

QRMHA 3rd Board Mtg of 2025-26 Season: Minutes



Date: Tuesday, August 12/2025, 6:30pm

Location: QSWC: Fireplace Room

Attendance:

Officers of the Executive: Chris Auger (non-parent) President, Shawna Adams (non-parent) VP Business, Anthony Tapper (non-parent) VP Hockey Ops, Rob Clute (2009) Treasurer

Directors: Josh Moore (non-parent), Sarah Baily (2015), Taryl Kramp (2013), Anna Grant (2008), Jeremy Yearwood (2016) (7 pm arrival)

Staff: Evan Osterhout (Coach Mentor), Steph Laurin (Administrator/Bookkeeper - Incoming), Greg Popovich (A/B - Outgoing 6:30 - ~6:50)

Virtual: Dave Templar (2014), Jackie Jarrell (Head Trainer) (6:30 - ~7:30pm), George Eastman (Ice Scheduler) (~7:45pm arrival time)

Regrets: Gary Sage (2016) VP OMHA (had an OMHA mtg at same time), Nick Meyers (Referee in Chief)

Invited Guests/Speakers: nil

****Chair of the Mtg must be President, or a VP in their absence. **The chair does not have a vote, except in the case of a tie-break.**

Quorum: 8 Directors total, (2 of which are Officers of the Exec, 1 of which must be a VP), **Requirements Met?:** Yes

Item	Discussion	Action/Motion	<input checked="" type="checkbox"/>
Welcome (Chris)	<ul style="list-style-type: none">Decide on who will Chair this MtgMtg called to order @ 6:31 pm	<ul style="list-style-type: none">Chris will chair the mtg, lead the discussion, and keep us on time.	<input checked="" type="checkbox"/>
Greg Popovich	<ul style="list-style-type: none">Final sign-off & handover<ul style="list-style-type: none">Bank change-over of the signing will be needed; (Rob Clute is the one remaining person so he can facilitate)All invoices are paid for the associationRostering process: few times cc's to Anthony & Chris so QRMHA exec is aware that it's a bit of a battle to get the rosters done: new ppl at OMHA, and potentially new processes, etcVulnerable Check checks are priority	<u>Actions:</u> <ul style="list-style-type: none">Rob = BankAnthony & Chris = make sure rosters are a go??Jackie assist to ensure trainer's have proper courses??Steph = Vulnerable sector ensure f/u???Anthony / Evan: ensure coaches have proper courses	<input checked="" type="checkbox"/>

	<ul style="list-style-type: none"> Development Course Sept 6 (Belleville) & Sept 14 (Wellington), will be a priority Trainer's courses for all teams need to be reviewed to ensure these are current/ up-to-date 		
Accept Agenda (Chris)	<ul style="list-style-type: none"> Review the agenda / <i>change any order of importance?</i> 	<ul style="list-style-type: none"> Motion to accept agenda (Taryl). Second (Shawna). All in favour. Motion passed. 	<input checked="" type="checkbox"/>
Review of Minutes Last In-person Mtg (Chris)	<ul style="list-style-type: none"> Review minutes from last mtg: July 14/25, sent out by email from Anna July 15/25. Any corrections noted?: no. 	<ul style="list-style-type: none"> Motion (Sarah) to approve July 14, 2025 min. Second: (Rob). All in favour. Motion Passed. 	<input checked="" type="checkbox"/>
Formally accept <u>Motions Passed since last in-person Mtg</u>	<ul style="list-style-type: none"> Motion (Dave) to offer the combined role of Financial Administrator & Executive Assistant of Administration to Steph Laurin and begin the transition of the role immediately. Shared by WhatsApp, Tues July 15/25. ≥7 in favour. Motion passed. 	<ul style="list-style-type: none"> Motion (Rob), to approve previously agreed upon motion. Second: (Shawna). All in favour. Motion passed. 	<input checked="" type="checkbox"/>
QRMHA Admin & Bookkeeper (Greg → Steph)	<ul style="list-style-type: none"> Discussion: Any questions for Greg / things to pass on re: position changing hands. (Had submitted resignation date of June 30, 2025 but was still working away. Steph was hired July 15/25.) <ul style="list-style-type: none"> Organize files (last season/upcoming season) Update team accounts Registration Issues: working on HCR Quick books: Steph has access Rosters done? - in progress Tournaments submitted? - in progress Other important things done so teams can run? 	<ul style="list-style-type: none"> Action: Steph needs full web access - will obtain info related to the same from Sarah/Shawna Action: Steph looking to digitize much of the handover information which is voluminous, and in physical paper form at present Action: Rob to ask bank about e-transfers from the "big account" to alleviate running to the mailbox, as it's currently still all physical paper cheques 	<input checked="" type="checkbox"/>
Tabled Items from last Mtg	<ul style="list-style-type: none"> Determine remaining vacant Executive Role, and vacant director role: <ul style="list-style-type: none"> The Secretary role remains vacant. <ul style="list-style-type: none"> Anna will complete today's minutes, but then needs to step away, as may be virtual for many remaining board mtgs Taryl can help in this role, but cannot commit to taking it over. 	<ul style="list-style-type: none"> Action: Taryl to send an email to the managers re: vacant role 	<input checked="" type="checkbox"/>

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Any leads / success from other board members connecting with parents who “may” be suitable for roles like secretary or may have legal experience <ul style="list-style-type: none"> ● Perhaps a U14 or U16 age group parent ● (Dave, Shawna): Update from Dave’s investigation into what other associations do for social media. Discuss renewing social media contracts <ul style="list-style-type: none"> ○ <u>Dave</u>: Did research - can’t find if other associations in OMHA, are using a paid <i>content developer</i>. ○ Dave Met c/ a <i>content developer</i>: He thinks we’re heading down the right path to promote the organization & the templates already done, but advises social media & content are 2 v different things ○ Suggestions: hire a <i>content developer</i> to make 1 promo video / age grp / month + several clips that then the social media ppl from each team could flip into their own accounts ○ If we want to try to get some positive promotion / advance the organization through social media, perhaps a <i>social media manager</i>, could spearhead that. ○ Question fr Dave to the board: Do we want to do that?/ Put forth a motion re: to the same? ○ <u>Shawna</u>: research into what was done last year. ○ Uncertainty to what was the ongoing monthly price? (Conclusion: There wasn’t a formal monthly arrangement last year) ● George’s Ice Scheduler Report (Read in mtg by Sarah Baily): <ul style="list-style-type: none"> ○ <u>August 12, QRD Board Meeting - Ice Scheduler's Report</u> 	<ul style="list-style-type: none"> ● Motion (Chris): Create an Ad-hoc committee (Shawna, Dave, Chris, ?Toni) to determine the following action items, and present back to the board for next mtg. Secorder (Rob). All in favour. Motion passed. ● Action: <ul style="list-style-type: none"> ○ Determine what is a reasonable monthly amount to spend on this. ○ Determine a set duration, term, renewal ○ Make a contract for both parties, if the board decides we QRMHA needs it 	
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	<ul style="list-style-type: none">○ The scheduling for all team's, practices, development and goalie clinics have been posted onto each team's schedule.○ On July 30th , through a zoom call, the Barrie and NCP home and away games, have also been scheduled on each team's schedule.○ The rest of the team's scheduling will commence on August 15th. Teams have sent in their designated contact person and the OMHA contact divisional contacts will not be sent out to the teams until late August 14th, as an OMHA pre caution not to have teams schedule in advance.○ Scheduling should be complete by August 18th, at which time the completed schedules will be forwarded to me to have them imputed to our scheduling system. Full instructions have been or will be sent to the Managers shortly.○ I hope to have all the games completely posted by August 21st. (7 teams at least 30 games)○ The game season starts the week of September 29th.○ Some teams, have booked preseason ice the week of August 25th to September 01st. They will be invoiced for these amounts as our schedule starts September 02nd. As some venues will not have ice until later in September due to Fall Fairs etc. and RCAF not until October 06th, I have scheduled ice for them in other venue until their own venue is online. There are a couple slots I still am trying to fill.		
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- I still have a slot reserved on Mondays for U15 development should we decide we are doing this.
 - Discussion re: QRMHA-wide development program to try to secure potential development ice as a whole in the future
- (Shawna): Update on Goal of developing a process for call for applicants, and contracts for all paid positions, with defined terms:
 - This will need to be in place before the season is over. Only social media is currently needed. It's in the works but not every contract is a priority imminently.
- (Sarah): Post all Board Mtg Minutes on website fr Feb 10, 2025 to current. Done ✓.
 - (Sarah) Website updates: Sarah has questions.
 - Q: Re: Committees, these are not current
 - Decision: remove all committee from website for now, to be reassessed as needed
 - Discussion: these need to be corrected
 - Chris' name twice
 - 2 vacant board positions, (but only one)
 - Post Appendix B3 under Rules & Regs
 - Concussion tab points 5 & 6: In addition to MD, need to add "NP" as Nurse Practitioners can also sign-off for Medical assessment & Medical Clearance
 - Discussion:
 - Last year OMHA told Jackie Jarrell these forms must be signed by a physician and not an NP
 - Discussion: many players don't have an MD, and would need the ability of an NP to sign-off
 - It would be peculiar that Ontario law and Parachute

	<p>Guidelines would state NP could sign-off, if that were not the case. Hockey Canada has only just recently updated their Concussion guidelines in May 2025, so potentially the previously supplied info re: NPs ability to sign-off is outdated</p>	<ul style="list-style-type: none"> ● Action: <ul style="list-style-type: none"> ○ If there is an OMHA Head Trainer's Meeting, Jackie Jarrell offered to inquire re: the prior advise that only MDs can sign the mandatory Medical Assessment & Medical Clearance forms ○ Anna/Anthony to review Hockey Canada Concussion Policy updated May/2025, Parachute Canada Guidelines on which the policy is based, and Ontario law. 	
VP Business (Shawna)	<ul style="list-style-type: none"> ● (Shawna) Title Sponsors update <ul style="list-style-type: none"> ○ Ongoing work in progress. The following sponsors are in: U12 Breakaway Fuels, U13 417 Bus lines, U14 Madison Excavating ● (Chris) Streamlined letter to selected invitees c/ available opportunities update <ul style="list-style-type: none"> ○ Work in progress 	<ul style="list-style-type: none"> ● Action: Chris working on streamlined letter. ● Action: Anthony has a potentially interested sponsor to f/u on. 	<input checked="" type="checkbox"/>
Ad Hoc Committee: Hockey Developm't & Finance Committee (Rob, Anthony, Chris, Evan, +/- Scott)	<ul style="list-style-type: none"> ● Updates on the following?: <ul style="list-style-type: none"> ○ (Evan & Anthony): Combining coaches, and putting a pool of developers for the Monday development nights <ul style="list-style-type: none"> ■ Goalie development secured: Tyson, Phil ■ Longo, Bateman - to be confirmed ■ Trenton & Derek Smith being explored (Chris) ■ John M B Sens (Chris) being explored ■ Jacob Wellington (Chris/Shawna)-connect ○ (Chris): Town hall for members of the association will occur related to the Committee's proposed association budget & teams' staff pay recommendations <ul style="list-style-type: none"> ■ Decision: Tues Sept 16th posted date ○ (Taryl &/or Shawna &/or Sarah): Status if you are able to do this for a large number of people via virtual Zoom <ul style="list-style-type: none"> ■ (Steph): Suggested format: registration on zoom, and a list of who's signed in 	<ul style="list-style-type: none"> ● Action: Anthony will draw up a contract for goalie developers, and work with Rob who may have a contract template ● Action: Rob will email directors the contract template he has 	<input checked="" type="checkbox"/>

Treasurer	<ul style="list-style-type: none"> • Monthly financial statement / other updates are coming • Update on directors updated with CRA since 1990s? <ul style="list-style-type: none"> ◦ Working on this. • Are there 2 people signing for cheques? (Who?) <ul style="list-style-type: none"> ◦ Probably Steph & Rob. Work in progress. 	<input type="checkbox"/> Action: Rob to reach out to prior QRMHA staff for information/details <input type="checkbox"/> Action: Budget ready for next mtg	<input checked="" type="checkbox"/>
VP Hockey Ops (Anthony Tapper)	<ul style="list-style-type: none"> • (Chris) Hockey Stick Man update? <ul style="list-style-type: none"> ◦ Work in progress • (Anthony) <ul style="list-style-type: none"> ◦ Clothing provider update? ◦ Organize a special mtg for all the trainers? <ul style="list-style-type: none"> ■ Covered c/ Jackie's discussion - view. ◦ Other VP Hockey Ops updates? 	<ul style="list-style-type: none"> • Action: Anthony to continue to check c/ Trudy re: status of already-paid-for orders <ul style="list-style-type: none"> ◦ Delivery date on jerseys and socks ◦ Chris would like from Anthony a prioritized list of what is coming & when. ie: hoodies, shirts, windsuits, etc . . . every item 	<input checked="" type="checkbox"/>
VP OMHA Convenor (Chris in Gary's absence - away at OMHA mtg)	<ul style="list-style-type: none"> • (Chris) Email / Update on correspondence c/ OMHA? <ul style="list-style-type: none"> ◦ Impact on Quinte letter created, sent ◦ Quinte Reinstatement letter created, sent <ul style="list-style-type: none"> ■ Paul Allen, Michelle Bridges have received these. The OHF AAA committee is meeting next Mon Aug 18, and QRMHA is on the agenda. Feedback: so far, so good. 	<ul style="list-style-type: none"> • Action: Expectant follow-up as required (Chris) 	<input checked="" type="checkbox"/>
Other Business / Requests (ie: Staff need to share a report / Special Scenarios)	<ul style="list-style-type: none"> • George Eastman - update: completed above. • Evan Oosterhout - update: <ul style="list-style-type: none"> ◦ Reached out to all the coaches last wk • Nick Meyers (Referee-in-chief) - No update this mtg • Jackie Jarrell - update: <ul style="list-style-type: none"> ◦ PRIVT forms in progress, and working with all the trainers. 	<ul style="list-style-type: none"> • Action: Evan continuing to touch base c/ coaches • Action: Evan to given Steph names / contact of all bench staff • Action: Jackie to have a conversation c/ Steph re: having a record of certification expiry dates for all trainers • Action: Jackie to set up at date c/ Anthony to have a taping session for all trainers 	<input checked="" type="checkbox"/>
Tabled Items for Next Mtg	<ul style="list-style-type: none"> • Finalize a motion re: who has signing authority for QRMHA, and other banking items (Rob) 		<input checked="" type="checkbox"/>
Important tems to Keep Track of	<u>*Reminder from May 20, 2025 meeting:</u>	<ul style="list-style-type: none"> • Action: Are VSC done? There was an issue with new board members and their inability to 	<input checked="" type="checkbox"/>

	<ul style="list-style-type: none"> • Team Staff, and all Board Members need a Vulnerable Sector Check completed & submitted to the OHF screening portal • Coaches & Trainers need to review the OMHA “Team Official Qualification Requirements”, and take the necessary courses for the upcoming 2025-26 season 	<p>do something related to adding their VSC to spordle /HCR - needed support from Greg / Steph</p> <ul style="list-style-type: none"> ◦ Steph. Seems to be getting sorted. Steph will get notification from Hockey Canada as these are completed. Board mbrs may need to go back into Spordle to try again. <ul style="list-style-type: none"> • Action: Are coach & trainer qualifications done? (Who is keeping track of this?) <ul style="list-style-type: none"> ◦ Jackie/Anthony 	
Adjournment	<ul style="list-style-type: none"> • Motion to adjourn (Taryl) @ 8:11 pm Aug 12/25 • Next Mtg on Mon Sept 8th @ 6:30 pm. Location Wellness Centre. Room TBD, George to book. 	<ul style="list-style-type: none"> • Action (George): to book the room, and once known, we can post on WhatsApp so all directors and staff know. 	<input checked="" type="checkbox"/>