
Pembina Minor Hockey Association
Agenda

Date: Friday May 8, 2026

Time: 6:00 pm

Location: Pembina Rec Plex – Board Room

1. Call to Order

The meeting was called to order at 6:05pm by Ben Yeulet.

2. Roll Call/Confirmation of Quorum

Present: Ben Yeulet (*President*), Matthew Evans (*Vice President/Game & Conduct Director*), Justine Torok (*Secretary*), Shauna McMinis (*Treasurer*), Sarah Visscher (*League Rep Director*), Chelsey Chevrier (*Registration Director*), Ryan Wolosyn (*Hockey Development Director*), Kyla Tuttle (*Ice Schedule Director*), Kelsey Tuttle (*Fundraising Director*), Jacey Maskell (*Equipment Director*)

Not Present: *Ref in Chief (Vacant)*

3. Approval of Agenda

Motion: Approval of agenda was moved by Shauna Mcminis, seconded by Kelsey Tuttle. Motion carried.

4. New Business

4.1 – Welcome to new Board Members

i). Binders for each board member including bylaws, SOPs, role overview, board member contact info and AGLC guidelines.

ii). Our Association as a Society/Non-Profit and how we must operate.

iii). Bylaws and SOPs review.

iv). Role expectations (board members to review their job role outline and provide any feedback/changes/edits at next board meeting and vote to adopt). Goal of role

expectations is to provide better continuity and clarity for current and future board members.

v). Templates for Director's reports - reports to be provided to Secretary 7 days in advance of all board meetings so they can be sent out with the Agenda prior to meeting. Template is only a guide, submit what you are working on throughout the month to bring forward for the agenda.

vi). Confidentiality and Privacy Agreement for Board members to review, adopt, and sign. Secretary to file.

Motion was made to adopt confidentiality and privacy agreement for board members. Moved by Shauna Mcminis, Seconded by Jacey Maskell. Motion carried.

vii). Criminal Record Checks are required by all new Board Members who have not previously submitted them. To be completed and shown to Registration Director within 2 weeks.

4.2 – Financial Report

i). Treasurer's Report - no financial report given due to delay in access changeover for xero. Previous bookkeeper will complete year end in xero and then hand over.

ii). Shauna and Ben will confirm fees for rental of PARS spaces (equipment cage, 2 rooms, sharpening cage).

iii). Change of access and signing authority required by the bank.

Motion was made to remove previous Treasurer Charlene Morrison from all online banking accounts and access, and grant full online access and signing authority to our new Treasurer Shauna Mcminis. Moved by Kelsey Tuttle, Seconded by Kyla Tuttle. Motion carried.

Motion was made to remove previous Ref in Chief Dale Hofmann from all bank account access including online access and signing authority.

Moved by Kelsey Tuttle, Seconded by Sarah Visscher. Motion carried.

4.3 – Budget

Budget planning for upcoming season is in progress.

4.4 – Google for Non-Profit

Registration Director is currently setting up Google for Non-Profit Workspace. This includes google docs, association emails (ie: secretary@pembinapirates.com) and a shared drive for all documents to be viewed in one place by the Board. This will be managed and overseen by the Secretary once implemented. A procedure template has been created to assist the Secretary on the set-up workflow and password changeover. Board Members must be aware of and abide by the Google for Non-Profit Workspace [terms of service](#), and [additional terms and conditions](#) prior to use.

Motion to implement Google for Non-Profit Workspace. Moved by Jacey Maskell, Seconded by Justine Torok. Motion carried.

4.5 – Equipment Update

i). Jersey condition/count/parent cheques update.

- No cheques will be deposited this year as the jersey conditions previously were not determined. A proposal will be completed for full replacement of jerseys and new tracking system for jersey condition will be started this season.

ii). Equipment inventory list (season start list of assets): JM will create a new inventory list prior to the commencement of the season.

iii). Disposal of expired equipment.

iv). New lock for equipment cage has arrived and will be applied to the cage prior to the commencement of the season by JM. New code to keep amongst Board Members and coaches only. When coaches are given access by a Board Member it must be discussed that the code is not to be shared with anyone else.

v). New code on skate sharpener cage.

It was discussed that the skate sharpening system/set-up will require more attention. JM will implement a plan to:

- Change lock codes prior to commencement of the new season.
- Update the list of who can sharpen skates, implement skate sharpening training, set regular times for skate sharpening services for athletes.
- Propose a plan to mitigate safety/liability risk.

4.6 – Registration Director

i). Registration Fees - Hockey Alberta fee increase.

For the 2026-2027 season Hockey Alberta is increasing their Registration Fee for Players and Team officials in all levels of hockey by \$1.00 to offset inflation and the increase in administrative costs. Estimate of increased costs to us (U7 - U15) would be ~ \$100.00 this season.

PMHA Fees for the past 2025 - 2026 Season:

Division	Early Bird	Regular	Late
U6 (LTP)	-	\$150	-
U7	\$350	\$450	\$550
U9	\$550	\$650	\$750
U11	\$650	\$750	\$850
U13	\$675	\$775	\$875
U15	\$725	\$825	\$925
U18	\$775	\$875	\$975

Discussion regarding the U9 division return to full-ice practice and whether fees should be raised due to this. It was decided that fees would not be raised as the U9 teams having half-ice practice was due to a previous budgeting plan for one year only. It would not be fair to penalize one team with increased fees. It was discussed further that U9 would have one full-ice and one half-ice practice per week going into the next season with no change in fees.

Motion was made to keep registration fees same as last season. Moved by Kelsey Tuttle, Seconded by Sarah Visscher. Motion carried.

ii). Registration for players opens May 15, 2026.

iii). Registration questionnaire to be included in registration online (skill level, do you want to play body contact/NBC, photo release, if not enough registration for female-only team would player consider mixed).

4.7 Women's/Girls dedicated hockey teams

(see Girls/Womens Hockey Proposal and Outline)

Motion was made to proceed with divisions U13, U15, U18. Moved by Shauna Mcminis, Seconded by Kelsey Tuttle. Motion carried.

-Ryan will reach out to surrounding MHA's to gauge interest and promote teams.

4.8 – Facebook

i). PMHA to implement a new Social Media Facebook page to provide better community reach and communication to our members.

Motion was made to implement a new Facebook and Instagram page for PMHA with Kelsey Tuttle and Shauna Mcminis setting up the page. Moved by Justine Torok, Seconded by Shauna Mcminis. Motion carried.

ii). First post to inform that registration is open (schedule for May 15th).

iii). Procedure for Board Members surrounding Social Media posts, double checking prior to posting (ie: two sets of eyes before post is live), comments OFF, etc will need to be created.

4.9 - Policies to Adopt

i). Social Media Policy that was sent to Board members on April 16, 2026 through the PMHA Board chat (text messaging group) to be approved by the Board. See *attached policy*.

Motion was made to adopt Social Media Policy (with vaping added in the illegal activity section). Moved by Sarah Visscher, Seconded by Kyla Tuttle. Motion carried.

ii). Code of Conduct for Parents and Code of Conduct for Players was sent to Board members on April 16, 2026 through the PMHA Board chat to be approved by the Board. A Code of Conduct was also created for Board Members and provided. The logo was adjusted on these forms (text removed) and will need to be approved by the board with this vote. See *attached codes of conduct*.

Motion to adopt new Codes of Conduct for Players, Parents and Board Members with edited logo (text removed) as shown on documents: Moved by Shauna Mcminis, Seconded by Sarah Visscher. Motion carried.

4.10 - Filing/Organization

i). Purchase of a filing cabinet for official PMHA documents, fillings, and minute book. Must be a locking cabinet. Maximum budget of \$200.00 for good quality used.

Motion to purchase a filing cabinet in used or new condition not to exceed \$200.00. Moved by Matt, Seconded by Ryan. Motion carried.

ii). Discussion on storage location, perhaps PARS would allow storage in board room. SM will inquire to PARS.

4.11 - Fundraising

i). It was discussed that it would be ideal to obtain sponsors for jerseys, track suits for athletes, and coach jackets for this upcoming season. Fundraising Director would put out a reach to see who may be interested in sponsorship and set up a sponsorship package/proposal to be put forth to the Board.

A motion was made to secure Sponsors for jerseys, track suits and coach jackets for the upcoming season. Moved by Kelsey Tuttle, Seconded by Shauna Mcminis. Motion carried.

ii). Sign Board Fee Change.

A motion was made to:

Change fees in SOPs from: *“Initial purchase of the sign plus \$250 for a max 4’x8’ space for the first year, \$500 for following years”*

to the new payment policy of:

\$500.00 initial sign purchase (includes cost of sign production to a maximum size of 4’ x 8’), then \$500.00 for subsequent seasons.

Moved by Chelsey Chevrier, Seconded by Justine Torok. Motion carried.

4.12 - Bylaws Update

Bylaws voted on by members at the AGM have been sent in for approval to Service Alberta, we should hear back in 2-3 weeks’ time if they are approved. Once approved they are official and take over our old bylaws. If rejected our old bylaws stand until appropriate corrections are made.

4.13 - Player Release Policy

To keep consistency and transparency with all members, a player release policy is needed for the upcoming season. This will guide the Association’s decisions surrounding player movement. *See attached policy proposal.*

Motion to adopt Player Movement and Releases Policy: *Tabled*

Following extended discussion, the board deferred further consideration of the matter until the next meeting to allow members time for further review. Hockey Alberta to release new information in June 2026.

4.14 - Ref in Chief

i). Vacancy (*notice by RIC given April 13, 2026*).

ii). Ref Clinic - Our previous Ref in Chief (RIC) has submitted the dates for the Ref Clinic while the position for RIC remains vacant. The Board will know in July where we are slotted for the clinic. Once dates are known we will need to book the meeting room for the day and ice time.

iii). Our previous season's RIC will remain in the interim to assist the Association until we can fill the vacancy, but we will need to appoint a board member for booking refs for game play during this time.

A motion was made to appoint previous season's RIC (Dale Hofmann) in the interim and have a member fill in to assist with ref coordination and admin roles pertaining to RIC until a successor can be appointed. Moved by Kelsey, Seconded by Jacey. Motion carried.

**A motion was made to appoint Board Member to assist with the admin and ref coordination duties for RIC until a successor has been appointed as RIC:
*Tabled.***

Ben will investigate what is required for this role further and bring it forward to the next meeting for a more informed vote.

4.15 - U9 Tiering Major vs Minor Teams

Major vs Minor U9 Teams Discussion - is there interest in tiering U9 into Major (A & B) and Minor divisions for the upcoming season? Drayton Valley has requested input with the goal being: *to keep things as uniform as possible while allowing teams to compete at appropriate skill levels. The projected benefits would be more balanced games, support player development, and make scheduling inter-association play smoother and more meaningful.* DV has requested our thoughts on this, see email.

Motion to provide feedback to Drayton Valley that we would be interested in supporting this proposal. Moved by Sarah, Seconded by Kelsey. Motion carried.

4.16 - Timbits U7 Consideration

Tim Hortons provides a timbits program for [U7 teams](#). If we would like to take part in this program we will need to reach out in early June to order online. Each U7 player will receive a free jersey, free socks, a medal, and a year-end Crosby gift item. The timbits program allows players to keep their first jersey as a keepsake with no jersey deposits required.

Motion to implement Timbits program for the U7 team. Moved by Kelsey Tuttle, Seconded by Kyla Tuttle. Motion carried.

- Chelsey to set up order in June 2026 and coordinate with Equipment Director.

4.17 - Development Director

i). Team development - RW will get quotes for power skating and goalie development to present at the next meeting. Discussed absenteeism and whether to charge or not for these programs.

ii). Indigenous relations, blanket ceremony discussion. NEAHL hosted a blanket ceremony at their AGM, and it was discussed to consider hosting one for our Association.

5. Group Messaging Motions:

5.1 April 15, 2026 Puck Machine (Boni) Release.

Ben Yeulet motioned to release Boni. Six members in favour. Motion carried.

Selling price projected for between ~\$800- \$1000.00 to go back into the Association.

5.2 April 19, 2026 - New Combination Lock Purchase for Equipment Cage.

Ryan Woloszyn motioned to change the lock for a newer version at our cage and swap the combo on the skate sharpener cage (~\$20.00 spend on a combination lock). Chelsey Chevrier seconded the motion. Seven members in favour. Motion carried.

Lock was ordered by Chelsey and given to Equipment Director.

5.3 A motion was made to allow group message voting and record motions carried in the upcoming meeting minutes for record keeping purposes in a new group chat only used for voting. Moved by Kyla, Seconded by Kelsey. Motion carried.

6. Round Table

All Board Members have an opportunity to discuss one additional item of concern/ importance.

6.1 Reimbursements (Treasurer)

Motion was made to reimburse for the following items:

- 1. Binder cost \$41.74 (Chelsey expensed).**
- 2. Sammy's \$100.00 for AGM unpaid catering fees (Shauna expensed).**
- 3. Lock \$23.09 (Chelsey expensed).**

Motioned by Ryan Woloszyn and Justine Torok seconded. Motion carried.

6.2 Rec/Pond Hockey (Fundraising Director)

Discussion surrounding opportunities for kids to play with less travel, lower fees, and less time commitment for players and parents. If it is to be considered it must be Hockey Alberta/Hockey Canada sanctioned and further information would be required. Registration Director will look into. Tabled to a future meeting.

6.3 Jersey Deposits

For the upcoming season jersey deposits need to be collected via a new payment method other than cheques. Many people no longer carry cheques, and they are difficult to acquire without a cost or delay from banks. JM, SM and CRC to create new policy for the upcoming season.

6.4 Equipment rooms require re-arrangement/cleaning/upgrades.

JM proposed a two-tier wooden dowel hanging racks to accommodate all jerseys in one room with the estimate of costs ~\$1000.00, and the second equipment room used to store other items (ie: hometown hockey items) ~\$300.00 for storage containers, etc.

A motion was made to spend up to \$2000.00 on equipment cage upgrades and supplies. Moved by Shauna Mcminis, second by Kyla Tuttle. Motion carried.

6.5 Old Jerseys (>10 years old):

A motion was made to dispose of and/or repurpose old jerseys left in equipment room. Motioned by Kyla Tuttle, seconded by Justine Torok. Motion carried.

7. Old Business

7.1 Bank Signing Authority

8. Next Meeting

The next meeting will be held on June 10, 2026 @ 6:00pm

9. Adjournment

The meeting was adjourned at 8:03pm.