August 2026 Board of Directors Meeting Minutes

ITEM	OWNER
1. Call to Order **Date:** Tuesday, August 4, 2026 **Time:** 5:06 PM **Location:** Kelowna Minor Hockey Board Room Memorial Arena | Microsoft Teams **Called by:** President Scott Millard **Confirmation of a quorum** **Purpose of Meeting** To review Board priorities and governance registers, receive financial, operational and committee updates, address immediate pre-season decisions, and confirm actions required before the next meeting.	SM
2. Attendance **Board members present:** • Scott Millard (SM) - President (Chair) - In person • Wes Rota (WR) - 2nd Vice President - In person • Mark Baese (MB) - 3rd Vice President - Remotely • Barb Thody (BT) - Treasurer - In person • Diana Woolridge-Jones (DWJ) - Secretary - Remotely • Rob Starke (RS) - Director, Risk Management - In person • Natasha Nicholls (NN) - Director at Large - In person • Mack O'Rourke (MO) - Director at Large - In person • Jason Williamson (JW) - Director at Large - Remotely **Board members absent:** • Aiden Nix (AN) - 1st Vice President • Sara Cubberley (SC) - Director, Female Hockey **Non-Board Attendees:** • Daryle Assman (DA) - Executive Director - In person • Quintin Laing (QL) - Director, Hockey Development - In person	Board

3. Approval of Agenda The agenda had been circulated in advance of the meeting. No conflicts of interest were declared in relation to the agenda items. **Motion:** **THAT** the agenda for the August 4, 2026, Board Meeting be approved as presented. **Moved:** Wes Rota **CARRIED**	SM
4. Approval of Previous Minutes The Board reviewed the minutes of the June 29, 2026, Board Meeting. No amendments were proposed. **Motion:** **THAT** the minutes of the June 29, 2026, Board Meeting be approved as presented. **Moved:** Natasha Nicholls **Seconded:** Wes Rota **CARRIED** **Future approvals:** The Board discussed approving minutes electronically before the next meeting where unanimous written consent is received, allowing approved minutes to be posted to the Association website sooner.	DWJ
5. Board Decisions, Priorities & Governance Registers The Secretary presented the governance dashboard and registers distributed with the June minutes. The tools are intended to provide a single, centralised record of Board decisions, actions, strategic initiatives and completed outcomes. • Action Register - tracks commitments, owners, status and completion. • Decision Register - creates a concise record of decisions made by the Board. • Strategic Initiatives Register - tracks longer-term work across Board and committee terms. • Initiative Outcomes Register - records completed work and the outcome achieved. • Governance Dashboard - supports exception-based reporting using a red, amber and green status view. Directors were encouraged to use the shared Board drive and committee folders so records remain centralised and accessible. The Board supported	DWJ / SM

maintaining the registers as internal governance documents and using them during future meetings to focus discussion on matters requiring attention, support or decision. The Board identified immediate priorities arising from the June register, including the tryout and evaluation process, Constitution and Bylaw modernisation, policy review, role manuals and coach development.	
ACTION ITEMS	**OWNER**
Maintain and update the Board governance registers and dashboard following each meeting.	DWJ
Present the Board Governance Framework when the Governance Committee Chair is available.	AN / DWJ
Ensure committee records and working documents are maintained in the centralised Board drive.	Committee Chairs
6. President's Report The President provided an update regarding the OMAHA Female Zone program. Member associations were considering whether administration of the U15 and U18 Female Zone teams should return to the local associations. The Board discussed the potential operational and financial implications for KMHA, including registration administration, budgets, banking, coach contracts, team communications, tournament entries and ongoing member support. It was noted that ice for the teams is already supplied through KMHA, but a transfer of governance would materially increase administrative responsibilities. The OMAHA Board was expected to consider the matter that evening. The President and Executive Director will advise the Board once a decision is known and coordinate communication to affected families.	SM
ACTION ITEMS	**OWNER**
Confirm the OMAHA decision regarding the Female Zone program and advise the Board.	SM / DA
Prepare member communication and an internal transition plan if program administration returns to KMHA.	SM / DA / SC

7. Treasurer's Report

The Treasurer and Executive Director provided a financial update.

2025-26 position

The Association remains in a healthy financial position. The prior-year surplus was largely driven by 50/50 revenue. KMHA has applied for approximately $152,000 in gaming grant funding and expects a decision near the end of September. The 2026-27 budget anticipates a modest planned deficit to avoid significant fee increases.

Memorial Cup reconciliation

Final reconciliation remains outstanding due to timing with the Rockets and CHL. Current estimates indicate KMHA may receive approximately $50,000, materially higher than earlier expectations. Final results will be reported once confirmed.

Banking authorities

New Board members were reminded to complete the banking verification process by mid-August. Documents may be submitted through the secure portal coordinated by the Treasurer and Executive Director.

Financial reporting

Year-to-date results were reported as generally consistent with the prior year, with no material financial risks outside the pending gaming grant and Memorial Cup reconciliation.

BT / DA

ACTION ITEMS	OWNER
Finalize and present the Memorial Cup financial reconciliation.	DA / BT
Complete updated banking authority documentation.	Board Signatories
Report the gaming grant decision when received.	BT / DA

8. Executive Director's Report

50/50 Program

The Class A 50/50 license for the 2026-27 Rockets season has been secured. A volunteer calendar will be developed, and the Executive Director will explore whether ticket assignments can be distributed digitally.

DA

Division Directors Recruitment is underway for U7 and U9 Division Directors and a new U11 Recreation Development Director. Qualified candidates have expressed interest. No volunteer came forward for a dedicated U11-U18 Female Recreation Director; the Board discussed whether existing divisional Directors could support the female recreational teams within their age groups. **Ice and registration capacity** Ice contracts had begun arriving, although tournament ice remained outstanding. U9 and U11 continued to have waiting lists. To increase capacity, U9 rosters will increase to 15 players, and U11 Recreation will expand to ten teams. Additional Tuesday ice and revised scheduling will allow approximately 32 additional players to participate. The regular-season game count may range between 16 and 18 games depending on final ice availability. Players concurrently registered with KMHA and private hockey programs will be required to confirm their participation decision by August 10 so waiting-list placements can be managed fairly. **Sponsorship** AK Hockey was confirmed as a sponsor, including player-development discounts and tournament support. Agreements with Virtual Rcades and Red Tomato Pies were reported as near completion. Gift cards provided through sponsorship may be used for volunteer recognition and other approved purposes. **Tournaments and scheduling** Key showcase and scheduling dates were reviewed. The Board discussed the need for earlier and more centralised tournament registration, particularly for Recreation teams, and the possible future use of a central tracker. Tournament fees will also be reviewed against comparable associations and the quality of the participant experience. **Memorial Arena** The Association continues to work with the City on the Memorial Arena opening date and rink-board installation. Opportunities to improve the Association's presence at the facility, including signage, decals, vending and food-service options, will be explored subject to City and regulatory requirements.	

ACTION ITEMS	OWNER
Develop the 2026-27 Rockets 50/50 volunteer calendar and explore digital ticket distribution.	DA / DWJ
Complete recruitment and appointment of Division Directors.	DA
Confirm KMHA player participation decisions by August 10 and update waiting lists.	DA
Develop a centralised tournament registration approach for the 2027-28 planning cycle.	DA / Division Directors
Review KMHA tournament fees and participant value against comparable associations.	DA / Finance Committee
Explore Memorial Arena branding and revenue opportunities with the City.	DA
9. Hockey Development Report **Camps and pre-season programming** Summer camps commenced on August 4. Most sessions were sold out, with only one U11 Female session requiring additional promotion. Instructor-to-player ratios were reported at approximately one instructor to five or six players. Separate insurance coverage had been secured for the program. **Tryouts and evaluations** Tryouts will begin in August. The Board agreed that the existing tryout and affiliate-player policies should be reviewed immediately. Directors were asked to review the published policies and submit any areas requiring clarification or amendment. Recommendations are to be confirmed before evaluations begin where practical. **Coach appointments** The Board discussed prospective coaches, the importance of reviewing qualifications and conflicts, and the need to communicate appointments promptly. Quintin Laing was approved by consensus as Head Coach of the U13 Tier 1 team, subject to standard appointment requirements. Additional prospective coach biographies will be circulated to Directors for review and approval. **Coach compensation** The Board discussed the competitiveness and consistency of coach honoraria, travel reimbursement and mileage rates. It was agreed that coach	QL

appointments should proceed separately from a broader review of compensation and expense practices.

Coach mentorship

Directors emphasised the need to support new and developing coaches, particularly during the first six weeks of the season. Experienced Directors and coaches will be matched with selected teams to assist with parent meetings, boundaries, practice planning and early-season issues. Jason Williamson, Mack O’Rourke and Rob Stark confirmed their willingness to mentor developing coaches.

Skill development

AK Hockey, Next Level and other development providers will be incorporated into team skill sessions where appropriate. Feedback will be used to ensure programming is age-appropriate and differentiated by division.

ACTION ITEMS	OWNER
Convene an urgent review of the tryout, evaluation and affiliate-player policies before evaluations begin.	QL / Hockey Development
Directors to review the published tryout policies and submit comments.	Board
Circulate prospective coach biographies and complete Board approvals.	QL / DA
Develop and assign a coach mentorship plan for the first six weeks of the season.	QL / JW / Hockey Development
Undertake a separate review of coach honoraria, expenses and mileage reimbursement.	Finance / Hockey Development

10. Female Hockey Report

The Director of Female Hockey was absent. The Board’s discussion focused primarily on the pending OMAHA decision regarding U15 and U18 Female Zone program administration.

Registration was reported as sufficient to ice teams in both divisions, although roster sizes may be small. Once the governance decision is known, the Association will confirm coaches, financial arrangements, tournament registrations and member communications.

SC / SM / DA

11. Risk Management, Conduct & Compliance **Gaming and raffle compliance** The Board discussed the need for a clear, formal process for team gaming licence applications and approvals. Directors noted that Association officers' names must not be used on applications without authorisation. A simple procedure or flowchart will be developed to identify permitted activities, required approvals and submission steps. The Board also reviewed restrictions relating to alcohol and lottery products at tournaments and in raffle activities. Physical alcohol is not to be included in raffle baskets or brought into dressing rooms. Any permitted alternative, such as a gift card or display image, must comply with applicable gaming, facility and Hockey Canada requirements. **Team staff conduct** Coaches, safety personnel and other rostered team staff must not consume alcohol while responsible for players, including between tournament games. The Board agreed that expectations should be reinforced through team meetings, the Manager's Handbook and a separate Coach's Handbook. **Risk and discipline** The Board was advised of one Hockey Canada suspension affecting the start of the season. The family has appealed. The Association will follow the eligibility determination provided by Hockey Canada and will place the player in Recreation if the suspension remains in effect beyond representative tryouts. **Records request** The Executive Director is responding to an external request for historical information. The response will be limited to Association records and publicly available information and is expected to be finalised during the week.	RS / DA
ACTION ITEMS	**OWNER**
Create and publish an internal gaming licence and raffle approval procedure, including a simple flowchart.	BT / DA / Governance Committee
Update the Manager's Handbook with gaming, raffle, alcohol and team-staff conduct requirements.	NN / DA

Develop a separate Coach's Handbook covering conduct, responsibilities and standards.	DA / QL / Governance Committee
Finalize the response to the external historical information request.	DA
12. Confirmed Board Priorities The Board identified the following immediate priorities before the next regular meeting: • Confirm the future administration of the Female Zone program and communicate any changes. • Complete the tryout and affiliate-player policy review before evaluations. • Finalize outstanding coach appointments and implement mentorship support. • Complete banking authority updates and Memorial Cup reconciliation. • Advance Constitution, Bylaw and policy modernisation through the Governance Committee. • Complete manager, division director and coach guidance materials. • Formalise gaming, raffle and alcohol-compliance procedures.	Board
13. Key Decisions The Board: • Approved the August 4, 2026, Board Meeting agenda. • Approved the June 29, 2026, Board Meeting minutes. • Supported the use of governance registers and the dashboard as internal Board accountability tools. • Confirmed the tryout and evaluation process as an immediate review priority. • Approved Quintin Laing as Head Coach of the U13 Tier 1 team, subject to standard requirements. • Supported the expansion of U11 Recreation to ten teams and increased U9 roster capacity to accommodate additional players. • Directed development of clearer gaming, raffle and alcohol-compliance procedures. • Supported development of separate Manager and Coach handbooks. • Confirmed the next regular Board meeting for September 15, 2026, at 5:00 PM.	Board
14. Next Meeting The next regular meeting of the Board of Directors will be held on:	SM

Date: Tuesday, September 15, 2026 **Time:** 5:00 PM **Location:** Kelowna Minor Hockey Board Room, Memorial Arena	
15. Adjournment There being no further open-session business, the meeting was adjourned at 7:01 PM. A brief in-camera discussion followed and is not included in these minutes.	SM