



**Fraser Valley Ringette Association
Annual General Meeting Minutes**

Wednesday April 12, 2017 – 6:30 PM
George Preston Arena

The purpose of the Fraser Valley Ringette Association is to work together to promote, teach and perpetuate the game of Ringette. To build a community of players and supporters who understand the value of sportsmanship, respect and fair play. To provide the opportunity to develop the skills needed to ensure the continued growth of the program.

Executive Members Present:

President – Tanya Braithwaite
Vice President – Sharon Smit
Treasurer – Jennelle Woykin
Registrar – Melissa Valentine
Ice Scheduler – Jennifer Gustavson
Director of Officials – Kevin Braithwaite
Tournament Director – Joan McGivern
Director of Coaching – Dan Kempf
Director of Evaluations – Teriann Carmichael
Director of Athlete Development – Tracy Townsend
Director of Promotions – No longer filled
Equipment Manager – Karen Sitter
Ways and Means – Natalie Wood Atkinson
Secretary – Catherine Vandas

1. Call to Order 6:31pm
2. Adoption of the Agenda

MOTION: Natalie Wood Atkinson motions to accept the agenda for this General Meeting. Theresa Leslie seconded. 29 in favour. 2 abstentions. **Motion passed.**

3. Adoption of the Minutes from the 2016 AGM

MOTION: Natalie Wood Atkinson motions to adopt the minutes from last year's General Meeting on April 20, 2016. Sharon Smit seconded. 29 in favour. 2 abstentions.
Motion passed.

- Business arising from the minutes: none
- Correspondence: none

4. Director's Reports

President – Tanya Braithwaite

This is my second year as President. The board members will be reading their reports and you will get to hear all about how busy and exciting this past season has been.

I would like to take this opportunity to say thank you..... Thank you to all of the volunteers that help make Fraser Valley an association to be proud of. Without the dedicated volunteers kids would not have a place to play the sport they love.

I would also like to thank the board of directors, at last year's AGM I had agreed to stay on as President for one more year and as that year has ended so has my time as President. I am very fortunate that I have got to work with such a passionate, dedicated group of individuals. Thank you to each and every one of you!

Vice President – Sharon Smit

This was my first year as Vice President. There was a lot to learn and become familiar with, as the last time I was on the FVRA board, was about 20 years ago. It started in late spring working with the board to finale our new logo and branding for the association. In the summer, I worked on creating procedures manuals with Tanya for both the Director of Coaching (with Dan Kempf) and the Director of Evaluations (with Teriann Carmichael). Teriann and I updated the evaluation sheets and the spreadsheets for the tallying of evaluation points. These are great resources that are available going forward for these two board positions. I also created a google drive for FVRA with shared folders and files, so that information can be shared with executive members that follow.

In October, I attended a workshop hosted by Ringette BC, along with Joan McGivern, and I also did some on line training and participated in a conference call. These were to help us with transitioning over to the new Societies Act of BC. All non-profit organizations in BC must transition to the BC Government's new system of filing and make some changes to their Constitution and Bylaws to adhere to the new act. As there were many areas of our Constitution and Bylaws that needed updating and re-wording, the board voted to hire legal counsel, Anders Ourum, to guide us with this process to make sure it is done correctly right off the bat.

We will be voting on the updated Constitution and Bylaws later in this meeting.

Photo night took place on November 1st with AAA Photography, which is the same company that has been taking our association photos over the past years as far back as I

can remember. Photos went well, and I have a couple of ideas for next year that might help to ease the traffic flow a bit more upstairs.

The Policy Manual was updated in few spots with housekeeping items like consistency with goalies at the U12 level and also some updates on team selection guidelines.

As I complete the second half of this term as VP, I would like to say thank you to all of the board members that made my first year on the board a great experience. I really enjoyed holding a position on the FVRA board and look forward to the possibility of being on the board again next season.

Registrar – Melissa Valentine

Good evening, my name is Melissa Valentine. I have been the registrar for Fraser Valley for 4 consecutive years. This was my final year serving on the board. I came into this position with very little knowledge about what it meant to serve on a board, and even less information about the sport of Ringette. I have met some wonderful people during my time as Registrar and want to thank everyone that has sat next to me, each of you have taught me how to be a better executive member, but more importantly how to be a better parent. It's an honor to have been able to closely watch the commitment and time each of you put into making this sport possible for my child.

Registration has significantly changed since I started, I hope everyone agrees for the better. Gone are the days of cash and cheques flying around the rink on our first night. We have moved to an online registration and information process, through Karelo and Epact. This has made the Registrar position significantly more efficient and keeps our members information much more secure as well. I look forward to transitioning the new Registrar into this role and will continue to be at the rink and helping where I can, I hope some of you will join me on the Tournament committee as I plan to help with that next year. Thank you

Ice Scheduler – Jennifer Gustavson

My name is Jennifer Gustavson. I have been Ice Scheduler for the past two seasons. My responsibilities include organizing ice within Association and working with the Lower Mainland Ice Allocator when scheduling league games. The Ice Allocation meeting has not happened yet so I don't have much to report but with not much movement in association numbers I don't foresee any changes to the ice. This position has taught me a lot about the ice allocating process and I look forward to another season.

Director of Officials – Kevin Braithwaite

Hi everyone: For those that do not know me, my name is Kevin Braithwaite and I have been the director of officials for the past 2 years. These past couple of years of been most beneficial for our association as our awesome group of officials have both advanced and grown. We have had 4 officials level up and well as 1 official working towards her level 2/3. We have also brought in 3 new officials this past year who have become a great addition to our group. This year we had Jailene Smit once again selected for Provincial B's as well as myself selected to both Provincial A's for the first time and Provincial B's again

this year. Pete and Sharon Smit were at both Provincial's as both Supervisors and Evaluators. Pete was also a Supervisor at the AA tournament in Prince George. Fraser Valley was well represented at this year's CRC's at Pete was again Director of Officials for this event. Sharon was asked to go as a Shot clock supervisor for the first time and I myself was selected to go as shot clock operator. This year has been an exciting year as our association has been well represented in many fascists of our awesome sport. As this has been my second year of a 2 yr. term, I will be stepping down as Director of Officials but will continue as an official for Fraser Valley. I just wanted to give a big thank you to both all of our officials for all the work they have put in over this season and to Pete and Sharon Smit for all the work they have put in to help grow our officials both on and off the ice. I would also like to thank our Board of Directors for the time they put in to make our association the best in the Lower Mainland and finally to Tanya for the countless hours she has given as President over the past 2 years to this association to see it grow and succeed in the right direction. Thank you.

Tournament Director – Joan McGivern

I am pleased to have served the Fraser Valley Ringette Association as the 11th annual Michelle Vandale Memorial Spirit of Winter Tournament Director. We were excited to welcome a record number of teams joining us from out of town and hosting four NRL games during the tournament. Our Spirit of Fun event held on Saturday afternoon at George Preston for all U7 through U12 players and their families was a hit thanks to Lacey Ormel and all of her helpers. Players and their families enjoyed games, arts and crafts, face painting and the chance to take a picture with Santa. The Spirit of Fun event closed with a Banner Skate organized by Janine Briner and Sonia Rouse. Participant's names were drawn for the opportunity to do a warm up skate with the NRL teams during the 7:00 pm NRL game that night. The tournament committee has been working hard to put together a memorable weekend of "spirited" Ringette for the 710+ athletes and their coaches, family members, and other spectators who will be gathering together to enjoy a time of competition, comradery, team bonding, excitement, and fun. The pin swap was a hit again thanks to Nicole Borges. As in previous years, the NRL hosted the U14 and U16 Skills Showcase on Friday afternoon at Sportsplex and we showcased our U7 through U12 players and their skills on Saturday at George Preston.

This tournament would not be possible without the behind the scenes commitment of so many individuals. Sonia Rouse ran a highly successful raffle basket table, Allison Martinez completed the Arena binders, Dorothy Neilsen prepared the medals, Therese Leslie managed the scoreboard, Jeaneen Briner worked the schedule and reworked the schedule right up to the last minute, Shannon Bettles updated the website, Elena Bressette prepared the game sheets, Arlene Wada scheduled all of the many volunteers, Roxane Brown kept track of all the registrations, Kim Douglas compiled the player gift bags and Pete Smit and Kevin Braithwaite coordinated the referees. I would also like to acknowledge all of the time, energy and support Yvonne Johnson continues to invest in this tournament. We would also would like to thank all of the volunteers who spend countless hours dedicating their time and energy to a sport that builds confidence,

excitement and life-long friendships across associations. We would also like to extend our deepest appreciation to local businesses for their generous contributions and continued support through the sponsorship of and/or donations to our annual tournament.

Director of Coaching – Dan Kempf

Hi my name is Dan Kempf and I am the Director of Coaching. I replaced Paul Payne when he stepped down last year with health concerns. I would like to thank Paul for helping me through a few of the early unknowns that this position encounters. Together with Paul & Sharon Smit's help we refined the Coaching Application online and linked it to the Criminal Records Check website. This seemed to work very well in lessening the burden for Coaches applying and having the CRC done.

This year we also put forth a request to the LMRL to eliminate top teams from playing lower seeded teams, or team 1's playing team 2's. The LMRL agreed that they will do away with these pre-season match ups going forward, which I believe is a big win for all the players involved.

I would like to thank all the Head Coaches, Assistant Coaches, Coaches in Training and last but not least The managers who make everything run smoothly. These positions eat up a massive amount of personal time, but I believe the personnel we had in place this year love Coaching Dearly and did a fantastic job. So Thank You Very Much

Director of Evaluations – Teriann Carmichael

In this role, I was responsible for coordinating evaluators for our U10-Open divisions to facilitate team formation where numbers indicated that more than one team was needed. I assigned and distributed pinnies at the first evaluation, collected and calculated evaluation numbers and met with the Director of Coaching and the head coaches for team selection. This year we simplified the evaluation documents and, thanks to Sharon, now have them on google docs. The spreadsheet for calculating numbers is also simplified.

I would like to thank all the volunteer evaluators who donated their time to help make this process smooth. Also, I would like to thank Sharon and Tanya for supporting me in this role.

Director of Athlete Development – Tracy Townsend

I am Tracy Townsend, I am the Director of Athlete Development I opened the season with many ambitious thoughts and ideas. The greatest challenge for athletes to attend extra sessions, is – time. So many of our members are dedicated and practicing other sports and interests; which is good because this too expands their skill sets and creativity it just means they cannot take advantage of the development program we offer. We had athletes participate from U9 – U14 in development. This season Jody Meadows delivered a successful skating program. We saw great progress and improvement especially in the

U10 division. We had Shannon Bettles Reimer working with our goalies. These sessions were quite successful and much appreciated. As most recent years we organized the mixed ages scrimmages. We had 6 in total, the intention of these scrimmages is not only to motivate the athletes in different ways, than if they were playing with their peers, but to create relationships with the Fraser Valley Ringette Community. The older athletes are good role models to our young athletes and the little people really do admire them. We had hoped to share some ideas about nutrition, we wanted to try some yoga and we wanted to have some fun events such as the triathlon and movie nights. I will persevere to create these opportunities next season. BIG IDEAS for the 2017 -2018 season

- Rather than scheduling sessions for teams I will be making development groups – I will be using the information gathered from the evaluations and talking with coaches to create these groups
- I would like to see more ice for the development program so we can have skating and skills programs
- I would like to work with coaches more, giving the coaches more skills, resources and support will speed up the athlete improvement rate.
- We will be running the goalie clinic again
- I would like to start a dryland training program Thank you for your support and I look forward to a great season

Director of Promotions – Vacant

Equipment Manager – Karen Sitter

My name is Karen Sitter and this has been my first year as the Equipment Manager. This past year we have continued to upgrade and increase our Association equipment inventory. Since the 2016 AGM, we have purchased and/or acquired the following equipment:

4 goalie sticks

Home and Away jerseys for U14 and up (7 team sets)

New home and away jerseys were bought to replace old, torn, and worn out jerseys. We also updated our association logo to replace the old, out dated, one. I'm currently in talks with Tim Hortons to replace our U12 and under jerseys properly.

Ways and Means – Natalie Wood Atkinson

My name is Natalie Wood Atkinson and this is my second year on the Board as the Director of Ways and Means. The director of Ways & Means organizes the raffle for the organization by selecting the raffle prizes, distributing the tickets, collecting the ticket stubs and money from the team managers and providing it to our Treasurer for deposit. They also work with the treasurer to secure the licence for this fundraiser. This is a great way to generate the funds needed to help run our association effectively. Distributing tickets early at the manager meeting allows families to sell at Thanksgiving and provides lots of time to sell before the draw. Thank you to our Fraser Valley Families

for their continued support of this fundraiser.

EPACT Administrator – Natalie Wood Atkinson

This was the second year the Fraser Valley Ringette Association used the Epact System to access critical player information.

Epact is a paperless system that securely shares emergency information and helps us to communicate in the event of an emergency. Medical information, waivers, code of conducts, dietary alerts and more are available online for easier management. The system is updated to meet our needs. Several changes were made to help Fraser valley administrators.

My goal this season was to ensure coaches had information during tryouts in case of emergency. We did very well with this and will continue to improve.

A change that Epact is working on is that Karelo, the system we register on, and Epact would join together.

This would further streamline the process making it easier for all. The Board will keep you updated of changes as needed.

Secretary – Catherine Vandas

No report

5. Treasurer Report - Jennelle Woykin

Hi, my name is Jennelle Woykin and this was my 2nd year in the position of treasurer this past season. It is technically the 1st year of a two-year term and I will return again for the next ringette season to finish out this term.

Now to the numbers:

We received an extra \$9,175.00 in gaming funds this year. This enabled us to purchase BOTH the white and black jerseys as we were only going to be able to afford 1 set and gaming has to be spent on 3 categories only: Ice, Equipment and Athlete Development. If you turn to the income statement, the revenue for this year is \$184,192.74 and our expenses were \$174,900.74. We have a positive net income for the 2016/2017 season of \$9,292.00. The two main reasons we show a higher net income are due to registration fees being increased and the extra gaming funds received but we are also making up for having losses in years Fiscal 2014 and Fiscal 2015. We did spend a little extra on expenses required at the end of the season as voted on by the board to pay. I have a breakdown of the expenditures if anyone is interested in seeing it.

Question: How to receive financial help for AA teams travelling to Westerns – **Answer:** need to send in a formal written request.

Question: There are 2 areas in financials are significantly higher than budgeted, Administration and LMRL...why? **Answer:** Administration is higher because of the hiring the lawyer. The LMRL was higher mostly due to the increase in medals and banners.

Question: Why is the wind up and AGM higher in cost: These costs include the room rental and prizes and includes last year's AGM as well as this years, this is due to when Jennelle gets the receipts and if they fall within her deadline for year end.

MOTION: Melissa Valentine motions to accept the 2017/2018 financials. Brad Johnson seconded. All in favor (33). **Motion passed.**

MOTION: Pete Smit motions to accept the 2017/2018 Budget. Paul Payne seconded. All in favor (33). Abstained. **Motion passed.**

6. Amendments to Constitution and By-laws

- The board voted in favour to hire a lawyer, who specializes in Societies and the BC Societies Act, to make sure it was done correctly.
- By-laws cannot be changed tonight, it would need a special resolution meeting. Tonight is just to approve the proposed changes that were sent out to the membership via email two weeks ago.

MOTION: Sharon Smit motions to accept the Special Resolutions to the FVRA Constitution and Bylaws that were emailed out to the membership on March 27, 2017. Joan McGivern seconded. 28 in favor. 5 Abstentions. **Motion passed.**

7. Old Business

8. Elections of Directors

- Will need two non-executive members for tallying votes

MOTION: Pete Smit motions to accept Teresa Leslie and Paul Payne as ballot collectors and counters. Yvonne Johnson seconded. All in favor (33). **Motion passed.**

Positions up for election or re-election:

- Vice President, currently held by Sharon Smit (2 year term)
Jennelle Woykin nominates Sharon Smit. Response: needs to think about it. *Sharon has been removed as she accepted position of President.*
Tanya Braithwaite nominates Colleen Auld. Response: needs to think about it. Accepts nomination. Second call; third call. **Position filled by acclamation.**
- Registrar, currently held by Melissa Valentine (2 year term)

Tracy Townsend nominates Corinne Hamilton. Second call; third call. **Position filled by acclamation.**

- Director of Officials, currently held by Kevin Braithwaite (2 year term)
Pete Smit nominates Kevin Braithwaite: Kevin says he can commit only for 1 year.
Second call; third call. **Position filled by acclamation.**
- Director of Evaluations, currently held by Teriann Carmichael (2 year term)
Yvonne Johnson nominates Teriann. Teriann declines nomination.
Natalie Wood Atkinson nominates Chris Flaman. Chris declines nomination.
Position is not filled
- Equipment Manager, currently held by Karen Sitter (2 year term)
Tanya Braithwaite nominates Karen. Karen accepts. Second call; third call. **Position filled by acclamation.**
- Ways and Means, currently held by Natalie Wood Atkinson (2 year term)
Tracy Townsend nominates Danelle Sestito. Danelle accepts nomination. Second call;
third call. **Position filled by acclamation.**
- Secretary, currently held by Catherine Vandas (2 year term)
Sharon Smit nominates Joan McGivern. Joan accepted nomination. Second call; third
call. **Position filled by acclamation.**
- President, currently held by Tanya Braithwaite (1 year remaining in 2 year term)
Tanya nominates Sharon Smit. Sharon accepts nomination. Second call; third call.
Position filled by acclamation.
- Tournament Director, currently held by Joan McGivern (1 year remaining in 2 year term)
Melissa nominates Natalie Wood Atkinson. Natalie declines nomination.
Nicole Borges nominates herself and Jeaneen Briner as co-tournament directors. (voting
rights to be determined). Second call; third call. **Position filled by acclamation.**
- Director of Promotions, currently vacant (1 year remaining in 2 year term)
Yvonne Johnson nominates Kelly Leslie. Kelly declines.
Position is not filled

9. New Business

- Read letter from Chilliwack Association thanking FVRA for their support.
- New Members please give Catherine Vandas their contact information before they go
- Next Association meeting: May 10, 2017 at 7pm at Twin Rinks

MOTION: Yvonne Johnson motions to adjourn meeting. Natalie Wood Atkinson seconded. All in favor (33). **Motion passed.**

10. Adjournment 7:50pm