Attendees:

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| --- | --- | --- | --- |
| **Position/Name** | **Present** | **Position/Name** | **Present** |
| **President -** Mike Wiens | **√** | **Children’s Ringette –** Michelle Burnett | **√** |
| **Vice President / ROAR** – Paul Kozan  | **√** | **U12 and 14 –** Nicole Fisher  | **√** |
| **Secretary -** Darla Larson | **√** | **U16 -** Jason Hoffart | **√** |
| **Treasurer -** Rae Lenz | **√** | **U19 –** Trish McBeth |  |
| **Coaching –** Melanie Muckelt | **√** | **18+ (Open) -** Chelsie Coxford  |  |
| **Equipment -** Neil Stang | **√** | **Others:** |  |
| **Marketing -** Darin Degenstein | **√** | Wayne Hellquist – Future Quest Consulting | **√** |
| **Player Development –** Craig Cullins |  | Jayda McMillan – volunteer | **√** |
| **Website** – Jenn Shupe | **√** | Karen Wiens - Scheduling | **√** |

**Action Registry:**

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| --- | --- | --- |
| **Who** | **Deadline (if any)** | **What** |
| Rae | ASAP/next meeting | Work with the scheduler to determine a tentative schedule and cost for the goalie clinics.  |
| Rae | Next meeting | Have a proposal ready that outlines the roles and responsibilities of a Finance Committee.  |
| Darin | Next meeting | Post the current policy regarding B teams having a cap for a budget and also the A/AA teams being able to have different jerseys. THEN, advise what changes are being recommended.  |
| Jenn | Next meeting | Provide further information on options for email addresses.  |
| Craig | Next meeting | Draft up what the selection process might look like for the Europe Team including a version that will be made available to the public that describes the process/opportunity.  |
| Mike | ASAP | Work with Wayne @ Future Quest to determine next step(s) and when for the Board Governance project.  |
| Darla | ASAP | Update the Contractor form to include a spot for criminal record check.  |

1. The meeting was called to order at 6:32pm.
2. Additions/changes to the Agenda –
3. Adoption of agenda – **STANG/HOFFART - CARRIED**
4. Adoption of Minutes – May 3, 2021

**MUCKELT/SHUPE move to adopt the May 3, 2021 minutes as posted on Basecamp. CARRIED**

1. Treasurer Report & Finance Committee (Rae)
* Rae asked for questions on the budget that was posted to basecamp. Mel noted that it was a very good and thorough budget and more detail than what we’ve seen before.

**LENZ/BURNETT move to approve the 2021/2022 RRA budget as presented. CARRIED.**

* There are 44 registrations one week in. We went live with registration on June 1st.
* Finance Committee – Rae wants to create a finance committee to do some research, analyze some numbers and perhaps some future forecasting. She will provide a proposal at the next meeting with roles and responsibilities and such.
1. New Business
	1. Coaching Selection Update (Mel/Trish/Jason)
* Mel – U19AA interviews took place on Saturday with Marcel Garnier getting the position. Everything went smoothly and was well run. Thanks to Trish for chairing.
* The U16AA interviews are tomorrow (Tuesday) night. Thanks to Jason for chairing that meeting. The U19A will go next Monday if needed.
* U16A - Darrell Liebrecht has backed out of all coaching positions so there is no potential of anyone going into U16A and thus it will be vacant and we will need to do a call for a coach. Mel is going to wait until the process is done for A and AA before doing this.
* B coaching - we haven’t received a tonne of applications, but most likely will in July as the deadline is July 31st. Mel is thinking that maybe mid-July we should do some social media posts and reminders for applications for B.
* Mel has changed some policies on the selection portion so she’s making notes and will send a quick email to the committee for feedback and for any improvements that can possibly be made. Some changes were made this year from recommendations last year so that’s an indication that it’s a good thing to ask for feedback.
	1. TeamLinkt website and registration (Jenn/Rae/Michelle)
* Jenn, Michelle and Rae have been working with Spencer at TeamLinkt to get the new site up and running. Registration is linked through TeamLinkt and any issues have been quickly resolved and they have given us great customer service.
* Jenn is working with them now on the look of the website as it’s a bit plain.
* We have to decide on email addresses because TeamLinkt does not have the option to forward emails so we have to decide what we want to do. We would lose all g-mail information that people have saved in their accounts if we change. More work and discussion to happen on this in the future. The question was asked as to whether or not we can put the secretary’s email as a 2nd contact for resetting an account in order to pass it on to a new board member. Jenn will need to do some more investigating on this.
* Michelle shared a presentation about the new TeamLinkt website and what it will look like.
* Rae suggested a sub-committee be struck to go through the website looking for things like spelling and grammar and such before it goes live.
	1. Wanted Covid Protocols Advisory Committee (Mike)
* Mike noted that going forward we will need to pay attention to the changes and restrictions post-pandemic. It would be good to have one or two people to take this on going forward. Jason offered to be part of the committee, but he does not have the time to write the document up. Karen offered to work with Jason on this and said that she has the time to compose the document.
	1. Confidentiality Agreements for Board Members and volunteers (Darla)
* In the meeting folder there is a blank copy of the Confidentiality Agreement. All Board members are asked to sign this and send to Darla so that we have it on file. As well, Darla will be sending a copy to other volunteers (Bingo Coordinator, Tournament Coordinator) for their submission. Darin is asked to get one for each of his marketing committee volunteers. Mel noted that she will advise Trish and Jason to get copies from the selection committees also.
	1. Clinics/Camps; 3 on 3 (Craig)
* Craig was unable to attend the meeting but posted his report on basecamp.
* Mike asked if there were any questions on Craig’s report.
* Karen is not sure we have enough ice to fit it all in, but once it is all approved, we will see where we are at.
* Jayda noted that we had made a rule/policy that the paid positions for any camps/clinics had to be applied for and should not be given to the first person that puts their hand up. Mike noted that we do have an item coming up on the agenda to discuss this.
* Karen noted that this is a new format for goalie camps as in the past they have been scheduled Wednesday nights, Saturday during the day and Sunday morning.
* Paul noted that it is very important to allocate some budget to paying a goaltender coach and have it as a perk for teams. This is the one position that there is always a lack of.
* Rae agreed that this is something we should move forward with and just figure out how the costing is done. Rae will work with the scheduler and come up with a budget for this sooner than later.
* Paul also noted that if we had a list of young goalies that play A/AA we could also offer for them to come out and work with some of the younger goalies for a nominal fee.
* The 3 on 3 is still in discussion, but the age groups are appropriate.
	1. Euro Team (Craig)
* Craig posted his report and ensured the Q&A was also complete.
* Karen asked if we are providing the ice for Europe team tryouts or is this something we can do through the other evaluations? More discussion on this.
* Mike – what Craig wants is a decision by the end of June so that they can start to plan.

**BURNETT/LENZ motion to discuss the Europe team. 8 agreed, 0 opposed, 1 abstained. CARRIED.**

* There were some concerns around the selection and evaluations and how it will be done. A number of people have reservations that it will be selected as a fair B team as they are going to want the most competitive team they can get.
* We will need to have some independent evaluators and it was felt that the board needs to have some oversight on the selection. Every coach will definitely want to put together a good competitive team and so board oversight will be a must.
* Some are worried about our registration numbers and the effect it will have on our B teams and think that three years might be better than two.
* Numerically it doesn’t look like its an issue for the league and it will be pretty cool to have this opportunity available.
* This will be an important differentiator and initiative to grow the sport and is something that should be done on a regular basis not just one-off.
* The last time we did this there were decisions that were made and not documented very well so things changed along the way, which was the biggest thing. They had their own selection committee to select their team, but the board had very minimal involvement in it. One of the issues last time was where the team should play and what division(s) should they play in. It was suggested that be decided ahead of time so that everyone is aware of it. There should also be a mid-season review and RRA definitely needs to be involved. It was also noted that as far as timing of events, these should not be held at the same time as other events (ie. tryouts and selections on the same night). As well, there should be a selection committee.
* Craig needs to draft up his idea of the selection process and submit it to the board as well as a version that will be made available to the public that describes the process. One of the conditions should be that they can’t interfere with A/AA tryouts. Mike asked Jason to assist with this process, but he self-declared a conflict of interest and as such Mike agreed to assist Craig.
	1. Update on Future Quest Organization Review (Wayne Hellquist)
* Wayne received all the feedback from the survey, compiled it all and a copy of it was posted on basecamp. Tonight, Wayne just wants a general discussion about the survey.
* It was a 50/50 split of agree and disagree as far as members being aware of what their roles and responsibilities are and what is expected of them. There are a number of new board members and that could quite likely factor into the split. Part of the onboarding is onboarding and EVERYBODY participates, not just the newbies. By having everyone present it helps to connect a face to the name and is a good icebreaker event and helps with understanding each other.
* It was good to see that people felt like they could express their different opinion if they wanted to.
* The lack of a mission and strategy plan is prominent and it begs the question as to is this board a governance board or an operating board. Everyone needs to understand the difference. The natural default for a lot of boards is the operations vs building strategy and policies and such, or, governance if you will.
* The role of a finance committee that Rae speaks of is a very very important governance role.
* The next step is to spend some time talking about the difference between the two roles and what fits.
* There was a question about all members receiving the Code of Conduct, and at the time of the survey not all new board members had. However, this said, it is now posted on basecamp. Wayne notes that this is a big one because guaranteed every board member will be in a conflict-of-interest position at some point in time. Board members need to understand this and should certainly be part of orientation. To note, there is no need to get mad when a conflict of interest in declared, it’s simply that – a conflict.
* The board size seemed to be a big one and should be explored a bit. The larger the board the more difficult it is to feel engaged and communicate effectively. The other thing to remember is that not every position or volunteer needs to be on the board (ie. Operational). It was noted that it used to be that the board vote was payment for being a commissioner or a director and the fear is that if you take away that vote individuals may not want to volunteer. The one key thing is that people need to feel they have a voice and can be heard and that is still very much possibly without necessarily holding a board position.
* Do you focus on the middle people? Yes, absolutely because without focusing on them and their roles and responsibilities you can’t be effective as a collective board and as individuals.
* As well, written reports to the board in advance of a board meeting is a must. A week is the general rule of thumb as everyone’s schedules are different and so it allows people ample time to review the information in advance. By reviewing material in advance of the meeting, it allows the meeting to run more efficiently.
* As for the code of conduct, it is best practice to be really clear as to what our policies are. In other words, how the organization is governed.
* There were lots of good things from survey also. Things like board meetings are interesting and fun. This is a good thing because you need to make this enjoyable and don’t want it to simply be a duty and/or obligation.
* As far as future education and board development, think of it as why do you have practice? Well, to get better of course so you can learn and grow and be a better board member.
* The other thing is strategic planning. There are lots of comments and thoughts that there is a need for one. Again, this is the difference between an operational plan and an organization strategic plan. Governing is always about doing the right things and operational is about doing things right.
* Where do we go from here? The first place to start is with building a strategic plan and be clear about our mission, vision, and values. As well, we need to focus around continued board development and how we function as a board with clarity around roles and responsibilities.
* Wayne will put together some framework as to how to tackle this as there will be some different approaches we can use. Mike and Wayne will circle back regarding moving forward with the next step.
	1. B Division Items (Darin)
* Removing cap on budgets – Darin feels it’s a double standard to tell the B teams what they can and can not do. It was noted that the restrictions were not put in place to restrict teams from doing what they want to do, but rather to protect families that did not have the financial means to do all the extra things, like buses for example, that some teams do.
* Remove the restriction on B division team jerseys – again, it’s a double standard and why should the B teams not be allowed to access jerseys like A/AA currently do. The reason it was put in place was that RRA wanted consistency with the B teams and we were spending a lot of money on the jerseys. Not to mention that the A/AA have earned the right to perhaps have “fancier” or different jerseys.
* Darin wants to suggest that we change from a policy to a guideline and will come back to the board with something for the next meeting. Darin was asked to upload the current policy along with what his suggested guideline/changes are.
	1. Children’s Ringette (Michelle/Karen)
* A lot of kids had a lot of fun last fall, but the bottom line was that RAS was not happy with the level of progress we were making. Karen was asked, as an original member of the RAS committee, to help RRA take the Children’s Ringette to the next level. They have met with BP and have come up with a new structure and changes to be implemented. The biggest change is the addition of the F3 (formerly the U10) division.
* There is a Town Hall for Children’s Ringette on Tuesday, June 15th. The meeting is with the Ringette Canada people and they won’t have a clue about our specific programming as this was all voted on at the RAS Board level. They voted it in and now it’s up to us to implement it.
* Certified coaches will be needed for FUN 1, 2, 3.
* We will need three commissioners for the division also – one for LTP, one for F1 & 2 and one for F3.
* It will be important at the end of the season to pull all comments together as well as numbers.
	1. Contractor Hiring (Mike)
* If we are going to hire someone, we need to ensure we have the most qualified provider at the right price thus we have the Contractor Hiring form to be utilized. Once it is complete, send it to the President followed by approval by the Executive.
* One thing Mike noted is that we should have a space on the form that accommodates a criminal record check. Darla will add.
	1. RRA Service Accounts (Darla)
* We have a number things whereby certain people have the login/password and/or an email attached to it (ie: SaskTel, Google, Basecamp, etc.). We need to keep track of these things for backup and consistency purposes. For example, if someone were to move on or leave the board on uncertain terms these things are required in order for someone to take over and carry on with the job/duties at hand. Darla will keep track of this list and so if anyone knows of anything or has access to something that we need to be aware of, please forward to her.
1. Reports:
* None posted other than what was already on the agenda and discussed.
1. Next Meeting – July 5, 2021 6:30pm.
2. Motion to adjourn – Hoffart