

**WEST FERRIS RINGETTE ASSOCIATION  
MINUTES OF MEETING**

**April 27, 2020 at 6:00pm  
Zoom meeting**

Name	Position	Attended	Regrets	Name	Position	Attended	Regrets
Carrie Read	President	x		Shannah Smales	Equipment Coordinator	x	
Kelli Pace	Past President	x		Lori King	Web Director	x	
Sylvie Gribbon	Vice President	x					
Mark Webster	Treasurer	x		Stephen Hamilton/Jeff Graham	Referee-in-Chief		x
Dee Johnson	Ice Director	x		Brennain Lloyd	Publicity Director	x	
Vacant	Registrar		x	Meaghan Spykerman	Technical Coordinator	x	
Lorrie Nolan	House League Director	x		Leslie King	Sponsorship Coordinator	x	
Erin Johns	Rep Director	x		Niko Gregorin	Tournament Coordinator	x	
Trina Palmieri	Secretary	x					
Claire Periard	Ways & Means Coordinator		x				

**Call to Order:** 6:05pm

Agenda Item	Key Points of Discussion	Action	Status – Contact Person
<b>Additions &amp; Adoption of Agenda</b>	<ul style="list-style-type: none"> <li>- Minutes from March 30, 2020 meeting were reviewed by the group. The minutes will be posted on the website as reviewed.</li> <li>-Review and approve the agenda. Additions by Meaghan and Trina. Trina asked Directors for clarification on reports for our Executive meetings. Confirmed that if not met by deadline, then no report included in our agenda. If the Secretary receives the report late, then the agenda items will be updated with the President and Secretary and additions made at the outset of next Executive meeting,</li> <li>-Removed setting CTR discussion until June as noted in March minutes.</li> </ul>	<p><b>Motion:</b> “To approve the minutes from the March 30, 2020 meeting.” Motioned by Sylvie and seconded by Mark. All in favour. Carried.</p> <p>-Trina will send to Lori for posting on website.</p> <p><b>Motion:</b> “To approve the agenda for today’s meeting.” Motioned by Lori. All in favour and carried.</p>	
<b>Action Items from Previous meeting</b>	<ul style="list-style-type: none"> <li>1) Approved bylaw changes from previous 2016 Executive meeting were found and confirms bylaw amendment 7.05 a) does not include VP being in same every year as President and moved to bylaw b) in odd years.</li> <li>-Trina noted that she will make changes to the bylaw when all other changes are made from this year’s amendments. My plan is to make any changes to the bylaw in my Word document, convert to a pdf version, and then send to Web Director for our website and Publicity Director to update our google drive, so current version will be</li> </ul>	<b>Action</b> -Changes made to bylaw after this year’s Executive meeting.	

	available there for Executive members.		
<b>President's Report</b>	<p>1). Discussion on AGM- Ruling from Government of Ontario to provide flexibility for corporate meetings in light of state of emergency, and dependent on how long state of emergency will last; up to 120 days after state of emergency has been lifted. Either we set now and have Zoom meeting or wait for state of emergency to be lifted and attempt in person meeting-depending on restrictions. Need closure from previous season and best to schedule AGM before end of June. The group was in agreement with this suggestion. AGM set for April 30 was cancelled due to ruling from Government of Ontario. Plan for AGM on June 8, 2020 at 6:30pm via Zoom. Deadline for nominations and bylaw changes by May 25, 2020.</p> <p>2)RAMP-Kelli to discuss.</p> <p>3) Come Try Ringette course -free and mandatory CTR course is now online and recommended for at least 2 individuals in each Association to host effective events during the 2020-2021 season. Some members of the Executive expressed interest in applying for this course.</p> <p>4) Brennain contacted Marian at RO regarding Social Media and Marketing and ensure we are receiving updates and resources from RO.</p>	<b>Action:</b> Schedule AGM for June 8, 2020 at 6:30pm via Zoom and deadline for nominations and bylaw changes by May 25, 2020. Publicity will communicate to membership.	
<b>Vice President's Report</b>	Nothing to report.		
<b>Treasurer's Report</b> (Mark Webster)	<p>1)Have narrowed receivables list and still some outstanding unpaid 2019-2020 registration fees for a few players.</p> <p>2)Breaking even for the Regionals and making arrangements to pay remainder of tournament fees to Regional teams. Less revenue for Association due to loss of Bingos and waiting for Nevada box to empty to confirm it's revenues</p> <p>-confirmed use of Lottery account to pay for ice as much as possible and then utilize our Operating account.</p>		
<b>Publicity Director's Report</b> (Brennain Lloyd)	-Nothing to report.		
<b>Ice Director's Report</b>	-Nothing to report.		
<b>Registrar's Report</b>	-Will need to wait until May 1 to register live with RAMP via link for 2020-2021 season. This is the only way for players to register as per RO. Our website will have link to direct them to RO registration form-should avoid duplication. There will be a		

	<p>separate section for Executive and Coaches to register. If both, then just register once. Volunteers do not have to register.</p> <p>E-transfer will be set up for payment to our Association through this registration process.</p>		
<b>House League Director's Report</b>	Nothing to report.		
<b>Ways and Means Coordinator's Report</b> (Claire Periard)	Nothing to report.		
<b>Rep Director's Report.</b>	<p>Surveys-Received 29 surveys for rep teams.</p> <p>Coaching Interviews- Discussion about timing to proceed with coaching interviews. Will need to make a panel for U10 and U14 coaching selection-select from 3 people outside of Board. Interview independently and make recommendation and final approval by Executive. Some suggestions include Jeff Francom, Rob MacDonald, Karen Cook, and Stephanie Coghlin.</p> <p>-“A” team coaches typically chosen first and Regional teams by August 1, but the situation is different at this time. Will look to go ahead with choosing WFRA rep coaching staff.</p> <p>Interest in having Open A team and U16A, as well as increased interest for U14 and U12 as Provincial teams. Hoping that RO will be flexible for deadline to declare teams for “A” level-May 30. To select tournaments by July, 2020. Erin will ask for extension from RO for U14 rep team.</p> <p>-received 62 Intent to Play forms. Interest in AA program as well.</p> <p>-discussed possibility of having 2 U10 teams-Major and Minor team. Plan is to choose 1 coach for U10 and possibility for a second team for the other coach.</p> <p>-Approval of the U16A Head Coach-Carrie interviewed Richard Michauville. His third year coaching this same group of girls. He has plan in place-5 tournaments including Provincials and good plans to develop the team. Likely 7-8 West Ferris returning and having out of town players. Great team philosophy. Carrie supports having Richard as Head Coach</p> <p>-RO updates: Changes for new ringette season: 4-10 min periods for U16AA and U19AA and will be streamlining U12 as A, B, C and blackout period for all tiers of U16 and U19-last 2 weeks of January-including league play. Will need to look at exam calendar and plan for those blackout dates accordingly.</p> <p>Coaching survey results for U10 reviewed by those not in conflict. Will need to take evaluations into consideration when making coaching selections. Discussion about doing an information package for rep Coaching staff and Managers in what is expected (ie. communication , organization). Will defer coaching selection for U10 rep team until fall.</p>	<p><b>Motion:</b> Approve Richard Michauville as Head Coach for U16A team. Motioned by Meaghan Spykerman. All in favour by vote.Those in conflict off the Zoom call.</p> <p><b>Action:</b> Erin will confirm whether 2-20 min period for U16A and U19A teams for this upcoming rep season.</p>	

	Coaching survey results for U14 reviewed by those not in conflict.		
<b>Equipment Director's Report</b>	Nothing to report.		
<b>Referee in Chief</b>	Nothing to report.		
<b>Web Director's Report</b>	Nothing to report.		
<b>Technical Coordinator</b> (Meaghan Spykerman)	<p>-Recent updates from Ringette Ontario specific to the Rule of Two for training in a virtual/online environment. The following are specifics from a document dated April 24, 2020 from Coaching Association of Canada-RO have adopted these updates.</p> <p><b>Further recommendations for Rule of Two in a Virtual Setting:</b></p> <ul style="list-style-type: none"> <li>• The Rule of Two should continue to apply to all minor athletes in the virtual environment during the COVID-19 pandemic (additionally, for those athletes under age 16, a parent or guardian should be present during the session where possible);</li> <li>• We recommend applying the Rule of Two to non-minor athletes, as well, in the current circumstances;</li> <li>• For every session, the Rule of Two would require two adult coaches be present, or one coach and one adult (parent, guardian, volunteer, club administrator) – one-on-one sessions should be prohibited;</li> <li>• A clear statement of professional standards expected of the coach during calls should be communicated – (i.e., sessions are not social engagements, and should be focused on training/coaching);</li> <li>• Parents/guardians should be fully informed beforehand about the activities undertaken during the sessions, as well as the process of the virtual session;</li> <li>• Parents/guardians should be required to consent to virtual sessions prior to each session, if irregularly scheduled, or prior to the first session if there is a series of regularly scheduled sessions;</li> <li>• Communication during each session should be in an open and observable environment (i.e., avoid bedrooms) in the athlete's home (athlete's parents'/guardians' home), and the coach must initiate the session from an appropriate location (i.e., avoid bedrooms or "overly personal"/unprofessional settings);</li> <li>• It is recommended to record sessions where that capacity exists;</li> <li>• Prohibit one-on-one texting, emailing or online contact between coach and athlete – any texting, emailing or online contact should be limited to group text/email that includes at least two adults (two coaches or one coach and one adult (parent, guardian, volunteer, club administrator), and limited to coaching (non-social) matters, and parents of minor athletes should be provided the opportunity to receive these texts/emails;</li> <li>• Social media contact by coach to athlete should be prohibited (including the sharing of memes, non-training video, etc.);</li> <li>• Encourage parents/guardians to debrief with U-16 athletes about virtual training on a weekly basis</li> </ul>		
<b>Sponsorship Coordinator</b> (Leslie King)	Nothing to report.		
<b>Tournament Coordinator's Report</b> (Niko Gregorin)	Nothing to report.		
<b>New Business</b>	Discuss 3 proposed bylaw changes. Bylaw states amendments should be reviewed by		

	<p>Executive before AGM.</p> <p>-1) changing Ontario Ringette Association and ORA to Ringette Ontario / RO in the bylaws specific to Section 1.03, and subsequent Sections (1.07, 1.08, 4.01, 4.02, 5.02 (g), 6.03, 7.08, 8.14).</p> <p>Rationale: The provincial association, previously known as the Ontario Ringette Association, has changed its name for legal and common purposes to Ringette Ontario, with the acronym RO replacing ORA. The bylaws of the WFRA should be updated to reflect this change for clarity and consistency with operating practice and procedures.</p> <p>- 2) change wording in Section 11.02 from Atwood's Rules to Robert's Rules-all meetings pf the Association shall be conducted in accordance with Robert's Rules</p> <p>Rationale: Robert's Rules of Orders at the most commonly used and understood meeting procedures, used to governs the meetings of a diverse range of organizations—including church groups, levels of government, nonprofit associations, professional societies, school boards, and trade unions. Atwoods Rules are used by very few organizations (the International Firefighters Association being the single example found through an internet search). There are numerous resources available to assist in the understanding and use of Robert's Rules, including summaries and guides, whereas there are very few for Atwood's Rules. The WFRA bylaws stipulate that the all meetings are to be conducted using Atwood's Rules of Order, but it is unlikely that most if any WFRA members know or use the rules, and it is likely that the WFRA common practice is to use Robert's Rules without distinguishing between the rule sets. The rules are largely similar, with two noted exceptions: 1) Under Atwood's Rules, motions require a majority vote, whereas under Robert's Rules of Order, the chairperson is responsible for handling certain motions such as calling for the orders of the day, and 2) Postponing a motion may be reconsidered under Atwood's Rules, whereas under Robert's Rules, that requires an affirmative vote (see <a href="https://robertsrules-team1.weebly.com/alternatives.html">https://robertsrules-team1.weebly.com/alternatives.html</a>). While there may have been a reason for selecting Atwood's Rules vs Robert's Rules in 1970, that reason is no longer known, and for practical and governance purposes, adopting Robert's Rules will align WFRA practice with policy and support good governance.</p> <p>-3) incorporating our new logo policy into bylaw 3.02-An additional subsection, 3.02, shall be added, to read as follows: 3.03. All items bearing the name of West Ferris Ferris Ringette Association and/or a logo of the West Ferris Ringette Association shall be produced in accordance with the West Ferris Ringette Association Logo and Brand Policy</p> <p>Rationale: The WFRA logos and brand are used for visibility and positive recognition of our association, our teams and our sport. A West Ferris Ringette Association style</p>	<p><b>Action:</b> Board members reviewed these recommended amendments and agreed to bring these amendment changes forward on behalf of Executive. All in agreement.</p>	
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	guide, known and the WFRA Logo and Brand Policy, has been developed to keep WFRA communications – including visual communication - consistent and coordinated, for a positive and cohesive image		
<b>Adjournment:</b> <b>Next meeting:</b>	Main meeting adjourned at 7:50pm. Smaller groups not in conflict stayed to discuss coaching surveys and provide feedback.  Next meeting: Monday- May 25-6pm via Zoom.	There being no further business, the main meeting was adjourned at 7:50pm. All in favour.	