



## Calgary Ladies' Field Hockey Association (CLFHA)

### General Board Meeting Minutes

**Purpose of Meeting:** Calgary Ladies' Field Hockey Association (CLFHA) General Board Meeting

**Meeting Date:** Mar 26 2020      **Time:** 19:34

**Facilitator:** Lisa Walpole      **Scribe:** Nilly Hasanova

**Location:** Virtual (Zoom)      **Number of Pages:** 6

**Distribution and Attendee List:** ('X' indicates that the member or alternate representative was present)

	Team	Representative	Position / Area of Responsibility	E-mail Address		Alternate Representative
<b>EXECUTIVE COMMITTEE</b>						
X	Chinooks	Lisa Walpole	President	<a href="mailto:lwalpole@telusplanet.net">lwalpole@telusplanet.net</a> <a href="mailto:alyson_jenkins@hotmail.com">alyson_jenkins@hotmail.com</a>		Alyson Jenkins
X	Phoenix Black	Keely Dunn	Vice President	<a href="mailto:keely@keelydunn.com">keely@keelydunn.com</a> <a href="mailto:patrice.ahl@hotmail.com">patrice.ahl@hotmail.com</a> <a href="mailto:jpjcutbert@gmail.com">jpjcutbert@gmail.com</a>		Crystal Lockart Laural Kuntz
X	Phoenix Red	Nilly Hasanova	Secretary	<a href="mailto:nhasanov@ucalgary.ca">nhasanov@ucalgary.ca</a> <a href="mailto:allison.coey@gmail.com">allison.coey@gmail.com</a> <a href="mailto:diva4allth@yahoo.com">diva4allth@yahoo.com</a>		Jody Griffeth Allison Coey
<b>DEVELOPMENT COMMITTEE – (first name listed is the Committee Chair)</b>						
X	Omegas	Sandra Smith	Development Chair	<a href="mailto:sandrakravec@yahoo.com">sandrakravec@yahoo.com</a> <a href="mailto:kelseyfraser@hotmail.com">kelseyfraser@hotmail.com</a>	X	Maryane Umbsaer
X	Scorpions	Chloe Baker		<a href="mailto:c.vandermeulen@shaw.ca">c.vandermeulen@shaw.ca</a> <a href="mailto:justina.brianne89@gmail.com">justina.brianne89@gmail.com</a>		Justina Gendy
X	Cougars-1	Jen Wishart		<a href="mailto:brownnic1112@gmail.com">brownnic1112@gmail.com</a> <a href="mailto:robyn.outlaws@gmail.com">robyn.outlaws@gmail.com</a> <a href="mailto:jenniferwishart@shaw.ca">jenniferwishart@shaw.ca</a> <a href="mailto:aveenglen@gmail.com">aveenglen@gmail.com</a>		Aveen Glen
X	Stars	Ashley Grieve (indoor rep only)		<a href="mailto:edgecombe_tina@hotmail.com">edgecombe_tina@hotmail.com</a> <a href="mailto:acodd@me.com">acodd@me.com</a> <a href="mailto:maris3schneider@gmail.com">maris3schneider@gmail.com</a>	X	Maris Schneider (outdoor rep) <b>Brenna Lalonde</b> Steph Tench
	Titans	Emily Connolly		<a href="mailto:emma.conna@gmail.com">emma.conna@gmail.com</a> <a href="mailto:luthfilms@gmail.com">luthfilms@gmail.com</a>		Diksha Thakur
<b>FINANCE COMMITTEE – (first name listed is the Committee Chair)</b>						
X	Bluestreaks	Barb Mitchell	Treasurer	<a href="mailto:rundlemt@telus.net">rundlemt@telus.net</a> <a href="mailto:wandawaddell_3@hotmail.com">wandawaddell_3@hotmail.com</a>		Wanda Waddell



	<b>Team</b>	<b>Representative</b>	<b>Position / Area of Responsibility</b>	<b>E-mail Address</b>		<b>Alternate Representative</b>
X	Phoenix White	Nicole Jack		<a href="mailto:n.jack@me.com">n.jack@me.com</a> <a href="mailto:k_webster_03@hotmail.com">k_webster_03@hotmail.com</a>		Kelsey Webster
	Bolts	Jen Latour		<a href="mailto:jenmlatour@hotmail.com">jenmlatour@hotmail.com</a> <a href="mailto:afshan.naveed29@gmail.com">afshan.naveed29@gmail.com</a>		Afshan Nabeeb
<b>LEAGUE COMMITTEE – (first name listed is the Committee Chair)</b>						
X	Astros-A / TNT (indoor)	Verla Wong	League Coordinator / HS Tourney Coordinator	<a href="mailto:verlaw@telusplanet.net">verlaw@telusplanet.net</a> <a href="mailto:richardsonpullen@gmail.com">richardsonpullen@gmail.com</a>		Marla Richardson
	Sonics	Steph Tench		<a href="mailto:sftench@hotmail.com">sftench@hotmail.com</a> <a href="mailto:jess.woelfle@gmail.com">jess.woelfle@gmail.com</a> <a href="mailto:erin.roberts64@gmail.com">erin.roberts64@gmail.com</a> <a href="mailto:mia.lipsett@gmail.com">mia.lipsett@gmail.com</a>	X	Jessica Woelfle Erin Roberts <b>Mia Lipsett</b>
X	Masters	Sandy Jochelson		<a href="mailto:ajochelson@shaw.ca">ajochelson@shaw.ca</a> <a href="mailto:dtseaman@gmail.com">dtseaman@gmail.com</a> <a href="mailto:dntcarm@gmail.com">dntcarm@gmail.com</a>		Debi Seaman Tanya Carmona
X	Roadrunners	Colleen Hoy		<a href="mailto:hoy.colleen@gmail.com">hoy.colleen@gmail.com</a> <a href="mailto:maxciaselway@gmail.com">maxciaselway@gmail.com</a>		Virgillia Chicoine Brooke Barrett
	Rush	Carin Lively		<a href="mailto:carin.lively@gmail.com">carin.lively@gmail.com</a> <a href="mailto:huyenway@gmail.com">huyenway@gmail.com</a>		Huyen Way
X	Storm	Liz Shortt		<a href="mailto:izzy8981@gmail.com">izzy8981@gmail.com</a> <a href="mailto:shindemith@shaw.ca">shindemith@shaw.ca</a> <a href="mailto:lsinclair@shaw.ca">lsinclair@shaw.ca</a>		Saletta Hindemith Linda Sinclair
<b>PROMOTIONS COMMITTEE – (first name listed is the Committee Chair)</b>						
X	Phoenix Pink	Kendra Baskett	Promotions & Projects Chair	<a href="mailto:kendrabaskett@hotmail.com">kendrabaskett@hotmail.com</a> <a href="mailto:skaper_17@live.ca">skaper_17@live.ca</a>		Kelsey Harding
X	Odd Squad	Chelsea Webster		<a href="mailto:chelsea.webster@gmail.com">chelsea.webster@gmail.com</a> <a href="mailto:sophiaroth@mac.com">sophiaroth@mac.com</a>		Sophia Roth
X	Valkyries	Alicia Becker		<a href="mailto:alicianbecker@gmail.com">alicianbecker@gmail.com</a> <a href="mailto:murraykristena@gmail.com">murraykristena@gmail.com</a>		Kristen Murray Avery
<b>UMPIRING COMMITTEE – (first name listed is the Committee Chair)</b>						
X	Phoenix Black	Keely Dunn	Umpiring Chair	<a href="mailto:keely@keelydunn.com">keely@keelydunn.com</a> <a href="mailto:patrice.ohl@hotmail.com">patrice.ohl@hotmail.com</a> <a href="mailto:jpjcutthbert@gmail.com">jpjcutthbert@gmail.com</a>		Crystal Lockart Laural Kuntz
	Lightning	Nicole Dunsmore		<a href="mailto:nicole.giles@hotmail.com">nicole.giles@hotmail.com</a> <a href="mailto:azaremba@shaw.ca">azaremba@shaw.ca</a>		Andrea Salluzz Audra Zaremba
X	Astros-B / Astros (indoor)	Melinda Bretzer		<a href="mailto:mabretzer@yahoo.ca">mabretzer@yahoo.ca</a>		Sofia Aya-Cristancho Valaria Aya-Cristancho
X	Cougars-White	Nancy Chen		<a href="mailto:nancymchen.15@gmail.com">nancymchen.15@gmail.com</a> <a href="mailto:amandaprowse@shaw.ca">amandaprowse@shaw.ca</a>		



	<b>Team</b>	<b>Representative</b>	<b>Position / Area of Responsibility</b>	<b>E-mail Address</b>	<b>Alternate Representative</b>
<b>TURF COMMITTEE</b>					
X	Cougars-Black	Heather Ramsay	Turf Chair	<a href="mailto:ramsaysports@hotmail.com">ramsaysports@hotmail.com</a> <a href="mailto:jenniferwishart@shaw.ca">jenniferwishart@shaw.ca</a>	Amanda Brown Jen Wishart
<b>OTHER</b>					
X	n/a	Burgundy Biletski	Field Hockey Alberta (FHA) Executive Director	<a href="mailto:burgundy@fieldhockey.ab.ca">burgundy@fieldhockey.ab.ca</a>	
X	Phoenix Pink	Kendra Baskett	CLFHA Administrator	<a href="mailto:kendrabaskett@hotmail.com">kendrabaskett@hotmail.com</a>	

**23 in attendance (attendance not mandatory this meeting but all are welcome).**



## Agenda & Minutes

**Meeting called to order – Time:** 7:34 pm

### 1. Approval of Agenda

- Motioned by – Melinda Bretzer
- Seconded by – Sandra Smith
- Result – approved

### 2. Approval of Past Minutes

- No minutes to approve
  - Motioned by Melinda Bretzer
  - Seconded by Sandra Smith

### 3. Executive Committee (President, Lisa Walpole)

- Nothing to report

### 4. Finance Committee (Chair, Barb Mitchell)

- Barb sent proposal to hire bookkeeper (See Appendix 1)
- Barb to retire in November and financials get busy then hence why a bookkeeper should be hired. We still need a treasurer however to attend meetings.
- AGLC want physical copies of reports every two years.
- Someone in mind that will charge a non-profit rate of \$30/hr. + cost of software (which is \$20.00/month with QuickBooks where you can have multiple users, do bank reconciliation via computer etc.) and they will work 15-20 hr./month. Barb doesn't recommend a "cap" as beginning and end of season as well as audit and casino audit are busy times. Barb to contact AGLC to see if gaming funds can be used for paying for this. We are looking at about \$500.00 a month after taxes. The hired person can shadow Barb, prep documents for audits.
- Motion: that CLFHA should hire a bookkeeper per recommendations in Barb's document
  - Seconded by Verla Wong
- Discussion about whether there should be a hiring committee, or if it should be posted online (would be posted on CLFHA site for 2 weeks). Decided that easiest to hire internally so long as references check out per Chelsea's recommendation (board agrees).

### 5. League Committee (Chair, Verla Wong)

- High school tournament. We haven't heard from Calgary senior high school whether high school sports are cancelled. A few schools have asked for cheques back but nothing formal out there. CBE currently on spring break.
  - We do know that they are to make a decision by the end of the month (unsure whether this week or next week)



- U of C is closing down until end of June (turf included) which will impact us for Ladies' League and High School tournament.
- Not sure if high school coaches out there that have received formal cancellation of spring sports.
  - No intra-school competition but no official word from school districts (per Sandra and Nicole).
- Verla suggests high school tournament is cancelled. She will contact the right parties regarding the cancellation. Return of cheques will happen if they want them returned. Verla to purchase stamps. 25% down payment per city is non-refundable (as well as the admin fee) and Verla will work with them to see if we can get it back or receive credit for same.
- Ernest Manning and McMahon field fees due end of March. Genesis Centre closed (we will ask for a credit for pre-season practices).
- Unsure if city fields are open right now. Verla to ask Megan at the City to get feedback on same.
- May & June 2020- everything field hockey related cancelled for CLFHA. July & August pending.

#### **6. Umpiring Committee (Chair, Keely Dunn)**

- Nothing to report

#### **7. Development Committee (Chair, Sandra Smith)**

- Nothing to report

#### **8. Promotions Committee (Chair, Kendra Baskett)**

- Nothing to report

#### **9. Turf Committee**

- Nothing to report

#### **10. Other**

- Team reps to let their team members know that July
- Cougars (new team) to get deposit back
- Group retreat (18+) when self-isolation is over!
- June meeting on Zoom
- FH Umpires Facebook page is hosting a game live commentary for interested parties to observe Mar 27 2020 0800 MDT

#### **11. Outstanding Action Items**

- None

#### **12. Next Meeting Date –**



- April 16, 2020 at 7:30 p.m.

### **13. Adjournment at 20:08 pm**

- a. Motioned by: Melinda Bretzer

**Appendix A: Proposal to hire a book keeper for CLFHA March 2020**

**From: Barb Mitchell**



As you know, I have not played field hockey for a couple years due to a torn hamstring. I will be “retiring” from the board at the end of my term. I have talked with Lisa and Verla and it is unlikely we will find a volunteer who is willing to put in the hours needed to keep the financial end of things running. Many not-for-profits have failed when their finances have not been kept up properly. Therefore, I think it would be worthwhile to hire a book-keeper who would have a professional duty to get the job done accurately and honestly.

I have attached the duties of the book-keeper so you can see what would be expected. This does not mean we do not need a treasurer.

The treasurer would still be required to attend meetings and present the bookkeeper created statements (and write down questions for the book keeper), set and send out notice of fees, follow up on unpaid fees, facilitate the yearly audit (3 members of the board), ensure the book keeper has ALL the invoices and other enabling documents, handle all club/umpire/coach payment issues, and farm out umpire check writing if requested (we are looking to stream-line this as well). The treasurer may need to maintain the physical records – this might be something we get the book keeper to do (printing cost). At the moment, AGLC requires physical copies of all transactions for the Casino Report.

In speaking with my book keeper (who charges \$45 per hour), she suggested a not-for profit rate of \$25-\$30 per hour + software. Regardless of whether we hire someone or not, we will have to upgrade software. CLFHA is running an ancient version of Quickbooks and it only runs on my computer because I have not (but must) upgrade.

I think 15-20 hours per month would cover things. I don’t necessarily recommend capping the hours monthly – at least not in the beginning. The number of hours is a guess on my part. CLFHA has streamlined processes now but field hockey runs on cycles with super tight deadlines (often) to pay field/gym deposits and rentals. Those times might require extra hours but honestly, there are months where I do a bank reconciliation and write a couple cheques.

**Software expenses:** \$20/month online QuickBooks allows more than 1 user, fully backed up, links to bank to help manage bank reconciliation, computer generated cheques. I will contact gaming to see if this can be paid through gaming funds.

**Hourly wage at top end:** \$30/hour for 20 hours per month. Below are snips from the calculation. At what we expect to be the maximum number of hours, CLFHA would pay out a little more than \$500/month:

\$474.84 in wages

\$31.25 in employer EI and CPP (possibly less if book keeper is fully paying EI and CPP through some other job – not sure how that works...)



Salary or wages income	600.00
Vacation pay	24.00
<b>Total cash income</b>	<b>624.00</b>
Taxable income for the pay period	624.00
Pensionable earnings for the pay period	624.00
Insurable earnings for the pay period	624.00
Federal tax deduction	73.94
Provincial tax deduction	51.91
Total tax deductions on income	125.85
CPP deductions	17.45
EI deductions	9.86
<b>Total deductions</b>	<b>153.16</b>
<b>Net amount</b>	<b>470.84</b>

## Salary calculation: Employer remittance summary

Employee's name: **book1**  
Employer's name: **clfha**  
Pay period frequency: **Monthly (12 pay periods a year)**  
Date the employee is paid: **2020-01-31 (YYYY-MM-DD)**  
Province of employment: **Newfoundland and Labrador**

<b>Canada Pension Plan (CPP)</b>	
Employee CPP contributions	17.45
Employer CPP contributions	17.45
<b>Subtotal of Canada Pension Plan (CPP)</b>	<b>34.90</b>
<b>Employment Insurance (EI)</b>	
Employee EI contributions	9.86
Employer EI contributions	13.80
<b>Subtotal of Employment Insurance (EI)</b>	<b>23.66</b>
<b>Tax deductions</b>	<b>125.85</b>
<b>For this calculation, remit this amount</b>	<b>184.41</b>