

**West Northumberland Girls' Hockey Association
Executive Committee Meeting**

Date: Tuesday, July 19, 2016

Present: Danielle Rock, Greg Brocanier, Lynn Marie Brocanier, Trudy Stacey, Dave Evans, Sarah LeBlanc, Veronica Marriott, Jason Dalby, Ron Samis, Curtis Hackney, Barb Hackney, Ian Koellner, Darren Mackey, Jennifer Ashley

Regrets: Kelly Watson, Shawn (Toad) Davis, Tom Cole, Dean Jenkins, Ryan Smith

ACTIONS CARRIED OVER:

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

ACTION – Ian will email Cory.hazael@bmo.com to make an appointment to update signing authorities.

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 – Greg and Veronica will draft financial statement criteria/checklist report expectations for individual teams and present it at the next executive meeting.

ACTION - Sarah will contact Ross Quigley re: grant. Jen will forward Ross's contact information to Sarah.

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 – Toad will find out if OWHA insurance covers the girls for dryland during the summer months (until Sept. 1).

MINUTES

By Jen

Moved by: Trudy

Seconded by: Danielle

Carried

Approval of minutes from June 14, 2016.

TREASURER'S REPORT

By Ian

Moved by: Dave

Seconded by: Sarah

Carried

- June Financial Report (attached APPENDIX 1 – ACTION Jen)
- Budget for 2016/2017 season, which will include ways to avoid a financial loss in this coming season (attached APPENDIX 2 – ACTION Jen)
- Registration fees for the 2016/2017 season for house league, rep, senior C and ladies league (needs to be set and communicated to players)

Last year we lost almost \$2600 in on-line registration fees due to paying the provider. Ian suggested a \$15 service fee be added to on-line registrations. After discussion, the executive agreed.

Also, because the association can't currently subsidize any costs, Ian stated that registration fees must

increase due to reasons such as increased hourly ice costs and higher annual ice costs in years Cobourg doesn't host major events at the CCC.

Coaches will be sent dates and procedures for registering.

ACTION – Ron will contact Ryan to post registration dates on website and will spearhead all communication regarding registration.

- Sponsorship approach
Ian discussed how vital it is to the association that each team obtains a sponsor.
- Development budget
Ian opted to put this off, to be discussed during the development report.
- Pink Ribbon and Wild Tournament dates, including the registration fees for each tournament
Ian stated that it's vital to make our tournaments more profitable. He made the following suggestions:
 - Improve recruitment
 - Instill a Tournament Committee. The following volunteered: Jen, Ron, Sarah, Trudy, Lynn Marie, Ian
 - Partner with community contacts more - eg. YMCA, restaurants, Town of Cobourg, Chamber of Commerce (eg. For reduced hotel rates during tournaments), bowling, Rainbow Cinemas, etc.
 - Build partnerships (eg. Cougars for development, joint ventures with the Nighthawks, etc.)

REGISTRAR'S REPORT

By Jason

Moved by: Jen

Seconded by: Ian

Carried

The ITR's were sent in and approved.

There will be no Midget C team this season.

In person registrations (at the CCC) will take place from 7-9 pm on the following dates:

July 28, Aug. 11, 22, 30

ACTION – Jason will email the executive regarding registrations.

ACTION – Ryan will post registration information on the website.

ACTION – Veronica will send the information to all the coaches.

ACTION – Danielle will put date in the media.

TOURNAMENT REPORT

By Sarah

Moved by: Jason

Seconded by: Veronica

Carried

Sarah stated that Gary Parkinson, from Sportacular, has not been very responsive to communication. She got a copy of our contract with them. Ryan has been very helpful getting her information.

ACTION – Ryan will update this year's tournament date on the website.

ACTION - Sarah will work with Ryan to update our tournament link to make it look more attractive.

ACTION – Sarah will ask Gary why the Winter Classic isn't on the OWHA website.

ACTION – Sarah will start to try to recruit teams for our tournaments.

FUNDRAISING REPORT

By Darren

Moved by: Curtis

Seconded by: Lynn Marie Carried

Three fundraisers have been approved and run, to date. One team has a bottle drive request in. Executive were reminded that fundraising is limited to the total of all registration fees.

ACTION – Trudy will contact the Town of Cobourg to inquire about raffle license requirements.

EQUIPMENT REPORT

By Curtis

Moved by: Greg

Seconded by: Trudy Carried

Curtis did an inventory of all the goalie equipment. We will keep everything we have.

JUNIOR HOUSELEAGUE REPORT

No report.

LADIES HOUSELEAGUE REPORT

No report

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg

Moved by: Danielle

Seconded by: Dave Carried

Greg attended the coach's meeting last night.

Greg and Ron will have access to hockey Canada to verify certifications of bench staff. Due to the association's current financial situation, Greg recommended certifying current staff only, for the upcoming season.

ICE SCHEDULER REPORT

No report

SPONSORSHIP REPORT

By Dave

Nothing to report.

REFEREE IN CHIEF

By Tom

No report

LOWER LAKES REPORT

By Veronica

Moved by: Sarah

Seconded by: Jen Carried

Veronica received the OWHA Rules and Regulation Packages. They were sent to the coaches.

Preliminary loops will be posted on Aug. 29.

The next coach's meeting will be Aug. 29.

OWHA REPORT

By Shawn

No report

PUBLIC RELATIONS & MEDIA

By Danielle

Nothing to report.

WEBMASTER

No report

NEW BUSINESS

1. Jen contacted Gord Ley to find out what incentives were offered to us for the \$25000 in donations over the past 5 years. See APPENDIX 3.

ACTION – Jen will investigate a follow-up to these incentives.

2. Jen - Manager's Guide - Suzanne Saman put together some guidelines for managers several years ago. Jen forwarded them to all members to peruse before the meeting. Veronica forwarded pertinent information to all coaches at the coach's meeting.
3. Jason – Registration fees were discussed.

Ian made a motion that the 2016-17 registration fees are as follows:

- Novice House League \$450
- Jr. House League \$480
- Ladies House League \$300
- Rep \$525
- Sr. C. Rep \$285

There will be a late fee of \$50 after Sept. 1 for all teams except Novice.

There will be a late fee of \$50 after Sept. 30 for Novice.

A \$15 service fee will be added to all on-line registrations (due to provider costs).

Jen seconded the motion. Carried.

ACTION – Ian will network with Dean regarding the potential Intermediate team and their fees will be determined at a later date.

4. Veronica – Bantam B requested an exemption from the dress code for their wind suits. After some discussion the following ACTION was put forth:

ACTION – The clothing committee will present a proposal for approval for windsuit dress code at the next executive meeting.

5. Curtis – He would like to have a jersey pick-up day where they give a \$40 deposit because a lot of jerseys go missing each season and there is currently no penalty in place for not returning them. He stated some also go missing during tryouts. Greg suggested the association provide tryout jerseys. Curtis made a motion that a \$40 jersey fee be added to house league. Seconded by Lynn Marie. Carried.

6. Greg

ACTION – Greg will forward a written proposal of his development plan to all executive members before the next meeting. His budget will not exceed \$8000.

ACTION – Jen will research what the cost of the Hockey Canada development day was two years ago.

7. Curtis – Barb would like an interlocking novice/tyke house league with Lindsay, Ennismore, and Peterborough. There would have to be a birth year change on our registration forms and promotional material. Overall, the house league format will be as follows:

House League Interlocking Schedule

- Tyke/Novice - Lindsay, Ennismore, Peterborough, WNGHA
- Atom- Lindsay, Ennismore, Peterborough, WNGHA
- Peewee- Peterborough
- Bantam/Midget - In house

8. Dave – Dave presented some of his sponsorship ideas and they were discussed.

ACTON- Dave will bring a motion regarding sponsorship to the next meeting.

9. Dave – Dave requested to add a player to his roster. Ron reminded him that she would have to be ranked in the top 5 and an evaluation process would have to be followed. Greg, Jen, and Trudy volunteered to evaluate.

10. Ron – Ron presented a letter of resignation from Dean Jenkins (ice scheduler).

ACTION – Ryan will post an opening for the position of ice scheduler on the website.

Ron also indicated that police checks will be collected by coaches and forwarded to Toad.

11. Dave

ACTION - Dave will bring a motion re: concussion testing to the next meeting.

ADJOURNMENT

Moved by: Dave
Seconded by: Trudy Carried

Next Meeting: Wednesday, August 10, 2016 at 7 pm (CCC)

APPENDIX 1 – June Financial Report

APPENDIX 3 - Budget for 2016-2017 season

APPENDIX 3

COBOURG COMMUNITY CENTRE

Donor Recognition

In addition to a charitable receipt, the Campaign for a new Cobourg Community Centre provides a number of recognition opportunities. Term Naming Rights opportunities are available only to commercial entities initially for a minimum period of '5 years' (renewable thereafter for successive '5 year' terms). Permanent Recognition Opportunities are designed to serve as a lasting tribute and are available to all interested entities, with the exception of the following areas which are not available to entities interested in commercial naming arrangements and benefits: Centre Naming; Arena #1 & Score Clock Naming; Arena #2 Naming; and Gymnasium Naming.

A special Donor Wall will be the principal mode of recognition for donors whose gift exceeds \$2,500. The Donor Wall will be located in the Event Lobby of the new Centre.

Pacesetter (\$100,000+)

- Naming Opportunity
- Corporate partner benefit opportunities
- Recognition as a Pacesetter contributor on the Donor Wall
- Selective usage on Interior Directional signage
- Hard-Hat Tour of construction site
- Media Recognition – Special Recognition Ad
- Invitation to Campaign Events, as appropriate
- VIP Reception prior to Grand Opening
- VIP Reception prior to Donor Wall unveiling
- Post Campaign Recognition Dinner
- Listing in the Campaign *Report to the Community*
- Listing on the website

Leadership (\$50,000 - \$99,999)

- Naming Opportunity
- Recognition as a Leadership contributor on the Donor Wall
- Selective usage on interior directional signage
- Media Recognition – Thank You Ad
- Invitation to Campaign Events, as appropriate
- Invitation to the Grand Opening
- Post-Campaign Recognition Dinner
- Invitation to the Donor Wall unveiling
- Listing in the Campaign *Report to the Community*
- Listing on the website

Partners (\$25,000 - \$49,999)

- Naming Opportunity
- Recognition as a Partner contributor on the Donor Wall
- Media Recognition – Thank You Ad
- Invitation to the Grand Opening
- Invitation to the Donor Wall unveiling
- Listing in the Campaign *Report to the Community*
- Listing on the website

Builders (\$10,000 - \$24,999)

- Naming Opportunity (where appropriate, for gifts over \$20,000)
- Listing on the Donor Wall
- Invitation to the Grand Opening
- Invitation to the Donor Wall Unveiling

- Listing in Campaign *Report to the Community*
- Listing on the website

Associates (\$5,000 - \$9,999)

- Listing on the Donor Wall
- Invitation to the Grand Opening
- Invitation to the Donor Wall unveiling
- Listing in the Campaign *Report to the Community*
- Listing on the website

Friends (\$2,500 - \$4,999)

- Listing on the Donor Wall
- Listing in the Campaign *Report to the Community*
- Listing on the website