

**HUNTSVILLE GIRLS HOCKEY  
BOARD MEETING  
MINUTES – January 21 2026, 7:00 pm  
ALC Room 4 - Canada Summit**

Present: Kerri Vallentin, Mike Archambault, Sam Welch, Sara Plant, Dawn Corbett, Liz Bozzo, Niki Andrews (phone), Andy Cantelon, Tyler Loates (phone)

Guests: Sara Tone

Regrets: Tanya Neal, Steve Mann

Call to Order: 6:57 pm

Voting Majority = 5

**1. Approve Agenda**

| DESCRIPTION                  | ACTION                     |
|------------------------------|----------------------------|
| Motion to approve the agenda | M: Dawn, S: Mike - Carried |

**2. Review Previous Action Items**

| DESCRIPTION  | ACTION  |
|--|---|
| <p>Previous Action Items:<br/>Action items from Dec. 2, 2025</p> <ul style="list-style-type: none"><li>• Re: Milestones and Key Dates: Kerri, Steve and Sara to start adding to the milestones and key dates list.</li><li>• Re: email migration: Liz to remove medical records from last season or older from email.</li><li>• Liz to propose a retention schedule for other Board records to determine what should be deleted and when.</li><li>• Re: email migration: Liz to instruct Chris P. to proceed with email migration.</li><li>• Re: email system rules: Liz to instruct Chris P. to add the automation rule.</li><li>• Re: Tournament: Liz to review website permissions etc. vs. using shared google doc for volunteer time slots.</li><li>• Re: HL Tournament Fees: Sam to review, will table options for next meeting.</li><li>• Re: Comp policy: Liz to circulate suggested amendments to policy first to Andy for additions, then to Board for further discussion and review.</li><li>• Re: Comp teams determination: Sara to send registrants by birth year list to Tanya.</li><li>• Re: Coach selection: Tanya to determine non-member qualified advisor participant, Tanya to propose selection committee to Kerri within 2 weeks, Tanya to develop template for interviews and reporting recommendations back to the Board, Kerri to forward previous years questions to Tanya, Liz to review by-laws for potential changes.</li><li>• Re: Coaching applications: Liz to update coaching applications page, separating the roles, and send the draft to the team for review.</li></ul> | <p>All items reviewed, incomplete items added as actions.</p> |

- Re: Head Coach change: Tanya to communicate with Coaches who to contact with rostering changes.
- Tanya to review provisions in comp. policy for this issue going forward.
- Tanya to set up interview with assistant coach and report back to the Board as needed.
- Re: Concussion seminar: Mike to follow up with Sport Lab
- Re: Referee Appreciation: Tanya, Andy and Dawn to send communication out acknowledging and encouraging this behaviour.
- Concussion Assistance: Dawn and Andy to continue working on this.
- Re: Coaching reimbursement: Sara to compile list for motions for reimbursement.
- Re: need for officials: Sara to email association members with a call for officials.
- Re: Development Ice: Niki to provide January dates to third party coaches for quotes.
- Re: Sponsorship and Fundraising Policy: Niki to post on socials.

Action items from Jan. 7, 2026

- Re: unpaid tournament fees: Dawn to reach out to managers, will send association email if required.
- Re: concussion seminar: Dawn to communicate dates to managers, Liz to post website article and Niki to post on socials.
- Re: Equipment manager vacancy: Liz and Niki to post on website and socials.
- Re: coaching fees reimbursement: Sam to proceed with reimbursing those that submitted receipts.
- Re: "info" alias: Liz to ask Help Desk to point "Info" alias to President address.
- Re: email migration: Liz will communicate all 3 resolutions to Help Desk for action.
- Re: email migration: Sara to continue working with Hockey Canada and OWHa as required to update email address.
- Re: HL Jerseys: Mike to confirm pricing with Gitch and advise Gitch that order details will be confirmed at a later date.
- Re: Jersey Sponsorship Proposal: Mike to table for discussion again after 50/50 numbers are finalized.
- Re: Additional U18HL Player: Sara to proceed with rostering process.

### 3. Approve Minutes

| DESCRIPTION  | ACTION |
|--|--------|
| December 2, 2025 minutes issued for approval via electronic motion, carried December 17, 2025 with 7 votes.<br>January 7, 2026 minutes issued for approval via electronic motion, carried January 16, 2026 with 6 votes. |        |

#### 4. President Report

| DESCRIPTION  | ACTION  |
|--|---|
| <p>Equipment Manager Vacancy:</p> <ul style="list-style-type: none"> <li>• Introduction from candidate Sara Tone.</li> <li>• Discussed role duties, questions regarding role and board member requirements.</li> <li>• Discussed possibility of sharing role with non-voting volunteer(s).</li> </ul> <p>Candidate Sara Tone was excused from the meeting with thanks.</p> <p><b>MOTION</b><br/>To appoint Sara Tone as the Equipment Manager for the remainder of the 25/26 season.</p> | <p>M: Mike, S: Andy – Carried – 8Y<br/><b>Action: Kerri</b> to inform Sara T.<br/><b>Dawn</b> to discuss with Angie S.</p>                                    |
| <p>First Shift:</p> <ul style="list-style-type: none"> <li>• Contacted by FS to see if we are interested in hosting a spring program.</li> <li>• Would require: <ul style="list-style-type: none"> <li>○ 6 ice sessions</li> <li>○ Female on ice lead</li> <li>○ Supporting staff</li> </ul> </li> <li>• Finish by May/June</li> </ul>   | <p><b>Action: Tyler</b> to add to agenda for Town meeting re: spring/summer ice.<br/><b>Kerri</b> to complete applications.</p>                               |
| <p>Booking of non-OWHA/HGHA sanctioned ice:</p> <ul style="list-style-type: none"> <li>• Issues re: private bookings are not covered by OWHA insurance (minimal arena insurance only)</li> <li>• Issues re: use of non-rostered staff, non-vetted on-ice staff/external coaches without VSC's</li> <li>• Messaging needed for teams and parents outlining the risks</li> <li>• Private ice bookings cannot be mandatory for players</li> </ul>   | <p><b>Action: Kerri</b> to propose messaging and distribute to the Board for review. <b>Dawn</b> to add information to the onboarding/Managers materials.</p> |
| <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>  | <p><b>Action: Kerri, Steve and Sara</b> to start adding to the milestones and key dates list.</p>   |

## 5. Vice President Report

| DESCRIPTION  | ACTION   |
|--|--|
| Discipline Policy: <ul style="list-style-type: none"> <li>Board needs more time to review.</li> <li>Defer to electronic motion.</li> </ul> | <b>Action: Liz</b> to initiate electronic motion.  |
| Dec. 17 Special Meeting Minutes: <ul style="list-style-type: none"> <li>Defer to electronic motion.</li> </ul>                             | <b>Action: Steve</b> to initiate electronic motion |

## 6. Secretary Report

| DESCRIPTION   | ACTION  |
|---|---|
| <p>AGM:</p> <ul style="list-style-type: none"> <li>Date to be agreed on by mid-Feb</li> <li>Some due dates require 60 days in advance of meeting.</li> </ul>  | <p><b>Action:</b> Tyler to determine ice-out dates.</p> <p><b>All Board Members:</b> review by-laws and make recommendations for changes.</p>                                 |
| <p>Association Wide Survey:</p> <ul style="list-style-type: none"> <li>Consensus to move ahead with revised survey.</li> <li>Question 8 to be removed.</li> <li>Add optional final field to include contact details should the Member wish to discuss an issue with a Board Member.</li> <li>Draft association-wide email reviewed, no changes required, consensus to proceed.</li> </ul> <p><b>MOTION</b></p> <p>Whereas member feedback is vital for improving player experience and to ensure we meet our association mission, vision and values, be it so resolved that:</p> <ul style="list-style-type: none"> <li>The Board approves the immediate launch of the association-wide survey as modified in the meeting,</li> <li>Survey responses shall be kept anonymous and confidential</li> <li>The survey shall remain open for two weeks.</li> </ul> | <p>M: Liz, S: Andy – Carried – 8Y</p> <p><b>Action:</b> Liz to launch survey, send association-wide email and create news article.</p> <p><b>Dawn</b> to post on socials.</p> |
| <p>Records Management:</p> <ul style="list-style-type: none"> <li>Retention schedule required.</li> </ul>   | <p><b>Action:</b> Liz to propose a retention schedule for records to determine what should be deleted and when</p>  |

## 7. Treasurer Report

| DESCRIPTION  | ACTION   |
|--|--|
| <p>Overdue Invoice:</p> <ul style="list-style-type: none"> <li>East Side Mario's Huntsville invoice presented not paid from 2024/25 season AGM &amp; Banquet.</li> <li>300 attendees @ \$4.50=\$1350.00 + HST</li> <li>Payable \$1525.50</li> </ul> <p><b>MOTION</b></p> <p>To pay the invoice from East Side Mario's Huntsville for the 24/25 AGM and Banquet Meal in the amount of \$1525.50.</p> <p>Conflict Declared: Dawn</p> | <p>M: Mike, S: Kerri – Carried - 7Y</p>                      |
| <p>Receipt Requests:</p> <ul style="list-style-type: none"> <li>Not able to issue “donation” receipts (not a charity)</li> <li>Can issue a receipt of acknowledgement.</li> </ul>  | <p><b>Action:</b> Mike to send Sam a sample receipt.</p>     |
| <p>House League Tournament Fees:</p> <ul style="list-style-type: none"> <li>Sam to review options</li> </ul>   | <p><b>Action:</b> Sam to table options for next meeting.</p> |
| <p>Coaching Fees Reimbursement:</p> <ul style="list-style-type: none"> <li>1 outstanding reimbursement</li> </ul>  | <p><b>Action:</b> Sam to proceed with reimbursement.</p>     |

## 8. Registrar Report

| DESCRIPTION   | ACTION  |
|---|---|
| Competitive Socks: <ul style="list-style-type: none"><li>Yellow needed</li></ul> <b>MOTION</b><br>To spend \$350 on yellow competitive socks to add to the Sting store.   | M: Mike, S: Sara – Carried – 8Y<br><b>Action: Kerri</b> to follow up with quantities and ordering with Tanya    |
| Coaching Policy: <ul style="list-style-type: none"><li>Re: Coach selection of bench staff.</li><li>Coaching application page states Head Coaches are responsible for selecting staff.</li><li>Need written policy that Head Coach has final decision on bench staff.</li></ul>  | <b>Action: Liz</b> to add to HL and Comp policies.  |
| Volunteer Hours Calculation: <ul style="list-style-type: none"><li>Who is responsible to calculate totals</li><li>Managers to keep track, including extracting volunteer hours from tournament spreadsheet.</li><li>Must be submitted to Dawn by the end of February.</li></ul> | <b>Action: Dawn</b> to send deadline to Managers.<br><b>Dawn</b> to forward totals to Sara to apply buyout fee. |

## 9. Fundraising/Sponsorship Report

| DESCRIPTION  | ACTION  |
|--|---|
| Association 50/50 Raffle: <ul style="list-style-type: none"><li>Reminder email needed for coaches and managers to submit unsold tickets to Mike with deadline.</li></ul> | <b>Action: Mike</b> to compose email, send to Liz for distribution. |

## 10. Ice Scheduler Report

| DESCRIPTION   | ACTION  |
|---|---|
| Summer Ice: <ul style="list-style-type: none"><li>Meeting next Tuesday with Town to discuss spring/summer ice allocations.</li><li>Discussed:<ul style="list-style-type: none"><li>Number of rep teams for next year.</li><li>Tryouts - start after April 14<sup>th</sup>, ask for 5 ices/division.</li><li>Development – Ask for the same number as last summer and additional ice for u7 and u9.</li><li>Goalie clinics – Ask for the same as last summer</li><li>Last two weeks of Aug – 1 ice per comp team</li><li>3-4 ice times for pre-season exhibition games</li><li>Spring first shift ice</li><li>End of Aug. House league eval. skates</li><li>Will try to avoid Fridays if possible.</li></ul></li></ul> | <b>Action: Sara</b> to send historical ice data to Tyler. |

## 11. Referee Scheduler Report

| DESCRIPTION | ACTION |
|-------------|--------|
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**12. Director of Managers Report**

| DESCRIPTION  | ACTION   |
|--|--|
| Team Photos: <ul style="list-style-type: none"> <li>Discussed where to post on website.</li> <li>Consensus to proceed with using "Carousel Ads" function.</li> </ul>   | <b>Action: Liz and Sam</b> to determine face(s) to be blurred, <b>Liz</b> to post photos as discussed.   |
| Online Concussion Seminar <ul style="list-style-type: none"> <li>Details to be sent to Managers</li> <li>Need link for the online meeting</li> </ul>   | <b>Action: Dawn</b> to send communication to Managers, <b>Mike</b> to follow up with the meeting link.   |
| Concussion Guideline Approval: <ul style="list-style-type: none"> <li>Defer until after concussion seminar.</li> </ul>   |  |
| Trainer Ambassador Volunteer Role: <ul style="list-style-type: none"> <li>A certified hockey trainer who serves as a representative and mentor for other trainers, promotes best practices, training standards and safety protocols within the association.</li> </ul><br><b>MOTION</b><br>To establish a Trainer Ambassador non-voting role with HGHA Sting for the 2025/26 season.<br><br><b>MOTION</b><br>To appoint Dr. Allison Small as Trainer Ambassador for the Association. | <br><br><br><br><br><br><br><br><br><br>M: Dawn, S: Sam – Carried – 8Y<br><b>Action: Dawn</b> to create role description.<br><br><br><br><br><br><br><br><br><br>M: Dawn, S: Andy – Carried – 8Y<br><b>Action: Dawn</b> to inform Dr. Small. |

**13. Equipment Manager Report**

| DESCRIPTION | ACTION |
|-------------|--------|
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**14. House League Director Report**

| DESCRIPTION | ACTION |
|-------------|--------|
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**15. Competitive Teams Director Report**

| DESCRIPTION  | ACTION   |
|--|--|
| Coaching Applications: <ul style="list-style-type: none"> <li>On track for interviews, collaborating on the questions.</li> <li>Andy and Tanya to receive both forms, not just HL and Comp.</li> </ul> | <b>Action: Liz</b> to add Tanya and Andy to forms and send spreadsheet showing applicants to date. |

**16. Social Media / Communications Report**

| DESCRIPTION  | ACTION   |
|--|--|
| Development Ice: <ul style="list-style-type: none"> <li>Tyler confirmed Feb ice in Baysville available.</li> </ul> | <b>Action: Tyler</b> to give dates to Niki, <b>Niki</b> to follow up with the Coach. |
| Sponsorship and Fundraising Policy: Niki to post on socials.   | <b>Action: Niki</b> to post on socials.  |

**17. Tournament Report**

| DESCRIPTION  | ACTION |
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| The Board extends our sincere appreciation to Shilah Smith, whose dedication, hard work and exceptional organization made the tournament a resounding success. |        |

**18. Other Business**

| DESCRIPTION | ACTION |
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**19. Next Meeting**

| DESCRIPTION  | ACTION |
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| February 4, 2026, at 7:00 pm in the Al Thorpe Room |        |

**20. Adjournment**

| DESCRIPTION                    | ACTION                         |
|--------------------------------|--------------------------------|
| Motion to adjourn the meeting. | M: Sam, S: Andy – Carried - 8Y |

Huntsville Girls Hockey Association  
Board of Directors Monthly Report

President Report

Meeting Date: January 21, 2026

| Item/Topic            | Description  |
|-----------------------|--|
| OWHA                  | attended owha general members meeting  |
| OWHA                  | attended special meeting for OWHA presidents- OWHA has raised concerns regarding HC report on womens hockey. OWHA is working on a response and has advised not doing the rise as one stickers. |
| equipment manager     | 2 candidates expressed interest and invited to attend meeting  |
| tournament            | assisted over the weekend. Congrats to Shilah, great job!  |
| coaching applications | ongoing, working with Tayna to confirm the process   |
| first shift           | contacted by FS to see if we are interested in hosting a spring program. this would require 6 ice sessions, female on ice lead, supporting staff   |
| first whistle program | applied for loaner reffing gear program for HGHA   |



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| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report<br>Vice President Report Meeting Date: January 21, 2026 |  |
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| <b>Item/Topic</b>  | <b>Description</b>   |
| BOD Equipment<br>Manager Resignation   | Setting up for web based exit interview paired with Dawn Corbett with resigned BOD equipment manager this week. Will report back to BOD in due course upon completion. |
| Proposed Discipline<br>Policy  | Emailed to BOD as supporting document for review and put in play.  |
| Dec 17th 2025 BOD<br>Complaint Special<br>Meeting Minutes  | Review minutes & communications in approval status to close off business item.   |

| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report<br>Secretary Report <span style="float: right;">Meeting Date: January 21, 2026</span> |  |
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| Item/Topic   | Description  |
| Board Administration   | <p><b>Electronic Motion</b><br/> Motion to amend HGHA By-Law section 10.1.1 to read as follows:<br/> 10.1.1. Head Coaches shall be interviewed by a coaching selection committee as designated by the board. The rostering of a Head Coach, either at the start of the season, or as a mid-season change, must receive board approval, prior to appointment. Coaches will be notified of acceptance or rejection by the chair of the coaching selection committee. All additional staff shall be selected by the head coach, and approved by the board. Approval by the board is deemed to be once the additional staff have been successfully rostered. Any mid-season roster changes to assistant staff, must first be reviewed by the Competitive Director.<br/> <b>Motion Circulated:</b> December 7, 2025 by Tanya. Seconded by: Tyler<br/> <b>Motion Carried:</b> December 9, 2025 with 7 votes.</p> |
| Board Administration   | <p><b>Electronic Motion:</b><br/> Motion to add the following to the Competitive Policy:<br/> Under Section "9.0 Coaching &amp; Staff Requirements" add the following bullet, as the 9th bullet:<br/> To facilitate any change in rostered staff, notification shall be sent immediately to the competitive director, copying the registrar. Changes in rostered staff are subject to board approval.<br/> Under Section "5.1 Player Evaluation" add the following bullet, as the last bullet:<br/> To facilitate any change from the original roster, notification shall be sent immediately to the competitive director, copying the registrar.<br/> <b>Motion Circulated:</b> December 5, 2025 by Tanya, Seconded by: Mike<br/> <b>Motion Carried:</b> December 8, 2025 with 7 votes</p>  |
| Board Administration   | <p><b>Electronic Motion:</b><br/> Motion to approve Collin James as Head Coach of the U18B Team.<br/> <b>Motion Circulated:</b> December 9, 2025 by Tanya, Seconded by: Tyler<br/> <b>Motion Carried:</b> December 10, 2025 with 7 votes.</p>  |
| Board Administration   | <p><b>Electronic Motion:</b><br/> MOTION 1<br/> Whereas the migration of records from the hotmail account into M365 has been completed,<br/> And whereas all email from the hotmail account is now being auto-forwarded to the m365 platform,<br/> And whereas the auto-reply is still active in the hotmail account informing senders of the change of mailboxes,<br/> Be it so resolved that effective immediately, Directors shall access emails through the M365 platform and will no longer have access to emails from within the hotmail account.<br/> <b>Motion Circulated:</b> December 12, 2025 by Liz, Seconded by: Steve<br/> <b>Not Carried</b> - Amended and voted on January 7 in-person meeting.</p>  |

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| Board Administration | <p><b>Electronic Motion</b></p> <p><b>MOTION 2</b></p> <p>Whereas the huntsvillegha.ca email addresses were rolled out on October 22, 2025,<br/> And whereas the membership was informed to start using the new huntsvillegha.ca email addresses,<br/> And whereas since October 22, an auto-reply has been active on the hotmail account informing members of the changes,<br/> Be it so resolved that:<br/> On Dec 17 the "Automatic Reply" will be updated to state:<br/> Thank you for your email.<br/> Please note that this inbox is now closed.<br/> The Huntsville Girls Hockey Association continues to grow!<br/> To better support the HGHA's significant growth, we have implemented changes to improve communication with our parents and players, team staff, partner organizations and governing bodies.<br/> Effective immediately:<br/> This inbox is now closed and will no longer be monitored.<br/> Each of our Directors can now be reached directly via email utilizing our new email addresses.<br/> The list of emails can be found on the Contact Us page.<br/> Not sure who to contact? Please email <a href="mailto:info@huntsvillegha.ca">info@huntsvillegha.ca</a> and your inquiry will be directed to the appropriate person.<br/> Thank you!</p> <p><b>Motion Circulated:</b> December 12, 2025 by Liz, Seconded by: Steve<br/> <b>Not Carried - Amended and voted on January 7 in-person meeting.</b></p> |
| Board Administration | <p><b>Electronic Motion</b></p> <p><b>MOTION 3</b></p> <p>Whereas the migration of records from the hotmail account into M365 has been completed,<br/> And whereas keeping duplicate records in multiple locations is not in line with proper records management practices,<br/> And whereas keeping a duplicate set of emails creates risk for data retention,<br/> Be it so resolved that:<br/> On Jan 21 the Association will cease all use of the Hotmail account by :<br/> Deleting all email from the hgha@hotmail.ca account, thereby ensuring all official records are in one official location only.<br/> Removing the AutoForward so that no further messages sent to hgha@hotmail.ca will be sent to the new system.<br/> Changing the wording in the Automatic Reply to inform senders that their messages will not be read, nor replied to.<br/> Retaining the account as an empty unused mailbox to ensure no one tries to use it as a phishing device.</p> <p><b>Motion Circulated:</b> December 12, 2025 by Liz, Seconded by: Steve<br/> <b>Not Carried - Amended and voted on January 7 in-person meeting.</b></p>  |

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| Board Administration | <p><b>Electronic Motion</b><br/> <b>MOTION 4</b><br/> Whereas the OWHA and Hockey Canada and Ramp registrations still have reference to hgha@hotmail.ca,<br/> Be it so resolved that:<br/> The Registrar will update the packages in Ramp to replace hgha@hotmail.ca with the proper account by December 31, 2025.<br/> The Registrar will Inform Hockey Canada and OWHA of the new email accounts by December 31, 2025.<br/> <b>Motion Circulated:</b> December 12, 2025 by Liz, Seconded by: Steve<br/> <b>Not Carried - Amended and voted on January 7 in-person meeting.</b></p>  |
| Board Administration | <p><b>Electronic Motion</b><br/> Motion to approve the December 2, 2025 Minutes<br/> <b>Motion Circulated:</b> December 15, 2025 by Liz, Seconded by: Mike<br/> <b>Motion Carried:</b> December 17 2025 with 7 votes.</p>   |
| Board Administration | <p><b>Electronic Motion</b><br/> Whereas section 4.1 of the competitive policy defines the basis for establishing competitive teams,<br/> and whereas section 18 of the policy states that competitive coaches must be selected by mid-February, and tryout divisions are to be advertised mid-April,<br/> And whereas the association must advertise realistic divisions,<br/> And whereas the registration projections, current and past rankings, and experience of players supports the following,<br/> Be it so resolved that the Board shall advertise competitive coaching applications and competitive tryouts as follows:<br/> U18: BB and B<br/> U15: A and B<br/> U13: BB and a DS team after house league formation<br/> U11: BB and a DS team after house league formation<br/> And be it so resolved that these divisions are to be advertised for the purposes of selecting coaches and planning tryouts only and the final team categorization shall be determined in accordance with the competitive policy.<br/> <b>Motion Circulated:</b> Dec. 11, 2025 by Tanya, Seconded by: Liz<br/> <b>Motion Carried:</b> December 15, 2025 with 7 votes.</p> |
| Board Administration | <p><b>Electronic Motion:</b><br/> To spend \$100 on year end wrap up for first shift.<br/> <b>Motion Circulated:</b> December 18, 2025 by Kerri, Seconded by Tyler<br/> <b>Motion Carried:</b> December 19, 2025 with 7 votes.</p>  |
| Board Administration | <p><b>Electronic Motion:</b><br/> Motion to grant Samantha access to the shared mailbox "Old Mailbox" in order to access hotmail emails for reconciliation of team fees.<br/> <b>Motion Circulated:</b> December 21, 2025 by Liz, Seconded by Steve.<br/> <b>Motion Carried:</b> December 22, 2025 with 7 votes.</p>  |
| Board Administration | <p><b>Electronic Motion:</b><br/> To pro-rate registration fees to \$270 for a U18 House League player to register based on the remaining duration of the season.<br/> <b>Motion Circulated:</b> January 3, 2026 by Sara, Seconded by Dawn.<br/> <b>Motion Carried:</b> January 3, 2026 with 7 votes.<br/> <b>Conflict Declared:</b> Dawn</p>   |

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| Board Administration | <b>Electronic Motion:</b><br>Motion to approve the January 7, 2026 Minutes.<br><b>Motion Circulated:</b> January 14, 2026 by Liz, Seconded by: Dawn<br><b>Motion Carried:</b> January 16 2026 with 6 votes  |
| 50/50 Raffle         | Put 50/50 Official rules on Sting documentation, updated website and Shilah for tournament page.<br>Sent email to all Managers and head coaches re booklets.<br>Set up news article on website.<br>Updated 50/50 rules on both news article and tournament page.  |
| Board Administration | Discussed team staff review idea with Tanya. Completed draft survey and sent to Tanya and Andy for review. Sent revised survey to whole team for discussion period.   |
| Board Administration | Liz to propose a retention schedule for other Board records to determine what should be deleted and when. In progress   |
| Board Administration | Posted news article re: Equipment Manager Vacancy   |
| Board Administration | Uploaded running motions list to website. Will update periodically.   |
| Board Administration | Need to know AGM date by mid Feb as some of the due dates are 60 days in advance of the meeting.  |
| Comp Program         | Updated competitive policy per motion approval and published to website.  |
| Comp Program         | Comp policy - started new draft with additional suggestions per discussion at meeting. Sent to Andy to add additional suggestions.  |
| Comp Program         | Reviewing by-laws for potential changes. In progress  |
| Comp Program         | Updated coaching applications page, separated the roles, and sent the draft to the team for review.   |
| Comp Program         | Converted a number of HMHA docs into Sting templates and sent to Tanya for review (team information letter, offer letter, decline letter, tryout information letter)  |
| Concussion Seminar   | Created news article.   |
| Email Project        | Removed medical records from last season or older from email. Used cut off date of April 1 2025.<br>Subject line containing "medical" = 5 emails.<br>key word "medical" = 1 email<br>Subject line containing "return to play" = 0 results<br>Searched for key word "return to play" = 1 email<br>Total deleted: 7 emails. |
| Email Project        | Chris P. proceeded with email migration and emailed Directors with a list of recommendations for next steps.  |
| Email Project        | Chris P. added the new automation rule and emailed Directors with details.  |
| HL Program           | Created draft House League policy and sent to Andy for review.  |
| Website Changes      | Reviewed website volunteer signups vs. using shared google doc for volunteer time slots. Sent example site and detailed instructions for review to Shilah and all Directors.  |
| Website Changes      | Completed all website changes as approved during the last meeting.  |
| Website Changes      | Rec'd all team photos from Dawn, saved to SharePoint. Sent Dawn options for publishing to the website. Waiting - Dawn to confirm when OK to post.   |

| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |  |
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| Treasurer Report   | Meeting Date: January 21, 2026   |
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| Item/Topic   | Description  |
| Financial Highlights (SM)  | Main Account Balance Jan 18th, 2026 \$242,902.73   |
| Financial Highlights (SM)  | Outstanding Liabilities: Town of Huntsville (Oct Ice Invoice Paid Chq#62 \$11,973.78), Nov Ice Invoice \$11,666.76, & Dec Ice Invoice \$7829.00 (both pending Ice Scheduler approval), Concussion Seminar \$109.61 Total \$31,579.15   |
| Tournament Financial Highlights (SM)                                     | Outstanding Tournament Liabilities Town of Huntsville \$12,367.36, Lake of Bays Twp \$3275.87, (OWHA \$80.00 Chq #65) & BOD Personal Reimbursements <\$300.00 Total \$16,023.23+/-   |
| 2024-25 Payable  | East Side Mario's Huntsville (Corbett Family) Invoice presented not paid from 2024/25 season AGM & Banquet for salad prepared for Banquet Meal 300 attendees @ \$4.50=\$1350.00 + HST Total Payable \$1525.50  |
| 50/50 Fundraising Project  | Finalizing 50/50 Trust Account With Scotia Bank This Week  |
|  | In a refferal from Scotia Bank to Chase Bank in setting up a point of sale machine (card payments) for 50/50 ticket sales it became further apparent the lack of an association business number or more traditional business registration (Not For Profit, Charitable, Incorporated, etc) is a roadblock for these machanisms. This opens up larger questions on things we might be missing in our current structure from liabilities (ie. financial, insuranced based, etc) & potentials in funding moving forward. Sam could comment on this further but would recommend we look to explore a more legal structure moving into the 26/27 operating season. |

Huntsville Girls Hockey Association  
Board of Directors Monthly Report

Registrar Report

Meeting Date: January 21, 2026

|                        |   |
|------------------------|---|
|                        |   |
| <b>Item/Topic</b>      | <b>Description</b>  |
| 1st Shift              | Supported the last skate of First Shift. Went really well, received great feedback from players and families.   |
|                        | Working with a few parents to get them rostered to help out with the U7/FUNDamentals program  |
|                        | To date (Jan 17) there are 24 players who have registered to the U7/FUNDamentals program, 1 to the U7 Team and 1 to a U11 Black Team from 1st Shift!!!! |
|                        |   |
| Tournament             | Sent an association wide email from Shilah with details about our tournament - Dec 29   |
|                        |   |
| Executive Registration | Working with those left to get them registered as Executives  |
|                        | Update: 1 remaining   |
|                        |   |
| Sting Store/Equipment  | Added (and updated) Competitive Socks.  |
|                        | Updated Large Quantity. Added Small, Medium and XLarge as options with their quantity   |
|                        | We currently only have Black available  |
|                        | Working with Kerri to make sure anything ordered through the Sting store is delivered to the player who bought it                                       |
|                        |   |
| Registering            | A new U18 player has registered and been added to the U18 Gold roster   |
|                        | Added Newly appointed Head Coach the the U18B Roster  |
|                        | Added and removed players from the U18B Roster  |
|                        | U11B has added another Assistant Coach, and a Trainer and has Removed a Trainer   |
|                        |   |
| Rostering              | On-going with established teams as well as getting some Fundamental parents on the ice to coach   |
|                        |   |
| Coaching Policy        | I would like to talk about Coaches and picking their bench staff.   |
|                        |   |
| Outstanding Payments   | As soon as Sam is ready, I would like to work with her to get the financials right in the RAMP program  |
|                        |   |
| Volunteer Hours        | Last year I was responsible for calculating all volunteer hours for each family and figuring out who owed what.<br>Is this still my job?                |

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| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |                                |
| Equipment Report   | Meeting Date: January 21, 2026 |
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| Item/Topic   | Description                    |
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| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |                                |
| House League Report  | Meeting Date: January 21, 2026 |
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| Item/Topic   | Description                    |
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| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |                                |
| Competitive Report   | Meeting Date: January 21, 2026 |
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| Item/Topic   | Description                    |
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| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |                                |
| Comms Report   | Meeting Date: January 21, 2026 |
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| Item/Topic   | Description                    |
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Huntsville Girls Hockey Association  
Board of Directors Monthly Report

Sponsorship Report

Meeting Date: January 21, 2026

| Item/Topic               | Description  |
|--------------------------|--|
| live barn costs          | <ul style="list-style-type: none"> <li>- President and I discussed the estimated LiveBarn costs and setup with Greg Pilling.</li> <li>- Agreed to operate LiveBarn cameras from October through March, including playoffs (approximately 28 weeks).</li> <li>- Administrative support estimated at 3 hours per week, totaling approximately \$2,200 per year.</li> <li>- Assumed annual revenue from LiveBarn estimated at \$2,000 per year.</li> <li>- Agreed to actively promote LiveBarn to HGHA members, as it provides meaningful benefits to families (remote viewing, player development review, and sharing games with extended family) and will also help offset program costs through increased subscriptions.</li> </ul>  |
| association 50/50 raffle | <ul style="list-style-type: none"> <li>- Received all printed 50/50 tickets and organized them into 250 binders (20 tickets per binder).</li> <li>- Created a ticket tracking log and team distribution sheets to ensure accountability.</li> <li>- Created rule sheet for website</li> <li>- Assembled team ticket packages and placed them in the Sting locker for pickup.</li> <li>- Responded to various questions from families and teams, primarily regarding where tickets may be sold.</li> <li>- Clarified that tickets may be sold anywhere within the Town of Huntsville, including but not limited to the Summit Centre.</li> <li>- Implemented a sales incentive: a pizza and wing party for the team that sells all tickets first and submits all stubs and funds.</li> <li>- Working through the application process for a provincial lottery licence to enable use of Rafflebox for next season.</li> <li>- This will significantly reduce administrative workload, as printed tickets are very labour-intensive.</li> <li>- Exploring options to secure a debit machine with the vice president to simplify ticket purchases at the home tournament.</li> </ul> |
| walmart grants           | Applied for the walmart community grants back in August, our applications were successful and the cheques received. Thank you Walmart.   |

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|---------------------------------|--|
| <p>new house league jerseys</p> | <ul style="list-style-type: none"> <li>- Received two new House League jersey design options from Gitch (practice jersey vs. sublimated).</li> <li>- Both designs include the new HGHA association logo and Canadian flag on the front, the top Sign logo and OWHA logo on the back</li> <li>- Proposed order: jerseys numbered 1–20 for 8 teams across U9, U13, U15, and U18.</li> <li>- Note: I am told the U11 jerseys are not required, as that division will continue using the McDonald's Atomic jerseys.</li> </ul> <p>Sponsorship Proposal</p> <ul style="list-style-type: none"> <li>- Current House League jersey sponsorship: \$2,500 for 1 year</li> <li>- Average of 3 sponsors per year over the last two seasons</li> </ul> <p>Proposed new structure:</p> <ul style="list-style-type: none"> <li>- \$5,000 for a 3-year commitment ("buy 2, get 1 free")</li> <li>- \$4,000 upfront, followed by \$500 in each of the next two years</li> <li>- Objective: improve sponsor retention, reduce annual turnover, and better align with jersey lifecycle.</li> </ul> <p>Decision Requested</p> <ul style="list-style-type: none"> <li>- Approval of preferred jersey design (practice vs. sublimated)</li> <li>- Approval of revised 3-year House League jersey sponsorship model</li> </ul> |
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Huntsville Girls Hockey Association  
Board of Directors Monthly Report

Ice Scheduler Report

Meeting Date: January 21, 2026

| Item/Topic | Description  |
|------------|--|
| Summer Ice | <p>The town wants us to submit our request for summer ice this week and hold a meeting between the organizations next week to divide it up.</p> <p>We need to determine- how many Rep teams, when we are looking to hold the tryouts and how many skates we would like for each team.</p> <p>We also need to decide what development programs we want to run, if we are running them for all age groups, is it a mix of rep and house league players again, are we requestioning what we had last year and are we running goalie clinics.</p> <p>Also anything we want to request or think we need for the summer.</p> |

| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |  |
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| Ref Scheduler Report   | Meeting Date: January 21, 2026   |
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| Item/Topic   | Description  |
| General Update   | To date no game cancelations leading from officiating shortages. This relies heavily on the OMHA; Otters Liasion, Bracebridge MHA, to a lesser degree the Burks Falls MHA Liasion. The Parry Sound MHA Liasion has ben helpful for Humphrey games mostly serviced by HGHA & Bracebridge Liasion. With our current crop of only 6 Level 2s (1 level 3, 4 level >18yrs & 1 <18yrs) & 3 HGHA player level 1's this is mighty impressive. Competitive Team Play Downs may be achllenge for us. Socials, Email, & website have yeilded minor reach outs unfortunately OWHA does offer new certification programs beyond the calender year. Plaese keep the message strong out there that we need officials! |
|  | OWHA has been struggling to service our officiating certification needs this season from basic communications, course availability, & evaluations.   |
|  | Impressive support from Sting teams aknowledging referees at conclusion of games! All officials I meet with over the tounament weekend were very impressed with how the Sting teams deal with officials, very proud to hear this! Please let our teams and association members know the effect & to please keep this up!   |

**Huntsville Girls Hockey Association  
Board of Directors Monthly Report**

**Managers Report**

**Meeting Date: January 21, 2026**

| Item/Topic                             | Description   |
|--|---|
| Unpaid Tournament Fees                 | Communicated information to managers after our board meeting the following: Unpaid Tournament Fees, Player & Official sportsmanship & Concussion Guideline to come  |
| Social Post - U7                       | posted U7 Fundamentals post on Socials  |
| Team Photos from Heather Douglas       | Asked Heather Douglas for team photos so they can be added to our website. Working with Liz and Chris to get them uploaded once I believe have all the media release updates from each team. (no photo for U7)  |
| Parent Conflict                        | Assisted dealing with a HL parent/ coach conflict with Steve and Andy (Met with parents via conference call). Minutes completed and shared between the three Directors- can be made available if needed   |
| Concussion Sessions - The              | Worked with Managers who asked their Trainers to attend the Concussion seminar we're offering from Sport Lab (had some feedback from a team who thought we should be using another organization, and we addressed this by stating we will consider for next year)   |
| Home Tournament                        | Tournament actions: communications sent to Managers concerning Silent Auction Items, 50/50 Draw, & volunteer Schedule & answering questions concerning these topics   |
| New U7 Manager                         | Registrar informed me of a new U7 Manager and I've onboarded (Sent Managers Procedures & support)   |
| Help Desk - Ramp                       | Continued RAMP Q/a (Chris, help Desk is very resourceful with RAMP issues)  |
| Flyer: Hockey Is Fun                   | Circulated "Hockey is Fun" flyer to managers from OMHA as suggested by board member   |
| Parent/Player skates info              | Circulated information concerning using questions around parent/player skates and Insurance rules   |
| Reco Bulletins                         | Circulated bulletin from OWHA concerning new rules for music and helmets (Kerri sent)   |
| Volunteer Opt-out                      | Worked with Registrar to answer Volunteer Opt-out questions   |
| RAMP                                   | Worked with Chris, Help Desk, Rob Cranston & Ramp to work out Ramp Issues (App wasn't working early December, Managers made me aware)   |
| Concussion Guideline                   | Sent "Concussion committee" Draft Concussion Protocol Guideline to finalize at or by th   |
| Concussion Protocol Guideline          | To approve the Huntsville Girls Hockey Association Concussion Protocol Guideline & of   |
| Trainer Ambassador for the Association | To appoint Dr. Allison Small as Trainer Ambassador for the Association. *A certified hockey trainer who serves as a representative and mentor for other trainers, promoting best practices, training standards, and safety protocols within the association or league.<br>-A Hockey Trainer Ambassador might:<br>-Mentor new trainers in the program<br>-Promote the importance of player safety and injury management<br>-Serve as a liaison between trainers, coaches, and the governing body<br>-Represent the organization at relevant events |



Huntsville Girls Hockey Association  
Board of Directors Monthly Report

Other Business Report

Meeting Date: January 21, 2026

| Item/Topic        | Description  |
|-------------------|--|
|                   | <ul style="list-style-type: none"><li>- Helped Managers directory with question about cancelling SMGHL games.</li><li>- Made changes to several items on the Website as per Secretaries request.</li><li>- Contacted RAMP support regarding Visiting team issues with Gamesheets. Ramp fixed the problem.</li><li>- Created a M365 Admin Audit report that allows the Directors to audit M365 Admin actions. This ensures that the admin doesn't overstep their authority (i.e. enter shared mailboxes without board permission).</li><li>- Created the Pages for the Head Coach Applications.</li><li>- Helped Registrar director with questions about Outlook.</li><li>- Removed Equipment director's access to M365 following her resignation.</li><li>- Helped Ice Scheduler with email structure (keeping Named and External separate).</li></ul> |
| Help Desk Updates | <ul style="list-style-type: none"><li>- Started work on a SharePoint based Electronic Motions Website.</li></ul>   |
|                   | <ul style="list-style-type: none"><li>- Completed the hgha@hotmail.ca to old.mailbox@huntsvillegha.ca migration.</li><li>- Created an Auto-Forward from hgha@hotmail.ca to old.mailbox@huntsvillegha.ca.</li><li>- Created recommendations on the closeout of the hgha@hotmail.ca account.</li><li>- Created a better set of Mail Flow rules to help keep Named accounts from being sent out on external email. This ended up blocking 3 messages from being forwarded from hgha. Fixed that as well and realigned the mailboxes.</li></ul>  |

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| Huntsville Girls Hockey Association<br>Board of Directors Monthly Report |                                |
| Tournament Report  | Meeting Date: January 21, 2026 |
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| Item/Topic   | Description                    |
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