



**Elk Valley Minor Hockey Association  
General Meeting Agenda  
February 9, 2023**

**CALL TO ORDER**

The regular meeting of the Elk Valley Minor Hockey Association was called to order at 6:00 pm on February 9, 2023 in Elkford.

**ATTENDEES:** Stephanie Freiheit, Tanya Wagner, Stephanie Doraty, Nikole Sharpe, Jillian Doey, Crystal Tennant, Jenna Kaus, Sky Johnston, Jeff Pryhitko, and Jason Lui, Jeff Cytko

**REGRETS SENT:** Justine Bowen, Melissa Archambault, Jennifer Cherney, Shawn Speager

**NOT PRESENT:** Jennifer Stevens, Jenn Attorp

**Guests Present:** Desiree Richards

Motion to adopt the Meeting Minutes.

1s the motion – Stephanie Freiheit

2<sup>nd</sup> the motion- Sky Johnston

All approved

**BOARD REPORTS**

**PRESIDENT'S REPORT- TIFFANY RYBACHUK**

**Submitted Report:**

**VICE PRESIDENT'S REPORT- Crystal Tennant**

**Submitted Report: Nothing to Update**

**TREASURER'S REPORT- Tanya Wagner**

**Report Submitted: November 2022**

**Financial Report:**

Attached is the income and expenses for January 5<sup>th</sup> till February 6<sup>th</sup> with categories.

Bank Balances as of February 6<sup>th</sup>

General Account - 77799.08

Gaming Account - 9077.76

Bonds - 5510.88 each

Raiders - 2002.18

## Profit and Loss

January 5 - February 6, 2023

	<b>Total</b>
<b>INCOME</b>	
50/50 Income	1,983.00
Debit Reversal	710.62
Donation Rec'd	500.00
Girls' Team Tournament Fees	380.00
Registration	0.00
Registration 2022.23	1,247.61
<b>Total Registration</b>	<b>1,247.61</b>
Sales of Product Income	7,519.00
Services	1,765.96
U11 Tournament Fees	210.00
<b>Total Income</b>	<b>14,316.19</b>
<b>GROSS PROFIT</b>	<b>14,316.19</b>
<b>EXPENSES</b>	
Bank charges	3.75
Donation	1,761.54
Home Tournament Costs	8,147.02
Office expenses	24.64
Other general and administrative expenses	290.67
Refrees	3,910.00
Sparwood Ice	7,243.93
Team Refund	1,859.61
Team Tournament Entry	600.00
<b>Total Expenses</b>	<b>23,841.16</b>
<b>OTHER INCOME</b>	
Interest earned	0.79
<b>Total Other Income</b>	<b>0.79</b>
<b>OTHER EXPENSES</b>	
Mileage	134.89
U11 Dev Team Refund 2021/22	786.00
<b>Total Other Expenses</b>	<b>920.89</b>
<b>PROFIT</b>	<b>\$ -10,445.07</b>

## Balance Sheet

As of February 6, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
EKCCU - Bond ...8795	5,475.29
EKCCU - Bond ...8803	5,475.29
EKCCU - Bond ...8811	5,475.29
EKCCU - Equity Shares ...8080	71.00
Gaming - 628114	9,026.47
General Account - 628106	79,855.59
EKCCU - U- 9 Sparwood	-1,415.25
Girl Team	310.00
<b>Total General Account - 628106</b>	<b>78,750.34</b>
Grant Funds	-9,996.50
Scholarships	500.00
Tryouts 2020.2021	-1,615.00
<b>Total Cash and Cash Equivalent</b>	<b>93,162.18</b>
<b>Accounts Receivable (A/R)</b>	
Accounts Receivable (A/R)	1,261.40
<b>Total Accounts Receivable (A/R)</b>	<b>1,261.40</b>
Uncategorized Asset	159.60
<b>Total Current Assets</b>	<b>94,583.18</b>
<b>Total Assets</b>	<b>\$94,583.18</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Card</b>	
COLLABRIA	-5,173.61
<b>Total Credit Card</b>	<b>-5,173.61</b>
<b>Total Current Liabilities</b>	<b>-5,173.61</b>
<b>Total Liabilities</b>	<b>-5,173.61</b>
<b>Equity</b>	
Retained Earnings	98,503.44
Profit for the year	1,253.35
<b>Total Equity</b>	<b>99,756.79</b>
<b>Total Liabilities and Equity</b>	<b>\$94,583.18</b>

Attached are two forms that the U7/9 and U11 tournaments accounting for the two completed tournaments. The U15 Tournament has not been balanced yet.

### U11 Tournament Balance

		<b>Team Balance</b>		
<b>Expenses</b>		<b>Revenues</b>		
#	<b>Arena Expenses</b>			
		Entry fees (\$1000x6)	\$ 6,000.00	
	Ice Rental	\$1,261.87	Raffle Table and Loonie Stick	\$ 2,502.00
	Referees	\$1,280.00	50/50	\$ 630.00
	Gambling License	\$ 50.00	Cash Donations	\$ 912.50
	Sanction Fee	\$ 163.00		
	<b>Total</b>	<b>\$2,754.87</b>	<b>Total Revenue</b>	<b>\$ 10,044.50</b>
	<b>Expenses</b>			
	Medals	\$ 326.23	Arena/Operating Costs	\$ 2,754.87
			Supply Expenses	\$ 326.23
			Swag/Coaches GC/Hospitality	\$ 1,440.00
			Raffle and 50/50 Supplies	\$ 30.24
			Raffle Table Items Purchased	\$ 1,558.63
			<b>Total Expenses</b>	<b>\$ 6,109.97</b>
	<b>Total</b>	<b>\$ 326.23</b>		\$ 1,280.00
	<b>Swag/Coaches GC/Hospitality</b>			
	Socks	\$ 750.75	<b>Total Revenue/Loss</b>	<b>\$ 3,934.53</b>
	Bags	\$ 179.15		
	Gatorade and Granola Bars	\$ 166.10		
	Popcorn	\$ 24.00		
	Toques	\$ 320.00	EVMHA Fees	\$ 1,967.27
	<b>Total</b>	<b>\$1,440.00</b>		
	<b>Raffle Supplies</b>		Balance Remaining	\$ 1,967.27
	Ink/Tickets/Printing	\$ 30.24	Per Team	\$ 491.82
	<b>Total</b>	<b>\$ 30.24</b>		
	<b>Raffle Table Items Purchased/Money Prize</b>		<b>PROPOSED EVMHA FEE</b>	<b>\$ 934.53</b>
	Prizes	\$1,558.63		
	<b>Total</b>	<b>\$1,558.63</b>		

Amendment to the U11 tournament reporting sheet - the formula was calculating at a four team rate not two team. So, if we use the old 50/50 ratio the teams would each get \$948 approximately.

## U7/U9 Tournament Balance

		Team Balance	
	<b>Expenses</b>		<b>Revenues</b>
#	<b>Arena Expenses</b>		
	Ice Rental	\$1,261.47	Entry fees (\$900x12) \$ 10,800.00
	Referees \$25 per game- 12 Games	\$ 600.00	Raffle Table and Loonie Stick \$ 3,513.00
	Gambling License	\$ 50.00	50/ 50 \$ 2,025.00
	Sanction Fee	\$ 252.00	Cash Donations \$ 912.50
	Hall Rental	\$ 369.22	
	<b>Total</b>	<b>\$2,532.69</b>	<b>Total Revenue \$ 17,250.50</b>
	<b>Expenses</b>		
	Posters	\$ 229.90	Arena/Operating Costs \$ 2,532.69
	Float	\$ 500.00	Supply Expenses \$ 729.90
			Swag/Coaches GC/Hospitality \$ 6,509.83
			Raffle and 50/50 Supplies \$ 293.54
			Raffle Table Items Purchased \$ 1,149.18
	<b>Total</b>	<b>\$ 729.90</b>	<b>Total Expenses \$ 11,215.14</b>
	<b>Swag/Coaches GC/Hospitality</b>		
	Necklaces	\$ 620.15	<b>Total Revenue/Loss \$6,035.36</b>
	Stinky Locker	\$2,556.20	
	Bags, Waterbottles, Gatorade	\$1,205.25	
	Tim Horton's Coaches	\$ 640.00	
	Medals/Awards	\$1,488.23	EVMHA Fees \$ 3,017.68
	<b>Total</b>	<b>\$6,509.83</b>	
	<b>Raffle Supplies</b>		
	Ink/Tickets/Printing	\$ 293.54	Balance Remaining \$ 3,017.68
	<b>Total</b>	<b>\$ 293.54</b>	Per Team \$ 754.42
	<b>Raffle Table Items Purchased/Money Prize</b>		
	Prizes	\$1,099.18	<b>PROPOSED EVMHA Fee \$ 35.36</b>
	Loonie Stick/Money	\$ 50.00	
	<b>Total</b>	<b>\$1,149.18</b>	

EK REP- Jeff Pryhitko

Report Submitted: None Submitted

CROSS ICE COORDINATOR- Jenna Kaus

Report Submitted:

I have received the Esso medals of achievement for the year-end banquet. I have enough for all initiation, U7s, and U9s.

Sky is looking into the Timbit medals and Tim Horton's gifts

I have not ordered the reusable signs yet. At the last meeting, I was told I could spend \$2000, and I was told I could order:

1X Raffle Board  
1X 50/50 Board  
2X Schedule Board  
2X Round Robin Board  
1X Tournament Points Board

After giving it some thought and talking to a few managers, I wondered why we would buy a Round Robin Board but not the other one. Also, should we get a 50/50 board for Elkford if we will be hosting tournaments up there? If so, more than \$2000 is needed. To get all the boards and easels (7 easels total), I would need \$2300 to cover it all.

I have attached Draft 14 of the EVMHA Policy Handbook.

I have added the information about tournament spending, which we discussed at the last meeting.

I have more questions about dual rostering.

**REFEREE IN CHIEF- Vacant**

**Report Submitted:**

**COACH COORDINATOR- JEFF CYTKO**

**Report Submitted:**

**EQUIPMENT MANAGER- Sky Johnston**

**Report Submitted: None Submitted**

**REGISTRAR- Stephanie Doratty**

**Report Submitted: Nothing to Update**

**PUBLIC RELATIONS/WILD WEAR- Jillian Doey**

**Report Submitted:**

- Reminder that all Wild/ Raiders Wear orders needs to go through the Wild Wear rep.

**ICE COORDINATOR- Melissa Archambault**

**Report Submitted: None Submitted**

**RISK MANAGER- Jenn Attorp**

**Report Submitted: None Submitted**

**SPECIAL EVENTS COORDINATOR- Justine Bowen**

**Report Submitted: None Submitted**

**FUNDRAISING COORDINATOR- Stephanie Frieheit**

**Report Submitted: None Submitted**

**FEMALE COORDINATOR- Jason Lui**  
**Report Submitted: None Submitted**

**PLAYER DEVELOPMENT- Vacant**  
**Report Submitted:**

**Motion to accept Board reports.**  
**1<sup>st</sup> the motion- Jillian Doey**  
**2<sup>nd</sup> the motion- Sky Johnston**  
**All approved**

## **OLD BUSINESS**

1. Policies- attached and vote on policies  
Jenna added a form for the team, for dual rostering, AP, for the policies. Clarifying about fees for registration fees for dual rostering, discussed that the players pay the full registration minus the HCR fee. Clarifying that the primary team is the priority, Jenna also added to include a trial period of 4 practices for Affiliated Players. Jenna Kaus motion the discussed that the affiliated players pay the full registration minus the HCR fee. Jenna also added trial period of 4 practices for Affiliated Players and then up for board discussion. 1<sup>st</sup> Stephanie Freiheit, 2<sup>nd</sup> Jillian Doey- All in Favor
2. (Jenna) After giving it some thought and talking to a few managers, I wondered why we would buy a Round Robin Board but not the standings. Also, should we get a 50/50 board for Elkford if we will be hosting tournaments up there? 2 of each boards and easels (7 easels total), I would need \$2300 to cover it all. Jillian motion for \$2500 1<sup>st</sup> Stephanie Freiheit 2<sup>nd</sup> Stephanie Doratty
3. (Jillian) After the meeting I was thinking of feedback from the members and protection of privacy.  
I had two thoughts. Could we use a mailbox or mail slot in the storage equipment room doors? And have someone check it weekly at a practice in both Sparwood and Elkford or if we have more executive volunteers, it could be checked twice a week during regular season.  
Also, we could provide a survey at the end of the year to be emailed out to our 2022/2023 members. As these are a suggestion of mine, I volunteer to take lead on both of these initiatives. Was discussed that an email address will be sufficient.  
Motion to create an email for feedback and Nikole Sharpe volunteered to man the feedback email.  
1<sup>st</sup> Stephanie Freiheit 2<sup>nd</sup> Jillian Doey All in Favor
4. (Jillian) Team snap- if we go through registration straight through the HCR will we have any scheduling, communication device in place of? I just think we as a team use Team Snap ALOT. Have the managers been asked if they use it?  
Can we still register directly with HCR and pay for team snap to use for webpages, scheduling and communication?  
Team Snap was discussed, Stephanie Dorratty will look into HCR and the future of using only the HCR. Stephanie to discuss with other teams that have made the transition. So this will be discussed after the 2023/2024 season.

5. Sparwood Elkford Hockey days (motioned to bring up at this meeting from last)  
It was discussed that the special events coordinator to make the plan for events next season.
6. Tiffany mentioned that she attended an EK meeting and discussion around the Cranbrook zones and bucks moving to Alberta instead of the Okanagan league.

### **New Business**

1. (Jillian) I am not too sure that this is a concern but at a game we had in Elkford a player from the other team had a stick caught in the board, I am pretty sure it was a freak occurrence and the likelihood of it happening again may be slim, but it made me wonder when the last time the arenas were inspected by our risk manager?  
Risk Manager to review and will do an inspection at the end of the season when the ice will be out, and again at the beginning of the season to follow up.
2. (Desiree) Proposal for Tournament Proceeds  
Desiree came to meeting to discuss the tournament proposal and she came from FMHA and wanted to share and what she learnt and wanted to propose EACH team receives a maximum of \$1500.00 from tournament revenues. Attached Tournament Proceeds Policy Change Proposal  
Question and clarification- How would the \$750 to the team before the tournament work if the tournament doesn't go through? Would need to created Discussed the gaming parameters and what the purpose of the tournament is it a fundraiser.

Two concerns:

One, the money itself raised by the fundraising/raffle can only be spent on what the license was pulled for (the running of the tournament). If the money raised surpasses what the tournament actually cost to run, then that extra money couldn't go "back to the team" based on BCLC rules, unless the specifics are put on the license.

Two, it is hard to say if the 1500 "top up" would be feasible for long for the association. As of right now, for the 2022/2023 season there is a current "profit" of 1246.66 for the season with all of the proceeds from the U7/U9 and U11 Tournaments in the account. This also doesn't include the rest of the year's ice rentals, banquet, or other gifts/etc.

That being said, there were a few extra fees that we incurred this year (unexpected) and last year's season appears to have pulled in a pretty significant profit overall from what I can glean from the QuickBooks report.

Tanya motions that each hosting team of EVMH pays \$500 1<sup>st</sup> Stephanie Frieheit, 2<sup>nd</sup> Jenna Kaus all in favor

Fundraising policy to be created for the 2023/2024 and 2024/2025

3. Smart Lock- Sky wants to propose smart locks on equipment doors and lockers looking at both Dead bolts and padlocks. Sky is going to look at cost, and permission from both Districts.



4. Banquets- In the past Crystal split up two events for numbers. Tanya texted Justin Hart to see if Elkford Community Centre is available April 30th or May 7th Events coordinator to pick a date and come back with a date of either April 30th or May 7th. 1<sup>st</sup> session initiation, U7 and U9 2<sup>nd</sup> Session U11s, U13 and U15s Awards to be ordered, forms to the teams and food ordered and plan in place.
5. AGM Meeting Date will be April 6<sup>th</sup> at 6pm in Elkford.  
Positions that are up for vote for the 2023/2024 season:  
President (1 Year)  
All these positions are 2 years  
Vice President  
Referee-in- Chief  
EK Rep  
Coach Coordinator  
Player Development  
Treasurer  
Registrar  
Risk Manager  
Equipment Manager  
PR/ Wild Wear  
Director 1
6. Tanya would like the registrar (Stephanie Dorratty) be added to bank signing-  
1<sup>st</sup> Stephanie Frieheit, 2<sup>nd</sup> Sky Johnston All in Favor

#### AGENDA FOR NEXT MEETING

#### ADJOURNMENT

Meeting adjourned at 8:30 pm by Tiffany Rybachuk as President. The next regular meeting will be March 5th @ 6:00pm in Sparwood.

Minutes Submitted by Jillian Doey on behalf of Jennifer Cherney, Secretary of EVMHA

X DocuSigned by:  
*Tiffany Rybachuk*  
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Tiffany Rybachuk  
EVMHA President

X DocuSigned by:  
*Crystal Tennant*  
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Crystal Tennant  
EVMHA Vice President

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