

**WEST FERRIS RINGETTE ASSOCIATION
MINUTES OF MEETING**

**December 1, 2021, 2021 at 6:30pm
Zoom meeting, North Bay, ON**

Name	Position	Attended	Regrets	Name	Position	Attended	Regrets
Darren Pace	President	x		Shannah Smales	Equipment Director		x
Stephen Hamilton	Vice President	x		Lori King	Web Director		x
Mark Webster	Treasurer		x	Kyra Brownlee-Barnett	Referee-in-Chief	x	
Marc Desroches	Ice Director	x		René Baker	Publicity Director	x	
Josée Lebel	Registrar	x		Meaghan Spykerman	Technical Director	x	
Vacant	House League Director			Pam Voght	Sponsorship Director	x	
Erin Johns	Rep Director		x		Tournament Director		
Trina Palmieri	Secretary	x					
Maxine Samson	Ways & Means Director	x					

Others in attendance: No others attended

Call to Order: 6:32pm

Agenda Item	Key Points of Discussion	Action	Status – Contact Person
Additions & Adoption of Agenda	- Review minutes from November Executive meeting for approval and WFRA records/website records. -Additions to the agenda. No changes to agenda.	Motion: “To approve the minutes from November 2021 meeting.” Motioned by and Meaghan, seconded by Stephen . All in favour. Motion: “To adopt today’s agenda and updates.” Motioned by Josee, seconded by Stephen. All in favour. Action: Trina will send Lori minutes to post on our WFRA website.	
Business Arising	a) Picture day-typically organized by House League Director -have used the whole ice in the past and rented boardroom during East/West game another time, which was very busy -last photographer-Alex used a black background but players got lost	Action: Marc will organize photographer for player/team pictures in new year.	

	<p>-better to have pictures done on the ice but costs the Association more; could do on a practice night to save money</p> <p>-Meaghan will send information to Marc on recent photographer used and he will correspond with photographer and discuss dates, background and hope to organize for January and February, 2022</p> <p>-can plan to organize pictures for house league and rep teams if able-bring both jerseys; may be more difficult for U19 and Open teams and they can organize independently</p> <p>b) Santa Claus parade</p> <p>-great turnout with 30 players joining the fun to represent WFRA (U8 to U14 divisions)</p> <p>-good community engagement activity</p>		
President's Report	<p>a) Review Confidentiality and Complaints and Discipline policy from Ringette Ontario and adopt as our WFRA policies.</p> <p>-Darren will ask everyone to review these 2 policies and we will vote online to adopt as our WFRA policies; this process is to ensure all policies are standardized amongst all Association; going forward w-we will be replacing our WFRA policies with RO policies and many are new policies</p>	Action: Darren will send email to group next week along with proposed motion on adopting these RO policies.	
Vice President's Report	Nothing to report.		
Treasurer's Report	Nothing to report.		
Publicity Director	<p>-Marketing subcommittee formed with Shawnah, Maxine, Josee and Renee and first meeting held-plans to host another Come Try Ringette event on Dec 11, 2021-Maxine will get flyers out to schools, Renee will promote as a social media event along with emailing older membership to see if interest in returning to the sport; will encourage coaches share this date so player's friends can attend</p> <p>-discussion on how to entice current players to encourage their friends try the sport-money incentives, door prize chances</p> <p>-Darren suggested distributing posters to the Multicultural Society and Indigenous Centre, and register this CTR activity with Ringette Ontario so it can be on their website</p> <p>-Patrick has filmed Lakers game-putting finishes touches on video-he interviewed players before the game and the game was very well attended; should have some great marketing material</p>		
Ice Director Report	-Schedule is out for December and January and looking to finalize February schedule once he confirms rep team tournament dates		

	<p>-planning Family Christmas skate on December 19</p>		
<p>Registrar</p>	<p>-we currently have 149 players registered, including out of town Rep players. -review of our current RAMP registration packages -First-time players pay \$99 regardless of division</p> <p>-Post secondary rate \$225 - 6 players have taken advantage of this option - have all provided proof of registration</p> <p>COVID Special \$100 - For U19 and older to play House League for the rest of the season</p> <p>Bring a Friend \$25 or \$50 towards next year's registration fees - A day will be designated for players to bring a friend - U8-U10, varying levels of skating - U12-Open, have intermediate to strong skating skills - On registration form, included a field called "Name of the person who referred you to the WFRA" - to give \$25 or \$50 off registration fees for next year</p> <p>Fee for out of town players: \$225 - Dependent on the situation; if they are away for most of season and here sporadically, then charge fee of \$100 (from previous minutes) -wants to discuss a protocol for approval; alternatively, \$75 for RO insurance fees and \$35 per game played-this would be difficult to keep track and flat rate may work best</p> <p>Rep Open A or Rep U19 Packages for players from out of town-\$75 - if they are already playing HL for their home associations, they only pay the Rep fees (RO insurance already covered) - if not already playing HL for their home associations, they pay \$75 (RO insurance and admin fee) plus the Rep fees</p> <p>-Proposed motions from Registrar: a) Have a broad policy for U8 division whereby they can Come and Try Ringette anytime upon registration? We could ask them to register on RAMP (will then be covered by RO Insurance fees) -more U8 registrations in last week-would like a policy that they can register at CTR rate and can register for free initial session but expected to wear equipment-notify them of free equipment options including ringette cage</p> <p>b) Volunteering credits -Motion that board members or head coaches (U8-U19) should be able to play for free in the Open division, given the large amount of time these positions require. Alternatively, these positions could obtain one free registration (for</p>	<p>Action: Plan is to update our refund policy, including our RAMP registration packages as an appendix. Josee will confirm RAMP registration package details, along with review the WFRA refund policy and ensure fiscal responsibility by involving Mark-Treasurer. -Will get update at next Executive meeting from Josee</p> <p>Action: Executive members will reach out to at least 1 other sports association in the area, and bring back information on their volunteer credit systems to our next Executive meeting as evidence for Josee to use for AGM bylaw change request.</p>	

	<p>any family member) for the following year.</p> <p>-There is a RAMP Volunteering module that enables us to list tasks with a certain number of credits per task. The idea is that there is a non-volunteering fee (e.g. 100\$) per FAMILY per year; as family members volunteer, they obtain credits (monetary value) towards the non-volunteering fee. This fee can be refunded at the end of the year or credited for the following year, similar to the Bingo credit system.</p> <p>- this could be a way to recruit Board members</p> <p>-This idea has been brought forward at a few previous AGMs and was not approved by the membership.</p> <p>-discussion on making a subcommittee of previous Board members to review this matter objectively, but likely best forum is to bring forward to next AGM as a bylaw change request that can be voted on by membership</p> <p>-this credit system is happening and working for many other Associations and recommended that Executive bring back examples of this in our Region as evidence</p> <p>c) Need general rules regarding fees as well as withdrawal conditions and deadlines</p> <p>- WFRA does have a refund policy but will be important to add these different RAMP packages and fees that have been approved this year as an appendix</p> <p>-the WFRA refund policy does outline specifics on timeframes for when injury occurs and how much to be reimbursed based on that timeline (ie. Nov 1-Dec 1-50% refunded minus RO fees)</p> <p>-WFRA refund policy also outlines deadlines for refund rates.</p> <p>-Registrar would like a specific protocol to follow for any exceptions, and determine who to get involved-discussion from group that it would be the Treasurer, Registrar and VP involved in this decision making</p> <p>-will ensure this is incorporated into refund policy as well</p> <p>d) When a coach or staff enter their NCCP number in RAMP, the qualifications automatically update in RAMP (pushes from the RC database); not yet possible to update the qualifications ourselves</p> <p>e) Reserve Player list for Open Division HL: an email went out to U16Rep parents asking them if their player was interested in signing up for the Reserve Player list. By signing up, they agreed to:</p> <ul style="list-style-type: none"> • provide the player's cell number and email • to do the COVID attestation when arriving at the arena (since they won't be on Ramp), unless they've already signed the COVID attestation during another game on the same day • it is by invitation - players shouldn't assume they're playing unless they've received a personal invitation 		
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	The Google form data (player emails and cell numbers) was posted on the 4 Open Division HL team chat tools		
House League Director's Report	-attendance issues with Open division and trying to entice some other players to fill the 4 teams with the COVID Special registration rate -1 goalie down in Open division due to injury		
Rep Director's Report	Teams have been assigned tournaments by RO -Some exhibition games scheduled for November 27 were cancelled due to COVID concerns. -A/AA letter of intent out today by RO and deadline of December 15 to complete		
Ways and Means Director's Report	Nothing to report.		
Equipment Director	Nothing to report.		
Web Director's Report	Nothing to report.		
Referee in Chief	-Kyra will follow-up with Mark about when cheques will be ready for pick up		
Technical Director	-Coaching qualification deadline has been changed to Dec 31, 2021 -Melissa-NER President has created a google form for coaches to report any violations and Coaching Coordinator-Meaghan will review and identify trends		
Sponsorship Director	-Lou Dawgs and East Ferris Bus lines is now sponsoring our rink pads -Lou Dawgs is offering a team fundraiser-\$10 gift card that we can sell and keep the profits -Darren asked if there is a sponsorship package to share with hotels that we are working with for Regionals-Pam is not aware of any sponsorship packages		
Tournament Director's Report	-Darren has sent out chart to group on regions that have communicated their interest and teams-6 teams from Sudbury Ringette Assoc, 6 with Valley East, 10 teams from Timmins, and 4 from Iroquois Falls; still waiting to hear from Sault Ste Marie and Walden; Darren will reach out to Thunder Bay and Atikokan as well -Leslie and Larry have hotel contracts in place-350 rooms set aside and plans to put this info on website -Josee has sent out interest email to WF teams going to Regionals, looking for 3 parents to volunteer; parents asking for list of tasks -Darren reported that we need help with sponsorship for Regionals as more imminent task and they can work with Larry on working the City for sponsorships -Darren to clarify budget for Regionals-he will check with Erin -still many details to work on-how will teams register for Regionals-this can be done on RAMP-NER packages already in RAMP		

	<p>-need calendar from previous Regionals on volunteer tasks and timeline, activities during Regionals (canteen, selling swag)</p> <p>-still looking for Volunteer Coordinator to help steer Regionals coordination of tasks</p> <p>-Darren will reach out Niko for information from previous planning sessions for Regionals 2020 and next steps will be to organize a Tournament subcommittee</p>		
New Business	<ol style="list-style-type: none"> 1. Christmas skate-This will take place on Sunday, December 19 from 4:00-6:00pm at West Ferris Ringette. Trina, Shawnah and Pam are organizing the event. 2. Any tournament opportunities for next season-Sept 2022-May 2023 since Marc needs to let the City know by Dec 13, 2021. <p>-Stephen is interested in proposing an Early Bird University tournament and will communicate with Marc about potential dates; the tournament will be coordinated by Nipissing University</p>	Action: Trina will send information to Darren on the Christmas skate for insurance purposes.	
Adjournment: Next meeting:	<p>Adjourned at 8:15pm.</p> <p>Next meeting Wednesday-January 12, 2021 pm via Zoom.</p>	<p>There being no further business, the meeting was adjourned at 8:15pm.</p> <p>Motioned by Marc, seconded by Josee .</p> <p>All in favour.</p>	