

**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
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| a. | Additions to the AgendaN/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.).**
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| 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.**
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| 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.**
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| d. | SecretaryN/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.**
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| 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.**
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| g. | Rec CoordinatorN/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.**
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| 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.**
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| 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.).**
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| k. | Equipment ManagerN/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.
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| l. | Referee in ChiefNo 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.
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| 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.**
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| 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.**
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| 5. | **New Business*** **Action item: Melanie to file documents with NS Registry of Joint Stocks, including new bylaws.**
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* 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.