

October 16th, 2023
ESMHA Executive Meeting Minutes

Start Time: 7:00pm

Location: ES Community Center - Mezzanine

Platform: In-person

Minutes Take By: Whitney Halloran

Chair: Paul Anderson

Item	Discussion	Action
Attendance	Whitney, Adam, Becky, Danielle, Laura, Ashley H., Jayne, Ashley S., Chelsea, Janie, Jody, Natalie	
Minutes	Motion to approve previous three meeting minutes - delayed - an edit request was made so will vote next meeting.	
Policy	<ul style="list-style-type: none"> - Board discussed creating a committee to review and update ESMHA policies. - Discussed a review process and policy development for new roles, using gender neutral language and other relevant issues the committee identifies - Last review listed as 2021 - Paul held a motion to form governance committee to review policy: Laura seconded, all in favour. - Governance committee to be created - at the table Ashley S., Jayne, Laura volunteered 	<ul style="list-style-type: none"> - Adam to chair a committee to bring suggestions to the board about policy revisions.
Team Rosters and Coaches	<ul style="list-style-type: none"> - Most teams have sent in coaches and rosters - Coaches still need to sign off on waivers in HCR - Teams have asked for trainers - in current policy it states they need to be approved by the executive - Safety person cannot go on the bench - Teams pay for any coaches above and beyond the roster allowance from ESMHA (4 coaches and 1 trainer) - Courses and insurance, criminal record check - requirements are different for different levels - Rosters cannot be approved until safety person is listed - HNS has updated requirements for first aid for each team - depending on C/B/A - will reach out to HNS for clarification*** - U13A, U18C, U13A - motion to approve trainers made by Adam - Ashley seconds, all approved. - U15C coaches have no HCR profiles - can register as coach and sign waivers - ***Clarification came during the meeting: Only one bench staff present has to have First Aid - certification through other avenues (work, other volunteer roles etc. counts, just has to be entered into the system. Janie will push it into the HCR. 	<ul style="list-style-type: none"> - Paul to clarify with Ken Boyce (HNS) for first aid requirements for teams and levels **Clarification came through during the meeting as noted. - -

Equipment/ Equipment Room	<ul style="list-style-type: none"> - Discussed purchase of supplemental coaching supplies for all coaches and teams to have access to - such as dekers, pylons, pucks, balls etc. - U7 lockers had been noticing they were missing equipment (tennis balls etc.) - will purchase but now will have to lock up for their group to use exclusively - Equipment room is full (jerseys) - access from the ice for that room would be easier for coaches, however it is also the only dry, ventilated space we have available at the moment. - Discussed spaces we have access to in the arena to put this equipment for multi-team use - under stands, other rooms - Teams typically cover the coaching equipment (boards, pucks, first aid etc.) - ESMHA supports coaches in these endeavours but realize a need to communicate this to new volunteers each year - Coordinators can reach out at the start of the year with supports available - this could be the access to the equipment storage space for each team or purchase process for anything a new coach may require - Discussed a pre-purchase method for the coaching supports for teams at the start - a coaches kit to begin the season - Could be included in the equipment manager role for the beginning of the season - Discussed a shed - where to put - rubber mats to get to it for coaches who have skates on - Discussed other available rooms in the arena, skate sharpening room, dressing room F, equipment room etc. - List of what each team would like for equipment to purchase - Derek could reach out to coaches for supplies they want then we can decide the space we'll need moving forward 	
Tryouts	<ul style="list-style-type: none"> - Postponed until coaching coordinator is present - Discussed review of the tryout and balancing guidance policy, identified a need for clearer guidelines for the processes 	
Future Meeting Dates	<ul style="list-style-type: none"> - Mondays - Bi weekly until the 1st of December, then monthly until the end of the season. - Next meeting October 30th. 	

<p>Round Table</p>	<ul style="list-style-type: none"> - Jody - clarification on complaint process - third party decides where complaint goes - authorities, HNS (minor council) decides if its them or the association - Third party does not investigate - coach/manager level first, facilitate with coordinators - Adam - was instructing teams to collect jersey fee - pause on that - we have a lot of full teams this season - there is money remaining from dues to cover for this year - Jersey fee is waived for this season - Joel will have to purchase a couple sets still - Natalie - Grayjay - there is an app that is integrated with all of their features - they are marketing that now a free and paid version with more features. - Our goal is to use Grayjay - good for collecting funds - Will send to coordinators to forward to managers - 50/50 is ready to be up and running starting the 20th - waiting for lottery licences - Ashley - Game schedule was released today, updated U7, but U9 not available yet (awaiting games) - Awaiting potential changes if games conflict and practices may need to be changed - Rink will be closed for ESMHA on Halloween - games will be TBR - Discussed Grayjay and running website - whose role are these jobs? Need to check and compare with bylaws and not just policies - Policy review board committee to add that to their discussion points - identified a need for clearly outlined jobs and roles, such as a booklet with expectations - Jayne - Discussion about policy when there are team volunteers who are married/in a relationship and potential conflict of interest impacts if issues arise during the season - Discussed addition of a co-manager - there is no existing policy (only head coach/treasurer) regarding that - can create potential complaints process issues - Can be a lot of role for one family - and works well until issues arise - Discussed the need to review creating a policy as a board creating a policy/guidelines around this event happening in the future - Suggestions to divide the manager role - parent relations (complaints and concerns) vs. tournament booking/organizing/logistics - Rod - U15B - Acadia is in their league - they got voted in. They will come to the city on weeknights, their home games will be on weekends - Not many teams in the U18A league 	<ul style="list-style-type: none"> - Paul will reach out to confirm interest of U18 coordinator. - Janie to roster one of our intro jr. coaches - for insurance. Will talk to Kelly. -
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	<ul style="list-style-type: none"> - Ashley S. - Dressing room FAQ came out recently from HNS and has been forwarded out to members. - Laura - Discussed U18 coordinator position - is the previous identified individual still interested in the role? - Team is finalized now. Paul will reach out to confirm interest. - Wreath is ordered for Remembrance Day - Discussed if we need a second full association manager/treasurer meeting or just U9 parent meeting. Determined there is not a need for full association meeting - will be just U9. - Time keeper minimum age - reached out to Pete - they must be 13 for league games - Becky - Intro to hockey is ready to go for a second season - Jr. coaches meeting is coming up. - Jr. coaches must wear helmet, gloves, neck guard. Must be insured. Janie will check how to roster her for insurance. - Siblings have to have full gear unless they are U15 and above - will be discussed at the coaches meeting on Wednesday, October 18th 	<ul style="list-style-type: none"> - Janie to determine insurance requirements for Jr. Coaches.
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Paul adjourned the meeting 9:00pm.