

# Agenda



Subject: July GVRA Board of Directors Meeting  
 Meeting Date: July 5, 2023  
 Time: 7:00 pm  
 Location: The View

<b>President</b>	Wayne Robert	X	<b>Ice Ambassador</b>	Dianne Peterson	X
<b>Vice President</b>	Richelle Kendall	X	<b>Equipment Manager</b>	Jane Sutton	X
<b>Past President</b>	Rosemary Manton	Na	<b>Director of Referees</b>	Derrick Doige	X
<b>Treasurer</b>	Brad Marta	X	<b>Director of Coaches</b>	Mati Arsoniadis	Na
<b>Registrar</b>	Lori Einfeld	X	<b>Director of Managers</b>	Sherrie Hodgkinson	Na
<b>Secretary</b>	Carmen Larsen	X	<b>Director of School Programs</b>	Gerran Thorhaug	X
<b>Promotions</b>	Courtney King	x	<b>Tournament &amp; Events</b>	Jennifer Fossum	X

Guest: Ian Hawes

1.0 Approval of minutes from May 30, 2023, BOD Meeting – Page 2 amendment #1 August ice camps – please change committee from CTR to August camps. Thank you to Carmen for sending out the minutes as a reminder of the things we all need to get done before the next meeting.  
 Motion to accept the minutes with 1 change by Jenn, seconded by Jane. All in favor. Passed.

Motion by Dianne to accept the agenda as presented. Seconded by Derrick. All in favor. Passed.

2.0 Governance Training - Ian Hawes (past GVRA President)

It's great to see so many people wanting to participate on the GVRA board, however a board of this size (14) can be challenging to have effective and efficient meetings. Committees that report back to the main board for oversight can be a more effective use of time resources. An executive committee is recommended which would be primarily responsible for the day-to-day operations that require a quick decision, allowing them to report back on a monthly basis. Often when a board operates in this manner, the officers as described in the bylaws of the association form the executive committee. According to our bylaws for the Greater Vernon Ringette Association, the officers are President, Vice President, Secretary, Treasurer and Past President.

The executive and other Board members could create smaller, focused committees for specific tasks to be more efficient at meetings and nimble to respond to needs as they arise. Written reports from these committees could be submitted in advance to the secretary, who could then create a *consent agenda* so grouped items could be approved as one agenda item. This would require completion of reports allowing time for the secretary and president to create the agenda, and time for the Board members to review prior to the meeting.

Discussion re having the autonomy of committees to make decisions within the scope of their roles as well as discussion regarding attendance and reporting at every meeting. Examples of creating committees to work on projects as necessary could be the August ice camps and Autumn Blast.

Executive committee could develop the structure of the board moving forward, for example, with specific standing committees. A suggestion for an executive board of five could include President,

Vice President, Secretary, Treasurer, Ice Ambassador. Each other board member would have an action plan, work on their goals, and submit reports to secretary one week before Board meeting for distribution 4 days before meeting.

The priorities of the Board and association should be top of mind to each member and committee.

Dianne makes a motion to *explore the option of an executive consisting of the president, vice president, secretary, treasurer, and ice ambassador with terms of reference for that committee to be developed and approved by the Board of Directors of GVRA. Seconded by Carmen, all in favour. Motion passed.*

**Action item:** Wayne will contact KRA president Tessa Russell for specific wording they use for a similar structure to suggest terms of reference.

### 3.0 Business from and since Previous Meetings (for information):

1. Document storage (Carmen and Wayne)
  - Google Drive
    - Set-up ready to go.
    - Separate e-mail outlining how to access it. – **Carmen and Wayne to do**
2. Memorandum of understanding regarding expectations of team fees – add to RAMP
  - a. Wording provided to Lori. Needs to be a mandatory field.
3. Priest Valley display case (Wayne, Jenn, and Dianne)
  - a. Have tried to access three times. PV closed. Wayne has contacted City to get access.
4. Scholarships (Bursary) –
  - a. Committee met and recommended via e-mail: Aimee Skinner & Hillary Quiring.
  - b. GVRA BOD unanimously voted to accept the recommendation.
  - c. Letters have gone out to both winners and bursaries we were accepted.
  - d. Awarded \$350/each \$300 GVRA, \$50 Lochaven Consulting topped up.
5. Mailbox
  - a. The city will let us use KalTire Place.
  - b. Wayne/Rosemary will cancel the mailbox. **Action item: to be done.**
6. League commissioner email on TeamSnap
  - a. Request by a board member to create commissioner access through the Vernon Ringette emails.
    - i. **Action:** Yes this can be done, each person needs to create an account and log in with the Vernon Ringette email, and then Rosemary can give the commissioner access to that login, but if you login under your current account you may be able to change the email address in the sent window.
7. August ice camps
  - a. Courtney/Mati/Dianne/Derek, to discuss tiers/rates. Committee to meet. Started scheduling. **Will report back**

Richelle motion that *information from previous meetings was received. Seconded by Derrick. All in favour.*

### 4.0 Business from Previous Meetings (for discussion)

1. BOD code of conduct – **Sign and return to Wayne** before next meeting. Will be scanned to google drive.
2. Enderby Ice – Sherrie, no report
3. Registration –
  - a. Lori needs names of families who won the 6 \$50 credits at the AGM. **ACTION: Carmen to provide**
  - b. Lori will soft open registration this week for board members to register and look for any hiccups in the registration.
4. Criminal Record Checks - who receives criminal record checks

- a. Per bylaws, CRCs should be collected by the secretary as custodian of records and documents – **Carmen will contact Lisa Quiring to change recipient.**
- b. If CRC is done through RAMP, then there is a cost associated with it, however via web, there is no cost.
- c. Discussion re a checklist of what is required for each volunteer (coaches, managers, locker room parents)
- d. New committee of secretary, director of coaches, director of managers, director of officials to ensure all proper documents are collected. – **Carmen will coordinate**
5. 2024 Provincial Tournament application – Wayne met with Rick Benson (RBC) to clarify our budget calculations and he confirmed the numbers. They received no applications to host the provincial tournaments. They sent out a second call but no changes were made to the financial structure of the application.
6. Autumn Blast Tournament Update
  - a. Submitted for sanctioning and acknowledgement of same by Ringette BC
  - b. Draft Terms of Reference for tournament committee **to be reviewed with Wayne**
  - c. Preliminary budget prepared, **will be shared via email**
  - d. Jennifer has applied for a grant to help with costs
  - e. Timely tasks: poster needs to be updated, utilize TeamSnap Tournaments more for applications/rosters/payment
7. Inclusion Policy – FAQs and provincial/ringette policy – **Carmen to prepare FAQs/ resources**
  - a. ViaSport and Sylix/Splatsin acknowledgements on website
  - b. Come Try Ringette for First Nations
8. Gym ringette update – Gerran and Mati, delays and will start up in September.
  - a. New Ringette BC policy with how gym ringette should run
  - b. Encourage schools to attend Okanagan Blast – Danielle Smith?
  - c. Best way to get into schools is through the school board
9. GVRA Emails – **Richelle, Mati still outstanding and to be completed**

#### 5.0 Standing Items:

1. Financial update: will be prepared for next month. Brad has applied for 3 grants (BC Gaming Grant, ViaSport Community Hosting Grant, Program Development grant)
  - a. Courtney did a goalie development grant with JumpStart
  - b. Recommendation for fundraising, grants and sponsorship committee
    - i. **Wayne, Jennifer, Brad and Courtney will initiate this committee.**
2. TORL items: first TORL meeting of the year next week

#### New Business:

1. Coaching CSI course (see attached) November 4-5 at PV arena
2. The Competition Introduction evaluation (see attached the notice)
3. Zone coaching selection process change: Ringette BC will no longer be involved with selection/interview of applicants. Applications due by July 18.
4. TeamSnap not sending out to all Board members: concern re communication.

Meeting adjourned at 20:53

Next Meeting: August 8, 2023 at 7 pm at The View

**All reports due by August 1 to Carmen**