

**West Northumberland Girls' Hockey Association
Executive Meeting – Minutes**

Date: Tuesday, April 11, 2017

Present: Greg Brocanier, Lynn Marie Brocanier, Sarah LeBlanc, Veronica Marriott, Jason Dalby, Ian Koellner, Jennifer Ashley, Shawn (Toad) Davis, Curtis Hackney, Barb Hackney, Trudy Stacey, Tom Cole, Ron Samis, Darren Mackey, Ryan Smith

Regrets: Kelly Watson, Danielle Rock, Steve Kniff

ACTIONS CARRIED OVER:

ACTION: Next summer (2016), the executive will review the WNGHA fee structure for home teams for the tournament.

ACTION – The 2017-18 executive will discuss creating a login for people to sign in if they wish to complete a coach evaluation.

ACTION – 2016-2017 executive should add an intent to tryout form on the website for the 2017-18 tryouts so executive is aware of approximately how many players will be trying out for each team (all levels). Ron will send this to Ryan.

ACTION – Ian will request a deferral of the additional \$5000 for the CCC for 1 year.

ACTION – Jen will network with Dean about historical information regarding girls' hockey in Cobourg. (pending response from Dean)

ACTION – Incorporate photo permission form onto registration forms for next season.

ACTION – Lynn Marie, Kelly, Veronica & Jen will spearhead the organization of volunteers for the 50/50 draw at the RBC Cup.

ACTION – Toad will find a TV and will inquire about a donation (Harry approved a TV in the CCC foyer to advertise/promote WNGHA).

ACTION – Ian will submit a revision of the banking policy, specifically regarding bank cards, for the AGM.

ACTION – Ian will review the budget to ensure a proposed \$100 discount for all first time novices is affordable.

ACTION – Ian will network with the Nighthawks and Cougars re: the potential of running 50/50 draws at Cougar games.

ACTION – Deadline for AGM executive nominations and amendments → Jason will send out a

mass email reminder.

MINUTES

By Jen

Moved by: Tom
Seconded by: Trudy

Carried

Approval of minutes from March 7, 2017.

TREASURER'S REPORT

By Ian

Moved by: Toad
Seconded by: Veronica

Carried

See Appendix A for Financial Report.

Ian distributed a hard copy of the report and it was discussed.

REGISTRAR'S REPORT

By Jason

Moved by: Lynn Marie
Seconded by: Ryan

Carried

Jason distributed the tryout schedule volunteer sign-up sheet and executive members began to sign up for shifts. Jason has been sending electronic versions of releases to centres who have requested them.

TOURNAMENT REPORT

By Sarah

Moved by: Jason
Seconded by: Barb

Carried

Darren has tentatively booked ice for Oct. 27-29 for our tournament. Sarah will contact the OWHA to seek sanctioning. Ron suggested asking the OWHA if we could offer both house league and rep.

The ESSO Fun Day will be May 27 from 1-3:30 pm. We need promotions and off-ice volunteers. It is for anyone but the focus is for inexperienced girls to try it out. This date is flexible.

We got \$3000 towards goalie equipment through the Grassroots Initiative Grant, as a result of Sarah's application. On May 18, at 7:30 pm, there will be a check presentation, during the RBC Cup. Sarah will accept this cheque on behalf of the association.

The logo contest was unsuccessful due to lack of entries. Sarah suggested adding the \$100 allocated to this contest winner to our scholarship. The executive agreed to this reallocation of funds.

Clothing committee – Three clothing tenders were submitted and the clothing committee recommended Sommerville's. The executive approved their selection. Sommerville's will be putting together a package for us, which will be presented at a future meeting.

FUNDRAISING REPORT

By Darren

Nothing new to report.

The atoms have one fundraiser yet to report on.

EQUIPMENT REPORT

By Curtis

Moved by: Ian

Seconded by: Greg

Carried

There are a few women's jerseys left to be returned. Curtis will need more pucks next season. Toad will have the clothing racks built by the end of the school year.

JUNIOR HOUSELEAGUE REPORT

By Barb

Moved by: Curtis

Seconded by: Sarah

Carried

The house league pool party was last Sunday and it was a huge success.

LADIES HOUSELEAGUE REPORT

By Kelly

No report.

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg

Moved by: Jen

Seconded by: Tom

Carried

Greg applied for the Canadian Tire First Shift Program (Formerly Bauer First Shift). I could be coed or unisex (TBA). He is currently talking to the organizers regarding the details of this event.

Sept. 30 is the combined PA day and is the ideal day for the Hockey Canada Development Day. The only cost risk for us is that we pay for the ice if we have less than 60 participants and we provide lunch.

ACTION – Darren will book the ice for the Hockey Canada Development Day on September 30, 2017.

Scholarship Fund – The Kaitlin Bates Association scholarship will be an initiative for next season.

All Rep Teams- Greg recommends that next year to combine a goalie and skating development session (4-5 sessions per team). It would be $\frac{3}{4}$ ice Spike and $\frac{1}{4}$ Dan, with combination drills for the last part of each session. Approx. cost would be \$320/session. The total cost would be approximately \$1600.

Jr. Houseleague – Perhaps have some development test sessions to see how the girls are

responding; plan in cooperation with house league director.

All cancellations this season were due to inclement weather.

The general consensus from feedback Greg has received is that parents want more development.

“Dreams Come True” – This is a new program to encourage low income families, who must be on financial assistance, to enroll their daughters in hockey. It pays for all the player’s equipment and registration costs, in house league. We could recruit from Jump Start or United Way, etc.
ACTION – Greg will network with Brian Hurley and Jason to spearhead the “Dreams Come True” initiative.

This year, Hockey Canada coordinated with Catholic School Systems for a learn to play hockey session. It was successful and they’d like to expand this to the public school system. It is a full day program. We would need Bantam and Midget aged volunteers (wearing Wild jerseys) to assist. Greg is going to try to initiate this in our area.

ICE SCHEDULER REPORT

By Darren

Moved by: Trudy

Seconded by: Toad

Carried

Harry wants to know our ice time requirements for next season. We expect to have the same number of teams as we had this season.

SPONSORSHIP REPORT

By Steve

No report.

REFEREE IN CHIEF

By Tom

Moved by: Darren

Seconded by: Veronica

Carried

Tom is looking for new adult officials (over 18).

ACTION – Ryan will post our need for 18+ referees on the website.

LOWER LAKES REPORT

By Veronica

Moved by: Jason

Seconded by: Lynn Marie

Carried

Registration closes June 15 for next season (2017-18).

OWHA REPORT

By Toad

No Report

PUBLIC RELATIONS & MEDIA

By Danielle

No Report

WEBMASTER

By Ryan

Moved by: Toad

Seconded by: Darren

Carried

Ryan drafted a job description for the Webmaster position. (Handout) A conversation ensued about the possibility of combining the Public Relations and Webmaster positions. Greg asked Ryan to provide a guideline for proper submission protocol to webmaster. Greg suggested that whoever is responsible for the post compose it and have it approved before being posted on the website. Ryan agreed.

ACTION – Ryan will complete a web form that anyone could use for any web page post submission & it will be reviewed by the secretary before posting.

This will eliminate confusion and be more streamlined for the webmaster.

It was suggested to combine media and webmaster jobs as “communication officer” for the AGM, which would be a voting position.

ACTION – Veronica will submit a motion for the AGM to create a new position called “Communications Officer”, which would replace the current Public Relations and Webmaster positions. The Communications Officer would have voting rights.

There is a new tryout page offered by our web provider. Ryan explained this and suggested we use it. It uses codes for players. Ryan suggested encouraging our coaches to use this. Greg suggested we have pre-registrations in future years so this can be set up prior to tryouts.

ACTION – Ryan will send an email to all current coaches to get feedback from them regarding the new online tryout tracking system.

NEW BUSINESS:

1. Banquet: Veronica obtained the lottery licences. She got pictures from all teams for the slideshow. Veronica discussed the raffle (donated prizes and one ½ registration) and 50/50.

ACTION – Veronica will ask Danielle if she will take the award winner photos at the banquet.

2. Scholarships – Ryan reported on the results of the applications, based on the analysis by the scholarship committee. We have an extra \$100 from the crest contest so decided that there will be two recipients.

ACTION – Ryan will request proof of enrolment from the successful candidates and will invite them to the rep banquet.

3. Registration Dates: Ian suggested incorporating a development fee into HL fees so we can cover the costs of HL, and not continue to lose money through this program while having the teams have an added development benefit.

Motion by Ian - Base fees will stay the same for 2017-18 season but a \$25 development fee will be added for rep and houseleague. This fee excludes the ladies league and Sr. C.

Vote: Yes 11 Opposed 2

Jason will open on-line registration this week. Sarah suggested we provide and advertise options for payment schedules. Late fee stays at \$50 (after Aug. 15 for House League, July 1 for Rep).

Registrations fees for the 2017-18 season will be as follows - \$450 for novice rep & novice HL; Jr. HL (atom and up) \$480: \$525 for rep teams; Ladies House League \$325; Sr. C \$285.

ACTION – Jason will decide on in-person registration dates.

4. RBC Cup Update – Ian reported that an exemption will be made for the lottery licence for the RBC Cup 50/50 draw (arranged through Hockey Canada and the Town of Cobourg). We may need to get liability insurance. Ian is hoping to have the insurance clause waived. Jen added that we have been awarded the 50/50 draw for all of the 15 games.
5. Development – Greg said the Nighthawks will not be billing us for the goalie development sessions our goalies attended.
6. Greg – AGM Proposed Voting Options 2017-2018 → He presented this to the executive & will propose a motion for the AGM.

ACTION – Greg will write and submit an amendment to AGM voting policies.

7. Jen updated the executive on player volunteers for puckdrop/flag/shovel crew. Atom-PeeWee players were selected via a random draw, witnessed by 2 town of Cobourg employees. The shovel crews (Bantam & Midget) will be chosen by their coaches. Lynn Marie will assist Jen in coordinating these volunteers.
8. Amanda Coulis – Exemption for BB due to tournament in BC → approved
Cassie Lawrence – PW A → missing part of our tryout due to tryout conflict for AA team. Approved
Scout Young – Bantam B → vacation – approved
Isabelle Mason – Novice B → vacation – approved

9. Ron reported that the Atoms lost their OSHA appeal regarding the fine and suspensions imposed as a result their raffle draw. See Appendix B for Appeal Committee Report.

ADJOURNMENT

Moved by: Jen
Seconded by: Veronica

Carried

Next Meeting: AGM May 23, 6 pm @ CCC

APPENDIX A Financial Report

West Northumberland Girls Hockey Association Income Statement (Cash basis) 05/01/2016 to 03/31/2017

REVENUE

Fee Revenue

Rep Team - Registrations	48,692.50	
Rep Team - Registrations Online	14,175.00	
Rep Team - Late fees	15.00	
Total Rep Team Revenue		62,882.50
House League - Registrations	27,357.50	
House League - Registrations Online	5,280.00	
House League - Registration Refunds	-2,915.00	
Total House League Revenue		29,722.50
Ladies League - Registrations	26,125.00	
Ladies League - Registration Online	3,600.00	
Ladies League - Registration Refund	-1,425.00	
Total Ladies League Revenue		28,300.00
Seniors League - Registrations	3,185.00	
Total Seniors C League Revenue		3,185.00
Rep Team - Fee for usage		77,948.49
Serv. Fee Revenue - Registrations		780.00
Total Fee Revenue		202,818.49

Sponsorships

Rep Team - Sponsorships	8,000.00
House League - Sponsorships	2,100.00
Ladies League - Sponsorships	2,550.00
Seniors League - Sponsorships	1,000.00
Other - Sponsorships	1,850.00
Total Sponsorships	15,500.00

Other Revenue

OWHA Prov. Bond Refund / Donation	997.50	
OWHA - Ins. Recoveries from Refunds	450.00	
Total OWHA / LLHFL Revenue		1,447.50
Team Fines		500.00
Total Other Revenue		1,947.50

Bank Related Revenue

GIC Interest		161.43
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West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2016 to 03/31/2017

Total Bank Related Revenue		<u>161.43</u>
Lottery Fund		
Lottery Fund - Team Monies Raised	5,331.00	
Lottery Fund - Team Monies Paid	-5,242.92	
Lottery Fund - Team Licences	-88.08	
	<u> </u>	
Lottery Fund - Team Events		0.00
Lottery Fund - Bank Charges		-6.85
Lottery Fund - Cheque Costs		-102.69
		<u> </u>
Lottery Fund		<u>-109.54</u>
TOTAL REVENUE		<u>220,317.88</u>
EXPENSE		
Ice Costs		
Ice Fees - CCC - Season & Playoffs	91,443.31	
Ice Fees - Memorial - Season/Playof	55,788.71	
Ice Fees - CCC - Tryouts	9,611.35	
	<u> </u>	
Ice Fees - Cobourg		156,843.37
Ice Fees - Hamilton Township		990.00
		<u> </u>
Total Ice Fees		<u>157,833.37</u>
Referee Fees		
Referee Fees - Ladies		4,704.00
Referee Fees - House League		2,306.00
		<u> </u>
Total Referee Fees		<u>7,010.00</u>
Online Registration Fees		
Online Registration - Rep		295.67
Online Registration - Ladies League		125.60
Online Registration - House League		95.13
		<u> </u>
Total Online Registration Fees		<u>516.40</u>
Winter Classic Tournament costs		
Winter Classic - Other costs		33.05
		<u> </u>
Total Winter Classic Tourney Costs		<u>33.05</u>

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2016 to 03/31/2017

Bank Related Costs		
BMO Bank Fees		287.00
Deposit Contents Fee		103.80
Bank Statement Fees		25.00
Total Bank Related Costs		<u>415.80</u>
OWHA / LLHFL costs		
OWHA - Provincial Bond	1,350.00	
Total OWHA costs		<u>1,350.00</u>
Total LLFHL / OWHA Costs		<u>1,350.00</u>
House League Costs		
House League - Jerseys		218.98
House League - Equipment		25.00
House League - Pictures		452.05
House League - Banquet costs		322.70
House League - Trophies		511.27
House League - OWHA Registrations		10,395.00
Total House League Costs		<u>11,922.98</u>
Senior C Costs		
Senior C - OWHA Registration		1,235.00
Total Senior C Costs		<u>1,235.00</u>
Rep Team Costs		
Rep Team - Trophies		375.56
Rep Team - Banners		166.09
Rep Team - League Registrations		1,935.00
Rep Team - OWHA Registrations		7,362.50
Rep Team - OWHA Bonds		1,080.00
Total Rep Team Costs		<u>10,919.15</u>
Ladies League Costs		
Ladies League - Jerseys		113.00
Ladies League - Goalie Refunds		500.00
Total Ladies League Costs		<u>613.00</u>
Development Costs		

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2016 to 03/31/2017

Development - Rep - Midget AA	700.00
Development - Rep - All teams	8,475.00
Total Development Costs	<u>9,175.00</u>
Board Costs	
Meeting Rooms - Board meetings	45.20
Meeting Rooms - AGM	79.10
Total Board Costs	<u>124.30</u>
Coach Training	
Training - Coach Course Reimb.	1,250.00
Training - Trainer Course Reimb.	228.85
Training - Respect for Sport	33.90
Total Coach Training	<u>1,512.75</u>
Other Costs	
Website costs	1,195.76
Northumberland Memberships	100.00
Total Other Costs	<u>1,295.76</u>
TOTAL EXPENSE	<u>203,958.58</u>
NET INCOME	<u>16,361.32</u>

WNGHA - ESTIMATED BANK POSITION AT YEAR-END BASED ON KNOWN REVENUE & COSTS

Bank Balance, as at March 31, 2017		20,417.48
Add: Deposits to be made		
Team fees owed from final reconciliations - Novice	743.40	
Team fees owed from final reconciliations - Peewee BB	84.90	
Team fees owed from final reconciliations - Bantam B	<u>110.00</u>	
		938.30
Development refund (\$250 per session x 5 sessions plus HST)		1,412.50
Rep Team banquet revenue - estimate based on last year		<u>2,700.00</u>
		25,468.28
Less: Additional Expenses paid in April 2017		
Vendor	Description	Amount
	Widget AA team refund related to ice	3,396.00
	Widget B team refund related to ice	1,902.30
	Bantam A team refund related to ice	1,781.80
	Atom BB team refund related to ice	254.70
	Banquet costs - estimate based on last year	<u>5,000.00</u>
		(12,334.80)
Expected Expenses		
Vendor	Description	Amount
	Town of Cobourg Ice Costs - March 2017	<u>12,875.10</u>
		(12,875.10)
Estimated Bank balance after all paid		<u>258.38</u>

The above does not take into account any try-out costs, which should actually create a small profit, nor does it account for the amount transferred into the lottery account during the year, which is about \$850.

APPENDIX B



ONTARIO WOMEN'S HOCKEY ASSOCIATION Appeal Committee REPORT OF HEARING

Applicant: David Evans – WNGHA Atom BB head Coach

Respondent: WNGHA

Purpose of Hearing: Appeal the decision by the WNGHA to suspend David Evans and Dee Dennee and fine the WNGHA Atom BB team \$500.00 for violating raffle license terms.

Date of Hearing: March 20, 2017 at 7:30 p.m.

Location of Hearing: 225 Watline Ave., Mississauga ON

Prior to commencing the hearing, Bill Williamson, Committee Chairperson, introduced himself and the other two members of the Appeal Committee. Committee member, Pat Nicholls, voluntarily withdrew from the hearing when concerns regarding an earlier conversation between her and David Evans were expressed by Applicant David Evans. Both parties agreed to proceed with a two member committee. Bill Williamson collected the attendance sheet and outlined the process that would be followed during the hearing. Both parties agreed to the composition and jurisdiction of the committee as reconstructed. Bill Williamson advised that David Evans, as applicant, would speak first, and then the WNGHA's designate would have an opportunity to respond, with both parties given a final opportunity to provide a brief summary.

In Attendance:

Committee Members: Bill Williamson – Chairperson, Steven Leu (by phone).

Ron Samis and Jennifer Ashley – WNGHA

David Evans and Dee Dennee – WNGHA Atom BB Team

Decision of the Committee: David Evan's appeal is denied. The suspension to David Evans and Dee Dennee and the \$500.00 fine to the WNGHA team imposed by the WNGHA are upheld.

Significant Facts Leading to Decision:

- The Appeal Committee determined that the WNGHA acted in a fair and responsible manner in determining that the requirements of the AGCO raffle license terms were adhered to.
- After imposing sanctions on David Evans and Dee Dennee and the ATOM BB team, on Jan.10, 2017 for the above determination, the WNGHA agreed to delay its decision to allow the Atom BB team management an opportunity to provide witness testimony and attend a WNGHA Board meeting to provide input regarding the situation. The team management chose to do neither and continually insisted that the WNGHA needed to provide proof that the draw was not held at the CCC. It is important to note that the AGCO lottery license belongs to the WNGHA and it is its responsibility to assure that the raffle terms are adhered to and asking for verification that such occurred is well within its responsibility. Only after the WNGHA reinstated the sanctions it had earlier imposed, did Dee Dennee submit a letter stating that the draw took place at the CCC at which she was the only witness. All of this turmoil could have been avoided had the team management provided the WNGHA, in a timely fashion, with the information it requested.

Jurisdiction of the Committee to Make Decision: The Constitution, By-Laws and Rules of the Ontario Women's Hockey Association and the consent of the parties to the composition and jurisdiction of the Committee.

Disposition of Appeal Fee: Retained by the OWHA.

If either party wishes to determine if there are any further avenues to be pursued, please contact President, Fran Rider, at the OWHA office (905-282-9980) as soon as possible as there may be time frames to be met.

C.c. Committee Members – Bill Williamson – Chair, Steven Leu

Ted Dean – OWHA Chairperson and Fran Rider – OWHA President

David Evans and Ron Samis