

**WEST FERRIS RINGETTE ASSOCIATION
MINUTES OF MEETING**

**May 11, 2022 at 6:30pm
Teams 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			Publicity Director		
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: Jade Cayen, Olivia Parker

Call to Order: 6:34pm

Agenda Item	Key Points of Discussion	Action	Status – Contact Person
Additions & Adoption of Agenda	<ul style="list-style-type: none"> --Review minutes from April Executive meeting for approval and WFRA records/website records. -Erin will chair meeting since Darren is unable to attend - posting previous WFRA award winners to website-will discuss further in New Business 	<p>Motion: “To approve the minutes from April 2022 meeting.” Motioned by Meaghan and seconded by Pam All in favour.</p> <p>Motion: “To adopt today’s agenda and updates.” All in favour.</p> <p>Action: Trina will send Lori minutes to post on our WFRA website.</p>	
Business Arising	<ul style="list-style-type: none"> 1) Year end banquet (Pam/Meaghan) -West Ferris high school has us double booked and had to cancel our booking and waiting to hear from Chippewa; Marc will reach out to City and see if able to book upstairs of West Ferris arena for May 26, 2022. -plan to have pizza, games and presentations, provide \$25 voucher to use towards 	<p>Action: Marc will reach out to City and communicate with Meaghan/Pam.</p>	

	<p>registration -once confirmed, communication out to membership about banquet details.</p> <p>2) Update/vote on refund policy (Josee) -no further information</p> <p>3) Update on subcommittee for fall recruitment and update on subcommittee for goalie recruitment (Darren) -Darren is currently recruiting for the retention subcommittee and rolling out plans for goalie recruitment-offering discounted rate and will advertise this at banquet and social media</p> <p>3) Discuss payment for referees and minor officials monthly for next ringette season. -only had 2 payments this season for minor officials and referees and Mark says he will leave this decision on frequency of payment to the new Treasurer-would need to order more cheques, unable to direct transfer payments with our account and cash payment not an option</p>	<p>Action: Darren can provide updates on both these committees at our next meeting.</p> <p>Action: Discuss further with new Treasurer at upcoming meeting</p>	
President's Report	<p>- Review the membership fee schedule for upcoming ringette season -Discussed whether we should increase fees and is it necessary due to ice costs?, Marc confirmed that ice cost increase would be approx \$4/hour -the group decided it would be more beneficial to recruitment and retention to keep our registration fees status quo and promote that we are affordable</p>	<p>Action: Erin will relay discussion with group to Darren about keeping our registration fees the same.</p>	
Vice President's Report	Nothing to report.		
Treasurer's Report	He will be transferring information and files to new Treasurer over this month and only a few outstanding accounts that he is tracking		
Publicity Director	-Jade has been working to promote our Facebook presence and on social media		
Ice Director Report	-Winter ice will need to be submitted by next week and he will meet with Erin to discuss our projected needs.		
Registrar	<p>a) Merchant Pay System to accept credit card payments</p> <p>RAMP SportsPay Fees:</p>	<p>Motion: "To approve the \$100 one time set up fee and \$10 monthly fee associated with Merchant Pay System through</p>	

	<p>2.35% - Visa & MasterCard Fixed Rate \$100 - Onetime Set up Fee \$10 - Monthly Fee .10 – Per Transaction</p> <ul style="list-style-type: none"> • Using a 400\$ registration as an example, the cost to the WFRA would be 9.50\$ per registration (not including the 10\$ monthly fee). • We would still need to accept e-transfers for debit transactions (as opposed to Visa and MC) <p>Discussion: -As per Mark, we are hoping to eliminate the payments at Source for Sports and only have payment via e-transfer or RAMP for next ringette season and will help to streamline the process and make it much easier to track payments. -there was discussion about charging a separate \$5 processing to recoup some of costs but we can re-evaluate after this season and see how much extra it did cost and whether necessary to do so next year (ie. \$10 fee/registration could cost \$1500 for 150 players)</p> <p>b)Volunteer Commitment</p> <p>I would like to present to the board the idea of formalizing a "Volunteer Commitment" within the WFRA. Apparently, this idea is gaining traction in several sports association, which is why Ramp has created a volunteering module. Here are the basic principles:</p> <ul style="list-style-type: none"> ○ each family is responsible for x number of credits (normally measured in hours) of volunteering ○ each volunteer task is worth a certain number of credits ○ we create a list of volunteer tasks with the number of credits associated to each in Ramp ○ when a family registers, they can choose the tasks they wish to commit to on Ramp ○ if a family does not fulfil by the end of the season, their credit card is charged the opt-out fee (or a pro-rated amount, automatically calculated) OR if no credit card on file, the amount will be added to next season's fees <p>Other Fees that may appear on your Member Account</p> <p>VOLUNTEER COMMITMENT:</p> <p>Volunteers make our program possible. We strongly encourage our members to support your athlete's sport and fulfill your volunteer commitment. SCRA members are required</p>	<p>RAMP". Motioned by Josee and seconded by Mark. All in favour and carried.</p>	
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	<p>to provide 100 credits (or 8 hours) of volunteer time per player, to a maximum of 200 credits per family. See our Volunteer page on the website for more info.</p> <ul style="list-style-type: none"> ○ 2021/22 Volunteer Opt Out Fee: During the registration process, families can choose to opt out of the Association volunteer requirement. The fee for this is \$325 per player, to a max of \$600 per family. This does not relieve the family of team support roles. ○ Volunteer Non-Fulfillment Penalty: Anyone who has not honoured their Association volunteer requirements from the previous season will see an additional charge of \$325 per player to a maximum of \$600 per family (the amount of last season’s opt out fee) on this year’s registration. If you believe you have fulfilled this requirement, please do not complete your registration at this time and contact our Volunteer Coordinator at Volunteer@SouthCalgaryRingette.com for assistance. <p>Pros: Families know what is expected of them and it reduces the number of times we have to put out calls for volunteers -e can keep track of student volunteer hours (helping with U8, etc.) and mail merge the results at the end of each season for school orientation programs or for reference letters -Adds a value (in \$\$) to volunteering for the WFRA</p> <p>Cons: -currently, Ramp does not permit us to track the fulfillment of the tasks (basically we download the info into Excel and manage it from there, then manually mark tasks as completed throughout the year). However, the programmers were “very enthusiastic” about developing this feature on the app.</p> <p>-creating the task list (for the first time) requires effort, although the South Calgary Ringette Association gave us permission to use any of their material (see their Volunteer Positions Guide at https://southcalgaryringette431736716.files.wordpress.com/2022/01/positions-guide-jan2022.pdf).</p> <p>-we would require a volunteer coordinator to be able to group volunteers by task and look after scheduling - Josée will set up the Ramp component but will not be responsible for scheduling volunteers nor tracking their hours</p> <p>Discussion-great ideas but we are not prepared at this time to roll out this new system without having pieces in place (ie. Volunteer Coordinator) in order to make this run</p>		<p>Actions: Josee will create a list of volunteer activities for the upcoming</p>
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	smoothly. Josee will make list of volunteer activities (ie. joining various committees) and make reference to these activities with RAMP registration	ringette season. She will activate the volunteer module on RAMP and ask people to choose volunteer activities, but without the opt-out fee. The categories will be general but we will have a list of preferences that we can go to when we need a hand. -This will be revisited next season and determine if we should attach an opt-out fee.	
House League Director's Report	Nothing to report		
Rep Director's Report	<p>Jersey Rental Fee</p> <p>- There has been a "practice" of charging at jersey rental fee of \$5 per jersey, per player for teams that use the Rep Team jerseys each season. Not all coaches were aware of this and it appears that it is not in the Rep Team policy for coaches to know. Therefore, not all teams budgeted for this expense. Additionally, there was not a full season of rep this year, with some teams only doing one tournament therefore the jerseys were only used for 1 or 2 events as opposed to the usual 5+ in a season. Finally, the jersey rental fee expectation will need to be added to the rep team policy to ensure effective communication of this.</p> <p>- The request is to waive the jersey rental fee for rep team for the 2021-2022 season</p> <p>Rep Team Tryouts</p> <p>U14 – Meaghan Spykerman was appointed coach via WFRA email vote April 15.</p> <p>2 tryouts occurred and the team has been selected. The team is requesting to be seeded "A" for the 2022-23 season. There is a parent meeting on May 13 to discuss further. The team intends on having some exhibition games with other A teams to see where they fit. They do not have a dedicated goalie but there is a potential option out of Walden.</p> <p>U16 – Geoff Houle was appointed coach via WFRA email on April 25</p> <p>1 tryout occurred and there will be another tryout offered in the fall. The team does not have a goalie at this time. The request is to be seeded as a "B" team. Numbers are good.</p>	<p>Motion: "To waive the jersey rental fee for the rep teams for the 2021-2022 season." Motioned by Erin and seconded by Meaghan. All in favour. Carried.</p>	

	<p>U19 – Erin Johns was appointed coach via email</p> <p>1 Tryout has occurred. There are low numbers at this age (5 skaters – 2 have never played A) and 2 goalies. 1 other skater is looking to play AA in southern Ontario and will likely request a release. 3 skaters and 1 goalie are looking to play A this season and we have been in contact with the other associations in the region to look at amalgamating. Will have to look at competitive options for the players that do not want to travel to another association.</p> <p>18+-Denis Sevigny has been appointed coach by the WFRA board on May 1.</p> <p>There has been 1 tryout. There is a request to seed the team as an “A” team however there will need to be more discussion as it was reported that most players are preferring to be seeded “B” or “BB”. Erin to follow up with the coach and assist with developing a survey for the players assist in making a final decision.</p> <p>U12 and Fun 3 Rep – request for coaching applications will go out soon.</p> <p>NER AA Program-There is a PPT presentation available regarding this program. It will also be distributed to the membership to encourage participation.</p>		
Ways and Means Director’s Report	Nothing to report.		
Equipment Director	Nothing to report.		
Web Director’s Report	Nothing to report.		
Referee in Chief	Nothing to report.		
Technical Director	Nothing to report		
Sponsorship Director	<p>I would like to motion that when we receive a new team sponsor, that we order a jersey with “00” on the back and give it to them to hang in their business as a thank you. It would be a one time only thing.</p> <p>-agreement from group that this is a good idea and best to order a larger jersey so the business owner can wear it out in community as well.</p> <p>-I would also like to motion that sever ties in working with Gateway Signs for the rink divider pads due to lack of communication, and instead use Daisy Bay</p>	<p>Action: Will bring this item forward at another Executive meeting to confirm plan before ordering jerseys.</p> <p>Action: Olivia has offered to visit Gateway Signs and confirm whether they</p>	

	<p>Gifts (Shawnah & I); could be seen as conflict of interest -Olivia will visit Gateway Signs 1 more time to see if they can help with divider pads and then will look elsewhere such as King Sports.</p>	<p>can complete the divider pads. Discussion at next meeting for next steps.</p>	
Tournament Director's Report	<p>Nothing to report.</p>		
New Business	<p>1) Welcome new members to meeting and confirm plans for assuming new roles starting June 1, 2022.</p> <p>2) a) Review and vote on nominations for Volunteer awards. b) Can we put previous recipient list on our website?</p> <p>Discussion-since there are many conflicts with the nominations and our Executive, it was decided that it would be best to take the vote offline and members could vote anonymously in a google document, and abstain if they have a conflict -Trina had asked Darren about posting the list with previous winners on our website to acknowledge them. Darren was mainly concerned with posting the names of winners of the youth award and was going to review our confidentiality policy. List of awards:</p> <p>1.Nell Mallory Award-Awarded to rep or house league team that demonstrated most improvement in this ringette season.</p> <p>2. Youth Volunteer Award-For a volunteer under 18 who has gone above and beyond or made a special contribution this season</p> <p>3. Lifetime Contribution Award-Awarded to a long-time volunteer who has made significant contributions to our Association and to our sport.</p> <p>4. Jeff Francom Volunteer of the Year Award-Awarded to the volunteer who has gone above and beyond or made a special contribution to this ringette season.</p> <p>5. Shir-Don Award-Awarded to the team that has demonstrated class, character, conduct and competitiveness.</p> <p>6. Don Pecore- An award that recognizes a volunteer for years of service to the</p>	<p>1.Action: Need to formally introduce our new WFRA members to our membership.</p> <p>2. Action: Meaghan will send google document for Executive members to vote on each award confidentially and abstain if they have a conflict. -Defer discussion about previous recipients of WFRA awards to next meeting.</p>	

	<p>Association and promoting ringette.</p> <p>3) Discuss early registration (Meaghan)</p> <p>- Registration will open on July 1 via RAMP and early registration discount will run until August 15, 2022.</p>		
<p>Adjournment: Next meeting:</p>	<p>Adjourned at 8:34pm. Next meeting Wednesday, June 8 at 6:30pm via Teams.</p> <p>We will use Teams next month for our WFRA Executive meeting.</p>	<p>There being no further business, the meeting was adjourned at 8:34pm. Moteded by Mark and seconded by Marc. All in favour.</p>	