



2026 SWHA Board Meeting Minutes

7:30 p.m., August 12, 2026

Location: Richmond

ATTENDEES

Steve Mason, Past President (new)	Kim Maxwell, Secretary
Munish Kaushal, President (new)	Paul Comte, Treasurer
Kyle Hemmenway, VP of Grassroots (new)	Travis Fulton, VP of Ice Scheduling (new)
Monica Carlberg, Registrar	Sam Fay, Director of development
Hiten Shah, VP of U11/U13	Jason Evans, VP of Female hockey
Cory Cassidy, VP of U15/18	

1. Call to Order

- Attendance and quorum were confirmed.

2. Approval of Minutes from Previous Executive Meeting – July 8, 2026

- Moved by: Hiten Shah
- Seconded by: Steve Mason
- Motion carried.

3. Business Arising from Previous Minutes

- None

4. Review of Reports

- Equipment update – U11 equipment has been received. U7 new jerseys are expected to arrive in 3–4 weeks.

5. New Business / Roundtable

- Camp update
 - Good uptake, all are full or close to full
 - Flagging: 14 registered in U15/18, will still proceed
 - **ACTION**: Kim to send an email and social media blast. Include messaging that if there are five more U11 registrations, another session may be



added. Also include messaging for high school/AA hopefuls about the importance of registering by August 15 to avoid late fees and ensure proper communication, as teams are created based on evaluations.

- Registration

- Registration numbers are low compared to last year, but more registrations are expected based on the annual trend. Tie this in with the camp email.
- Do not recommend changing the registration date. This is the standard date and should remain in place.

- Preparation for evaluations

- Dates are needed for a walk-through of the evaluation process with Max Analytics. The structure will cover evaluations from start to finish, including VPs coordinating the hand-out and return of pinnies, check-in, and related logistics.
- LiveBarn – recommend suspending during evaluations.
 - **ACTION:** Munish to arrange.
- When VPs are present, they should watch what is happening, take note of what is working and what is not working, and provide timely feedback so adjustments can be made in real time and value for money is ensured.
 - **ACTION:** Hiten to provide dates for the board to choose from for the walk-through.

- Coach survey

- Previous discussion on the coach survey was revisited. There is interest in proceeding with the survey again to learn more about and better understand our coaches.
- Cory to lead. The survey will be sent closer to evaluations. No teams will be formed before approximately October 1.
 - **ACTION:** Cory to draft the survey and send it to VPs by August 26. Survey to be sent the first week of September.
- Coach meeting – include role clarity for head coaches, including what they are responsible for and messaging that they are responsible for their coaching staff's behaviour and actions.
 - **ACTION:** Bring this forward in **September** in preparation for the coach meeting.
- Coach criminal record check information/direction has just been received but has not yet been reviewed. It will be shared once reviewed.
- Align welcome and “what to expect” messaging related to evaluations



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and the team formation process for families.

- **ACTION**: VPs to send past welcome messaging to support development of a messaging package for families. Deadline: **August 23**. The package will then be circulated to the board for review and feedback.
- **ACTION**: Kim send the team formation process to the board for review and discussion at the **September** meeting.

6. Issue-Based Discussion

- No items.

6. Adjournment

- Moved by: Paul Comte

PARKING LOT:

- Coach applications – look at the Seven Oaks model and revisit in **November**. Discussion to include coaching vetting and ensuring the process does not create a barrier to volunteering.