

**HUNTSVILLE GIRLS HOCKEY  
BOARD MEETING  
MINUTES – December 3 2025, 7:00 pm  
Al Thorpe - Canada Summit**

Present: Kerri Vallentin, Mike Archambault, Sam Welch, Sara Plant, Tanya Neal, Dawn Corbett, Liz Bozzo, Niki Andrews, Steve Mann, Andy Cantelon, Tyler Loates

Regrets: Angie Sparling

Call to Order: 7:00 pm

Voting Majority = 4 (to start the meeting)

**1. Approve Agenda**

DESCRIPTION	ACTION
Motion to approve the agenda	M: Niki, S: Sam - Carried

**Steve, Andy and Tyler** joined the meeting.

Voting Majority = 6

**2. Review Previous Action Items**

DESCRIPTION	ACTION
<p>Previous Action Items:</p> <ol style="list-style-type: none"><li>1. <b>Liz</b> to recirculate the conversion doc and how-to doc to the team again.</li><li>2. <b>Email Project:</b><ol style="list-style-type: none"><li>a. <b>Tyler</b> and <b>Angie</b> to complete email setup.</li><li>b. <b>Kerri</b> or <b>Sara</b> to update hotmail two-factor authentication.</li><li>c. <b>Steve</b> to update billing account system with new cc number.</li><li>d. <b>Liz</b> to direct Chris Powell to migrate the hotmail.ca account.</li></ol></li><li>3. <b>Liz</b> to update the Logo Use policy, review merging with comp if possible.</li><li>4. <b>Mike</b> to update Fundraising and Sponsorship policy accordingly.</li><li>5. <b>Kerri</b> to send logo launch email ASAP</li><li>6. <b>Kerri</b> to reply to the Town that HGHA has no issues with implementation of Live Barn</li><li>7. <b>Liz</b> to repost news article, <b>Niki</b> to repost on socials (VBS Store Extension)</li><li>8. <b>Kerri</b> to table for next meeting - email motions.</li><li>9. <b>Kerri, Steve</b> and <b>Sara</b> to start adding to the milestones and key dates list.</li><li>10. <b>Steve</b> to distribute the amended player withdrawal and refund policy for information.</li><li>11. <b>Liz</b> to distribute the amended communications procedure for information.</li><li>12. <b>Liz</b> and <b>Sara</b> to search through emails, <b>Sara</b> will table the results at next meeting (Reimbursement for Coaching Training)</li><li>13. <b>Steve</b> to circulate competitive team funds policy for review.</li><li>14. <b>Kerri</b> to analyze costs and table for December discussion (Fee for First Shift players who want to continue with U7/Fundamentals)</li></ol>	<p>All items reviewed, incomplete items added as actions.</p>

<p>15. <b>Santa Claus Parade:</b></p> <ul style="list-style-type: none"> <li>a. <b>Steve</b> to e-transfer the fee before Nov. 17.</li> <li>b. <b>Andy</b> to organize the float.</li> <li>c. <b>Angie</b> to purchase consumables for hand out.</li> </ul> <p>16. <b>Sara</b> to email association members with a call for officials.</p> <p>17. <b>Dawn</b> and <b>Andy</b> to put together a concussion assistance package.</p> <p>18. <b>Mike</b> to reach out to Sports Lab to get pricing for a training session for 20-30 people.</p> <p>19. <b>Niki</b> to complete instructions (team social media)</p> <p>20. <b>Niki</b> to obtain additional quotes for development ice.</p> <p>21. <b>Niki</b> to post sponsorship and fundraising policy on socials</p> <p>22. <b>AGCO Raffle Application:</b></p> <ul style="list-style-type: none"> <li>a. <b>Kerri</b> or <b>Steve</b> to sign form</li> <li>b. <b>Steve</b> or <b>Sam</b> to provide last years financial statement</li> <li>c. <b>Kerri</b> to provide budget for this year</li> <li>d. <b>Mike</b> or <b>Kerri</b> to complete list of charitable activities</li> <li>e. <b>Sara</b> to provide members list.</li> </ul> <p>23. <b>Sara</b> to try and get another coach for U7</p> <p>24. <b>Tyler</b> to follow up with <b>Kerri</b> re: number of players on the ice for U7/First Shift.</p>	
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### 3. Approve Minutes

DESCRIPTION	ACTION
November 4, 2025 minutes issued for approval via electronic motion, carried November 20, 2025 with 6 votes.	

### 4. President Report

DESCRIPTION	ACTION
<p>First Shift:</p> <ul style="list-style-type: none"> <li>Price required for participants that want to continue with U7 Fundamentals.</li> <li>Players moving to teams will receive a prorated price based on registration date.</li> </ul> <p><b>MOTION</b> To charge First Shift players who wish to continue with U7 Fundamentals \$100 for the 2025/26 season.</p>	M: Kerri, S: Tyler – Carried - 10Y
<p>Email Motions Discussion:</p> <ul style="list-style-type: none"> <li>When appropriate to send email motions, what can wait for meeting.</li> <li>Board consensus that no change to current process needed at this time.</li> <li>Use subject lines on emails to identify electronic motions and urgent issues.</li> </ul>	
<p>Milestones and Key Dates List:</p> <ul style="list-style-type: none"> <li>Kerri, Steve and Sara to start adding to the milestones and key dates list.</li> </ul>	<b>Action: Kerri, Steve and Sara</b> to start adding to the milestones and key dates list.

## 5. Vice President Report

DESCRIPTION	ACTION
<p>Special Meeting Request:</p> <ul style="list-style-type: none"> <li>Require special in-camera meeting.</li> <li>Dates canvassed, set for Wednesday, December 17 at 7:00 pm.</li> <li>See late entry at end of minutes.</li> </ul>	<p><b>Action: Tyler</b> to book room.</p>
<p>Email Project:</p> <ul style="list-style-type: none"> <li>Review of final concerns with migration of hotmail account</li> <li>Concerns re: non-board member accessing email.</li> <li>Code of conduct drafted for non-Director volunteers, signed by technical volunteer, will be filed in SharePoint.</li> <li>2-Factor authentication changed during meeting.</li> <li>Migration of account can proceed.</li> <li>Confirmed migration is a copy/duplication of all records.</li> <li>Confirmed the same 4 board members with existing access will have access to emails.</li> <li>Discussion re: sensitive legacy records contained in hotmail account.</li> <li>Association does not have a retention schedule to define when files should be deleted, what are permanent documents.</li> </ul>	<p><b>Action: Liz</b> to remove medical records from last season or older from email.</p> <p><b>Liz</b> to propose a retention schedule for other Board records to determine what should be deleted and when.</p> <p><b>Liz</b> to instruct Chris P. to proceed with email migration.</p> <p><b>Liz</b> to file signed code of conduct.</p>

## 6. Secretary Report

DESCRIPTION	ACTION
<p>Email System:</p> <ul style="list-style-type: none"> <li>Additional system automation rule needed to ensure directors do not include internal named email account with an external party.</li> <li>Will flag the issue right away and allow the Director to fix it before the email is sent.</li> <li>Board consensus – ok to proceed.</li> </ul>	<p><b>Action: Liz</b> to instruct Chris P. to add the automation rule.</p>
<p>Website Changes:</p> <ul style="list-style-type: none"> <li>Discussion on required changes.</li> <li>Board Members page – rename to “HGHA Contacts” to account for future growth.</li> <li>Move HGHA Contacts to a top-level menu button – board consensus to proceed with this.</li> <li>“Help Desk” email not required to be posted.</li> <li>Discussion re: “general inquires” - not added to contacts at this time.</li> <li>Under Dawn’s contact add “RAMP” to description.</li> <li>Under Kerri’s contact update to read:</li> <li>Contact the President regarding: inquiries from all governing bodies, partner associations/organizations, and neighbouring associations, contracts, complaints, unresolved issues, suspensions, discipline and any inquiries</li> </ul>	<p><b>Action: Liz</b> to complete requested website changes as discussed.</p>

from partner organizations or neighbouring associations.	
<b>Tournament Questions:</b> <ul style="list-style-type: none"> <li>• Next Board meeting will be Jan 7 – will be a working meeting for the tournament</li> <li>• Need categories and time slots from Shilah to set up volunteer sign up on website.</li> <li>• Look into permissions etc</li> <li>• Schedule will be issued 2 weeks prior to tournament (aiming for the 14<sup>th</sup>).</li> </ul>	<b>Action: Liz</b> to review website permissions etc vs. using shared google doc for volunteer time slots.

## 7. Treasurer Report

DESCRIPTION	ACTION
<b>House League Tournament Fees:</b> <ul style="list-style-type: none"> <li>• Discussion re: the best way to make sure that funds get covered.</li> <li>• Charge in registration fees next year?</li> <li>• Cooling off period to back out of tournament?</li> <li>• Charged through the association?</li> <li>• Sam to determine options, will table for next meeting.</li> </ul>	<b>Action: Sam</b> to review, will table options for next meeting.

## Niki left the meeting

Voting Majority = 5

## 8. House League Director Report

DESCRIPTION	ACTION
<b>Competitive Policy:</b> <ul style="list-style-type: none"> <li>• Andy to give some feedback suggestions on the policy.</li> </ul>	
<b>Development/Extra Ice:</b> <ul style="list-style-type: none"> <li>• If 3<sup>rd</sup> party coaches are not available, consider offering the ice to house league to run full-ice practice.</li> <li>• Suggestion for next year – shared full ice time that house league could rotate through using.</li> </ul>	

## 9. Competitive Teams Director Report

DESCRIPTION	ACTION
<b>Parent Volunteer Hours:</b> <ul style="list-style-type: none"> <li>• Complaint received re: hours for timekeeping &amp; room monitoring not counting toward the 6 volunteer hours.</li> <li>• Clarification received: timekeeping counts as volunteer hours but dressing room monitoring does not count.</li> </ul>	
<b>Double Minors Next Season:</b> <ul style="list-style-type: none"> <li>• Concerns re: double minors are permitted to try out for older age group.</li> <li>• Competitive policy should be read regarding playing up a division.</li> </ul>	<b>Action: Liz</b> to circulate suggested amendments to policy first to <b>Andy</b> for additions, then to Board for further discussion and review.

<ul style="list-style-type: none"> <li>• HGHA prioritizes the development and path of all players. Any official complaints/concerns should be brought forward in writing.</li> <li>• Discussed a few suggested edits to policy.</li> </ul>	
<p>Team Determinations for 26/27:</p> <ul style="list-style-type: none"> <li>• Require final number of registrants per birth year (HL and Competitive) to confirm tryout team list for 2026 as per HGHA competitive Policy Section 4.0.</li> </ul>	<p><b>Action: Sara</b> to send this list to <b>Tanya</b></p>
<p>Coaching Applications 26/27:</p> <ul style="list-style-type: none"> <li>• To be posted following tournament.</li> <li>• January 20th allows one week from post-tournament social media posts.</li> <li>• Suggest pre- advertising Jan 2.</li> </ul> <p><b>MOTION</b> Whereas section 18 of the Competitive Policy states that competitive coaching applications are to be posted following the home tournament, be it so resolved that the coaching applications be opened January 20, 2026 and shall remain open for a 2 week period, closing February 2, 2026 and be it so resolved to advertise the opening date prior to the home tournament.</p>	<p>M: Tanya, S: Sam – Carried - 9Y</p>
<p>Coaching Interviews:</p> <ul style="list-style-type: none"> <li>• Scheduled between Feb 3 - Feb 6.</li> <li>• Include notification of these dates in coaching application.</li> </ul> <p><b>MOTION</b> Whereas section 18 of the Competitive Policy states that competitive coaching announcements are to be made by mid-February, be it so resolved that the coaching interviews be scheduled between February 3 and February 6, 2026.</p> <p><b>AMENDED MOTION</b> Whereas section 18 of the Competitive Policy states that competitive coaching announcements are to be made by mid-February, be it so resolved that the coaching interviews be scheduled between February 3 and February 6, 2026 and be it so resolved that the competitive coaches for the 26\27 season shall be announced February 17, 2026</p>	<p>M: Tanya, S: Steve – Carried - 9Y</p>
<p>Coaching Selection Committee:</p> <ul style="list-style-type: none"> <li>• Proposed that the coach selection committee be made of 3 directors or 2 directors and 1 non-member qualified advisor.</li> <li>• Landed on 4 board members (including President).</li> <li>• Template needed re: interviews and reporting recommendations to the Board.</li> <li>• By-Laws should be reviewed for potential changes required re: committee recommendations and coaching assignment approvals.</li> </ul>	<p><b>Action:</b> <b>Tanya</b> to determine non-member qualified advisor participant. <b>Tanya</b> to propose selection committee to <b>Kerri</b> within 2 weeks. <b>Tanya</b> to develop template for interviews and reporting recommendations back to the Board.</p>

	<p><b>Kerri</b> to forward previous years questions to <b>Tanya</b>.  <b>Liz</b> to review by-laws for potential changes.</p>
<p>HL Coaching Applications:</p> <ul style="list-style-type: none"> <li>Significant benefit to selecting HL coaches earlier in the season, help recruit bench staff and ensure qualifications and rostering earlier in the season.</li> <li>Proposed opening applications at same time as competitive.</li> <li>"First-round" coaching applications will close March 30<sup>th</sup>.</li> </ul> <p><b>MOTION</b>  Whereas recruiting house league coaches earlier in the season will benefit the Association, be it so resolved that first-round coaching applications for house league coaches will open on January 20, 2026 and will close on March 30, 2026.</p>	<p><b>Action:</b>  <b>Liz</b> to update coaching applications page, separating the roles, and send the draft to the team for review.</p> <p>M: Tyler, S: Andy – Carried – 9Y</p>
<p>Head Coach Change:</p> <ul style="list-style-type: none"> <li>Tentative change to head coach for U18B.</li> <li>Coach notified that he was stepping down via email.</li> <li>Assistant coach is in place to take on this role.</li> <li>Competitive Director and Registrar should be informed of potential rostering changes.</li> </ul> <p><b>MOTION</b>  To de-roster the current U18 Coach</p> <p><b>AMENDED MOTION</b>  Whereas the U18B head coach stepped down, be it so resolved that he will be de-rostered, and Kerri Vallentin shall be assigned as the head coach on the roster until the Board approves the new head coach.  Conflict declared: Kerri</p>	<p><b>Action:</b>  <b>Tanya</b> to communicate with Coaches who to contact with rostering changes.  <b>Tanya</b> to review provisions in comp. policy for this issue going forward.  <b>Tanya</b> to set up interview with assistant coach and report back to the Board as needed.</p> <p>M: Kerri, S: Steve – Carried – 8Y</p> <p>M: Tanya, S: Steve – Carried - 7Y</p>

#### 10. Fundraising/Sponsorship Report

DESCRIPTION	ACTION
<p>Home Tournament:</p> <ul style="list-style-type: none"> <li>Re: teams registered in U15A division</li> <li>Other tournaments offer: four-game minimum, three referees, 12–15–15 periods, floods every two periods.</li> <li>Home tournament offers: two referees, 10–10–12 periods, no intermediate flood.</li> <li>Concerns re: this differs from standard of play at comparable events, may impact teams registering in our home tournament in future.</li> <li>This also affects U18BB division.</li> </ul>	

<ul style="list-style-type: none"> <li>Extremely difficult to adjust schedule for all the games in the u15a and u18bb divisions at this point, as there is no extra ice available</li> <li>Also affects zamboni schedule, may not be available at all rinks.</li> <li>Tournament rules were posted in advance and sanctioned by OWHA.</li> <li>Any change to structure requires resubmission of rule sheet to OWHA, reposting to website and notification to affected teams.</li> <li>Recommendation – make changes to the structure for next year for BB and A</li> </ul> <p><b>MOTION</b> That the final championship games be adjusted for the U18BB and U15A divisions at the home tournament to be 12-12-15 minute periods.</p> <p><b>AMENDED MOTION</b> To explore the options to adjust the final championship games for the U18BB and U15A divisions at the home tournament to be 12-12-15 minute periods.</p>	<p>M: Mike, S: Steve</p> <p>M: Mike, S: Steve – Carried - 9Y</p>
<p>Raffle Update:</p> <ul style="list-style-type: none"> <li>Looking into scribe machine.</li> <li>FYI can only sell tickets in Huntsville.</li> </ul>	
<p>Trainer Concussion Proposal:</p> <ul style="list-style-type: none"> <li>Reviewed proposal from Sport Lab</li> <li>20-30 attendees per session.</li> <li>Offers in-person and online options.</li> </ul> <p><b>MOTION</b> To spend \$750 for an in-person and virtual seminar hosted by the Sport Lab on concussion awareness.</p>	<p>M: Mike, S: Tyler – Carried – 9Y <b>Action: Mike</b> to follow up with Sport Lab</p>

#### 11. Referee Scheduler Report

DESCRIPTION	ACTION
<p>Referee Appreciation:</p> <ul style="list-style-type: none"> <li>Many teams acknowledging refs after handshakes.</li> <li>Very positive interaction, great for the game.</li> <li>Request communication from Association to staff to encourage this behaviour.</li> </ul>	<p><b>Action: Tanya, Andy and Dawn</b> to send communication out acknowledging and encouraging this behaviour.</p>
<p>Referee Mileage Fee:</p> <ul style="list-style-type: none"> <li>Fee changes - mileage increased \$0.2 to \$0.72 per km.</li> <li>Should be adjusted to be in line with partners at the HMHA.</li> </ul> <p><b>MOTION</b> Motion to approve the 2025-2026 HGHA Referee Rate Chart &amp; Updated Mileage Charge as Presented.</p>	<p>M: Steve, S: Mike – Carried - 8Y</p>

#### 12. Director of Managers Report

DESCRIPTION	ACTION
Team Photos: <ul style="list-style-type: none"> <li>Rep photos had the association logo on the prints.</li> <li>Discussion re: re-do or leave as-is.</li> <li>No change needed.</li> </ul>	
Full contact list of all Coaches with emails and phone #'s is needed.	
Parade: <ul style="list-style-type: none"> <li>Posted on socials.</li> <li>Recommendation: a membership email be sent next year to inform everyone as some Managers did not forward the details along.</li> </ul>	
Concussion Assistance Package	<b>Action: Dawn and Andy</b> to continue working on this.

### 13. Registrar Report

DESCRIPTION	ACTION
Reimbursement for Coaching Training	<b>Action: Sara</b> to compile list for motions for reimbursement.
Need for Officials	<b>Action: Sara</b> to email association members with a call for officials.

### 14. Equipment Manager Report

DESCRIPTION	ACTION

### 15. Social Media / Communications Report

DESCRIPTION	ACTION
Development Ice: <ul style="list-style-type: none"> <li>Require the schedule to obtain a quote from coaches</li> </ul>	<b>Action: Niki</b> to provide January dates to third party coaches for quotes.
Sponsorship and Fundraising Policy	<b>Action: Niki</b> to post on socials.

### 16. Ice Scheduler Report

DESCRIPTION	ACTION
Parent/Kid games: <ul style="list-style-type: none"> <li>Inquiry from a few teams.</li> <li>Kerri has contacted OWHA, but no response yet.</li> <li>Parents/Coaches should be instructed to rent ice independently, not through Sting, due to insurance concerns.</li> </ul>	
Unused Ice: <ul style="list-style-type: none"> <li>Town requires 90 days notice for unused ice.</li> </ul>	

### 17. Tournament Report

DESCRIPTION	ACTION

### 18. Other Business

DESCRIPTION	ACTION
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<p><b>Late Entry –</b> To correct administrative error.  <b>ELECTRONIC MOTION</b></p> <p>Whereas the Board must meet for a special in camera meeting, be it so resolved that a special meeting has been scheduled for December 17, 2025, at 7:00 pm,  And whereas the home tournament is scheduled for January 9, 2026, be it so resolved that a special tournament working meeting is scheduled for January 7, 2026 at 7:00 pm,  And be it further resolved that the regular board meeting for January is scheduled for January 21, 2026 at 7:00 pm,  And be it further resolved that this motion be added as a late entry to the December 3, 2025 meeting minutes.</p>	<p>M: Liz, S: Mike – Carried - 8Y</p>
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**19. Next Meeting**

DESCRIPTION	ACTION
Scheduled for January 21, 2026 at 7:00 pm (Special Date)	<b>Action: Tyler</b> to book room for next board meeting.

**20. Adjournment**

DESCRIPTION	ACTION
Motion to adjourn the meeting.	M: Sam, S: Mike - Carried

Huntsville Girls Hockey Association  
Board of Directors Monthly Report

President Report

Meeting Date: December 3, 2025

Item/Topic	Description
first shift	program running smoothly working to recruit parent volunteers to continue with fundamentals
live barn	spoke to greg P- he will be sending info regarding town cost recovery plan not sure if he will send prior to the meeting
development	make a plan for development skates to start in new year **i have received enquiries from a few families
tournament	assisting Shilah with schedule etc
logo email	sent to membership as per approved minutes
baysville ice	I was made aware by baysville staff sting had 3 now show tuesday 5pm ice
email motions	discuss when appropriate to send email motions, what can wait for meeting concerns have been raised that some members are feeling left out of discussion recommendation- any motion that can wait for a meeting should be discussed in person any email motion that is a change to/ or creating new policy/bylaw must have a vote by all members before being carried

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Vice President Report	Meeting Date: December 3, 2025
Item/Topic	Description
BOD Complaint	Set a date for an BOD (in camera) special meeting to discuss a BOD Complaint Recieved on October 3rd, 2025.
Hotmail Acct Migration	BOD review of final concerns with migration of hotmail account and reset authentication for website contractor to finish migration as per last meeting BOD approval

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Secretary Report	Meeting Date: December 3, 2025
Item/Topic	Description
Board Administration	<b>Electronic Motion:</b> Circulated the Nov. 4, 2025 minutes for approval. <b>Motion circulated:</b> November 12. Seconded by: Andy <b>Motion carried:</b> Nov. 20, 2025 with 6 votes
Board Administration	<b>Electronic Motion:</b> Motion to approve the Feedback and Complaints Policy as amended. <b>Motion circulated:</b> November 19 by Mike. Seconded by: Liz <b>Motion carried:</b> Nov. 21, 2025 with 7 votes
Board Administration	<b>Electronic Motion:</b> Motion to approve the Logo Use Policy revision 1 as presented. <b>Motion Circulated:</b> November 24, 2025 by Liz. Seconded by: Andy <b>Motion Carried:</b> December 1, 2025 with 6 votes.
Board Administration	<b>Electronic Motion:</b> Motion to approve the Competitive Sponsorship Policy as presented. <b>Motion Circulated:</b> November 24, 2025 by Liz. Seconded by: Tanya <b>Motion Carried:</b> November 27, 2025 with 6 votes.
Board Administration	<b>Electronic Motion:</b> Motion to proceed with the Association 50/50 draw as outlined: Total Tickets: 5,000 Price: \$5.00 each or 5 tickets for \$20.00. Sales Period: Month of January 2026. Draw Date: February board meeting. Budget: \$1,000 for consumables and 3% town fee based on maximum potential prize. Purpose: Association raffle revenue to be used to help reduce player registration and provide discounted development programs. <b>Motion Circulated:</b> November 26, 2025 by Mike. Seconded by: Sam. <b>Motion Carried:</b> November 27, 2025 with 8 votes.
Policy	Logo Use policy completed, circulated for approval.
Email Project	All team members set up in system. Payment info on portal updated to HGHA card instead of personal. 2-Factor Authentication on Hotmail account - not done Migration of Hotmail into Microsoft 365 - not done
	Loophole identified: Director sends an email from a shared account (i.e. Secretary). They send to an external party (i.e. a team manager) and they mistakenly include Andy's email instead of "House.League". If the Manager hits "reply all" they get an error because they are not allowed to email Andy directly. We need a new system automation rule where if somebody sends an email from their director account that includes both an external address and an internal named address that it gets refused immediately with the message saying that we cannot mix internal named addresses with external addresses. This will flag the issue right away, and allow the Director to fix it before the email is sent.
Email System	Require approval from Board to make this change.

Website Changes	<p>To be discussed as a group:</p> <p>"Contact Us" type area/button etc.</p> <p>Does the "Board Members" page need to be simply renamed? - Think about future growth, non-board member volunteers i.e. tournament director.</p> <p>"Help Desk" email - does this need to be posted? Rename to something else?</p> <p>"Info" email, general inquiries - Whats missing from the details under each person? Get rid of "info" entirely?</p>
Policy	Complaints policy input completed and sent to Mike.
Comp Program	Discussed team staff review idea with Tanya. Will table for January meeting for discussion. Do feedback forms stay anonymous, what questions etc.
Board Administration	Player withdrawl and refund policy - converted to new formatting and posted to website.
Board Administration	<p>Communications Procedure - passed at last meeting with amendment. Made the change and posted to the website.</p> <p>Posted new version to the website with administrative changes made - to be in line with the standard formatting put forth by Mike.</p>
Board Administration	<p>Competitive Hockey Policy and Association Sponsorship Package - non-substantive changes made by Mike and myself - removed hotmail reference, updated formatting.</p> <p>Circulated to the Board Nov. 24 to request permission to post on website without electronic motion. No comments, so posted to web Nov. 27</p>
Tournament	<p>No tournament report last month or this month.</p> <p>Tournament starts Jan 9 - next Board meeting will be Jan 7. We can't wait until Jan 7 to address any outstanding tournament topics.</p> <p>Volunteer signup on website - need categories and time slots from Shilah to set this up.</p>

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Treasurer Report	Meeting Date: December 3, 2025
Item/Topic	Description
SM Financial Update	Scotia Bank Account Balance as of December 1st 2025 \$290,569.46
SM Liabilities	Town of Huntsville Summit Centre October Ice \$11,973.78. This is pending review with Ice scheduler and the Town where contract adds up to \$12,823.09
SM Pending Payables	OWHA TFF fees under review with treasurer for payment ASAP & updated OWHA Tournament Fees ASAP Kerri V to Sign 3 cheques at meeting to facilitate this.
SW	House League Tournament Fee's. Need to bring an open discussion to the board again addressing what was brought up last meeting. The best way to make sure that funds get covered.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Registrar Report	Meeting Date: December 3, 2025
Item/Topic	Description

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Equipment Report	Meeting Date: December 3, 2025
Item/Topic	Description



Huntsville Girls Hockey Association  
Board of Directors Monthly Report

House League Report

Meeting Date: December 3, 2025

Item/Topic	Description
Concussion protocol	Worked with Dawn in the early stages of the forming a concussion protocol.
Competitive policy	Spoke to most of our HL coach's in an effort to provide feedback on our current Competitive Policy, and how it effects HL. Overall, the feed back is that the policy is good, but could use a couple of tweaks to tighten it up.
Scheduling	Assisted with Rob Cranston and Tyler L in scheduling double headers against Collingwood teams in order to cut down travel time. The first one wasn't handled very well, and we learned from it. The next one went better. And should continue to be better next time
Practices	Heard anonymous concerns that some parents weren't thrilled with some of our HL practices (too much standing around). So I spent time watching almost all age groups practices and will report that they all looked good to me. There are a lot of first time coaches. So it is taking sometime to find their groove. They often bounce ideas off of me, and ask for feedback.
Ice	The desire for extra ice and/or development opportunities is strong from the HL coaches. Would be nice to get something going if possible
Santa Claus Parade	I Provided and Operated the float again this year. We had a huge turnout, and lots of fun was had by all!

Huntsville Girls Hockey Association Board of Directors Monthly Report Competitive Report Meeting Date: December 3, 2025	
Item/Topic	Description
Parent Volunteer Hours	Complaint received regarding parent hours for timekeeping & room monitoring not counting toward the 6 volunteer hours. Person was advised the rule is in place to reserve volunteer hours for times when the association needs it most, eg home tournament. Advised I would discuss at next board meeting.
Dbl Minors Next Season	Concerns have been brought to my attention indirectly about Rep players not being able to play Rep next year because double minors are permitted to try out for older age group and could possibly take their place. Have voiced that HGHA competitive policy should be read regarding playing up a division, and that HGHA priorities the development and path of all players. Any official complaints/concerns should be brought forward in writing with specific circumstances meriting the concern/complaint.
Team Determinations for 2026	Request registrar to provide a final number to competitive director on the registrants per birth year (HL and Competitive) to confirm tryout team list for 2026 as per HGHA competitive Policy Section 4.0.
2026 Competitive Coaching Applications	HGHA Tournament is scheduled for Jan 9-11. As per section 18.0 of the HGHA Competitive Policy, coaching applications to to be posted following this tournament. Propose to post applications, January 20th to allow one week from post-tournament social media posts. Suggest pre- advertising Jan 2.
2026 Competitive Coach Interviews	Propose these be scheduled between Feb 3 - Feb 6. Include notification of these dates in coaching application.
2026 Competitive Coach Announcements	As per section 18.0 of the HGHA Competitive Policy, Coaches are to be announced by mid-February. Must allow time for scheduling conflicts and deliberation by selection committee.
2026 Competitive Coaching Committee	Propose that the coach selection committee in the HGHA Competitive Policy shall be made up of 3 directors or 2 directors and 1 non-member qualified advisor.
2026 Competitive Coach Selection Committee	Dependent on the above note, would suggest that competitive director propose selection committee to President within 1-2 weeks of December board meeting.
HL Coaching Applications	In support of HL director and Registrar, it would appear there would be a significant benefit, to selecting HL coaches earlier in the season to help recruit bench staff and ensure qualifications and rostering earlier in the season.
U18B Head Coach Change	Have been advised of a tentative change to head coach for U18B. Head coach stepping down and a qualified Ass't coach is in place to take on this roll.
League Playdown & Provincial Playoffs Communications	Currently drafting information with more detail on this topic, to be sent to coaches and managers as early in the year as possible. A summary was provided at the start of the season in a handout at coaches/managers meeting, but the new information will emphasize the timelines, schedule congestion, and advice for parents.
Playoff/playdown Ice	Will review playoff/playdown ice requirements with scheduler this month.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Comms Report	Meeting Date: December 3, 2025
Item/Topic	Description

Huntsville Girls Hockey Association Board of Directors Monthly Report Sponsorship Report Meeting Date: December 3, 2025	
Item/Topic	Description
home tournament (A division format)	<p>Recent tournaments, including North Bay (which cost only \$150) more provided a four-game minimum, with three referees, 12–15–15 periods, and floods every two periods.</p> <p>Our home tournament is currently planned with two referees, 10–10–12 periods, and no intermediate flood.</p> <p>This differs from the standard of play and ice maintenance at comparable events and will impact eams registering for the A division moving forward.</p> <p>Four teams are currently registered for the A divison. Recommend reconsidering the format to align with these standards.</p>
live barn update	<p>The General Committee meeting was held on Nov 26, our application was deferred again. The reason = the additional estimated costs, which are driven by the town’s desire to overly control the system. They estimated it would cost taxpayers \$4,000 (approx. 150 hours) to turn the system on and off throughout the year.</p> <p>I’ve emailed our arena representative to inquire, as other towns are not implementing this and it’s not required. A simpler approach would be to post signage, let the cameras stream for the entire hockey season, and only turn them off during Junior B games, which are streamed using SportsEngine.</p> <p>There was also a question during the Committee meeting about subscription revenue, which I addressed in my email.</p>
raffle update (50-50)	<p>The association is permitted to hold a Municipal lottery license through the Town of Huntsville.</p> <p>I have decided to pivot from our previously discussed raffle idea to a 50/50 draw for this season, as it will be difficult to ask all families to sell full ticket books this year.</p> <p>For next season, we can manage a raffle more effectively by adding a \$100 fundraising fee to registration and issuing a ticket book that families may sell to recoup their cost. Team Managers and/or Coaches would then be responsible for collecting all sold/unsold books so we can run the draw.</p> <p>An electronic motion for the 50/50 draw was sent and passed with 8 yes votes.</p> <p>The plan is to sell tickets during the month of January (includes our home tournament) and draw the winner at the Feb 4 board meeting.</p> <p>The winner will be contacted directly, and the result will be posted on our website.</p>

association sponsorship update	<p>To date, we have sold 5 sponsorship packages, resulting in \$3,750 in association sponsorship.</p> <p>We also received confirmation that our online sponsorship application for the Walmart Huntsville and Bracebridge stores was approved. We should receive a cheque in 4–6 weeks. This amount is not included above and is considered T.B.D.</p>
feedback and complaint policy	The policy for electronic motions was drafted and circulated. A minor amendment was made to Section 5.4, and the amended policy was passed with 7 votes.
association trainer concussion proposal	Emailed SportsLab's concussion proposal for board consideration on Nov 17

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Ice Scheduler Report	Meeting Date: December 3, 2025
Item/Topic	Description

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Ref Scheduler Report	Meeting Date: December 3, 2025
Item/Topic	Description
Referee Appreciation	Noticing many teams are coming by the referees at the conclusion of their team handshakes to acknowledge them. Personally feel really positive about this interaction and have had very positive feedback from my colleagues on this action.
Communications	Have registrar mass email membership on shortage of referees direct them to webpage.
Referee Commitments	Still managing to complete officiating tasks for both HL & Comp teams (exception 3 official systems at U15A Level) but only with significant help from HMHA & where comp teams are playing home games in neighbouring arenas the home association is covering us. We are barely treading water here!
Fees For 2025/26	Fee changes proposed by the Muskoka Parry Sound Referee Association to HMHA were not approved for this season with the exception of a mileage increased \$0.2 to \$0.72Km. This approval is to maintain consistency in our partners at the HMHA & transparency of payments to our members & referees alike.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Tournament Report	Meeting Date: December 3, 2025
Item/Topic	Description



Huntsville Girls Hockey Association  
Board of Directors Monthly Report

Managers Report

Meeting Date: December 3, 2025

Item/Topic	Description
Communication	Regular communication & liason with HL Managers and some engagement with Rep Managers
Team Photos with Heather Douglas	Sent Managers information for Team Photos with Heather Douglas
HL Team Cost responsibilities	Still questioning HL Team cost responsibilities
Volunteer Buy Out	Sent out Volunteer Buy-Out Families to Managers to not include them in the 6 hour tracking
Rob Cranston	Reaching out to Rob Cranston to fix Gamesheet errors working well
Game Curfew	Sent policies for Curfew on all game to Managers
Concussion Guideline	Concussion Protocol
Ramp Instruction	Sent Managers information on how to cancel practices in Ramp
Santa Claus Parade	Sent Managers informaiton on joinig the Santa Claus parade Event
Game Cancellation Policy	Sent Managers cancellation policy reminders now that winter is here
Need full contact list	Full contact list of all Coaches with emails and phone #'s
Training for Ramp & Timeclock	Ongoing trainig for Ramp and Timeclock for home games
Socials	Posted socials- Parade

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Other Business Report	Meeting Date: December 3, 2025
Item/Topic	Description