



**CPMHA Executive Meeting
May 29, 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 checked="" type="checkbox"/> Joshua Mavec
<input checked="" type="checkbox"/> Steve Valardo	<input type="checkbox"/> Christine Larush	<input checked="" type="checkbox"/> Ray
<input type="checkbox"/> Jane Cameron	<input checked="" type="checkbox"/> Ashley Ricci	<input type="checkbox"/> Trevor
<input checked="" type="checkbox"/> Erika Valardo	<input checked="" type="checkbox"/> Dan Burt	<input checked="" type="checkbox"/> Drew Leger
<input type="checkbox"/> Bob Jennings	<input checked="" type="checkbox"/> Tiffany McGuire	<input type="checkbox"/> Paulo Campagnolo
<input type="checkbox"/> Ken Proulx	<input type="checkbox"/> Ashley Melvin	<input checked="" type="checkbox"/> Ben Joly
<input checked="" type="checkbox"/> Melanie Viau	<input checked="" type="checkbox"/> Ryan Rynyk	<input type="checkbox"/>

Call to order

Meeting called to order at: 7:05

Approval of minutes from the previous meeting (approved at AGA)

Motion: (approved at AGA)



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Seconded: (approved at AGA)

Approved Y/N: (approved at AGA)

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: 9:28

Motion: Erika

Seconded: Dan

Approved Y/N: Y



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President

Topic	Item	Exec Member Comments
Welcome new Board Members	U18 convenor and Secretary	
Open Board Positions	U21 convenor	Angela: I have someone interested in this position.
D4 AGM	**Declaration**	
Next Season	Kick Off event , Tournaments, Ice , Registration	
MTK Comp	New liaison	
Board position handoffs	Email , equipment , etc	
CP AGM	Questions or topics we need to review	
CP	Letter to town - Wifi, Speakers , clock	

Vice President Hockey

Topic	Item	Exec Member Comments
AGM question period	What was the tendering process for CPMHA evaluations?	There was no tendering process specifically for evaluations. The decision to have evaluations done by a 3rd party came relatively late and was time sensitive. At the time it was decided to have



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Topic	Item	Exec Member Comments
		evaluations and development divided between the 3 providers that CPMHA regularly uses.
	It was recommended that a having tournament for all levels at that particular age group. ie. U11A,B,C.	I think we need to have a set tournament for CPMHA. Maybe always have a U13A,B,C and U15A,B tournaments. But how much ice are we willing to use for tournament. Running the above would be approx. 85 hrs of ice time. The executive agreed we should standardize tournaments and include all levels.
	It was recommended to have a surplus of player on C Teams as they tire easily.	While I do understand and sympathize with the team. We need to place players where they will best developed but will monitor teams placements closely.
	Voting rights - membership definition took place at registration. This was a major point of contention.	I think we should go back 1 guardian per player that is determined at sign at the AGM. In the event of a disagreement between guardians on who has voting rights, the vote will default to the guardian who registered the player. The executive agreed to the change.
	Voting rights - Do competitive guardians have a vote at CPMHA AGM.	As discussed in the AGM - please refer to meeting minutes
	Volunteer Party - some members recommended that this should be brought back.	The executive agreed that CPMHA will have a volunteer appreciation for 2025/26.



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Topic	Item	Exec Member Comments
	Time keepers - some members recommended that we should have paid time keepers.	The executive will vote on this topic in July. The approx. Associated cost was \$2400 plus training. CPMHA will also reach out to the local highschools for volunteers.
Handbook/SOPs	Stuart have you reviewed the handbook, we need to finalize the progressive discipline. Please complete your SOPs.	Handbook review is complete. President, VP, and Risk and Safety will meet to finalize the progressive discipline.

VP Admin

Topic	Item	Exec Member Comments
Budget	Finalize baked on updated costs - ie. registration and ice	Steve to let Angela know about evaluation costs, player development fees.
Referee Fees	Clarify Mileage vs. Game fees	



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Registrar

Topic	Item	Exec Member Comments
Registration Setup	Implement caps & waitlist	
Build registration	HDR has to roll over first, then proceed to build 25/26 registration	registration estimated for June
Display Credit Card fees	Include disclaimer in registration if to proceed with back-charging registrants for additional CC fees	
Voting Rights notice	Clarify single Guardian rule	
Transfers to Carleton Place	check with D4, need to evaluate prior involvement with CPMHA	case by case determination
Refund policy	a need to develop a clear refund policy with includes deadlines and scenarios for refunds - ex. full refund in September, 50% refund before Oct 31, dead drop in December	develop a policy similar to Stittsville
Damages Policy	develop a policy for handling damages to property, included in the registration process	

Secretary

Topic	Item	Exec Member Comments

Treasurer

Topic	Item	Exec Member Comments
Budget	Treasurer - FY 2025-2026 - Budget	



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Topic	Item	Exec Member Comments
	Registration Revenue - President does not want an increase Ice Revenue - are we selling ice this year? Ice Costs - same as last year? Evaluations - cost? Player Development - cost? Officiating - went up \$5K last year, will it increase again? Equipment - sort out jerseys costs? Can we make do with what we have? Participant fees to increase - \$8K, as mentioned at AGM Without any ice revenue and not including evaluation and player development costs in budget it sits at a \$17K deficit.	
Credit Card Fees	Propose passing this cost to the members. This would save us approximately \$7,500 a year.	Prepare to pass along fees
HST	A member had a concern about how we aren't charging HST on fees for members over 14 years old. I am currently reviewing the legislation, interpretations and rulings to assess our risk.	
Income Tax returns	To be completed before September 30th.	
Financial Assistance	If anyone inquiries, please have them apply for external assistance programs first, such as jump start.	
MTK representative	Two outstanding ICE invoices from last season	



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Risk & Safety

Topic	Item	Exec Member Comments
Suspensions carry over	only one (1) from previous year	

Equipment Manager

Topic	Item	Exec Member Comments
	Order of 14 jersey bags with em	
Jersey return	Went incredibly well. Out of all U9-U18 I am only missing 1 jersey. Working on getting it back. Still need to collect U21 but I know that 1 person does have them all. No chasing.	is there something about the jerseys in the handbook, can they equip manager give out jerseys to kids for school - vpa indicates there is
Goalie gear return.	Have collected gear back from U9 B, Both U9C teams and the U7 "Oilers" All returned in good condition. Still have 6 more sets out at U7. Ashley is collecting them.	
First aid kits	Missing a couple so far. Waiting on replies for others.	
Prep for next season	Rebuilding and balancing sets now. Hopefully almost no need to touch them before giving them out. Will start to hang sets in EQ room.	
Inventory	Once jerseys are all sorted I'll start inventory.	
Budget for Jerseys	Submit estimated costs	



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Ice Scheduler

Topic	Item	Exec Member Comments
photos for next season	new company propose taking them over 2 days (after January)	no on ice required, similar to Perth
ice time rules		
Confirm Ice Allocations	Coordinate early access with town	
Stittsville Negotiations	Monitor contract expiry	

Tournament Coordinator

Topic	Item	Exec Member Comments
Confirm Tournament Divisions	propose and lock in divisions	
Kick -off	Proposed September 13th - Melanie will talk to Steph	New fundraising ideas - dunk tank, raffle
Fee structure	Update to market rates (\$1,200.00 - \$1,500.00)	
Co-host Options	Explore with Alonte, Perth, etc.	
Home Tournament	Confirmed U13 & U15 (reduced registration fees for home teams)	Potentially weekend in November (Mel, Steve &



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Competitive Representative

Topic	Item	Exec Member Comments
Update Rep Contact	Add Paolo to the distribution list	
Clear outstanding invoices	Two outstanding (26/01/25 & 18/03/25)	

RIC

Topic	Item	Exec Member Comments
Recruit Referees	School outreach, promotions	
Support with on ice sessions	want to do an official development program with exhibition games to help new referees	
Track Mileage costs	Clarity for the Budget	
Pay rates	rates for referees and the need to increase them for certain age groups	



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Coach Mentor

Topic	Item	Exec Member Comments
Creation of a committee	committee to help with the conditioning skate program for different age groups. Important to have a consistent and high-quality program for all levels.	
Coach applications	need to open up applications earlier to ensure enough volunteers are available.	Stuart - rework the coaching Application process to make it more efficient.

Webmaster

Topic	Item	Exec Member Comments
	absent	

U7

Topic	Item	Exec Member Comments
Jerseys	Order Tim Hortons Jerseys by mid June at the latest	



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U9

Topic	Item	Exec Member Comments
sort Outs	bring in outside people to assist at primary stages- besides PK etc	
complaints/issues after 2024-2025 season- emails from parents/managers/ coaching staff	travel permits, registration -standards, training and courses in our area, VSC, have a coach meeting earlier	

U11

Topic	Item	Exec Member Comments
Jersey Distribution	Jersey day where each team will comes and collect they teams jerseys	
Jersey numbers	reference Handbook - provide ways to handle it (ex. hat draw)	

U13

Topic	Item	Exec Member Comments
Affiliation	increased discussion with MTK - need a new policy developing players to get noticed - fair opportunity, discussions with each coach.	
MTK affiliation	MTK can only pull from A team	
Ice time	if photos are moved off the ice, there is the potential for additional practice/development ice times (that would've been taken by photos).	



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Topic	Item	Exec Member Comments
Friend Requests	what is the procedure?	need to develop a policy (ex. 1 friend request, if reciprocated, then evaluate)

U15

Topic	Item	Exec Member Comments

U18

Topic	Item	Exec Member Comments
		we can do a better job of making bursary known can involve schools we received 2600 in donation in memory of lee dunbar that will go to fund

New Business

Topic	Item	Exec Member Comments
Communication plan - Convenor	Need to develop a communication plan for the convenors - standardize emails and communication (sending a clear message as an organization)	Topic for next meeting



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