rentals in contracts. * Fees for ice this year will be September $270 and $ 215 for the regular season. |
| n. | Web/Communications   * All updates are made on the webpage and accounts for newly formed executive. * **Action item: Ensure all members who require it, have their GreyJay accesses** * **Action item: Presidents will need to be switched over.** |
| o. | Joe Liaison   * Early stages of planning. * Scheduling - may change for this coming year, still to be determined. * Last Joe was profitable, there are areas within the association where we could allocate funds, worth entertaining proposals by the executive. * A**ction item: Any executive members with ideas to submit proposal.** |
| 5. | **New Business**   * **Action item: Melanie to file documents with NS Registry of Joint Stocks, including new bylaws.** |

* Executive members would like to see a calendar of important dates/ events for the season (similar to the school calendar) that includes the seasonal structure (for example: Hockey NS, linkage with our dates).
  + **Action item: Registrar will create this for the membership and will make it available online.**
* There are six (6) referees who have recently completed a Hockey Nova Scotia’s course hosted at Saint Francis Xavier University.

Meeting adjourned at 9:14pm. Next meeting: July 27th 6pm.