

**WEST FERRIS RINGETTE ASSOCIATION  
MINUTES OF MEETING**

**Thursday, Sept 12, 6:30pm  
Pete Palangio Boardroom, North Bay, ON**

Name	Position	Attended	Regrets	Name	Position	Attended	Regrets
Kelli Pace	President	x		Shannah Smales	Equipment Coordinator	x	
Tania Beatty	Vice President	x		Keith Boegel	Web Coordinator	x	
Marilyn Ablett	Treasurer		x	Stephen Hamilton	Referee-in-Chief		x
Dee Johnson	Ice Director	x		Brennain Lloyd	Publicity Coordinator	x	
Barb Guay	Registrar	x		Karl Giesbrecht	Technical Coordinator	x	
Meaghan Spykerman	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 Director	x					

**Call to Order:** 6:31pm

Agenda Item	Key Points of Discussion	Action	Status – Contact Person
Additions & Adoption of Agenda	-Minutes from August 8, 2018 were reviewed. Trina will amend the minutes by adding the Emergency meeting information and decision from July 17, 2018. They are currently noted in the agenda from August 8 meeting.	Motion: “To approve the minutes from August 8, 2018 as amended.” Motioned by Tania and seconded by Barb. All in favour.  Action: Trina will amend the minutes.	
<b>Vice President’s Report</b> (Tania Beatty)	-Tania provided the group with a draft copy of a WFRA Appeal Procedure policy-based on the ORA-Appeal Review policy. It was reviewed by the Executive and some changes were recommended. These included changing the timeframe to 7 days for submission of appeal, and 7 days for it be reviewed by the Board. It was also recommended that 3 Board members should initially review the appeal for probable cause-including Director, President and Vice President. -A fee of \$50.00 for submission of an appeal was also suggested, which would be reimbursed if the appelliant wins the appeal.  - Tania also provided the group with a draft copy of a WFRA Complaint/Incident report. It was suggested to add a 24 hour clause reminder to the top of the form. This form can	Motion: “To adopt the WFRA Appeal Procedure with recommended changes, and it will be added to the WFRA Policies.” Motioned by Erin and seconded by Meaghan. All in favour.  Motion: “To adopt the WFRA Complaint/Incident with recommended	



	U19A-Bench to be approved. The proposed bench would consist of Oliver Parker-Assistant Coach, Sam-Assistant Coach, Melissa Lapalme-Assistant Coach, Freddy Belanger-Assistant Coach, Peter Baldasero-Trainer and Manager-Kelli Pace, along with Co-Manager-Colleen Parker. All those in conflict with this discussion left the room.	carried.  Motion: "To approve the U14A bench for the 2018-2019 season." Motioned by Keith and seconded by Meaghan. All in favour and carried.  Motion: "To approve the U19A bench with 1 Manager-Kelli Pace for the 2018-2019 season." Motioned by Barb and seconded by Tania. All in favour and carried.	
<b>Ways and Means Director's Report</b> (Claire Periard)	-The Quarterly Bingo report has been completed and sent to City Hall. The credit report has been sent to the Treasurer.  -the sign-up list is going well for the 2018-2019 Bingo season.		
<b>Equipment Director</b> (Shannah Smales)	-Shawna has ordered more rings and equipment agreements are ready for the upcoming loan day, along with packed equipment bags.		
<b>Web Director's Report</b> (Keith Boegel)	Nothing to report		
<b>Referee in Chief</b> (Stephen Hamilton)	-We have 3 referees that are not returning and 4 new officials. Total number is 13. We have 2 minor officials that are not returning and 7 new minor officials. Total number is 19. No dates have been established for a referee clinic.		
<b>Publicity Coordinator's Report</b> (Brennain Lloyd)	Promotional Efforts to date have included: <ul style="list-style-type: none"> <li>• Postings in event calendars with Tangr, City of North Bay, Cogeco, Kijiji, BayToday, Moose, etc.</li> <li>• Posting on "Come Try Ringette" web site events listing</li> <li>• Leafletting and posters at the girl's softball tournament in mid-August</li> <li>• Postings on Instagram and Facebook</li> <li>• Multiple emails to WFRA google list</li> <li>• Emails to "prospect" list from WFRA events in April (YMCA) and July (Bootsale)</li> <li>• Message boards / mobile signs on Airport Road across from Autohause Stacklebert, on Trout Lake in front of the Granite Club, on Lakeshore in front of Rental City, at a cost of approximately \$212.50 per sign for one month; posted on mobile sign in front of Source for Sports on Fisher Street at no charge</li> <li>• Message in rotation on marquee in front of Memorial Gardens from mid-August to mid-September</li> <li>• Radio ads on Moose, Kiss, Rock 101 and CKAT running September 8th to 15th</li> <li>• Included in Kiss Radio email of events listings; goes to "opt-in" list of 4,000 subscribers</li> <li>• Display ad in Leisure Guide</li> <li>• August issue story in Overtime Magazine featured Come Try Ringette event and</li> </ul>		

	<p>season start</p> <ul style="list-style-type: none"> <li>• 3600 leaflets delivered to area schools for distribution to SK to Grade 3</li> <li>• Outreach with posters, in person or by email, to the Multicultural Centre, Big Sisters and LIPI</li> <li>• Postering around city</li> </ul> <p>The mobile signs and radio ads have been great publicity for the Association and Come Try Ringette event. She has a news release planned leading up to the event. She will post a thank you and picture, to those businesses that allowed the mobile sign to be displayed on their property.</p> <p>-Looking to organize a “tag day” as a fundraiser for the rep teams.</p>		
<b>Technical Coordinator</b> (Karl Giesbrecht)	The Competition Introduction clinic will be offered in North Bay on October 20, 2018 with deadline to complete being November 1, 2018. Will offer to House league coaches as well; will ensure Vulnerable sector checks are valid		
<b>Sponsorship Coordinator</b>	-all House league sponsors have been confirmed except for Mathnasium and Pascoe Rentals. We will need 8 sponsors at this time for house league teams and we have the following sponsors confirmed: Elk’s Lodge, Shriners Club, Skater’s Edge, Clear Water Solutions, Darrel Falconi, Lefebvre’s Source for Adventure and Kings Sportswear. Leslie will be ordering jerseys soon.		
<b>Tournament Coordinator’s Report</b> (Niko Gregorin)	Not present to report.		
<b>New Business</b>	<p>1) Review our policy on Criminal Record Checks for WFRA members. It was discussed that a Police Vulnerable Sector Check is what is required since this check is restricted to applicants seeking to volunteer and be in a position of authority or trust relative to vulnerable persons. It does include a collection of offence information including convictions, outstanding warrants, charges, judicial orders and sexual offence convictions as per the North Bay Police Record Check Agency Fact Sheet-attached with minutes. Vulnerable sector checks are required every 3 years and will encourage parents to have them completed as well, in case they will be helping on the bench-can request from school if volunteering there and have one completed. As per Brennain’s information, for the OPP check and for those living outside city boundaries, there is no cost for a Vulnerable Sector Check. For the North Bay Police</p>	<p>Motion: “The WFRA will reimburse the cost for a Vulnerable Sector Check for coaching and bench staff if a fee is charged.” Motioned by Kelli, seconded by Erin. All in favour and carried.</p> <p>Motion: “The WFRA will adopt the Rule of 2 for our Association and players under 16.” Motioned by Meaghan and seconded by Tania. All in favour and carried.</p> <p>Action: The House league Director and</p>	

	<p>Dept, it was recommended to send a list of those WFRA members who require the Vulnerable Sector Check, and for those members to bring a letter into the office as well, and that there should be no fee. T</p> <p>2) How is the Rule of 2 going to be communicated to WFRA membership? It was decided that the Rule of 2 will be communicated by the House league Director and Publicity Director to the WFRA membership.</p> <p>3) Dee: Ice Utilization policy-discussion around using ice under our contract, rather than going out of town for ice. Recommendation is to update our rep policy and include a statement that a certain percentage (ie 60%) of ice utilized by rep teams, be within our WFRA ice contract.</p> <p>4) Dee: Development of players interested in playing rep-no player should be denied a position regardless of skill level and offered a development position with a local team. There was a discussion about this, and that it will depend on the team and player situation-situation specific. There was no specific decision made about incorporating this into a policy.</p> <p>5) Dee: Decisions made by the WFRA Executive via email should be reflected in the minutes. This was discussed and agreed to by the group.</p> <p>6) Dee: Public access to Executive meetings. Discussion about having minutes available on the website for WFRA members to review. Will be done after minutes have been approved and will determine what can be posted (ie. in camera/out of camera).</p>	<p>Publicity will communicate this Rule of 2 to the WFRA membership.</p> <p>Action: Ice Utilization and Development of WFRA players will be added as another item on the WFRA Policy review.</p> <p>Action: Discuss a policy on allocation of players with an inter-association team-what percentage of out-of-town players is appropriate-deferred to next meeting</p> <p>Action: Decision on development of players and added to updated rep policy review-deferred to next meeting.</p> <p>Action: Minutes will be available on the WFRA website after approval by Executive.</p>	
<p><b>Adjournment:</b> <b>Next meeting:</b></p>	<p>Adjourned at 8:37pm Next meeting: October 10, 2018 at 6:30pm, Location: TBD</p>	<p>There being no further business, the meeting was adjourned at 8:37pm. All in favour.</p>	