

## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

**Date:** February 9 2026

**Minutes Taken By:** Jessica Holt

**Attendees:** Jessica Holt, Selena White, Courtney Goretzki, Adrianna Burden, Brittany Wright, Nicole Howatt, Melanie Kremp, Russ Buote, Yannick Coulombe, Brandon Weber, Stephanie Worrell, Mikaul Maygard

#### **1. Meeting Called to Order at: 7:00pm**

#### **2. Motion to approve the February 9 2026 Agenda:**

- Motion to approve the Agenda made by: Courtney Goretzki
- Seconded by: Selena White
- **All in Favor, Motion Passed**

#### **3. Review and Approve the January 20 2026 Minutes:**

- Motion to approve the minutes made by: Selena White
- Seconded by: Courtney Goretzki
- All in favor, Motion Passed**

#### **4. Old Business**

##### 4.1. Social Media Provincials Vote

- Courtney put forward a motion for DMHA to support Hockey Alberta recommendations and guide lines for the host committee doctrine (Dress Code, what we represent in the building, HCR guidelines, etc). Seconded by Stephanie. All in Favor. Motion Passed.

##### 4.2. Provincials Vote as per Courtney

- As per email sent out to Executive Committee on February 5 2026, Courtney put forward a motion for DMHA to provide \$18,000 for the Tier 2 Budget. Seconded by Brittany. All in Favor. Motion Passed.
- A preliminary budget was shared with the Executive Members and at this time the budget is net deficit of \$8,550. With the Tier 2 Budget support from DMHA, this will bring the budget to a surplus.

##### 4.3. Vote via email for GICs

- On February 2 2026, an email was sent out to the voting Executive Members to set forward for the following GIC Investments:
  - o 5 Years - \$30,000 (3%)



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

- 4 Years - \$30,000 (2.7%)
- 3 Years - \$30,000- (2.65%)
- By majority vote, the motion has passed.
  
- 4.4. Vote via email for Mentor Jackets
- On February 2 2026, an email was sent out to the voting Executive Members to vote for the cost of 8 Mentor Jackets (\$772.80) at which DMHA will own these jackets.
  - By majority vote, the motion has passed.
  
- 4.5. Re-wording of Section 55.0
- In discussion between Stephanie & Selena, they were looking at other associations to see what they do and wanted to have a discussion of a different option. At this time, this topic will be tabled to the next meeting.
  
- 4.6. Accounting Issues Update (Holt & Co)
- After the discussion at the last Executive Meeting, Russ went back to review documentation with Holt & Co in Early 2025 about the possibility of having Holt & Co do more tasks for DMHA. Holt & Co did put forward a proposal for the increase in monthly duties and the monthly cost would increase from \$333 to \$750 (Approximately). This was never formally approved.
- The original contract with Holt & Co stated that they were going to be doing the Bookkeeping and the GST Reporting. However, they have never done any bookkeeping (besides reviewing our reconciliation) and they have now told us that we do not have a GST number. They have charged DMHA for filing GST information.
  - When Brandon did the reconciliations, GST was put in (Ice, Equipment Purchased, etc). Holt & Co came back to Brandon and stated that we had to remove the GST as we do not have a GST number and Holt & Co removed the option for GST on our Quickbooks.
- On top of the \$750 each month (which started around May 2025), Holt & Co also charged DMHA an additional \$3000 for the year end filing in October.
- The 'updated' contract states that Holt & Co do the following:
  - Monthly Bank Reconciliations of Bank & Credit Card Statements
  - Monthly Reconciliation of Payables and Receivables
  - Reconciliation of Deposits to the registration platform



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

- Issuing payments to coaches, teams, referees, vendors and honorariums
  - Annual reconciliation of payments to referees
  - Prep and filing of T4A Summaries and Slips
  - Maintain data feeds into our data software and files.
  - Troubleshooting and Support
  - Reporting to the Board
  - Income Statements, Balance Sheets, Bank Reconciliation Reports, Accounts Payable Legers, Accounts Receivable Legers and the Board Report.
- As there is no signed contract, it was recommended to stop the payment on the monthly charges.
  - Brandon and Duane will reach out to Patricia to have a sit-down meeting immediately.
  - Brandon to provide update at next meeting

#### 4.7. DMHA Program Feedback

- Survey will go out tomorrow. Will discuss feedback at next meeting.

## 5. New Business

### 5.1. Treasurer Update – Brandon Weber

#### 5.1.1. GIC Update

- GICs have been filed.

#### 5.1.2. QuickBooks

- As discussed in section 4.6.
- There is currently money in the Servus account (approximately \$100,000). All we need to do is write a cheque with the amount in the account and deposit into ATB.
- The only thing to consider is that you would not want a Non-Profit to have a bounced payment.

### 5.2. Registrar Update - Brittany Wright

#### 5.2.1. HCR Process for Future Seasons

- There were a few HCR issues this season with a few players not on it and was caught at Minor Hockey Week. The Head Coaches typically get suspended if this happens and we were very lucky this time



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

that this was not the case. Going forward, when Brittany sends the list to Head Coaches, they must reply back stating whether the list is good or not.

- We had a few late registrations this year and that is where this stemmed from.
- It was recommended at the beginning of the season when they have the Coaches meeting, each Coach must sign off on their duties/tasks, etc.

#### 5.2.2. Teamlinkt Scheduling Update

- Teamlinkt emailed Brittany a back way of entering information into Teamlinkt. It was decided that we will wait until after this season to try to figure this out. For the remainder of this season, refs will not be using Teamlinkt.

### 5.3. Ice Coordinator Update – Brandon Weber

#### 5.3.1. Playoff Ice

- Brandon has submitted our Playoff ice to EFHL. They requested more this year; therefore, there is quite a bit of ice on hold for Playoffs. A lot of teams will lose their weekdays as we had to submit 2 weekday slots each week for each team. This will be from February 28<sup>th</sup> to March 15<sup>th</sup>.
- There is no update from EFHL when ice will be given back.

#### 5.3.2. Estimates for # of Teams for next season for planning

- Brittany will put together a rough list of number of teams for each level.

### 5.4. Ref Assignor Update – Brandy Fisher

#### 5.4.1. Ref Update

- A few experienced officials express interest to have ice slots for on-ice training for refs (to teach positioning, etc).
- Russ will resend Brandy the Ref Development Program to review.
- Brandy mentioned that she has been having issues with oneclick and it not showing a few games (games that Garrett sent to her). Brandy will need to refresh the browser each time she opens oneclick (Stephanie had this issue in the past).



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

#### 5.4.2. White Boards

- Brandy inquired about getting white boards for the ref's room. This inquiry needs to go through the town. It was stated that Garrett was to reach out Shawn in the past about this inquiry. Brandy will follow up with Garrett.

#### 5.5. Ref in Chief Update – Garrett Cleland

##### 5.5.1. Nothing to Report

#### 5.6. Equipment Manager Update – Courtney Goretzki

##### 5.6.1. Xtreme Involvement

- The Xtreme Involvement was rolled out last week and has been a great success.

##### 5.6.2. Live Barn

- Courtney has talked to the rink staff, the Town and Live Barn. There is no cost to put it in. They get their money from subscriptions and the arena gets a kickback based on who logs in to watch games through their subscription. We are hoping to get this operation prior to the next season starting.

#### 5.7. Evaluations Coordinator Update – Stephanie Worrell

##### 5.7.1. Nothing to Report

#### 5.8. Operations Coordinator Update – Russ Buote

##### 5.8.1. Password Guardian

- This is more of a succession planning idea in the event that something happens with an Executive Member whom cannot fulfill their duties.
- For instance, how does the Executive access the bank account, Teamlinkt, Quickbooks, OneClick, etc.
- Over the next few weeks (until the next meeting), all Executive Members are to take note of any platforms that are logged into so we can create a master list and go from there.

##### 5.8.2. Determine which programs we will continue for the next season

- Tabled to Next Meeting



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

- Melanie asked the Executive what the process is to add AA to Devon. At this time, it is not something that we are looking at.

5.8.3. Executive Members will present feedback findings and vote on which programs will be offered to DMHA for the following season

- Tabled to Next Meeting

5.8.4. Executive Members will volunteer to source proposal from existing and potential contractors

- Tabled to Next Meeting

#### **5.9. Coaches Director Update – Yannick Coulombe**

5.9.1. Nothing to Report

#### **5.10. Level Director Update – Stephanie Worrell**

5.10.1. Nothing to Report

#### **5.11. PR Director Update – Melanie Kremp**

5.11.1. Arena Signage Complete

- Arena signage is complete. All deficiencies have been addressed.

5.11.2. Lifetime Achievement Oil Derrick Criteria

- Duane brought this to the town & explained what we wanted to do. The Town has approved for us to move forward.
- Now we will need to talk about what the Lifetime Achievement Award looks like and who is eligible/what is the criteria, etc.
- There are currently two individuals who have received the Lifetime Achievement Award (Mike VanToff & Steven Kurchirka).
- Stephanie will reach out to Peggy to see if there was any information in the speeches from the years the award was handed out.
- Courtney will send out an email with the criteria she found online. A formal criteria document will need to be created for this award.



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

#### 5.11.3. Social Media Update – Sponsor Posts

- Melanie is logged into the social media account and is actively posting alongside Mike.

#### 5.11.4. February Newsletter Content

- If there is any content, please share.
- We will be featuring U7 & U15 tournaments.
- Xtreme Involvement can be included in the Newsletter
- Was recommended to include the link to volunteer at Provincials.

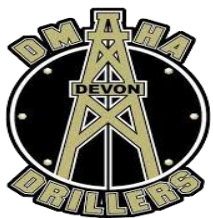
#### 5.11.5. U15C Provincials Support

- We have these dates up on the Devon Lion LED Screen. We have some social media content ideas.

### 5.12. Fundraising Director Update – Selena White

#### 5.12.1. Fundraising Update

- Selena has finished reconciling everything and everyone will be refunded shortly.
- Selena brought up an update from AGLC: In Alberta the AGLC requires that any license charitable organization conducting a raffle must not mandate members to purchase or sell raffle tickets as a condition of membership or continued participation in the Organizations Programs. Thus, means that charging a fundraising fee through the mandatory sale and purchase of raffle tickets as a condition of membership is not permitted.
- Selena recommends to change our Fundraising Fee to a Volunteer Fee. Therefore, when you register you can opt in or opt out (if you opt out then you pay the fee).
  - o We will make a decision next meeting on whether we are going to 'pause' fundraising fee or if we will alter it to a 'volunteer fee'.
  - o Selena will put together a proposal of what this volunteer fee would look like and potential shifts that this may include.



## Devon Minor Hockey Meeting Minutes

### DMHA Executive Meeting

#### 5.13. Secretary Update – Jessica Holt

##### 5.13.1. March 9<sup>th</sup> Date – AJHL Game Same Date

- As there is a AJHL Game on March 9<sup>th</sup>, the Town recommended that we move our Meeting Date.
- Next Meeting will be Monday March 2 @ 7PM
- Additionally, the April & May meeting may need to be at 6PM instead as the rink likely will not have staff til 9PM

#### 5.14. President Update – Duane McNirney

##### 5.14.1. Nothing to Report

#### 5.15. Vice President Update – Adrianna Burden

##### 5.15.1. Scholarships

- Adrianna suggested Devon Minor Hockey establish an annual Graduation scholarship program for up to Four (4) scholarships in the amount of \$500 each to our graduating players who have committed to a Post Secondary Education.
- Mikaul sent out an email in 2024 about a bursary and will re-send this email out to the Executive Committee to review.
- Adrianna will send out an email to the email with specifications and vote.

#### 5.16. Past President Update – Mikaul Maygard

##### 5.16.1. Nothing to Report

### 6. Continuous Improvement

#### 6.1. Refs (Brandon)

- Brandon asked if there is a complaint process if we have a concern about a DMHA ref. Any complaints or concerns about refs needs to be addressed with Garrett.

### 7. Current committees

### 8. Adjourn Meeting: 9:14pm

**Next Meeting Date:** Monday March 2 2026 @ 7PM