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| **Executive Meeting Minutes**  January 21st, 2024 |  |

Attendance:

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| **Position** | **Name** | **Email** | **Present** |
| President | Rod Senior | [penlax.pres@gmail.com](mailto:penlax.pres@gmail.com) | ✓ |
| Vice President - Competitive  (Including risk) | (**Vacant)** | [penlax.vp@gmail.com](mailto:penlax.vp@gmail.com) | n/a |
| Vice President – Non-Competitive | Terry Hall | [Penlax.vp2@gmail.com](mailto:Penlax.vp2@gmail.com) | A |
| Registrar | Josiah Lemmon | penlax.registrar@gmail.com | ✓ |
| Treasurer | Shannon Day | Penlax.treasurer@gmail.com | A |
| Secretary | Laura Wille | penlax.secretary@gmail.com | A |
| Director Communications | Joe Bartleman | Penlax.communication@gmail.com | ✓ |
| Director-Webmaster | Kevin Belanger | Penlax.Webmaster@gmail.com | ✓ |
| Director - Clothing | Randi Sampson | Penlax.clothing@gmail.com | ✓ |
| Director- Member at Large 1 | Dave Flint | Penlax.dal1@gmail.com | ✓ |
| Director-Member at Large 2 | Selena Vesterback | Penlax.dal2@gmail.com | ✓ |
| Director of Equipment | Kyle Dupuis | [penlax.equipment@gmail.com](mailto:penlax.equipment@gmail.com) | ✓ |
| Director - Floor Allocator | (**Vacant**) | penlax.floorallocator@gmail.com | n/a |
| Director - Officials | Jason Syrotuck | [Penlax.headref@gmail.com](mailto:Penlax.headref@gmail.com) | ✓ |
| Director- Head Coach | Ken Passmore | [penlax.coach@gmail.com](mailto:penlax.coach@gmail.com) | ✓ |
| Director - Managers | Kristine Haywood | [Penlax.mgr@gmail.com](mailto:Penlax.mgr@gmail.com) | ✓ |
| Director -Events | Stacey Alford | [Penlax.events@gmail.com](mailto:Penlax.events@gmail.com) | ✓ |
| Director - Female | (**Vacant**) | [Penlax.female@gmail.com](mailto:Penlax.female@gmail.com) | n/a |

A=Apologies D=Delayed E=Left Early

1. Call to order 6:30 pm
2. Minutes

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| Motion: | To accept the December 2023 Meeting Minutes | | |
| Proposed: | Dave | Seconded | Selena |

**Motion Carried**

**President Report**

The junior A draft took place on July 13 this year and 4 of our graduated players were selected! A big congratulations to Jax Heavoner for being selected by the Coquitlam Adanacs, Aiden Rintoul, Cooper Anderson and Eugene Alexander Swan being selected by the Victoria Shamrocks.

Thinks most people did early bird discount and that helped with registration

numbers. We will set that up for 2025 season. Kids who were drafted, WAY TO GO!!!!

Had a VIMLC meeting Jan 8th.  
  
Campbell River - starting intro to lacrosse program in schools  
  
Comox - was also just beginning their into to lacrosse in schools   
  
Cowichan - early bird discount appeared to help this year as they had over 50 registered and hoping to have a team in each division  
  
JDF - numbers are strong with over 200 already registered   
  
Nanaimo - numbers are looking good with many new players registered   
  
Oceanside - try it sessions all maxed out with waitlists and are expecting to have a team in each division   
  
Saanich - 112 applicants registered and expect over 200 this season  
  
Vic/Esq - numbers improving and hoping to have a team in all divisions other than U17 as very few applicants in that division

**VP Report**

Working on CRC information

**VP Report – Non-Competitive**

heard back from Kelset, reached out to the BCLA for stick loan program. We can

borrow sticks &amp; balls for back to the box Feb 9th,, 30 days. Hoping to get into schools with thisas well. We do have it for back to the box for U7-U11 for try lax free.

**Treasurer**

Chequing acct  $6,758.46

Gaming acct.   $15,722.85

GIC1                     $775.49

GIC2.                    $821.06

GIC3.                 $3,515.39

PayPal.           $10,110.77

**Registrar**

Below is an updated breakdown of the current 2024 registration count:

Total = 97

U7 = 5

U9 = 12

U11 = 18

U13 = 19

U15 = 22

U17 = 21

Paid registrations: 58

Unpaid registrations: 39

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**Managers**

Head Manager Report:

Not much to report from me as well.

I am currently reviewing the binders and adding in some fundraiser and other tidbits that Stacey has forwarded to me.

Hoping to reach out to last year's managers soon to see if they are interested again.

\*FUNDRAISING - meat draw, burger & beer, etc. We will look into it and Stacey will get this going. We have places to have money. Return-It, we can set up our phone number. Josiah is looking into setting up an account for Return-It, just need a phone number. We can get word out after. Josiah will let Stacey; Joe & Kristine know when it is set up.

**Clothing & Awards**

**Equipment**

Have not fully stocked everything, renumbering everything in accordance with

the sheet he was given by Phil. Working on the kids & labelled for divisions. Rod & Kyle

discussed they are short on balls. You will need to order more balls. Kyle got a cost on balls

(new business!) Slowly trying to see what we have in stock or if some stuff should be garbage.

Stuff from centennial box and the stuff has been cleaned out. Phil had mentioned last year

Kirby’s was retiring some old gear that was not sold and Kyle will reach out to Phil to get the

contact last year.

**Floor Allocation**

Floor Allocator report:  
Unfortunately due to Weather the first U15/U13 back to box session had to be cancelled. I was fortunate to be able to secure Feb 3rd from 7:00 - 8:30 pm to make up for it at no cost to the association.  
I have secured Centennial box from March 4th to June 30th. Mon-Fri  
4:00 - 9:00 pm and Sat/Sun 10:00 - 6:00 pm.

Feb 3 is a redo date for U15/U13 and then centennial park. Feb 3 is just for

U13. Email this Wednesday was going out to U15 will be sent out by Josiah. Rod &amp; Ken are going to look around at some of the TBD dates and see which ones they switch around some dates for kids.

**Officials**

Nothing to report, clinic for the clinicians is next weekend and I'll be attending.

Not much for officiating until clinic dates are announced.

**Events**

Events Report & social media -

Photographer is secured for photo day & time slots. We will need to have team rosters into him by the end of March early April to set time slots for team photos.

Have sent free try lacrosse posters to all the elementary schools in the area to get promoting & get the numbers up in the non comp divisions.

Helped Terry get going on the school information for lax in schools. Haven’t heard back!! We NEED to find a way to get into schools and up numbers for those divs.

Looking into more fundraising options for teams. Will send those to Kristine for binders & manager info. Also looking into having a bin at Bottle Depot so people can drop cans & bottles off & it’ll go to our association.

Joe added me to Facebook to help with that during the season with posts. Instagram has seen an influx in followers recently. We are just sharing some old posts for now.

Applied for Father’s Day Tourney. BCLA was shocked we were not hosting U17 tourney. Asked why. Father’s Day Tournament has been approved. Dave’s wife Amy has offered to help with opening ceremonies, etc. He will pass my ph number along to Amy.

 there is a CRC related issue I am still resolving so whoever has the code. Please do not give it out yet.

**Coaches**

We have enough coaches right now for a team in each division. As the number of registered players increases, we may need another set or two.

There was talk about some rule changes in regard to physical contact for this season. I have not been able to find any minutes yet that addresses whether these changes will be taking place - will keep looking.

BCLA is trying to straighten out some rules and letting others slide. Looking into suspensions list for coaches.

**Communication**

Social media has been more active and we have new followers. We have been promoting registration, coaching applications, executive volunteer positions, back-to-back sessions and try lacrosse for free on social media.

I have received plenty of emails from new families interested in lacrosse over the past few months. Many ask about practice schedules, length of season and what is needed to play etc. I am hoping many of those families have registered. One family from the United Kingdom seem to be very excited about box lacrosse.

As our social media accounts continue to grow, we are looking to help find ways to regrow the game and reach as many people as possible on social media. Advertising will help this. We will have to decide a budget on Advertising if possible.

Advertising!! We just do Instagram and Facebook at the same time, come try lacrosse for free, registration, etc. Cherry pick a few posts. We will find a way to get going and get more kids playing and registering. Call to action might be a great

idea! Incentive each ads. Joe will get a budget for one month of advertising.

**Old Business**

**Women’s league funds** - remove the fundraising fee from the original rate. How to do this? Rod

said he was in touch with someone over email. Family fee process is a global setting for each

division, no provision for elimination from only female divisions. Reimbursement of $50 for

fundraising fee that has been paid. If they didn’t pay, then no worries.

- issues with looking into PayPal and not being able to see what funds have been processed

**Clothing inventory**

Randi started. Not many shorts.

Short inventory

Xsm - 11

Sm - 7

Med - 13

Large - 9

Xl - 3

Xxl - 22

$24 for shorts from xtreme threads

Lost money last year is what Katie said.

Xtreme threads does bags, etc.89$ for player bags.

Randi to move forward with xtreme threads

To get money from parents and then put in one large - team meeting managers do they can see

how many kids would like a bag. Kristine could mention at manager meeting

Randi needs to find out time frame and cost from hometown. Randi &amp; rod are thinking about

lanyards and sweatpants. More SWAG!!!!

Need to get samples made up and show the kids and managers. Tournaments one shirt

available, that kids could buy or have. A non identified with cool graphics for kids and parents.

**Sandwich boards**- Buried and hidden. Rod has taken it and put it Infront of the swimming pool

entrance. Kristine did get some quotes for boards for promoting penlax. Rod talked to Beacon

who had a comp price and they wanted to help out and get kids playing so he dropped the price.

Original quote was $285 but if we bought 6 he would be for $240.00 per sign. Rod said go

ahead for 6. Stacey to forward our registration poster with info on it. Start with the other signs,

such as little league. Brentwood, Sidney, Panorama, etc.

**Tracey Underwood presentation date**, 29th of January at Flynn. Slideshow set up for us. 6:30

pm. As many people who can attend the better.

**Reaching out to schools for potential lax opportunities**.

He sent out emails to all the elementary schools and has not heard back. He has not heard back from anyone, but we are staying hopeful as it is still early and we are aware that there is probably a process of approving this.

We will have to get Terry to touch base. Josiah is asking to touch base and looking to see if he

can get a copy of th emails. Print flyers for the schools as well!

Russ will be hosting a coaching clinic as well. Level 1 &amp; 2. This is not affiliated with Penlax.

Stacey will email Randi a flyer for school.

**Photographer update**-

Rosters need to be in for time slots. 3rd for Opening Ceremonies &amp;

association photo

April 17th for team slots.

**Electronic Game Sheets-**Training and videos, Rod reached out to VIMLC, Stephanie

Prizeman will look into what they can do for training to us. Stephanie wants to train one person.

Kristine has offered to be that person. RAMP electronic game sheet. Forward RAMP training

information to Kristine so she can get it out to the managers.

**New Business**

Every assocation on the island has to put in volunteer names per association for commissioner

for one of the divisions. Rod wants to see if anyone will volunteer. Is there anyone who would

volunteer? Ken says he is the only one who does not have a family member or a tie to the

association by family - so the association will put up Ken’s name as a volunteer. He will

volunteer U11 down. Dave mentions we can ask people in the community, so if you know

someone who wants to get in and make changes, then that is the best way to get involved.

Pretty good way to give back!! If anyone has any suggestions please get them in to Rod by

Wednesday January 23rd.

**WAITLIST DISCUSSION** –

Starting to wait list at 19 players, however but the bcla says you can

take 22 per team. Our policy right now is after 18 you go on a waitlist, that does not mean you

are staying there. First 18 that are returning players that are paid and registered before january

31st are promised to play. They need to make arrangements to play. Kid Sport or payment

plans. You can apply for oversize roster at 25 but can only take 22 kids to provincials. Josiah

says 5 new players to U17. How do we deal with unpaid players. Josiahs says two ways of

unpaid. Sponsorships (provide information) or etransfer. They need to be reached out too.

Payment plans are the minority of way people are paying when using etransfer. Josiah will do a

follow up email to players who are not fully paid for.

Until players are not paid they are not insured by BCLA.

Josiah will apply by email to follow up with each player to see about payment and find out the

ways they are paying, whether payment plan is required, if sponsored, etc.

What will happen to waitlist kids if we decide to do combo teams with other associations? What

will combo teams mean for those kids?

**Gear Swap Day** - did we want to do this? Everything is expensive, gear swap day - hockey has

done it in the past at pearkes. Maybe we can look into doing something early in the season. If

families ask about gear maybe we push them towards playitagainsports, or we see if south

island associations will do a gear swap day. Keep ears open who are struggling, and keep them

up to date.

**Parent Suspension Framework**- BCLA fair play policy has rules and goals but no boundaries -

Nanaimo have parents sign off on a different set of rules. \*get from Ken to fill in\* What are we

doing for punitive measures. Ken he will polish up the policy he read that he found from

Nanaimo. Come up with a step by step rule for each parent and Ken will email it out to everyone

who is willing to put in their thoughts and concerns about how this will be written. It will be fair

for every parent, in our association.

Rod discussing policy changes - joe, ken and stacey sat down to discuss and break it down.

Suggested policy changes, \*will get this printed and sent to you\*

Policy

- ii elected at the agm for two year term. Opposite pres bylaw b.

- B, c, f &amp; remove the wording into appropriate wording

- J discuss scholarship options with U17 players (adding a new one. Players who will be

graduating will have scholarship options discussed with them)

- B, c, d in non c - adjust the naming

- B. move to communications (acts as a back up webmaster for the association)

- D. sends approved minutes to webmaster to post on website &amp; google link

- H. gather all year end reports by sept 15 prior to agm (just added a date in there)

- J. updated society act of info within 30 days to agm (adding in date)

- H. delete (treasurer- deleting “prepare signature log and ref amounts”)

- O. add submitting gaming report within 30 days after the raffle is completed (added the

date)

- I. move to vps (if appropriate works with parents/players to do play down requests to

vimlc &amp; bcla)

- Q. assistance of vp of competitive (for all c teams provides a team list of years and

playing years to make sure it adheres to c formula)

- W. \*new\* setting up team rosters etc in team snap, director at large to assist if needed

- Find out how we are to merge players for the new season instead of entering

each person individually. Is there a way to ask BCLA.

\*Rod needs to ad webmaster report to the minutes

- M. works with director of clothing to prepare a budget for september meeting

jersey/pinnies that need replacing for upcoming season \*added\*

- Q. prepares and works with secretary to distribute and collect at the end of season of a

coaching survey to use at the end of season for the following season \*add\*

- C. move to president duties

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| Motion: | To accept proposed changes to Policy as ammended | | |
| Proposed: | Joe | Seconded | Kristine |

All in Favour Motion Carried

**Kyle -** no stick program for new kids. If at all possible, registrar can pass kyles number on to

new goalies so he can get them kitted out. That way gear is not being dragged around. No

sizing up at eagle ridge.

Balls $2.66 a ball. 240 balls, $570.00 total.

Ken thinks we will need way more than that.

Orange balls or coloured balls for practices and white for game balls

Buckets for balls

First aid kits, ice packs for coaches &amp; managers meeting

Next Monthly Exec Meeting: Feb 12th 2024

Meeting Closed:

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| Proposed: | Kristine | Seconded: | Ken |