



**CPMHA Executive Meeting
January 23, 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 checked="" type="checkbox"/> Christine Larush	<input checked="" type="checkbox"/> Patti Steinhoff
<input checked="" type="checkbox"/> Jane Cameron	<input type="checkbox"/> Ashley Ricci	<input type="checkbox"/> Ray
<input checked="" type="checkbox"/> Erika Valardo	<input checked="" type="checkbox"/> Dan Burt	<input checked="" type="checkbox"/> Trevor
<input type="checkbox"/> Bob Jennings	<input checked="" type="checkbox"/> Tiffany McGuire	<input checked="" type="checkbox"/> Drew Leger
<input checked="" type="checkbox"/> Ken Proulx	<input type="checkbox"/> Ashley Nolan	<input checked="" 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: 7:01

1. Approval of minutes from the previous meeting

Motion: Drew



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Seconded: Mel

Approved Y/N: Y

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

18. Adjournment

Meeting adjourned at: 8:40

Motion: Dan

Seconded: Drew

Approved Y/N: Y



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President

Topic	Item	Exec Member Comments
Information	D4 / League updates Coach suspensions : u13 10x penalties in a game coach gets 1 game u15 12x penalties in a game coach gets 1 game u18/u21 15x penalties in a game coach gets 1 game Player is removed from any game with 3 minor stick infractions (check, buttend, spearing, high stick, and slashing) - up to clock person to tell ref, and this has been on the rule books for years	
Information	D4 / League updates 29 suspensions this season (up from 27 at this point last season) 2nd in LCMHL in suspensions We are the only association up in suspensions this season U18 is down, up in U11 and U18	
Information	D4 / League update U11 - going to 2 min and 5 min penalty LCMHL/D4 rule	
Information	D4 / League update U9 - no score , penalties will be 2 and 5 as well with the change to full ice LCMHL/D4 rule	



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Topic	Item	Exec Member Comments
Information	Playoff format being discussed this week and schedules to come as start date is Feb 17th Another meeting tonight, and meeting with LCMHL pres next week.	

Vice President Hockey

Topic	Item	Exec Member Comments
Information	Ineligible coaches Convenors please ensure only rosters coaches and players are on the ice for insurance purposes. Comes from HEO and D4	
Information	CPMHA Handbook This requires updating, I would like to see this completed by the end of Feb. Everyone please work with VPAdmin to get this completed.	
Information	Exhibition games and referees We need to clarify the process to book and pay referees and update the handbook CPMHA is billed for the refs even for exhibition games (new this year). Coach/manager needs to tell their convenor of any exhibition game. Name officials and then send a team invoice. Should be in advance of the game.	



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Topic	Item	Exec Member Comments
	<p>Stu spoke with Glen and the issue is he doesn't separate exhibition games. We've asked that it be its own invoice. He had thought we covered the cost. We do not, teams are responsible.</p> <p>Ice should be notified of exhibition games so the practice is not rescheduled - can create an online form</p>	
Information	<p>Ice time</p> <p>There have been complaints about the lack of practices, unfortunately we just don't have enough ice. Teams of the same levels can share practice if they choose but it's on them to coordinate. If they decide to share ice they have to let the ice scheduler know so she can update the schedule.</p>	
Information	<p>SOPS/Responsibilities</p> <p>Please work on your standard operating procedures and responsibilities. I have completed mine as an example; they can be found in the VPAdmin folder.</p>	
Information	<p>Finance</p> <p>What is the status of the quick books implementation? We asked the association to give us a year to sort out our financials and will need to present a good set of financial statements at the AGM.</p>	<p>Treasurer: Quickbooks is implemented but process slow to add all necessary setup / documents. Regardless, we will be able to provide required financial information for AGM.</p>



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Topic	Item	Exec Member Comments
Information	Communication with D4 Safety can go to D4 safety, RIC can go to D4 RIC (Amanda), Registrar can go to D4 registrar but no one else can go to D4 without prior approval from the President. Same with bench staff. Follow CMPHA communication protocols, should not be reaching out to D4/HEO	Convenors to remind coaches and if communication protocols are not followed suspensions will be levied. No one from exec should reach out to D4 / LCMHL directly unless approved by Stuart/Steve - Patti to send out reminder to exec

VP Admin

Topic	Item	Exec Member Comments
	No items	

Secretary

Topic	Item	Exec Member Comments
Information	Spring AGM Require list of parent that registered player as this denotes their membership in CMPHA, only those paid in full Meet with VPs to discuss logistics	
Information	Meeting minutes to be posted for November	



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Treasurer

Topic	Item	Exec Member Comments
Update	Financials Update Planned deficit is higher than anticipated Nothing received from Cavanaugh sponsorship of welcome back bbq When doing lotteries they are asking for an audited financial statement, this is heavily time consuming for no to little benefit to CMPHA. We should be exploring more sponsorship opportunities.	

Risk & Safety

Topic	Item	Exec Member Comments
	Absent	

Equipment Manager

Topic	Item	Exec Member Comments
Information	New Jersey Purchase From Sami at JOG. Shipping Jan 25. In hand Jan 28/29.	
Information	CMPHA inventory of old goalie pads I have found 8 pairs of old, and unusable for current association hockey, goalie pads and 1 blocker / trapper set. It is all 12-20+ years old. I'd like to try and sell these off. We do not have room to store them. Not suitable	



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Topic	Item	Exec Member Comments
	for league hockey, great for basement hockey or even ODR. Suggest selling for \$20 a set. Most are U7-U9 size.	
Information	<p>Current goalie gear</p> <p>We have 6 NEW sets of Bauer gear. 4 from Love 4 Reesie that are in use at U7 and 2 from HEO Goalie Assist that are in storage. We have 2 sets of CCM yFlex2 that are about 3 or 4 years old in use at U7. We have 2 sets of CCM yFlex3 that were new last year being used by U9 C1 and C2. Finally, we have 2 additional sets of CCM yFlex2 that are in use as “floaters” used when a U9 goalie is away or another player wants to give it a try.</p> <p>That is a total of 12 sets of gear. Pads / Blocker / Trapper / Chesty.</p>	
Information	<p>Jersey bags</p> <p>We need 14 more. 1 quote from Level 1 is in. Waiting on 1 from Pro2Col.</p>	
Information	<p>Socks</p> <p>Will CPMHA be selling socks next year? If so it might be better if we deal directly with the manufacturer. Would suggest we look to purchase 4 sizes, not the 3 we have traditionally. We still have 40W/40N in large.</p>	Treasurer - if we go ahead next year needs to be team order



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Registrar

Topic	Item	Exec Member Comments
Information	<p>Roster Lock Dates</p> <p>Roster Lock Dates for Regular & Affiliated Players - A reminder that we are a few weeks away from some key roster freeze dates. Please let me know if anything needs to be updated in HCR prior to these deadlines:</p> <ul style="list-style-type: none">● Active Roster (Regular Team Players/Goalies): Lock date is February 10th @ 7pm EST● Affiliated Players: Lock date is February 15th @ 7pm EST● Team Officials: No lock date. Hockey Canada qualified officials can continue to be added.	
Information	<p>Travel Permits</p> <p>All can be found on the drive - Reminder that all exhibition games (home or away) must have a travel permit approved. Used to track Pathways.</p>	
Information	<p>HCR Rosters</p> <p>All can be found on the drive</p>	Keep in mind lock dates for changes
Information	<p>Communication</p> <p>Remind all for managers that communication to the Registrar must be via convenors as per policy.</p>	
Information	<p>Registration for spring try-outs</p> <p>Will wait for D4 to indicate to open registration for AAA/AA/A - fee will be comp fee only available</p>	Treasurer if people use different emails for payment/registration hard to reconcile
Information	<p>Ice contracts</p>	Can we pull registrations by Beckwith/CP/Other? Meeting with town about ice.



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Topic	Item	Exec Member Comments
		We don't have a long term contract with CP for ice, it is year to year and we thought Beckwith was the same way however Christine indicates Beckwith/Stittsville is part of a 10 year contract. CPMHA exec has asked when the contract is up with no response. Christine notes that Stittsville has been keeping Beckwith ice but selling their Stittsville ice, as she has been contacted to purchase.

Ice Scheduler

Topic	Item	Exec Member Comments
Information	Buying released ice from MTK. Needs same day turn around to confirm from team schedule changes.	We have more budgeted for ice than ice we were able to purchase at the beginning of the year.

Tournament Coordinator

Topic	Item	Exec Member Comments
Information	End of Year CMPA Banquet Beginning planning Is there a budget? What is the focus?	Week or so after March break, the season finishes. Banners from LCMHL don't come until June or so. Budget last year was 2500. - Was one slice of pizza per player included It was decided we will form a committee to organize



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Topic	Item	Exec Member Comments
		Online template for coaches to fill in for player awards
Information	Should we look at badges for execs for CPMHA events?	
Information	Possibility of getting a photographer for tournaments.	General opinion was that it is a lot to organize for a small number of teams and sales. Remember if it were to take place the photographer cannot be on bench.

Competitive Representative

Topic	Item	Exec Member Comments
Information	Season start MTK can't start before Labour day	Will conditioning before labour day? No, but there will be the summer ice sessions. Steve - indicates it's a recommendation that they don't start until after labour day but it's not a requirement
Information	Affiliation process Affiliates, courtesy message to coach. Discussion of use of affiliates and development, will have a bigger program discussion around next year. We have affiliates that have not been at a practice.	



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RIC

Topic	Item	Exec Member Comments
Information	<p>1. In discussion with Mike Clarkson regarding preferred officials officiating CPMHA home games. This may not go far, due to the limited numbers of officials, but I can try.</p> <p>2. Referee Meeting scheduled for Saturday Feb 1 for all CPMHA Officials to review a quiz and to discuss playoff hockey. We will discuss several different items including, but not limited to:</p> <ul style="list-style-type: none">- Take up Quiz- Step up our game ... be in position.- Keep the game moving ... try to complete games before running time expires- Icings- LCMHL 4 penalty Rule- Remind officials of 3 Head Contact game ejection rule- Assume ALL games are being video recorded- General discussion	<p>Requests for Pierre/Ray/Caleb on ice, games kept under control - we requested this</p> <p>Had D4 ref meeting for the 2 min. at U9/U11</p> <p>Stu - no RIC still at D4 and it is difficult to get things done at that level, Ray has taken on a lot as has the person out of Perth</p>

Coach Mentor

Topic	Item	Exec Member Comments
Information	Can book outdoor rink in town \$30 plus admin fee	



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Webmaster

Topic	Item	Exec Member Comments
Information	Web page updates Updated bios with Job description Made U7 fun day page	
Information	Sportzhead Will speak with Andy to get Steve login	

U7

Topic	Item	Exec Member Comments
	Not present	

U9

Topic	Item	Exec Member Comments
	Not present	

U11

Topic	Item	Exec Member Comments
Information	We will need to revisit team pictures next year	



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U13

Topic	Item	Exec Member Comments
Information	<p>Team Funds</p> <p>At a tournament, the Head coach, treasurer, and manager decided to spend team funds on photography (\$600).It was a short timeline to make a decision. A couple parents were upset at the lack of communication and input.</p> <p>Looking to discuss how much discretion should bench staff have in dispersing team funds- Is this a dollar amount?</p>	<p>Discussion focused around teams should be establishing a budget for the year with parent input. Executives have been asked to add comments to draft amendments to the handbook so that further policy discussion can take place.</p>

U15

Topic	Item	Exec Member Comments
Information	<p>Ottawa 67s coaching clinic, are we paying for them?</p>	<p>We will pay the \$30 if they submit receipt within 2 weeks</p>

U18

Topic	Item	Exec Member Comments
	<p>Good - Np points to pass on.</p>	



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New Business

Topic	Item	Exec Member Comments
	No new business	