



PMAHA Executive Meeting Minutes

Date: August 6 2025
Time: 7:30 p.m.
Location: Zoom

Called By:	Stephanie Naqvi	Present: Stephanie (Steph) Naqvi, President Jason Robinson, 2nd VP Dave Zille, Communications Manager Jessica Suryavanshi, Secretary Nancy Nasso, Registrar Sean Postle, Ice Coordinator Allen Wales, 1st VP Lisa Glover, Treasurer Katrina Page, Equipment Manager Mike Cornish, Facilities Manager Daniel Pires, Tournament Coordinator Trent Blackwell, 3rd VP Chris Saranchuk, Coach Coordinator - C Teams
Chair:	Stephanie Naqvi	
Recorder:	Jessica Suryavanshi	Regrets: Dan Richardson, Risk Manager

1. Call to Order/Quorum

Steph Naqvi called the meeting to order at 7:32 p.m. She confirmed that quorum was achieved and the meeting may proceed.

2. Approval of Minutes

The members confirmed that they received and reviewed the draft minutes of the last meeting held on July 2, 2025.

Approval: A motion to approve the July 2, 2025 minutes as read was called by Steph Naqvi. The motion was seconded by Allen Wales, and passed unanimously.

3. President Report

Bookkeeper Update

Spoke with Sarah Perrie last night, the bookkeeper recommended by the PoCo president. She's the Coquitlam Ringette association treasurer, she's a CPA, she has lots of experience in the kids sports world and qualifications. Sarah's rate is \$50/hr. Lisa confirmed this is a common rate for bookkeepers.

Motion: Steph Naqvi moved to bring on Sarah Perrie as the association's bookkeeper at a rate of \$50/hr. Allen seconded. The motion passed unanimously.

RIC Update

Steph will be making a motion to put forward Mike Wilson as the new Referee in Chief. Prior to making a motion, Mike will connect with Trevor Nolan to define what is required of the Referee in Chief, and what sort of payment will be required for the role. Stay tuned.

US Travel

PCAHA and BC Hockey are not aware of any policies prohibiting teams from attending US tournaments. Before the season starts, we are hoping there will be more direction coming from them in terms of teams playing cross-border games throughout the season. PMAHA will continue to follow direction from PCAHA and BC Hockey. In the meantime, teams are encouraged to get consensus from coaches and parents before applying for US tournaments.

Mailbox Keys

Steph still has the mailbox keys. Nancy will take them and will check the mailbox on the regular. Dan will take one too. Nancy and Dan will coordinate who checks the mailbox when.

Action: Nancy will get an additional key cut.

Swag

Motion: Steph Naqvi put forward a motion to purchase Bauer lunchboxes at a cost of approximately \$135 and Bauer backpacks at an approximate cost of \$200 to use as prizes for upcoming social media contests. Allen Wales seconded the motion. The motion was carried unanimously.

Rep Coach Meeting

Met with rep coaches; contracts are all signed. Discussed goalie shortage issue. Mark signed the U13 A2 contract with the caveat that if things change, he may be considered for a U15 A2 team.

Lawyer Bill

The bill has been paid (\$3388 total).

Policy Manual Updates

Leah Zille is updating our current policy manual. The updated version will be circulated to the board shortly. The Managers Manual is also being updated by Kathryn McMullen; stay tuned for that draft too.

C Parent Meeting

Haven't traditionally hosted a C parent meeting. Now that we are more comfortable with the team formation policy we can share it with parents and discuss it in advance to ensure everyone understands the process.

Gaming Account Summary

The gaming account summary has been filed. There was a minor error with the AGM 50/50 calculation, (we should have earned \$345 but we received 340) but that was declared in the report.

Division Coordinator Meeting

The meeting was held last night to ensure all coordinators are on the same page.

Zone Game

In late July, the board had a discussion via their Whatsapp chat about hosting a zone game. The Chiefs will donate to the association for ice. We will do a 50/50 (proceeds to share), collect toys and food for Share. We didn't do it last year but have previously and it was well received. As a charitable event we expect it will be of interest to members, plus it's a good way for kids to see a zone game too. Not sure which level it would be, would leave that to Chiefs to decide.

Motion: Steph Naqvi put forward a motion to host a zone game in December on a date agreed to with ice scheduler and zone. Jason Robinson seconded the motion. The motion passed.

4. First VP Report

Allen Transition Items

There is an urgent need to pick up some of Allen's workload in preparation for his departure.

We are a working board; we can't just join for a vote. If these activities do not transition when Allen departs, it will be a let down for the association.

Managing the Waitlist

We have many new players coming every year, but really it's about managing Teamsnap in terms of what sort of numbers we can allow to register in each specific age group. Every new kid has to get a

phone call, you need to explain equipment credits, you have to explain the registration and waitlist process. You need to work in conjunction with the registrar.

Summer Camps

Need to work with the ice coordinator using the previous year's plan to establish a camp schedule. Need to manage refund requests, change requests, monitor numbers and put on new sessions to meet demand. Need to manage pro-rate requests. Monitor the financial viability of each camp based on registration data. Need to consider tryout ice times as well; it's a mix of ice scheduling a teamsnap.

Try Hockey

Need to communicate with parents so they understand ice times, equipment needs, issuing jerseys and collecting them back, organizing on ice helpers and sorting out gift cards for them, helping parents understand the importance of registering for the whole season so they go on the waitlist early. Katrina and Lisa will attend and help; Steph will contact Torben to see if he can attend to help as well.

Player and Goalie Credits with the Hockey Shop

Managing \$35,000 of equipment credits for goalies, new players and Try Hockey players. Ensuring invoices come through and credits are attached to the invoices.

Tryouts

Tryouts are being handed over to Jason this year. Need to ensure evaluators are set up, kids have jerseys, tryout policy needs to be updated and aligned with ice times, parent meeting needs to be conducted, ensuring coordinators communicate with parents, and managing extra non-evaluation ice times for U11. Handling feedback meetings with parents of kids who don't make it.

Registration

The system has to be set up correctly; it needs to be the treasurer, the registrar and at least one VP who understands the process. Our revenue depends on this.

Player Development

One session per week; needs to be rotated among the divisions. Need to manage registrations and change requests. Sean will take this over.

Social Media

There is social media going out every day on both Instagram and Facebook. Content can be created and scheduled. It's like a machine that needs feeding. We need to highlight our sponsors during

tournaments in particular - this is crucial, as we collect about \$25,000 from our sponsors at the start of the season. Dan offered to help out with tournament content.

Contests

Usually run on social media. More could be done to increase engagement and make it really fun.

Banners

This has been handed over to Jason; remaining hopeful that the City will put them up for us. It's an important part of our heritage.

Graduating Jerseys

If all of the U18 teams put on name bars, then it's easy. For the jerseys without name bars, you need to order them. They all need to be ready for the AGM.

Action: Jessica will build a calendar with deadlines for some of the crucial activities that need to occur over the year.

Action: Board members need to identify which of Allen's transition items they are able to take on.

Action: Keep Allen Transition Items as a standing item until all items have been handed over.

The board will begin planning for Steph's departure as well.

5. Treasurer Report

Meeting with Kirsten tomorrow to discuss handover. Working to get signing authorities handed over.

6. Rep Coach Meeting Items

Not a lot of success trying to secure more ice for the association. The only available times are super early or late at night. We've been waitlisted at some rinks. We are looking for 7-10 ice slots per week, but not having a lot of luck.

Coach mentorship and development. Each A1 coach has agreed to act as a mentor and help develop all the coaches in their age group. The idea would be to put together a manual with set drills and systems for all kids based on priorities for that age group. There will be set meetings where coaches would attend each other's practices and check in throughout the season. Perhaps the board could consider some sort of stipend to offer the A1 coaches for this additional work. Trent is proposing allocating \$750 per age group to create a playbook per age group. We could set an hourly rate with an upper limit of \$750. Steph doesn't feel we have adequate information to do a vote tonight, and

suggested having an additional meeting with the rep coaches to get a bit more clarity on what the manual would look like.

Trent would like to include in rep team fees strength and conditioning programs for U13-U18 and yoga and stretching once weekly. He will look into costs for each and share with the board at a later date.

Also hoping to refresh the hockey office to encourage more usage.

7. Tryout Policy

The updated Tryout Policy was reviewed. The updated version will be circulated before Saturday with a motion to approve in the Whatsapp chat.

8. Rule of Two

The rule of two will be emphasized in the managers and coordinators Whatsapp groups to ensure we have two trained and screened adults acting as dressing room monitors at all times.

Chris suggested we look into the option of having all coaches take the Rule of Two training on coach.ca.

Motion: Chris put forward a motion all coaches take the rule of two course on coach.ca. Seconded by Jason Robinson. The motion passed unanimously.

Action: Steph will follow up on coach.ca and communicate with Chris about how he can monitor if coaches have completed the training.

9. C Coach Recruitment Update

U21 - No head coaches

U18 - 1 head coach

15 - 1 head coach

13 - 1 head coach

U11 - 4 head coaches

U9 - 4 head coaches, two who want to co-coach

U7 - 3 head coaches

Chris, Sean, Dave, Mike and Dave Boyce will form the panel to conduct interviews for head coach positions. Interviews will be conducted soon.

Action: Dave and Chris will work together to create an email to all families seeking volunteer head coaches.

10. Round Table

Steph Naqvi - The C draft will be the same as last year. The 2020 awards were printed and then they were put in the hockey office, and not distributed to recipients. Steph is looking for ideas about how to hand those out. Coordinators will need ref fees for tryouts and games.

Allen Wales - Nothing.

Jason Robinson - Any additional comments on the tryout policy should be made via email.

Trent Blackwell - Nothing.

Dave Zille - Nothing.

Jessica Suryavanshi - Nothing.

Mike Cornish - Meeting the city on Friday, so please forward questions to me.

Nancy Nasso - Nothing.

Dan Richardson - Absent.

Lisa Glover - How we organize information and documenting processes and important timelines is top of mind given the anticipated turnover we'll experience. Jessica is interested in helping with this too, and will follow up with Lisa.

Chris Saranchuk -

Motion: Chris put forward a motion to host up to two BC Hockey training clinics this season requiring one hour of ice time and a room per training session. Allen seconded the motion. The motion carried.

Motion: Chris put forward a motion to set up a coaches meeting once every 4-6 weeks where we'll have a guest speaker to come in to talk about hockey. Looking for the association to cover the cost of the room. Allen seconded the motion. The motion was carried unanimously.

Katrina Page - Absent.

Daniel Pires - Tournaments up and running. The Hockey Shop online store opens Aug. 17th. We will present options on social media, and the information will be included in the managers manual. Online 50/50 for tournaments will come up as tournaments will start shortly. Mike believes we'll need to obtain a license on a case by case instance, and a gaming license must be obtained. Dan will follow up with Mike for more information.

Sean Postle - There was a time change for the U11 and U13 rust removals on week 3; Allen will communicate with families. Earlier in July, a discussion was held in the executive committee Whatsapp chat about additional ice for U15 prior to rust removal camps.

Motion: Sean Postle put forward a motion to secure two ice slots for U15 pre-camp skates at a cost to the association of \$130 per ice time. Jason Robinson seconded the motion. The motion was carried.

11. Next Meeting

Date: September 3, 2025
Time: 7:30 p.m.
Location: Zoom

12. Adjournment

The meeting was adjourned at 10:22 pm.