



**CPMHA Executive Meeting  
March 5, 2025**

**CPMHA Agenda**

- If additional lines are needed, move the mouse to the edge of the left column until a plus sign appears. Click to add another row.
- The Exec Member Comments is for other board members to add their comments if they have the answer before the next meeting.
- You can add a table inside of one of the boxes as needed.

**Attendance**

<input checked="" type="checkbox"/> Stuart Robinson	<input checked="" type="checkbox"/> Angela Roy	<input type="checkbox"/>
<input checked="" type="checkbox"/> Steve Valardo	<input type="checkbox"/> Christine Larush	<input checked="" type="checkbox"/> Patti Steinhoff
<input checked="" type="checkbox"/> Jane Cameron	<input checked="" type="checkbox"/> Ashley Ricci	<input type="checkbox"/> Ray
<input type="checkbox"/> Erika Valardo	<input type="checkbox"/> Dan Burt	<input type="checkbox"/> Trevor
<input checked="" type="checkbox"/> Bob Jennings	<input checked="" type="checkbox"/> Tiffany McGuire	<input checked="" type="checkbox"/> Drew Leger
<input checked="" type="checkbox"/> Ken Proulx	<input checked="" type="checkbox"/> Ashley Nolan	<input type="checkbox"/> Scott Dixon
<input checked="" type="checkbox"/> Melanie Viau	<input checked="" type="checkbox"/> Ryan Rynyk	<input type="checkbox"/>

**Call to order**

Meeting called to order at: 7:03

Approval of minutes from the previous meeting

Motion: Mel



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Seconded: Jane

Approved Y/N: Y

1. President's report
2. VP Hockey report
3. VP Admin report
4. Secretary report
5. Registrar report
6. Treasurer report
7. Risk & Safety report
8. Equipment report
9. Ice Scheduler report
10. Tournament report
11. Competitive report
12. Webmaster report
13. RIC report
14. Coach Mentor report
15. Convenor reports
16. New Business

17. Adjournment

Meeting adjourned at: 8:07

Motion: Dan

Seconded: Drew

Approved Y/N: Y



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## President

Topic	Item	Exec Member Comments
D4 updates	Suspensions have slowed down during this time. Ice time for 2025/26	Meeting in two weeks to talk end of year, D4 AGM etc.
LCMHL	Playoff running smoothly so far , no major hiccups.	No games thru March break A few teams going to Kids for Kids
Sort Outs		Stittsville has asked how we do our sort outs

## Vice President Hockey

Topic	Item	Exec Member Comments
Information	CPMHA Handbook  This requires updating, I would like to see this completed ASAP. Everyone please work with VPAdmin to get this completed.	Bob to update for new discipline policy Drew to review Jane Formatting  Will send out for review once updates are done
Information	SOPS/Responsibilities	Reminder to complete



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Topic	Item	Exec Member Comments
	Please work on your standard operating procedures and responsibilities. They can be found in the VPAdmin folder.	

**VP Admin**

Topic	Item	Exec Member Comments
	Nothing to report	

**Secretary**

Topic	Item	Exec Member Comments
Information	<p>AGM date (not to be shared) May 7th Email will go out to all members this weekend asking for any proposals. Pres/VP have agreed that AGM will follow the format of an AGM and will consist of reports to be presented, resolutions to be passed and elections. AGM will not have league or D4 in attendance and members will be asked to submit any questions/comments regarding season, refs, league etc via convenors to be actioned as per established communication. 50 days (or approx) before AGM invite will be sent to all members.</p> <p>Reports at AGM to be presented by: President VP Hockey VP Admin Treasurer and all convenors</p>	



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Topic	Item	Exec Member Comments
Information	Positions for next year U9 U18 Secretary	
Information	April meetings	April 16th, and week prior to AGM

Treasurer

Topic	Item	Exec Member Comments
Information	<p>Nothing has changed with our financial position from the last meeting. I will be preparing financial statements and supporting documents for board approval once we reach year end.</p> <p>Motion submitted for updating accounting policies so I can prepare the statements in accordance with accounting standards.</p> <p>I used excel to maintain the accounting records and prepare financial statements as was done in prior years. With the year under my belt I have a better idea now how to set up quickbooks, so that will be my goal in the "off" season.</p>	Will review at next meeting
Information	Per lottery rules we are required to get our financial statements audited because we ran raffle lotteries. Once the financial statements are done I will get some quotes for audit. Anyone have any suggestions for local accounting firms? I have no idea what this costs but it will fall under next year's budget. We could consider charging an additional lottery application fee to offset some of these audit fees.	Revisit after AGM



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Topic	Item	Exec Member Comments
Information	I was wondering about the Connor MacArthur Fund: Do we have a policy on this? Since it is a restricted contribution we should have a policy about the rules/criteria for fund distribution; financial assistance, annual bursary. For the bursary how does this work, do we encourage coaches to submit nominations, board review and select?	Will let players and coaches know and ask for nominations, can have more than one nomination per team.

## Risk & Safety

Topic	Item	Exec Member Comments
	U15 incident, Pres and Bob to connect	

## Equipment Manager

Topic	Item	Exec Member Comments
Information	Jersey return plan?	Working on storage plan
Information		Rink 2 ice is staying in this year

## Registrar

Topic	Item	Exec Member Comments
Information	Travel permits are still being approved	



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### Ice Scheduler

Topic	Item	Exec Member Comments
	Not in attendance	

### Tournament Coordinator

Topic	Item	Exec Member Comments
<b>Information</b>	End of year: planning is coming along. U9 teams and drills are done. soliciting more sponsors and donations. would like ALL board members to volunteer	12 to 7 right now, will need more ice

### Competitive Representative

Topic	Item	Exec Member Comments
	Not in attendance	



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## RIC

Topic	Item	Exec Member Comments
Information	<p>We have/will be losing 3 CP refs for next season (Sawyer Brandino, Mitch Mercier, &amp;&amp; Matt Mercier). Between these 3 officials they did 557 games. These will be big skates to replace for next season.</p> <p>I have the name of an adult who wants to ref next year. If you know of anyone interested, please send them my way.</p>	

## Coach Mentor

Topic	Item	Exec Member Comments
	Not in attendance	

## Webmaster

Topic	Item	Exec Member Comments
Information	<p>Penalty minutes not being available is a concern</p> <p>Can't monitor</p>	





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U7

Topic	Item	Exec Member Comments
	Nothing to report	

U9

Topic	Item	Exec Member Comments
Information	Plan a procedure with regards to travel permits	U9s are not getting via Spordle, is just placed in google drive folder and are not notified Ken to see if notification of update to folder can be sent out

U11

Topic	Item	Exec Member Comments
Information	Insurance requested	Can we request from HEO at beginning of year? Stuart to ask

U13

Topic	Item	Exec Member Comments
Information	What tools does a coach have within the game?	Stuart - example game off rails, no penalties, asked to speak to ref to call them - did let them know



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Topic	Item	Exec Member Comments
		that they will pull kids off but coach will be suspended 4 games - best after game to email Bob  Good conversation for coaches meeting at beginning of year

U15

Topic	Item	Exec Member Comments
	Nothing to report	

U18

Topic	Item	Exec Member Comments
information	One player quit after refusing to play defense for a game and insisting on being on a specific line. This led to an argument between the guardian and the coach. I supported the coach, as hockey is a team sport, and players sometimes need to adapt to different positions for the benefit of the team. The player later requested to affiliate with U18A, but I denied the request since he quit and is no longer part of U18B, making him ineligible to affiliate.	



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New Business

Topic	Item	Exec Member Comments
	No new business	