

West Northumberland Girls' Hockey Association
Executive Meeting – Minutes

Date: Tuesday, January 10, 2017

Present: Sarah LeBlanc, Jason Dalby, Jennifer Ashley, Shawn (Toad) Davis, Curtis Hackney, Barb Hackney, Tom Cole, Ron Samis, Danielle Rock, Ryan Smith, Darren Mackey

Regrets: Veronica Marriott, Greg Brocanier, Lynn Marie Brocanier, Steve Kniff, Kelly Watson, Ian Koellner, Trudy Stacey

ACTIONS CARRIED OVER:

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

ACTION – Jen will spearhead letterhead.

ACTION – The new 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).

ACTION – Toad will network with CCI to see if they can build something in Sept. to hang our jerseys from, so they don't have to be stored in bins (Rolling racks and hangers)

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 – Kelly will ensure there is a first aid kit available to house league on Monday nights.

ACTION – Kelly will inform all women's houseleague teams that they **MUST** show proof of a team trainer by 2017 or their team will be unable to complete in the New Year.

ACTION – Ron to remind the Midget AA staff about their girls wearing appropriate attire.

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

ACTION – Veronica will try to secure a date at the Lion's Centre for the banquet on April 22/23.

ACTION – Jen to book room at CCC for AGM on May 23, 2017 @ 6 pm & forward to Ryan for website

MINUTES

By Jen

Moved by: Barb

Seconded by: Darren

Carried

Approval of minutes from December 13, 2016.

TREASURER'S REPORT

By Ian

No formal report. See Appendix A for Financial Report. (sent via email)

REGISTRAR'S REPORT

By Jason

Moved by: Curtis

Seconded by: Sarah

Carried

Jason distributed the projected numbers for next year (See Appendix B).

Barb suggested we incorporate intermediate & midget aged players in the HL next year.

TOURNAMENT REPORT

By Sarah

Moved by: Ryan

Seconded by: Toad

Carried

This year's tournament has been cancelled. Sarah made a motion that we void the contract with Sportacular. 2nd – Danielle. Vote Yes-10 No-0

ACTION – Sarah will notify Gary Parkinson that we are cancelling our contract with Sportacular.

FUNDRAISING REPORT

By Darren

Nothing new to report.

EQUIPMENT REPORT

By Curtis

Nothing new to report.

ACTION – Curtis will network with Toad to construct something to hang our jerseys on in our designated storage area.

JUNIOR HOUSELEAGUE REPORT

By Barb

Nothing new to report.

LADIES HOUSELEAGUE REPORT

By Kelly

No report.

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg via email

Moved by: Tom

Seconded by: Jason

Carried

1) Goalie Development is finished. Due to low turnout the cost will be much lower than budgeted for. With extra money I have proposed to give the Midget BB team 3 sessions of development to use the difference. Ron has accepted this proposal. I am working with Spike on dates and times to accommodate the Midget BB team.

I am looking at working with Dan earlier so that we can get dates for a potential all Wild goalie camp that work with the Wild schedule.

2) Wild Development is continuing with very positive feedback from both coaches and parents. In fact several parents have suggested adding an additional fee to the rep fess to pay for more development. I am gathering feedback from parents and coaches and will have recommendations at a future board meeting to make the development program better for next year.

3 change requests were made by coaches due to conflicts in the original schedule and they have been submitted to Spike for his review. I don't foresee any problems with the changes.

3) Hockey Canada Day

I am recommending we cancel this program for this year due to lack of funding. The cost per player has gone up at the Hockey Canada end and this may be a barrier to selling it out. If we don't sell out the spots then the Wild is on the hook to pay for the ice of 4 hours at \$200 per hour. In addition to the risk of having to pay for the ice Hockey Canada expects the organization to pay for lunch. at 65 players at \$12 per player for lunch this will potentially cost the Wild another \$780, round up to \$1000.

Total cost for lunch at \$1000 and a potential ice bill of \$800 I feel we are too much risk right now to hold this event.

My recommendation is to revisit this for next year based on our financial situation.

Following discussion, it was recommended that there be an increased focus on houseleague development next season, in addition to the current rep development program. Curtis suggested that, for the houseleague, it could be one Saturday per month.

ICE SCHEDULER REPORT

By Darren

Moved by: Jen

Seconded by: Barb

Carried

Harry has talked to Darren about bringing in Quinte AAA hockey and offering them prime ice time in the Bowl for next season. Darren is exploring other options for some of our ice bookings,

in surrounding centres, within the West Northumberland catchment area.

We have no ice in the Bowl for the curling tournament so we are losing ice from Jan. 26-Feb. 7. Some ice may be available in other centres, if necessary. Coaches are aware of this situation.

SPONSORSHIP REPORT

By Steve via email

Moved by: Darren

Seconded by: Curtis

Carried

Steve secured the sponsorship from Scotiabank for \$1000. His suggestion is to just put this in the bank as we currently have our development running and our account could use it. Toad suggested we might be able to use this money for houseleague development.

ACTION – Curtis will arrange to have the Scotiabank patches put on a set of jerseys.

ACTION – Ryan will add Scotiabank to the website as a sponsor.

REFEREE IN CHIEF

By Tom

Nothing to report.

LOWER LAKES REPORT

By Veronica via email

Moved by: Sarah

Seconded by: Danielle

Carried

The LLFHL Playoff schedule is as follows:

Round 1 – Feb. 1 – 19

Round 2 – Feb 20 – March 5

Round 3 – Mar 6 – 26

Championship weekend (Vaughan) – March 31 – April 2

An email was sent to all teams on Jan. 5 regarding accommodations for this event.

Coaches/Managers should be aware that there is a significant cost to participating in Championship Weekend.

Call for Coaches: Jan 15 – 31

ACTIONS - Jason to email membership, Danielle to advertise, and Ryan to post on Website →
Call for coaches Jan 15-31.

OWHA REPORT

By Toad

Nothing new to report.

PUBLIC RELATIONS & MEDIA

By Danielle

Moved by: Ryan

Seconded by: Toad

Carried

The call for coaches has gone into our newspaper article (Northumberland Today) & Sports Council (magazine). ACTION - Danielle will forward the Call for Coaches press release to Ryan to post on the website. Danielle has been sending special events in to Jeff Gard, but they have not been publishing them. Ryan suggested submitting articles and events to Sports HQ (magazine). ACTION -Danielle will contact Sports HQ to try to initiate WNGHA publications.

WEBMASTER

By Ryan via email

Moved by: Tom

Seconded by: Jason

Carried

Ryan created an email link to improve the efficiency that executive members can communicate.

ACTION – Jen to send Ryan the constitution changes that were made earlier this year.

ACTION – Ryan will complete an online version of the coach application.

NEW BUSINESS :

1. Darren –Rep team tryouts start date will be April 18th. Darren will report on a more defined schedule at the Feb. meeting. The banquet may be April 22 or 23 (Veronica was to arrange this). We will discuss potential levels of teams at the next meeting.
- 2.
3. Sarah – Booster Club: Sarah, Ryan, Danielle. She suggested we need to be raising funds as an association to make the WNGHA more financially healthy. Her goal is to increase awareness within the community of the WNGHA.

ACTION – Sarah will inquire about getting a TV in the lobby, like the Nighthawks have, in the same location.

ACTION – Ryan will post game/practice cancellations on the website.

ACTION – Veronica to tell coaches to cc any game cancellations ASAP to our webmaster, Ryan Smith, so he can post them on the website.

4. Danielle – It was brought to light that one team is not following proper accounting/banking protocol. There MUST be a “two to sign” system set up so there should be no access to bank cards or on-line banking transactions for any team.

ACTION – An email will be sent out to all teams reminding them of our “two sign” rule. No bank cards are to be used to make payments, etc. because two signatures for these transactions are not possible.

ACTION – All Managers – In light of recent events, all managers must give up/destroy any team account bank card(s) and immediately submit a current bank statement to Ian, Toad, & Ron, & a statement monthly for the rest of the current season. Review of these records may result in disciplinary ACTION. (Ron will communicate this information to all teams).

ACTION – Ron & Shawn will meet with the Bantam B manager to discuss the situation.

ACTION - Add to the policy that any money removed from an account can only be done by chq. NO BANK CARDS are permitted on any WNGHA team accounts.

5. Jen – Jen brought up concerns about women’s HL teams cancelling games.

ACTION – Jen will network with Kelly to discuss how this can be dealt with so members have an opportunity to play weekly, without interruption. This will be discussed at the Feb. meeting.

6. Jen for Veronica – Follow-up re: formation of discipline committee. We are currently following our constitution with respect to the Discipline Committee so no further ACTION needs to be taken regarding this.

Our constitution states: “The President of the WNGHA will appoint members of the WNGHA to the Discipline Committee at the first meeting after the AGM. At least 2 of the 3 members of any sitting Discipline Committee must be an Officer of the WNGHA”.

7. Jen – AGM booked for May 23, 2017, from 7-9 pm. (CCC staff was informed it may go longer) After discussion, it was decided to start the meeting at 6 pm instead of 7 pm.

8.

9. Jen – RBC Cup 50/50 update – ACTION - Jen and Ian will meet with Ashley Haynes at the end of February to work out the details of the RBC Cup 50/50 draws.

10. Jen (for Veronica) – Would Curtis, Kelly, Sarah or Darren be interested in taking the lead on the clothing committee because Veronica feels she’s too busy with the Coach Selection Committee to be able to chair this committee effectively? Darren and Sarah will co-chair.

11. Jen – Jen reminded everyone about the importance of treating each other with respect, regardless of whether you agree with some of the decisions and to keep current issues “in house” with the executive as much as possible. As always, emails can be read in a tone which was unintended so be careful and save most of the discussion for our meetings, rather than debating issues over email.

12. Veronica – Veronica send some proposed amendments to the coaching selection process to all executive via an email. After discussion on the matter, it was decided Veronica should submit these proposed constitution changes to the AGM to be voted on.

13. Ron – Discipline Committee – There was to be a meeting with Toad, Curtis, Darren, & Ian but the issue was resolved prior to actual meeting.

14. Ron – The atom team didn't comply to our Lottery Licence Policy. This is a very serious issue as it jeopardizes the entire association's lottery licence, as all team staff have been made aware. After a discussion, Jen made a motion that the Atom team would be fined \$500, a 2 game suspension would be imposed for both the head coach and the manager (for the next two league/tournament games following being informed of these suspensions), and the atom team will be suspended of lottery privileges for the remainder of this season. The executive must receive a copy of the two official gamesheets indicating that the suspensions were served, before the coach and manager will be allowed to participate in any other games. The fine must be paid to the treasurer prior to the manager and coach returning from their suspensions. 2nd – Toad. Vote Yes-8
Opposed- 0

ACTION – Ron will send a statement to all the parents and staff of the team explaining the situation resulting from the lottery. He will also inform Pat Nicholls of the OWHA.

ADJOURNMENT

Moved by: Curtis

Seconded by: Toad

Carried

Next Meeting: Tuesday, February 14, 2017 at 7 pm (CCC)

APPENDIX A December 2016 Financial Report

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION
Bank Reconciliation
December 31, 2016

Balance per bank at December 31st					15,617.72
Less: Outstanding Cheques					
	Chq Date	Cheque #	Payee	Description	Amount
	31-Oct-16	2451	Anita Norman	Reimburse for 50% of trainer course	36.73
	31-Oct-16	2452	Chris Hope	Reimburse for 50% of Coach Clinic course	75.00
	13-Dec-16	2460	Clark Sommerville	Jersey's - CPK Interiors	113.00
	13-Dec-16	2461	OGHA	HL (Hackney) - Midget team loan for Oshawa Tournament	995.00
	13-Dec-16	2462	Clarington GHA	HL (Hackney) - Midget team loan for Clarington Tournament	950.00
	30-Dec-16	2465	MB Sports Web	Website renewal costs	898.35
	31-Dec-16	2466	Town of Cobourg	Ice costs - Memorial - September 2016	7,863.39
	31-Dec-16	2467	Town of Cobourg	Ice costs - CCC - September 2016	13,491.92
				Service fee on cheque reversal	7.00
					<u>(24,430.39)</u>
Add: Outstanding deposits					
				December 31, 2016 deposit	3,524.00
				December 31, 2016 - Rep team fees	22,275.70
				Cheque reversal (Jan 4th)	<u>(1,000.00)</u>
					24,799.70
<hr/>					
Balance per bank at December 31st, once everything clears the bank					15,987.03
				Petty cash on hand at December 31st	200.00
				Post-dated cheques on hand (excluding jersey deposits) at Dec 31/16	2,738.00
				Lottery Account at December 31st	897.31
				Jersey deposits received in cash (in a separate GIC)	1,585.00
				Investments in 3 separate GICs	75,000.00
				Accounts receivable (see summary below)	58,023.20
				TOTAL CASH POSITION OF THE ORGANIZATION	154,430.54

Continued....

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION
Bank Reconciliation
December 31, 2016

Cheques Issued in the month of December - Main account

Chq Date	Cheque #	Payee	Description	Amount
09-Dec-16	2459	Spike	Development costs for rep teams	8,475.00
13-Dec-16	2460	Clark Sommerville	Jersey's - CPK Interiors	113.00
13-Dec-16	2461	OGHA	HL (Hackney) - Midget team loan for Oshawa Tournament	995.00
13-Dec-16	2462	Clarington GHA	HL (Hackney) - Midget team loan for Clarington Tournament	950.00
22-Dec-16	2463	Tom Cole	HL Refs - November and December 2016	884.00
22-Dec-16	2464	Jim Smith	Ladies League refs - January to season end	1,960.00
30-Dec-16	2465	MB Sports Web	Website renewal costs	898.35
31-Dec-16	2466	Town of Cobourg	Ice costs - Memorial - September 2016	7,863.39
31-Dec-16	2467	Town of Cobourg	Ice costs - CCC - September 2016	13,491.92
Bank charges	Bank of Montreal	Monthly plan fees		20.00
Bank charges	Bank of Montreal	Cheque reversal cost		7.00
Bank charges	Bank of Montreal	NSF Cheque Fee		-
Bank charges	Bank of Montreal	Deposit contents fee		-
Bank charges	Bank of Montreal	Statement fee		2.00
				35,659.66

Cheques Issued in the month of December - Lottery account

Chq Date	Cheque #	Payee	Description	Amount
Bank charges - Lottery	Bank of Montreal	Cheques purchased in lottery account		102.69
				102.69

ACCOUNTS RECEIVABLE

HL (Hackney) - Midget team loan for Oshawa Tournament	995.00
HL (Hackney) - Midget team loan for Clarington Tournament	950.00
Novice B rep fee	2,633.40
Atom BB rep fee	-
Peewee BB rep fee	-
Peewee C rep fee (cheque now received)	8,825.60
Bantam A rep fee	12,667.40
Bantam BB rep fee	3,000.00
Midget AA rep fee (cheque now received)	16,381.70
Midget BB rep fee	12,570.10
	58,023.20

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2016 to 12/31/2016

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	27,042.00	
House League - Registrations Online	5,280.00	
House League - Registration Refunds	-2,515.00	
Total House League Revenue		29,807.00
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		78,353.90
Serv. Fee Revenue - Registrations		780.00
Total Fee Revenue		203,308.40

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	850.00
Total Sponsorships	14,500.00

Other Revenue

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

TOTAL REVENUE

219,255.90

EXPENSE

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2016 to 12/31/2016

Ice Costs

Ice Fees - CCC - Season & Playoffs	15,812.96	
Ice Fees - Memorial - Season/Playof	7,863.39	
Ice Fees - CCC - Tryouts	9,359.51	
Ice Fees - Cobourg		33,035.86
Total Ice Fees		33,035.86

Referee Fees

Referee Fees - Ladies		4,704.00
Referee Fees - House League		1,300.00
Total Referee Fees		6,004.00

Online Registration Fees

Online Registration - Rep		295.67
Online Registration - Ladies League		125.60
Online Registration - House League		95.13
Total Online Registration Fees		516.40

Winter Classic Tournament costs

Winter Classic - Other costs		33.05
Total Winter Classic Tourney Costs		33.05

Bank Related Costs

BMO Bank Fees		217.00
Deposit Contents Fee		93.80
Bank Statement Fees		16.00
Total Bank Related Costs		326.80

OWHA / LLHFL costs

OWHA - Provincial Bond	1,350.00	
OWHA - Team Registrn & Insurance	7,247.50	
Total OWHA costs		8,597.50
Total LLFHL / OWHA Costs		8,597.50

House League Costs

House League - Jerseys		216.96
House League - OWHA Registrations		4,227.50

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2016 to 12/31/2016

Total House League Costs	<u>4,444.46</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 - League Registrations	1,935.00
Rep Team - OWHA Registrations	7,125.00
Total Rep Team Costs	<u>9,060.00</u>
Ladies League Costs	
Ladies League - Jerseys	113.00
Total Ladies League Costs	<u>113.00</u>
Development Costs	
Development - Rep - All teams	8,475.00
Total Development Costs	<u>8,475.00</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.	1,075.00
Training - Trainer Course Reimb.	84.76
Training - Respect for Sport	33.90
Total Coach Training	<u>1,193.66</u>
Other Costs	
Website costs	933.26
Northumberland Memberships	100.00
Total Other Costs	<u>1,033.26</u>
TOTAL EXPENSE	<u>74,192.29</u>

APPENDIX B

PROJECTED NUMBERS FOR 2017/18 SEASON

	2016/17		2017/18	
	REP	HL	REP	HL
MIDGET	31	29	43	33
BANTAM	33	18	27	11
PEEWEE	30	16	25	12
ATOM	17	6	21	3
NOVICE	14	0	5	