

**HUNTSVILLE GIRLS HOCKEY
BOARD MEETING
MINUTES – November 5, 2025, 7:00 pm
Al Thorpe - Canada Summit**

Present: Steve Mann, Elizabeth Bozzo, Tyler Loates, Dawn Corbett, Samantha Welch, Niki Andrews, Sara Plant, Mike Archambault, Angie Sparling, Andy Cantelon

Regrets: Kerri Vallentin, Tanya Neal

Call to Order: 7:02 pm

Voting Majority = 6

1. Approve Agenda

DESCRIPTION	ACTION
Motion to approve the agenda	M: Dawn, S: Sara – Carried - 10Y

2. Review Previous Action Items

DESCRIPTION	ACTION
Previous Action Items: 1. Kerri to follow up with Heather Douglas. 2. Kerri to follow up on options/mock ups and pricing from vendors (attire). Kerri to obtain more information (Esso Fun Day, IHF World Girls Ice Hockey) 3. Kerri, Steve and Sara to start adding to the list (milestones and dates) 4. Steve to make changes to policy and circulate for review (refund). 5. Niki, Angie, Tyler, Mike, Andy, Sara, Steve to complete Phase 1 of email roll out. 6. Liz to complete last sections and circulate for approval (communications policy). 7. All Directors to send documents to Liz. 8. Liz to create motions running list 9. Sam to gather more info, will be tabled again in a few month (registered non-profit) 10. Steve and Sam to complete audit (registration fee inquiry). 11. Steve to circulate policy for review (Competitive Team Funds) 12. Sara to post socks to Sting Store. 13. Niki to complete instructions (to teams for social media posts) 14. Mike to confirm application process, fees, next steps, report back (raffle). 15. Niki to obtain quotes from third party coaches (development ice) 16. Sara to email association members with a call for officials 17. Liz to add additional information on website (from Dawn). 18. Dawn to conduct exit interview. 19. Dawn to send sponsorship policy to managers.	All items reviewed, incomplete items added as actions.

3. Approve Minutes

DESCRIPTION	ACTION
October 1, 2025 board minutes and confidential minutes approved electronically on October 15, 2025.	

4. Delegation: Chris Powell

DESCRIPTION	ACTION
Archive Discussion: • Explained setup, why required, why locked down. • To be used for: audits or investigations, email recovery, to assist new board members. • Setup ensures privacy for members re: confidential complaints, and adheres to system constraints. "Info" email discussion (alias): • Not a shared inbox, not a replacement "general" email, not an email which is readily distributed as a catch-all. • Currently points to Secretary, alias can be moved as needed. Delegates/Access Sharing: • The only shared mailbox with two assigned currently is Treasurer - Steve and Sam. • Liz has temporary access to Ice Scheduling, Communications and Equipment. • Ideally, add a delegate to each shared mailbox - ideally a board member who has knowledge of that role, could step in to action items in case of emergency. Roles on the Platform (Admin); • Security, role descriptions. • Treasurer assigned as billing administrator. • Secretary assigned as SharePoint administrator. • Chris Powell assigned as global admin. • Recommended assigning a second, non-director technical volunteer with technical competency. • All directors can access the admin portal at admin.microsoft.com • Explained why "Help Desk" account was created. Future plans: • If HGHA becomes a registered non-profit, we get 300 licences (named users) for free. • Can set up multiple volunteer accounts, team accounts, etc could be set up. • i.e. "Tournament Chair" • Would enable other staff access to our Microsoft tools, could easily share documents with them. Project Completion: • 2 outstanding items to be completed: • hotmail.ca account migration, need a cc number on Microsoft file.	

• Discussion/Question period. Reference made to the “Conversion of the HGHA Email System” document and the “How-To” document previously distributed. • Excused delegate Chris Powell.	Action: Liz to recirculate the conversion doc and how-to doc to the team again.
MOTION: Whereas the new email system has been partially completed, and whereas the Board intends that all communication to members and third-party partners be delivered in a consistent, accountable manner, be it so resolved that the final stages of the email system project be completed, namely: 1. That the two-factor authentication currently on the hotmail.ca account be disabled or replaced with the Secretary’s cell number. 2. That the technical volunteer migrate the hotmail.ca account into the Microsoft 365 environment. 3. That the treasurer update the Microsoft billing account system with a new credit card number. 4. That all directors cease to use personal email addresses in official board communication. And be it so resolved that the effective date of completion of the motion be Nov 19. • Discussion AMENDED MOTION: Whereas the new email system has been partially completed, and whereas the Board intends that all communication to members and third-party partners be delivered in a consistent, accountable manner, be it so resolved that the final stages of the email system project be completed, namely: 1. That the two-factor authentication currently on the hotmail.ca account be disabled or replaced with the Secretary’s cell number. 2. That the technical volunteer migrate the hotmail.ca account into the Microsoft 365 environment. 3. That the treasurer update the Microsoft billing account system with a new credit card number. 4. That all Directors complete the email setup. And be it so resolved that the effective date of completion of the motion be Nov 19, 2025	M: Liz, S: Sam M: Liz, S: Sam - Carried - 10Y Actions: Tyler and Angie to complete email setup. Kerri or Sara to update hotmail two-factor authentication. Steve to update billing account system with new cc number. Liz to direct Chris Powell to migrate the hotmail.ca account.

5. President Report

DESCRIPTION	ACTION
Logo Use Policy: • Request to add pre-approved list of items for logo use policy as in comp policy.	Action: Liz to update the policy, review merging with comp if possible.

- Update for house league, look at merging if possible. - Keep as “logo” use so it can be applied to more than just apparel.	
Fundraising Sponsorship Policy: - Request to remove silent auction from list of approved team fundraisers. - Conflicts with home tournament, will deplete community resources. MOTION To modify the Fundraising Sponsorship Policy to specify that no silent auction items can be solicited until the day after the completion of the Sting home tournament.	M: Mike, S: Tyler - Carried - 10Y Action: Mike to update policy accordingly.
Logo Launch Communication - When to send? - ASAP	Action: Kerri to send logo launch email ASAP
Live Barn Update: - Re: email rec'd from Town. - Kerri to reply that HGHA has no issues.	Action: Kerri to reply to the Town that HGHA has no issues with implementation of Live Barn
First Shift welcome event: - Nov. 6, 6pm - Board members should attend	
Baysville Ice: - Re: Tuesday open spot – being used? - Others are interested. - Tyler confirmed booked until January.	
VBS: - Store extended to Nov 7 - Need communication distributed.	Action: Liz to repost news article, Niki to repost on socials
U18B player update.	
Email motions: Table for next meeting	Action: Kerri to table for next meeting.
Milestones and Key Dates List: Kerri, Steve and Sara to start adding to the milestone and dates list.	Action: Kerri, Steve and Sara to start adding to the list.

6. Vice President Report

DESCRIPTION	ACTION
Player Withdrawl and Refund Policy: - In depth review and discussion. - Changes made during meeting. MOTION To approve the amended player withdrawl and refund policy as modified in the board meeting.	M: Steve, S: Mike – Carried - 10Y Action: Steve to distribute the amended policy for information.

7. Secretary Report

DESCRIPTION	ACTION
Communications Procedure:	

Review and discussion, amendment made during the meeting. MOTION To approve the communications procedure revision 1 as modified during the board meeting and assign an effective date of November 5, 2025.	M: Liz, S: Andy – Carried – 10Y Action: Liz to distribute the amended procedure for information.
Reimbursement for Coaching Training: - Reminder: re: Aug 6 motion - Emails to be located, reimbursements tabled for next meeting.	Action: Liz and Sara to search through emails, Sara will table the results at next meeting.
SharePoint site: Renewed call for documents.	Action: all directors to send documents to Liz.

8. Treasurer Report

DESCRIPTION	ACTION
Goalie Definitions Required to define to determine registration dues. MOTION To adjust the current fee structure for house league goalie registrants by removing the part-time goalie designation.	M: Steve, S: Angie – Carried - 10Y
Competitive Team Funds Policy: Steve to compile all information, policy and templates and send to the Board for approval.	Action: Steve to circulate policy for review.

9. Registrar Report

DESCRIPTION	ACTION
Fees Discussion: - What fee for First Shift players who want to continue with U7/Fundamentals? - To be tabled for December. - Kerri to analyze costs for board.	Action: Kerri to analyze costs and table for December discussion.
Santa Claus Parade: - Nov. 28 2025 - Need to pay entry fee, need a float - Theme: Storybook Christmas MOTION To pay \$50.00 for the entry fee into the parade. MOTION To spend up to \$350 on consumables for the Santa Claus parade.	M: Sara, S: Angie – Carried - 10Y Actions: Steve to e-transfer the fee before Nov. 17. Andy to organize the float. M: Mike, S: Sara – Carried -10Y Action: Angie to purchase consumables for hand out.
Player Refunds: MOTION To refund the Fundamentals player who was rostered 100% of their registration fee minus the \$72.00 insurance fee, AND to MOTION To refund the U15 player who was	M: Tyler, S: Niki – Carried - 9Y

rostered 100% of their registration fee minus the \$72.00 insurance fee. Conflict Declared: Sara	
Need for Officials: Request for email sent to association members on need for officials, direct them to website to learn more.	Action: Sara to email association members with a call for officials.

10. House League Director Report

DESCRIPTION	ACTION
Player Refunds: MOTION: To refund the U15 House League player who was never rostered 100% of their registration fees. MOTION To refund the U15 House League player who was rostered 100% of their registration fee minus \$72.00 insurance fee.	M: Andy, S: Angie – Carried - 10Y M: Tyler, S: Niki – Carried - 10Y
Concussion Protocol: - Emails rec'd with questions on the process from Trainers. - Need guidance and resources. - Concussion "assistance" package needed. "Sports Lab" can provide training.	Actions: Dawn and Andy to put together a concussion assistance package. Mike to reach out to Sports Lab to get pricing for a training session for 20-30 people.

11. Competitive Teams Director Report

DESCRIPTION	ACTION

12. Social Media / Communications Report

DESCRIPTION	ACTION
Team Social Media: Composing instructions to teams for social media posts.	Action: Niki to complete instructions.
Development Ice: Need additional quotes.	Action: Niki to obtain additional quotes.
Sponsorship and Fundraising Policy	Action: Niki to post on socials

13. Fundraising/Sponsorship Report

DESCRIPTION	ACTION
AGCO Raffle Application: - Outstanding requirements for application: - Signature of principals form – Kerri/Steve - Signature of applicant form - Mike/Kerri - Last years financial statement – Steve/Sam - Budget for this year - Kerri - List of charitable activities – Mike/Kerri - Bona Fide members list – Sara - Sample raffle ticket distributed for review.	Actions: Kerri or Steve to sign form, Steve or Sam to provide last years financial statement, Kerri to provide budget for this year, Mike or Kerri to complete list of charitable activities, Sara to provide members list.

MOTION To establish the raffle cash prizes as \$1,000 for 1 st place, \$750 for 2 nd place, \$500 for 3 rd place for a total of \$2,250.	M: Mike, S: Steve – Carried - 10Y
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14. Referee Scheduler Report

DESCRIPTION	ACTION

15. Director of Managers Report

DESCRIPTION	ACTION
Team Tournament Fees: - Discussion regarding instances of unpaid house league player tournament fees, resulting in the team manager or coach temporarily covering the cost. - Clarified that this is not an acceptable or sustainable practice.	
Volunteer Hours: Discussion re: are rep teams included? Yes.	

16. Tournament Report

DESCRIPTION	ACTION

17. Equipment Manager Report

DESCRIPTION	ACTION

18. Ice Scheduler Report

DESCRIPTION	ACTION
U7 Program: - Working on U7 scheduling. - Clarification required on coaching strategy. - Additional coach requested. - Concerns re: total number of players on ice for U7, Fundamentals and First Shift.	Action: Sara to try and get another coach for U7, Tyler to follow up with Kerri re: number of players on the ice.

19. Other Business

DESCRIPTION	ACTION

20. Next Meeting

DESCRIPTION	ACTION
Scheduled for December 3, 2025 at 7:00 pm	

21. Adjournment

DESCRIPTION	ACTION
Motion to adjourn the meeting.	M: Mike, S: Sam – Carried – 10Y

Huntsville Girls Hockey Association
Board of Directors Monthly Report

President Report

Meeting Date: November 5, 2025

Item/Topic	Description
esso fun day/ IIHF	Esso sign up link is not open, emailed OWHA- no response yet
banners	submitted form to canada summit centre
team photos	arranged with Heather Douglas, some teams have rescheduled
baysville ice	cheryl has reached out to discuss tuesday open spot in baysville,
	they have interested users if we are not using it
sting wear	VBS last order extended to Nov 7th
	source for sports given approval for team wear
	would like to add pre-approved list of items for logo use policy as in comp policy
comp policy	discussion to remove silent auction from list of approved team fundraiser
	this is a conflict with our tournament and we deplete community resources
email motions	sensing we are having email motion fatigue.
first shift	welcome event nov 6th 6pm ALC, board members should try to attend
	on ice helpers needed
staff rostering	continue to assist as needed
logo launch	email prepared. what is our timeline for communicating to membership
live barn	email sent to board from town, reply due by nov 7th
update on u18B player	

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Vice President Report	Meeting Date: November 5, 2025
Item/Topic	Description
Policy	Player Withdrwal & Refund Policy

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Secretary Report	Meeting Date: November 5, 2025
Item/Topic	Description
House League	Electronic Motion: Motion to make a coaching change for the U9HL Team. Motion circulated by Andy on Oct. 4, 2025. Seconded by Sam. Motion carried on Oct. 6, 2025 with 7 votes.
Logo/Branding	Electronic Motion: That the Huntsville Girls Hockey Association adopt the current competitive logo as the unified association logo beginning in the 2026–2027 season. Motion Circulated by Mike on Oct. 7, 2025. Seconded by Steve. Motion carried on Oct. 7, 2025 with 7 votes.
Board Administration	Electronic Motion: Circulated the Oct. 1, 2025 minutes and confidential minutes for approval. Motion circulated Oct. 10. Seconded by Andy. Motion carried Oct. 15 2025 with 7 votes.
Apparel	Electronic Motion: Motion to approve Source for Sports Huntsville mockups. Motion circulated Oct. 8. Seconded by Dawn. Motion carried: Oct. 16, 2025 with 7 votes
Email System	Electronic Motion: Motion to complete roll out of the new email system starting on October 22, 2025. Motion circulated: Oct. 17, 2025 Seconded by Samantha Motion carried: Oct. 18, 2025 with 7 votes
Email System	Electronic Motion: To approve the request from Christopher Powell to attend the November 5, 2025 board meeting to address questions and concerns with respect to the email migration project. Motion Circulated: Oct. 30, 2025. Seconded by Tanya Motion Carried: Nov. 2, 2025 with 7 votes

Email System	Archive Discussion: - Run through the setup and the reasons why it is required. - Linked to the future complaint process which still needs to be defined. "Info" email discussion: - Not a shared inbox, not a replacement "general" email, not an email which is readily distributed as a catch-all. - Needed a generic address on website for "contact us". - This alias can point to any hgha email for action, can be changed easily. - Currently points to Secretary. Have received a few emails since roll out. - Board needs to agree on best path forward. Delegates/Access Sharing: - The only shared mailbox with two assigned currently is Treasurer - Steve and Sam. - Liz has temporary access to Ice Scheduling, Communications and Equipment. - Need to discuss adding a delegate to each shared mailbox - ideally a board member who has knowledge of that role, could step in to action items in case of emergency. - Board needs to agree on best path forward. Roles on the Platform (Admin); - role descriptions. - why Chris has an account. Future plans: - if we incorporate, we get 300 accounts (named users) for free. - multiple volunteer accounts, team accounts, etc could be set up. Project Completion: - outstanding items to be completed - hotmail.ca account migration, need a cc number on Microsoft file.
RAMP Tech Support	Forwarded info on using the volunteer tools in ramp to Tanya and Dawn just in case it is useful for managers.
Logo/Branding	Requested association-wide notice to be sent to members advising them the Board is proceeding with a unified logo for next season.
Website Updates	Completed new "Coaching and Team Staff Registration Instructions" page. Uploaded the remainder of files received from Dawn. Outstanding tasks: Still waiting on ramp to fix some issues with empty folders not deleting. Board minutes from different years - need to consolidate location still.
Board Administration	Completed the running motions list and published to SharePoint.
Policy	Communications Policy: major changes since last circulated. Needs to be approved by the board after the archive discussion.
SharePoint	Next Steps: - Determine remaining file storage structure. - Collect remaining historical documents and publish to site. - Research workflow options for electronic motions

Huntsville Girls Hockey Association
Board of Directors Monthly Report

Treasurer Report

Meeting Date: November 5, 2025

Item/Topic	Description
SM Financial update	Scotia Bank Account Balance as of November 2nd, 2025 \$306,478.08
SM Liabilities	Town of Huntsville Summit Centre \$14,500.91 Payable Pending Review With Ice Scheduler
SM Registration Reconciliations	Goalies Further Discussions on Full & Part Time Goalie Designation To Facilitate Refunds
	U7 Corrected Fees
	U22 Team Not Formed
	Multi Player Discount

Huntsville Girls Hockey Association
Board of Directors Monthly Report

Registrar Report

Meeting Date: November 5, 2025

Item/Topic	Description
Fees for First Shift	We need to discuss the fees for First Shift players who would like to continue the rest of the season with the U7/Fundamentals group after First Shift ends
Santa Claus Parade	Discuss if we are entering in it again I will send you all a copy of the forms I and Kerri have filled out to apply if the motion passes - Andy, we have used Sandhill's Truck and Trailer the last few years, is this a possibility this year? If I will need you to help me fill out the "Float Information" page - Steve and Sam, If we vote yes to participate in the parade, I will need you to let me know how you would like to pay for it. I would prefer emt if possible because I can email our application
Fixing the Rostering Page	The rostering page is missing at least one link. It is confusing to those who need to use it.
Bench Staff Rostered	To date there are 89 rostered staff
First Shift	Will be helping run the Welcome night
Refunds	Fundamentals Player: Rostered - Pd \$575 Registered for U11 but decided to go into Fundamentals instead). Would like a refund U15 Player: Rostered - \$475 for U15, never stepped on the ice. Would like a refund.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Equipment Report	Meeting Date: November 5, 2025
Item/Topic	Description

Huntsville Girls Hockey Association Board of Directors Monthly Report	
House League Report	Meeting Date: November 5, 2025
Item/Topic	Description
Re imbursement	U15 Rostered Player - ultimately decided not to play, requesting refund.
Re imbursement	U15 Unrostered Player - decided not to play, requesting refund.
Unified logo	Discuss further details regarding this move to a unified logo for next year.
Discuss Competitive team Policy	I'd like to get a group of HL coaches and parents together to read and help firm up the current policy. Generally, I think it's good, but could be tightened up.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Competitive Report	Meeting Date: November 5, 2025
Item/Topic	Description
Spare Socks/Pants	Order is ready for pick up pending payment.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Comms Report	Meeting Date: November 5, 2025
Item/Topic	Description
	<u>Progress:</u> Spoke with a couple people to check availability. Concern expressed that we are only offering only one hour in Baysville, whereas they typically receive multiple consecutive hours. <u>Next Steps:</u> Will contact Scott at the arena for additional leads. Will follow-up to those I spoke too. Will also follow up with Nick to explore other options I have not reached out to .
Development Ice	
	Posting weekend home game schedules
	them know the process to take to shout out their ladies. Anticipate to complete this by next meeting. U7HL: No contact U9HL: No contact U11HL Gold: Posted for team! U11HL Black: No contact U13HL Black: No contact U13HL Gold: Posted for team! U15HL Black: Posted for team! U15HL Gold: Posted for team! U18HL: No contact U11B: No contact U13B: No contact U15B: No contact U15A: Access to team page U18B: No contact

Huntsville Girls Hockey Association
Board of Directors Monthly Report

Sponsorship Report

Meeting Date: November 5, 2025

Item/Topic	Description
Association Sponsors	- Sent follow up email to all of last years sponsors. - Received payment for two silver packages (\$500 total). - Another company is interested, just need to confirm the amount they donated last year, emailed Steve/Sam
AGCO raffle application	Started the online application. Need a few items to complete the applicaiton. Email sent to directors, working though it: - Signature of principals form – Kerry/Steve - Signature of applicant form - Mike/Kerri - Last years financial statement – Steve/Sam - Budget for this year - Kerri - List of charitable activities – Mike/Kerri - Bona Fide members list - Sara
Association Raffle	- Woudl like to proceed with cash prize option B: \$1,000 (1st), \$750 (2nd), \$500 (3rd) → \$2,250 total - Distribute example raffle ticket - actual may vary

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Ice Scheduler Report	Meeting Date: November 5, 2025
Item/Topic	Description

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Ref Scheduler Report	Meeting Date: November 5, 2025
Item/Topic	Description
Referee Commitments	Still managing to complete officiating tasks for both competitive & house league teams with help from HMHA Association
Chief of Officiating Position	Gale Brady has accepted the position as board approved. Starting process of becoming an evaluator with goal of each HGHA referee having at least one direct supervision by end of season.
Referee Status	3 Level 1's < 16 Year Olds Now Certified, 4 Levels 2's > 18 Year Olds Certified, 1 Level 3 Now Certified (Could Use Another Level 3 In Our Stable) 3 Returning Level 2's > 18 Years Old 2 Certified, 1 Remaining For In Person Clinic Registered on Nov 15th in Kingston. Still looking for Level 1's under 16 years of age, Levels 2's over 18 years of age, & Level 3's over 18 years of age. \$601.53 In Recert Fees For HGHA Sting Referees Paid To Date
Communications	Have secretary mass email membership on shortage of referees direct them to webpage.
Web site upgrades	Website upgrades with How to Become an Official Page has generated lots of interest, easy to direct people to.

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Tournament Report	Meeting Date: November 5, 2025
Item/Topic	Description

Huntsville Girls Hockey Association
Board of Directors Monthly Report

Managers Report

Meeting Date: November 5, 2025

Item/Topic	Description
Social Media Post - Oct 3	"  STING FANS!! Are you ready??!! House League Games kick off this weekend! Wishing the best of luck to all our teams   as they embark on their very first game of the season this Saturday and Sunday! GO STING GO!   Click here for the list of games & arenas: https://www.huntsvillegha.ca/mastercalendar *Schedule subject to change. Please consult your Team Manager for any updates.
Managers Meetings	Hosted 3 Managers Meetings (Friday, October 3rd, Monday, October 6th & Wednesday, October 8th) Focussed on timelines, Ramp & overall team procedures. Had good board staggered attendance with Steve, Sara & Andy & Angie floating around which helped with equipment.
Exit Interview: U18 B Manager, Stephanie Nasturzio- Oct 6th	Very good discussion/ information gathering. Board attendance was Steve and Tanya. Notes to be forwarded which outlines suggestions
Help Desk	Chris Powell very helpful setting up and teaching RAMP
Gamesheet changes	Talked to Rob Cranston - COLGHA HL Convenor who is now in charge of Changing corrections on the Gamesheets instead of Laura Carbis or Stats. Rob would like single points of contact ie: Directors to request changes, instead of individual managers & I told him I'd promote Managers checking Gamesheets before the get signed.
Social Media Post - Oct 10	Shared Community Recognition from Town of Huntsville
Manager Communications	On-going communcations with HL Team Managers (Tanya takes care of Rep)
Team Photo Dates	Sent to HL Managers, Oct 9th & Order Form sent Oct 30th
Timeclock Instructions	Sent to the Board and HL Managers (Huntsville and Baysville)
Facebook cover for the league page	Is the Facebook cover photo relevant? Can we update & what's everyone's preference
Pausing Email Roll Out	Temporary Pause and Review of New Email System Rollout
Away Tournament Fees	I have situations where players commit to away tournaments, then Manager confirms the fees which is divided by the number of players. Parents pay, then players drop out. What is the best course of action. A) Player pays regardless of dropping out B) Bench staff are responsible for paying the fee of dropped out player C) Ask the team for more money
Tracking Volunteer Hours	Team Managers will track their families volunteer hours and report to me, which then I will report to Sara for future reporting/ payouts. Do Rep team also need to complete 6 hours per family and track it?

Huntsville Girls Hockey Association Board of Directors Monthly Report	
Other Business Report	Meeting Date: November 5, 2025
Item/Topic	Description