QRMHA 4th Board Mtg of 2025-26 Season: Tentative Agenda/Minutes

Date: Monday Sept 8/2025, 6:30pm

Location: QSWC: Fireplace room

Confirmed Attendance:

Officers of the Executive: Chris Auger (non-parent) President, Anthony Tapper (non-parent) VP Hockey Ops, Rob Clute (2009) Treasurer, Shawna Adams (non-parent) VP Business, Gary Sage (2016) VP OMHA,I Toni Whelan (2010) Secretary as of 6:38pm

Other Directors: Josh Moore (non-parent), Sarah Baily (2015), Jeremy Yearwood (2016), Dave Templar (2014)

Staff: Steph Laurin (Administrator/Bookkeeper), George Eastman (Ice Scheduler)

Virtual: Anna Grant (2008) left early 8:27pm

Regrets: Taryl Kramp (2013), Jackie Jarrell (Head Trainer)

Pending RSVP: Nick Myers (Referee in Chief), Evan Osterhout (Coach Mentor)

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	✅
Welcome **(Chris)**	• Chris to chair meeting • Mtg called to order @ 6:30 pm	• Chris will chair the mtg, lead the discussion, and keep us on time.	
Accept Agenda (Chris)	• Review the agenda / *change any order of importance?*	• Motion to accept agenda (_Jeremy___). All in favour. Motion passed.	•

Review of Minutes from Last In-person Mtg (Chris)	• Review minutes from last mtg: Aug 12/25, sent out by email from Anna Aug 15/25. • Any corrections noted?:nil	• Motion (_Josh___) to approve Aug 12/2025 min. Seconder: (_Rob__). All in favour. Motion Passed.	

Formally accept *<u>Motions Already Passed since last in-person Mtg</u>*	• Motion (Shawna) to accept Toni Whelan to the vacant board director term ending at the 2026 AGM
	
	• Motion (Shawna) to accept Toni Whelan for the vacant Secretary executive position. ≥7 in favour. Motion passed. (Aug 17, 2025 via WhatsApp)
	
	• Motion (Chris) to allow Pat Cousins a release to be a trainer at U15AA Northumberland. ≥7 in favour. Motion passed. (Aug 22, 2025 via WhatsApp)
	
	• Motion (Chris): "No board can decide not to ice a team without first forming an outside panel that includes OMHA and OHF reps". ≥7 in favour. passed. (Aug 22, 2025 via WhatsApp)
	
	• Motion/Action (Shawna) to proceed with emailing team managers to see if someone will spearhead the following related to BSens, Chuck a Puck. ≥7 in favour. Motion approved. (Aug 26, 2025 via WhatsApp):
	  ○ Co-ordinate 10 volunteers to sell pucks
	  ○ Pick a date, and correspond with Alex Siragusa and John Mathers
	
	• Motion (Anthony) to have QRMHA pay $225 + HST for Marmora QRD icelogo.≥7 in favour. Rob advised there are funds available. Motion passed. (Aug 26, 2025 via WhatsApp).
		• Motion (Sara__), to approve previously agreed upon motions. Seconder: (__Dave__). All in favour. Motion passed.	

Proposed motions not yet passed / further discussion required	- Motion (Anthony) to have Tyson Teichmann for goalie development approval for the 2025-26 season. Cost will be $150/hr for 16 weeks (8 for U14 and above, 8 for U13 and below). The contract is made, I will get him to sign after board approval. (Sept 1, 2025 via WhatsApp) - Motion (Shawna): I will personally manage BSens Chuck-a-Puck, scheduled for Sun, January 11, 2026, including arranging 10 volunteers, personally covering the cost of the volunteer tickets, and submitting the receipt for reimbursement from the organization. All funds raised will go directly to the organization, earmarked for the year-end banquet. (Sept 4, 2025 via email)	- Motion (Gary), Seconder (Jeremy). All in favour. Motion passed. - Motion (Sara, Seconder (Rob). All in favour. Motion passed.	
QRMHA Admin & Bookkeeper **(Steph)**	<u>Administrator Report</u> - New email created; along with Google Drive to house files digitally: quintedevilsregistrar@gmail.com - Team registration continues - A number of team staff have left vulnerable sector checks and/or training to the last minute and this has (and will continue) to cause delays in rostering. Vulnerable sector checks in some - areas are taking 6-8 weeks and OMHA is not currently accepting receipts until the check is - done. Quinte West is currently processing applications submitted in late June. - Roster Updates: - U10 - Pending approval by OMHA - U11 - HC taking clinic Sept 13, AC and Trainer waiting on VSC - U12 - Approved, 1 assistant coach taking clinic Sept 13 - to be added following - U13 - Pending assistant trainer refresher; AC completing certification renewal/VSC, new trainer	- Action: Confirmation of QRMHA staff honorarium amounts for 2025-2026. Anthony & Rob to work c/ Steph re: the same - Action: Determine who will approve Bookkeeper expenses?	•

	• added waiting on VSC. A parent has stepped in for the interim. • U14 - Most still waiting on VSC and/or clinics • U16 - Trainer and AC waiting on VSC • U18 - Both trainers completing Trainer 2 requirements this week; parent stepped up in interim • ● AP forms have started to come in, however focus is on getting QRD rosters approved • first. • ● All travel permits have been submitted. All tournaments have been approved; some • exhibition games are pending approved rosters. • ● I now have access to all mailboxes and the storage facility <u>Bookkeeper</u> • It has taken considerable time to file through over 3100 emails in the inbox of the accounting email, however, everything is now filed by year. • A Google Drive linked to that email account has been created that houses all of the financials digitally and will no longer be printing all expense claims, etc. I can give access to the Treasurer and/or President. • All teams were sent team account updates as of September 3rd. • Transfers of registration fees will be completed in September - no transfers were done for the 1st installment, so we are behind in collecting. • Signatories changed September 8th, so backlog in main account bills/expenses will be cleared as quickly as possible. Quickbooks will also be updated as soon as all of those expenses have been processed. <u>Requirements:</u>		

	• Coach honorarium amounts to be paid starting at the end of September • Development coach honorarium amounts and payment schedules • Requesting confirmation of QRMHA staff honorarium amounts for 2025-2026 (I have the current amounts from Greg, but not sure if any have changed)		

Treasurer (Rob)	• Preliminary Budget for Presentation has been emailed out to board members. There are still lots of moving parts to this and lots to discuss on how we mitigate the lack of income from the 2011 age group.
	    ○ Discussion re: historical chequing & signing procedure for QRMHA
	    ○ Preliminary budget reviewed
	    ○ Discussion re: opinions on running a deficit, and rationale for the same
	    ○ Suggestions to raise funds: Explore sponsorship opportunities, U9 development program (OMHA zoned players only) BSens Chuck-a-puck, online raffle
	• Monthly financial statement / other updates?
	• Update on directors updated with CRA since 1990s?
	    ○ Working on this?
	• Are there 2 people signing for cheques? (Who?)
	    ○ Probably Steph & Rob? Work in progress?
	• (Chris & Rob) Follow-up with any questions from the board about meeting with the OMHA committee.
	    ○ 1 hr on the phone c/ OMHA & AAA committee
	    ○ Felt supported; felt heard that the 2024-25 board tried their best to ice a team
	    ○ OMHA doesn't make a final decision, but presents on QRMHA's behalf to OHF, who makes the final decision
		• Motion (Rob): $50 / skater??
		
		• Action: Rob to work on the budget and make adjustments.
		
		• Action: Chris will continue to keep the board apprised.
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	○ Nov/Dec is the ballpark timeframe for a decision ○ This will be updated at the Town hall to the membership ○ As of now, there is nothing formal stating 2011 U16 2025-26 will not ice a team, so QRMHA is going under the assumption a team will be iced		
Tabled Items from last Mtg	● Finalize a motion re: who has signing authority for QRMHA, and other banking items (Rob) ○ 1 new form will allow cheques to be approved, requiring 2 signatories ○ An electronic system will be figured out so people won't need to meet in person to physically sign. ● Website updates (Sarah) ○ These need to be corrected: ■ Post the Appendix B3 document, (which is the QRMHA Concussion Policy: Removal from Sport & Return to Sport Protocols (2024), under the About Tab, under the Rules & Regs. Or just make reference to it, there as well, because it's referred to, but not actually posted there. ■ Concussion tab points 5 & 6: In addition to MD, need to add the letters "NP", as Nurse Practitioners can also sign-off for Medical assessment & Medical Clearance forms. (Since last mtg, Anthony & Anna both confirmed this is true via Parachute Canada, and the Hockey Canada's May 2025 Concussion Guidelines).	● Motion (Dave): Move that Treasurer, Rob, & President, Chris and Administrator, Steph are the formal signing authorities for QRMHA. Seconder: (Toni) All in favour. Motion passed. ● Action (Sarah): continue to make updates to website, ensure managers have access to their websites.	

VP Business (Shawna)	● (Shawna) Title Sponsors update: ● No new information ○ The following sponsors are in: U10 BIHC, U12 Breakaway Fuels, U13 417 Bus lines, U14 Madison Excavating, ○ U11, U16, U18 do not have sponsors ● (Chris) Streamlined letter to selected invitees c/ available opportunities. This was completed. ● (Shawna) Chuck-A-Puck; how should funds be split for the teams. Managers feedback? ○ Addressed earlier in the mtg (view above motion)	● Action: Use WhatsApp to facilitate / have ongoing discussions to generate potential solutions	●
Ad Hoc Committees Update: Hockey Development & Finance Committee (Rob, Anthony, Chris, Evan, +/- Scott)	● Updates on the pool of developers for Monday nights ○ Ongoing discussions, and reaching out has been active and ongoing ○ Looking for a list of approved developers, and QRMHA doesn't need specific contracts nor guarantees re: to number of sessions etc ○ QRMHA as a whole can likely organize development rather than 7-8 different teams with different development plans ○ Longo & Bateman (confirmed)- (Evan & Anthony) ○ Trenton & Derek Smith - update? (Chris) ○ John M B Sens - update? (Chris) ○ Jacob Wellington - update? (Chris/Shawna) ● Discussion re: U15 Developm't nights ● Town hall for members of the association to announce the Committee's proposed association budget & teams' staff pay recommendations. ○ Who will post the Tues Sept 16th date? (Sarah) ○ Who will commit to running/organizing the virtual zoom, including registration on zoom and a list of who's signed in? (Taryl, Shawna, Sarah or Toni?)	● Action: (Anthony) Promote a U15 development night on the QRD website for registration, 8 sessions in Trenton for $350 ● Action: (Anthony) to reach out to AA coaches re: pre-registering for the same ● Action: (Sarah) Post Town hall info on website ● Action: (Steph/Taryl) Organize Town hall Zoom ● Action: (Josh Registration/Sign-in ● Action: George has already booked the Minor Sports Mtg room for 7pm Sept 16. ● Action: Chris to put out an agenda prior to meeting	●

Ad Hoc Committee Update: Social Media Content Creation (Shawna, Dave Chris, ?Toni)	● Update on the following from the Aug 12, 2025 mtg: ○ "*Motion (Chris): Create an Ad-hoc committee (Shawna, Dave, Chris,Toni) to determine the following action items, and present them back to the board for next mtg. Seconder (Rob). All in favour. Motion passed.* ○ *Action:* ■ *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 QRMHA needs it*"	● Action: (____)	●
VP Hockey Ops (Anthony)	○ Clothing provider update ■ Feedback on Trudys; Issues with team orders are actively being addressed and prioritizing the players jerseys/socks ■ Trudy's contract is active and in place ○ Third jersey for teams. U16-U18 options U10-U14 standard design? ○ Did a special mtg for all the trainers, c/ Head trainer, Jackie Jarrell occur? ○ Exploration re: ?QRD logo on MacKay update ○ Rink board sign on FDC/Mackay? Quinte logo on TV during U16 Showcase ○ Other VP Hockey Ops updates? ○ *(To be addressed later, see Evan/Coach Mentor) ■ Reminders: Coach Evaluation Committee ■ Reminders: Coach Selection Committee ● U15 development program (goalies & Players) potential dates: **RCAF Mondays 7:00-10:00pm (**October 2), (November 10, 24) (December 15, 29) (January 05, 12, 26)	● Action: Steph to provide Chris an inventory count on what apparel is at Trudy's ●	●
VP OMHA Convenor (Gary)	● Any Updates: (Gary)	●	●

	• OMHA is sponsored by BioSteel and will be providing water bottles, etc.		

Other Business / Requests (ie: Staff need to share a report / Special Scenarios)	• George Eastman (Ice Scheduler)
	  ○ The teams did an overall really good job in their scheduling. Everything has been posted onto their respective schedules.
	  ○ I do, however, have a few conflicts.
	  ○ U18 has a double booking October 05, with away games at North Shore and Ajax-Pickering.
	  ○ I am negotiating to attempt to find a solution but not having much cooperation from those centres. I may have to get Rick Lefort from the OMHA involved but hopefully we can come to a solution before that happens.
	  ○ U18 also booked a January 04 home game with Ptbo. We do not have ice that day and that day is potentially the U18 All Star game. I do not anticipate trouble rebooking this game. Roger is contacting the Ptbo. coach and should they not come up with a solution then I will get involved.
	  ○ The QSWC took away two November Sunday dates for special events (SENS) from us after the schedule was completed and two U16 games will have to be rescheduled. I am working on this and do not anticipate too many problems with the teams involved.
	  ○ As I said the schedules have been posted. I have extensively reviewed all the teams schedules and put team slots in when we have gaps in the open schedules.
	  ○ The goalie and team development sessions have been entered at Marmora and RCAF on Monday
	  ○ nights. The U18 are doing their own development on Tuesdays before their practice.
		• Action: (Chris) create an ad-hoc ice scheduling committee
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	○ Within my scheduling program, it allows me to view scheduling conflicts, like the one I have already mentioned, but also shows me clearly what ice slots we have not used from all the ice we have allotted under contracts. ○ It is alarming that we presently have so much ice not used and I have real concerns. ○ Even with development at RCAF every other week and U15 development scheduled for 8 weeks there, each week the 9:00-10:00pm slots are not used throughout the season. After mid to late January when all the development is done the the 3 hour slot, 7:00-10:00pm is wide open. Playoffs will start soon and a few teams may use RCAF for practices or games, but many will not be filled. ○ - At Mackay and CAA after our goalie sessions are complete mid January, they are open. U16 have picked up some of these but replaced them from their Wednesday CAA slot. No net gain in usage however. ○ - At Marmora, Mondays, we are not using every other week there once development commences October 06, and after the development is complete they are open the rest of the season. ○ - At Colbourne, the Keeler Centre, we have no usage at present, for any Monday night or the Saturday ice slots there. ○ With the resurgence of our U15 program next season, an average of 3 slots per week will be gobbled up with the openings we have. ○ Even with this year's planned U15 development usage we still have an abundance of ice.		

	- We can sub out some of our ice not presently being used. Centre Hastings would use most of the open - Marmora slots. BGMH (girls) would use almost all of the QSWC ice we do not have use for. There may be more organizations we could lend ice to. Both Centre Hastings and the girls hockey will give us letters, acknowledging by the user venues, they are "renting" those slots for this year only. - This leaves Colbourne and RCAF: - The Keeler Centre unfortunate switch from Thursdays to Mondays last season put pressure on our rescheduling as the night conflicted with our development nights. Last season I worked around it by splitting 2 teams every other week to be there when they did not have development. It was not perfect but it worked. Should we return ice there this season, my feeling is another group will grab it and we will not have it next season. - The venue that has me most concerned is RCAF. This year the Thursday night men's league expanded and rather than lose the two hours, gave us 2 hours on Tuesday. Stirling lost all access to RCAF. We cannot lose this venue. If organizations realize we are under using Mondays there will be problems. - We are fortunate to have 7 weekly hours of ice there, more than any other organization. Base Parents with players playing with Quinte West or the girls have lodged numerous complaints already this season. - At the QSWC, there is a new Recreation Director. She has been under constant pressure from Belleville user groups, formally sent in		

	complaints to the city, Broomball, speed skating, figure skating and the girls groups have all asked for more ice for Belleville residents. Mary and Erika have informed me that the new director plans to hold a user group meeting early this fall to review usage by local and out of town teams. While it is not anticipated we will lose any ice slots, they may be repositioned by venue and times. ◦ They are also considering a user fee for anyone outside the city that uses any of their facilities. ◦ So we should be creative when we have to return any ice to the QSWC. QRD is on record as returning the fewest number of ice slots of any organization. This has been a result of careful planning and usage of ice over the years. ◦ I have recently started a discussion with Anthony about these ice concerns and hopefully we can come up with some constructive plans. ◦ Should any of you have any questions before or during the meeting please advise. ◦ • Evan Osterhout (Coach Mentor) ◦ Evan provided all the team's staff to Steph on Aug 12 and 13. ◦ Evan reached out to all head coaches on September 5 to see if there was anything they wanted raised on their behalf at this meeting. No one submitted anything. ◦ Evan will be attending at least one practice and one game for all teams before the ◦ end of October. The first round of coach interviews will also be completed as part of Evan's attendance at practices and a summary		

	will be provided to the Coach Evaluation Committee. ◦ Coach Evaluation Committee - need 2 non-parent Directors along with Anthony and Evan. ◦ Coach Selection Committee – Anthony and Evan have started compiling a nomination list for this committee. • Jackie Jarrell - update: ◦ Provided an emailed update to the board • Nick Myers (Referee-in-chief) - update: ◦ ?Mtg to discuss getting more refs in last ~month		
Tabled Items for Next Mtg	• •	• •	•
Important Items to Keep Track of	Reminder from May 20, 2025 meeting: • 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 Reminder from Aug 12, 2025 meeting: • Eventual Goals for the 2025-26 Season: ◦ Developing a process for call for applicants, and contracts for all paid positions, with defined terms (Shawna)	• Actions Required: Steph have you received Hockey Canada notifications from everyone indicating that their VSCs are done? • Action: Are coach & trainer qualifications done? (Who is keeping track of this?) ◦ Jackie (trainers) - Is this accurate? ◦ Anthony (coaches) - Is this accurate? ▪ Development courses: • Sept 6 (Belleville) • Sept 14 (Wellington) • Chris to send out an agenda for next week's Town Hall	•
Adjournment	• Motion to adjourn (Shawna, Gary) @ 8:53 pm Sept 8/25 • Next Mtg in person on October 8th @ 6:30 pm. Location Wellness Centre. Room TBD, George to book.		•