



**Essa Minor Hockey Association
Minutes of Annual General Meeting
April 5, 2023
Angus Arena, 6:00pm**

Meeting Called to order at 6:13pm

AGENDA of AGM

- Approvals to Start Meeting
- Season Accomplishments
- Plans for 2023/2024 Season
- Executive Introduction and Reports
- Proposed Fee Structure 2023-2024
- Proposed amendments to By-laws and ROO's
- Election of Executive
- Approvals to End Meeting
- Open Forum for Questions and Comments

APPROVALS TO START MEETING

Motion #1 – To accept Agenda for the April 05th, 2023 meeting. Motioned by **Mark Gardiner** – **Carried.**

Motion #2 – to approve the meeting Minutes from the previous meeting of the membership April 14, 2022. Motioned by **Mark Gardiner** – **Carried.**

SEASON ACCOMPLISHMENTS

Accomplishments of the 2022/2023 season were reviewed with the Membership: Santa Claus Parade Float; Youth Dances; Hockey Day in Essa; Pack the Barn, U18 Tribute Game; March Madness Jamboree; Banquet; Junior Eagles; Development/Powerskating.

PLANS FOR THE 2023/2024 SEASON

Plans for the 2023/2024 season were reviewed to the Membership: Annual mouthguard clinic; Reintroduction of the goalie clinic; Continuing dry land training; Monthly managers meetings with the Association Head Manager; Continuing with Hockey Day in Essa; End of Year Banquet; Santa Claus Parade; Youth Dances and Adult Social; Continue Jr. Eagles and Powerskating; hoping to introduce a Bingo Night.

Tournament plans for the 2023/2024 season were the John Prince Memorial Tournament: October 27th-29th 2023; Essa Eagles Christmas Classic: December 15th-17th 2023; and March Madness Jamboree: March 9th 2024.

EXECUTIVE INTRODUCTION AND REPORTS

The current Executive Members were introduced to the Membership.

Elected Officers

- President - Mark Gardiner (voted April 2022)
- Vice President - Graham Baird (voted April 2022)
- Association Head Coach - Matt Purton (voted April 2022)
- Development Director - Ardra Scott (voted April 2022)
- Head Manager - Krystal White (voted April 2022)
- Corporate Secretary - Natalie Burleigh (voted April 2022)
- Treasurer - Julianna Dinino (voted April 2022)
- Risk Management - Megan Purton (voted April 2022)
- Junior Coordinator - Melissa & Travis Cox (voted April 2022)
- Referee in Chief - John Blanchette (voted April 2022)
- OMHA Centre Contact - Ryan Rankka (appointed November 2022)
- Local League Contact - Alex Taggart (appointed November 2022)

Appointed Officers

- Registrar - Veronique Vandermeer (appointed May 2022)
- Ice Convener - Tiffany Hart (appointed May 2022)
- Tournament Director - Adam Collins (appointed May 2022)
- Public Relations - Kerri Murrens (appointed July 2022)
- Equipment Manager - Kayla Otten (appointed July 2022)
- Fundraising Director - VACANT

The individual reports of the Executive were then reviewed with the Membership.

PROPOSED FEE STRUCTURE 2023/2024

The 2023/2024 season proposed fee structure for registration fees and payment schedule were reviewed to the Membership; early bird, fundraising, rep tryout fees, Timbit fees and Rep Fees.

PROPOSED AMENDMENTS TO BY-LAW & ROO's

Notice of Motion: 2023-03

Amendment to: Passing and Amending By-laws

By-law: 20.3(d)

Submitted by Tiffany Hart - Ice Scheduler

Current Wording

Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association thirty (30) days prior to the Annual General Meeting.

Proposed Wording

Any Amendment to the By-laws by a member must be in writing, signed by a member in good

standing and received by the Secretary of the Association **seven (7) days** prior to the Annual General Meeting.

Rationale

To give members more time to submit any amendments to By-laws and ROO's. In addition, our hockey season is ending later than in years past, therefore our AGM's are being held in the month of April instead of March. **Motioned by Mark, seconded by Kayla. Motion Carried**

Notice of Motion: 2023-04

Amendment to: Nominations

By-law: 9.1

Submitted by: Tiffany Hart - Ice Scheduler

Current Wording

The election of Officers shall take place at the Annual General Meeting of the Membership. No election or appointment of an Executive Member is effective without consent given verbally or in writing prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary by January 31st . A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the Association. Such completed form must be delivered to the Secretary prior to the 1st day in March each year.

Proposed Wording

The election of Officers shall take place at the Annual General Meeting of the Membership. No election or appointment of an Executive Member is effective without consent given verbally or in writing prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary by January 31st . A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the Association. Such completed form must be delivered to the Secretary **by March 31st** each year.

Rationale

To give members more time to submit nomination forms. In addition, our hockey season is ending later than in years past, therefore our AGM's are being held in the month of April instead of March. **Motioned by Mark, seconded by Kayla. Motion Carried**

Notice of Motion: 2023-05

Amendment to: Election Procedures

By-law: 9.3 (a)

Submitted by: Tiffany Hart - Ice Scheduler

Current Wording

The Association Secretary shall post in all Association arenas a listing of all individuals who have been nominated for election to the Executive on or before the first (1st) day of March in each year. Such listing shall identify what position each nominee is seeking election for.

Proposed Wording

The Association Secretary shall post **on the EMHA website** a listing of all individuals who have been nominated for election to the Executive **by March thirty first (31st)** each year. Such listing shall identify what position each nominee is seeking election for.

Rationale

Our hockey season is ending later than in years past, therefore our AGM's are being held in the month of April instead of March. **Motioned by Mark, seconded by Kayla. Motion Carried**

Notice of Motion: 2023-06

Amendment to: Player Selection Appeal Process

ROO: 8.4

Submitted by: Matt Purton - Association Head Coach

Current Wording

- a. A player not selected to a Rep Team may appeal to the OMHA Contact and/or the EMHA President. (Parents/Legal Guardians of the player not selected may submit an appeal on behalf of the player.)
- b. Any appeal must be received, in writing, within five (5) days of the final tryout and notification.
- c. An appeal may only be made for the following reasons: (i) the player feels that there was a mistake made in the identity of the player involved; (ii) the player feels that the tryout process was flawed and did not follow EMHA guidelines or was not based on the merit principle.
- d. Every attempt should be made to resolve any player selection issues with the Coaching Staff first.
- e. An appeal will not be heard until it can be proved that the player has met with the Coaches.
- f. Upon receipt of an appeal, the Association Head Coach will establish and chair an Appeal Committee consisting of the EMHA President (or Vice President), OMHA Contact, Local League Contact(s) and two EMHA Executive members or current coaches, as selected by the appellant, within seven (7) calendar days and provide a written response to the player and parents/guardian with reasons clearly stating the decision, based upon the criteria for selection.
- g. The Player (or their parent/guardian representative) will be first to appear before the Committee and explain the submitted appeal. The Coach or member of the Coaching Staff will then appear before the Committee to explain the player evaluation and defend the appeal. Where necessary for a determination, the Committee will attend an ice session whereby the appellant is participating with the rest of the team. The Committee's decision will be communicated to those involved by telephone, followed up by a written ruling.
- h. In the event a Player successfully appeals, the EMHA Appeal Committee shall direct the Coach to add the appellant to the team.
- i. The Association Head Coach, following discussion and agreement of the EMHA Executive Committee, shall have the authority to remove, suspend or discipline any Coach, Manager or Player, for conduct prejudicial to the aims of the EMHA.
- j. A copy of the Compliant & Player Selection Appeals Process shall be provided to each player participating in tryouts for the Representative Team.

Proposed Wording

- a. Players not selected to a Rep Team may appeal to the EMHA President. (Parents/Legal Guardians of the player not selected may submit an appeal on behalf of the player.)
- b. Any appeal must be made in writing, within 5 calendar days of the notification
- c. An appeal may only be made for the following reasons;
 - (i) there was a mistaken identity of the player who was trying out
 - (ii) the tryout process was flawed and did not follow EMHA guidelines
 - (iii) it was not based on the merit principle

- d. The written appeal must clearly identify the appellants basis and evidence for the appeal.
- e. The following steps will be undertaken after a written appeal is received and prior to determining if the appeal will be heard.
 - (i) Upon receipt of an appeal and within 4 calendar days of the final tryout, the Association Head Coach, OMHA and LL contact will review the evaluations and discuss the potential appeal with the coach. Every attempt should be made to resolve any player selection issues with the Coaching Staff first.
 - (ii) If required, the Association Head Coach will establish and chair an Appeal Committee within 7 calendar days of the appeal being received or the final tryout (whichever comes last).
 - (a) this committee will consist of the following: EMHA President (or Vice President), OMHA Contact, and Local League Contact.
 - (b) the appellant can select 2 additional EMHA executive members or 2 current coaches (or former within 2 seasons) or a combination of executive and coaches to represent them within the committee.
 - (iii) Within 12 calendar days of the appeal being received or final tryout (whichever comes last) the committee will review the written appeal and determine whether or not the appeal will be heard. The chair will provide a written response to the player and parents/guardian with reasons clearly stating the decision within 48hrs of the committee's decision.
 - (iv) If an appeal is granted the following will occur within 7 calendar days of the decision to hear the appeal;
 - (a) The Player (or their parent/guardian representative) will appear before the Committee and explain the submitted appeal.
 - (b) The Coach and or members of the Coaching Staff will then appear before the Committee to explain the player evaluation and their decisions for player selection. If the appeals committee feels that a further on ice evaluation is required the following will occur;
 - (c) The association head coach will select one of the submitted tryout plans for that team and have the coach run that practice. All the players will be aware that they are being evaluated. This on-ice session should be at the next available ice time that the appellant can attend.
 - (d) A minimum of 2 independent evaluators from outside of EMHA will attend an ice session where the appellant is participating with the rest of the team. These evaluators will be arranged by the executive. Wherever possible these evaluators should be from separate organizations.
 - (e) The evaluators will forward their evaluation of the player to the Appeals Committee. The Committee will meet and review the evaluation. The decision will be communicated within 48hrs to those involved by telephone, followed up by a written ruling.
- f. In the event a Player successfully appeals, the EMHA Appeal Committee shall direct the Coach to add the appellant to the team.
- g. A copy of this Complaint & Player Selection Appeals Process shall be provided to each player participating in tryouts for the Representative Teams.

EMHA recognizes that its members are volunteers. EMHA will endeavour to conduct this process in the most expedient manner. The timings and schedule are subject to change with reason and sufficient notice

Rationale:

Clarification and establishing timelines. **Motioned by Mark, seconded by Matt. Motion Carried.**

Notice of Motion: 2023-07

Amendment to: Conflict of Interest

By-law: 10.10 (b)

Submitted by: Matt Purton - Association Head Coach

Current Wording

Where a conflict of interest exists or, appears to exist, the member shall immediately make a full and fair declaration of the nature and extent of the interest. If the member is in fact determined to be in conflict they may, at the discretion of the executive, offer their insights regarding the situation, however may not participate in any resulting votes.

Proposed Wording

EMHA recognizes that members of the executive have associations within the organization that may be perceived as conflicts of interest by membership during certain situations (ie. children, family members etc). Due to these potential conflict of interest situations EMHA has determined the following course of action will allow its executive members to fulfill their roles within the executive in a neutral and impartial manner.

If a situation arises where a member of the executive is a conflict of interest pertaining to that situation, the following shall occur:

- (a) The executive member will make the conflict of interest known, along with the situation to the President or Vice President or delegate in their absence.
- (b) The executive member will make the conflict of interest known to the parties involved.
- (c) The executive member will include at a minimum, 1 other non-conflict executive member assigned by the President or Vice President to assist in overseeing the situation. This non-conflict member will be included in all correspondence and all aspects of the situation being dealt with.
- (d) The outcome of the situation (or an update) will be presented to the entire executive at the next available executive meeting.
- (e) If the situation involves a vote from the executive, the member in conflict is allowed to be part of the discussion pertaining to the vote, but will not be allowed to cast a vote.
- (f) If the member in conflict's position brings them to be part of a sub-committee or chair for a sub-committee, the member will not cast a vote but may remain on the committee.
- (g) If the member is deemed to be a direct conflict by the President, the member may be asked to remove themselves from the situation.

Rationale

Remove sub-section (b) and provide clarification on what defines a conflict of interest. **Motioned by Mark, seconded by Matt. Motion Carried.**

Motion made to amend to add the wording "and members" Motion passed.

Notice of Motion: 2023-08

Amendment to: Code of Conduct and Ethics

ROO: 2.3

Submitted by: Matt Purton - Association Head Coach

Proposed Wording

EMHA recognizes that members of the executive have associations within the organization that may be perceived as conflicts of interest by membership during certain situations (ie. children,

family members etc). Due to these potential conflict of interest situations EMHA has determined the following course of action will allow its executive members to fulfill their roles within the executive in a neutral and impartial manner.

If a situation arises where a member of the executive is a conflict of interest pertaining to that situation, the following shall occur.

- The executive member will make the conflict of interest known, along with the situation to the President or Vice President or delegate in their absence.
- The executive member will make the conflict of interest known to the parties involved.
- The executive member will include at a minimum, 1 other non-conflict executive member assigned by the president or vice president to assist in overseeing the situation. This non-conflict member will be included in all correspondence and all aspects of the situation being dealt with.
- The outcome of the situation (or an update) will be presented to the entire executive at the next available executive meeting.
- If the situation involves a vote from the executive, the member in conflict is allowed to be part of the discussion pertaining to the vote, but will not be allowed to cast a vote.
- If the member in conflict's position brings them to be part of a sub-committee or chair for a sub-committee, the member will not cast a vote but may remain on the committee.
- If the member is deemed to be a direct conflict by the President, the member may be asked to remove themselves from the situation.

(A direct conflict is where the member or family member is directly involved in the situation being addressed).

Rationale

To add to ROO's section 2.3 as it is listed in the table of contents but not within the document.

Motioned by Matt, seconded by Natalie. Motion passed.

Notice of Motion: 2023-09

Amendment to: Complaints

ROO: 6.1 (e)

Submitted by: Matt Purton - Association Head Coach

Current Wording

All complaints shall receive a written reply.

Proposed Wording

e. All complaints shall receive a written reply within 24hrs stating the complaint has been received.

f. The complainant will be updated by the President (or VP delegate) every 5 business days as to the status of the complaint.

g. EMHA reserves the right to conduct any investigation regarding situations that it deems necessary. The President or Vice President may assign the appropriate executive member(s) to conduct fact finding regarding any situation they deem necessary.

h. All complaints will be presented to the executive at the next executive meeting.

Rationale

Additional clarification of timelines. As well as the ability for the executive to deal with issues if no formal complaint is received. **Motioned by Matt, seconded by Natalie. Motion passed.**

Notice of Motion: 2023-10

Amendment to: Representative Teams

ROO: 8.3 (m)

Submitted by: Matt Purton - Association Head Coach

Current Wording

Coaches are to utilize an evaluation form that identifies only the player sweater number and colour. It is recommended that coaches contact coaches from other age divisions and work together to evaluate the players trying-out for each other's teams. All evaluation forms must be signed and turned over to the OMHA Contact.

Proposed Wording

m. Coaches are to utilize an evaluation form that identifies only the player sweater number and colour. Coaches will use evaluators that are considered non-conflict for both on ice and off ice evaluations. A list of these non-conflict evaluators will be provided to the Association Head Coach and OMHA contact prior to the beginning of tryouts. These evaluators should remain consistent throughout the evaluations. Wherever possible the evaluators should be from outside of EMHA. All evaluation forms must be signed and turned over to the Association Head Coach/OMHA contact at the conclusion of tryouts.

n. The executive may aid in the overseeing of evaluations to ensure a fair process.

Rationale

Clarification of using non-conflict evaluators. Also using evaluators that are consistent throughout the evaluations. **Motioned by Matt, seconded by Kayla. Motion Passed.**

ELECTION OF NEW EXECUTIVES

OMHA Centre Contact (3 year term) - Nominees: Ryan Rankka Motion to nominate Ryan Rankka as OMHA Centre Contact. **Motioned by Mark, seconded by Natalie. Motion Carried.**

LL Contact (3 Year Term) – Nominee: Alex Taggart. Motion to nominate Alex Taggart as LL Contact. **Motioned by Mark, seconded by Natalie. Motion Carried.**

Risk Manager (2 year term) - Nominee: Vacant

Motion made to amend the wording "tryouts" in our Language to "evaluations". **Motioned by Mark, seconded by Matt. Motion carried.**

Nominees for the Appointed positions for the 2023/2024 season were advised as follows:

- Registrar – Veronique Vandermeer
- Tournament Director – Adam Collins
- Fundraising Director – Vacant
- Equipment Director – Kayla Otten
- Ice Convenor – Tiffany Hart, Kathleen Gardiner
- Public Relations – Kerri Murrens

APPROVALS TO END MEETING

Meeting Adjourned at 7:53pm

OPEN FORUM FOR QUESTIONS AND COMMENTS

Question and concerns regarding bond. Some people do not want the bond. Feel it is not going to generate more volunteers. Others believe it will encourage more families to volunteer.

Question on how people will pay for bond? Nobody has cheques. People do not want to pay up front.

Look at the amount of hours it would take to fulfill bond hours. Perhaps having less hours for younger teams?

Discussion had regarding whether NRP's should be taken over Essa players. Some feel preference should be given to Essa players, others feel the best team should be fielded.