

West Northumberland Girls' Hockey Association
Executive Meeting – Minutes

Date: Tuesday, October 11, 2016

Present: Greg Brocanier, Lynn Marie Brocanier, Sarah LeBlanc, Veronica Marriott, Jason Dalby, Ian Koellner, Darren Mackey, Jennifer Ashley, Kelly Watson, Shawn (Toad) Davis, Curtis Hackney, Barb Hackney, Trudy Stacey, Tom Cole, Steve Kniff

Regrets: Ryan Smith, Ron Samis, Danielle Rock

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 – Jen send out AGM minutes.

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 – Greg will forward a photo permission form to Danielle.

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

ACTION – Toad will contact the OWHA and ask about criteria for women's house leagues regarding trainers.

ACTION – Ron will contact HL players to see who has the trainer qualifications.

MINUTES

By Jen

Moved by: Greg

Seconded by: Lynn Marie

Carried

Approval of minutes from September 14, 2016.

TREASURER'S REPORT

By Ian

Moved by: Jason

Seconded by: Tom

Carried

September 2016 Financial Report – See Appendix A.

Ian will be moving some money (approx. \$70,000) into a GIC.

All coaches that requested reimbursement have received it.

He is going to talk to BMO about their high fees for cheque deposits.

REGISTRAR'S REPORT

By Jason

Moved by: Barb

Seconded by: Curtis

Carried

We have just under 300 total registrations, which is close to last year's enrolment.

TOURNAMENT REPORT

By Sarah

Moved by: Trudy

Seconded by: Kelly

Carried

Ian and Sarah met with Gary and he's currently pushing our tournament. We need all WNGHA teams to register.

ACTION – Sarah will forward electronic copies of the poster to executive members and coaches to pass on.

FUNDRAISING REPORT

No report

EQUIPMENT REPORT

By Curtis

Moved by: Toad

Seconded by: Jen

Carried

PW Boyer Chrysler jerseys have been screened. That's the only new screening for this year in the junior HL. Curtis will be purchasing ice packs for the first aid kits.

JUNIOR HOUSELEAGUE REPORT

By Barb

Nothing new to report.

LADIES HOUSELEAGUE REPORT

By Kelly

Moved by: Steve

Seconded by: Ian

Carried

Goalie Incentive - \$100 will be reimbursed at end of the season if you play a min of 20 games.

We are still short some goalies.

ACTION – Toad will inquire to OWHA about trainers rules and first aid kits for adult women's house league.

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg

Nothing new to report.

ICE SCHEDULER REPORT

By Darren

No report

SPONSORSHIP REPORT

By Steve

Moved by: Verionica

Seconded by: Greg

Carried

Steve has obtained sponsors for all rep teams and junior house league.

He is still looking for one women's HL sponsor.

CPK and Lion's Centre are the only sponsors that currently need to be screened on women's HL jerseys.

Rep Sponsors:

Novice – Beldon

Atom – Spoolon

PeeWee C – Canadian Tire Cobourg

PeeWee BB – CCS

Bantam A – OLC

Midget BB – Behan

Midget AA – Sommervilles

Senior C – Quantill's

Junior HL Sponsors:

Lakeshore

Boyer Chrysler

Play it Again Sports

Legion

Mouncey

Women's HL Sponsors:

1-Yorkies

2-Menchies

3-Lion's Centre

4-

5-Medicine Shop
6-CPK
7-Cobourg Fire

REFEREE IN CHIEF

By Tom

Nothing to report

LOWER LAKES REPORT

By Veronica

Nothing new to report.

OWHA REPORT

By Toad

Nothing new to report.

PUBLIC RELATIONS & MEDIA

By Danielle

No report.

WEBMASTER

By Ryan

Moved by: Lynn Marie

Seconded by: Jason

Carried

All Rep coaches and managers and House League coaches have now been given website access and have been informed on how to use it via email.

If anyone has OWHA rosters for our rep teams, I would be happy to add team rosters to the website.

House League schedule has been uploaded to the website for Barb.

Team/Organization sponsors are being added to the website as directed by Steve Kniff and can be viewed at www.wngha.ca/sponsors (sponsors will appear in a randomized order each time the page is loaded so there's no perceived bias as to which sponsor comes first/last).

NEW BUSINESS:

1. Jen - The incentives offered to WNGHA for their CCC donations have been fulfilled.
2. Ryan – (sent via email)

We currently operate a Facebook page (<https://www.facebook.com/WNGHA>) with 264 likes and a Twitter page (<https://twitter.com/WNGHAWild>) with 109 followers. I'd like to start changing our social media banners on sort of a half-month basis with each team to showcase our hockey teams this year. Right now, our banner is just our regular Wild logo. Teams would be able to submit a photo that showcases their team such as a team photo, ACTION shots, fundraiser events, tournament photos, etc.

This would be applicable to both House League and Rep teams.

I've actually tried to make a calendar of sorts to show when the pictures would change, since we'd be changing them twice a month and have 2 different social media accounts, I've tried to organize it so each team would get 1 opportunity for a team photo on each site and tried to give each team equal times. See attached excel chart for full details. Please keep in mind that although I tried to be as equal as possible here, some months have 31 days, some have 30, and one has 28! so not every team will get the same number of DAYS

I'd be more than happy to send out an email to all of our coaches/managers letting them know of this opportunity and to submit team photos to me for the sites

Discussion – There would have to be a release to allow photos to be published. We will send these to all coaches and managers.

Trudy made a MOTION to allow Ryan to change our social media banners on Facebook and twitter. Seconded by Jen. Vote . Carried.

3. Greg – Now that we have sponsors we can run development. Josh Rutlidge can start with us in November.
4. Greg – The CCC developed a new “Terms of Use” policy this summer. There was some discussion and Toad was going to follow up with Darren and Ron.

ADJOURNMENT

Moved by: Curtis
Seconded by: Barb

Carried

Next Meeting: Tuesday, November 8, 2016 at 7 pm (CCC)

APPENDIX A Financial Report

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION Bank Reconciliation September 30, 2016

Balance per bank at September 30th 102,638.22

Less: Outstanding Cheques

Chq Date	Cheque #	Payee	Description	Amount
15-Sep-16	2426	Curtis Hackney	Reimburse for 50% of Coach 2 course	75.00
15-Sep-16	2427	Jonathan Samis	Reimburse for 50% of Coach Clinic course	105.00
15-Sep-16	2430	Jason Condon	Reimburse for 50% of Coach Clinic course	112.50
30-Sep-16	2435	Suzanne Saman	Ladies League registration refund	300.00
30-Sep-16	2436	Tracey Stewart	Ladies League registration refund	300.00
30-Sep-16	2437	Catrina Speksnijder	Ladies League registration refund	300.00
30-Sep-16	2438	Angie Morris	House League registration refund - Novice	450.00
30-Sep-16	2439	Rhonda Dewar	Ladies League registration refund	300.00
30-Sep-16	2440	Michelle Molenaar	House League registration refund	480.00
30-Sep-16	2441	Keara Jakkic	Ladies League registration refund	300.00
30-Sep-16	2442	Shari Hutton	House League registration refund (net of undeposited chq)	240.00
30-Sep-16	2443	Leslie Sokoljuk	House League registration refund	480.00
30-Sep-16	2444	Nasha Haley	House League registration refund	465.00
30-Sep-16	2445	Shawn Rock	Reimburse for 50% of Coach Clinic course	112.50

(4,020.00)

Add: Outstanding deposits

None Outstanding

Balance per bank at September 30th, once everything clears the bank

98,618.22

Petty cash on hand at September 30th 200.00

Other cash & cheques on hand at Sept 30, 2016 - deposited Oct 7/16 11,206.00

Post-dated cheques on hand (excluding jersey deposits) at Sep 30/16 2,244.00

Cheques issued in the month of September

Chq Date	Cheque #	Payee	Description	Amount
01-Sep-16	2424	Jim Smith	Ladies HL Refs - Sept 12 to October 31, 2016	1,372.00
11-Sep-16	2425	OWHA	Rep Team insurance costs	7,125.00
15-Sep-16	2426	Curtis Hackney	Reimburse for 50% of Coach 2 course	75.00
15-Sep-16	2427	Jonathan Samis	Reimburse for 50% of Coach Clinic course	105.00
15-Sep-16	2428	David Bee	Reimburse for 50% of Coach Clinic course	105.00
15-Sep-16	2429	Laura Birney	Reimburse for 50% of trainer course	48.00
15-Sep-16	2430	Jason Condon	Reimburse for 50% of Coach Clinic course	112.50
15-Sep-16	2431	Scott MacDonald	Reimburse for 50% of Coach Clinic course	112.50
15-Sep-16	2432	Mike Watson	Reimburse for 50% of Coach Clinic course	127.50
15-Sep-16	2433	Joe Ritchie	Coach Clinic - Pee-wee B coach	175.00
30-Sep-16	2435	Suzanne Saman	Ladies League registration refund	300.00
30-Sep-16	2436	Tracey Stewart	Ladies League registration refund	300.00
30-Sep-16	2437	Catrina Speksnijder	Ladies League registration refund	300.00
30-Sep-16	2438	Angie Morris	House League registration refund - Novice	450.00
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30-Sep-16	2444	Nasha Haley	House League registration refund	465.00
30-Sep-16	2445	Shawn Rock	Reimburse for 50% of Coach Clinic course	112.50
Bank charges	Bank of Montreal	Monthly plan fees		20.00
Bank charges	Bank of Montreal	Deposit contents fee		66.00
Bank charges	Bank of Montreal	Statement fee		2.00

13,173.03

**West Northumberland Girls Hockey Association
Comparative Income Statement (Cash basis)**

	Actual 05/01/2016 to 09/30/2016	Budget 05/01/2016 to 04/30/2017
REVENUE		
Banquet Revenue		
Rep Team Banquet - Team & Staff	0.00	4,400.00
Rep Team Banquet - Others	0.00	3,600.00
House League Banquet	0.00	750.00
Total Banquet Revenue	<u>0.00</u>	<u>8,750.00</u>
Fee Revenue		
Rep Team - Registrations	48,692.50	63,000.00
Rep Team - Registrations Online	14,175.00	0.00
Rep Team - Late fees	15.00	0.00
Total Rep Team Revenue	<u>62,882.50</u>	<u>63,000.00</u>
House League - Registrations	20,120.00	48,000.00
House League - Registrations Online	5,280.00	0.00
House League - Registration Refunds	-2,115.00	0.00
Total House League Revenue	<u>23,285.00</u>	<u>48,000.00</u>
Ladies League - Registrations	22,620.00	38,400.00
Ladies League - Registration Online	3,600.00	0.00
Ladies League - Registration Refund	-1,500.00	0.00
Total Ladies League Revenue	<u>24,720.00</u>	<u>38,400.00</u>
Seniors League - Registrations	2,850.00	4,275.00
Senior C - Fee for usage	0.00	838.00
Total Seniors C League Revenue	<u>2,850.00</u>	<u>5,113.00</u>
Rep Team - Fee for usage	0.00	109,295.00
Tryout Fee Revenue - Rep teams	0.00	10,000.00
Serv. Fee Revenue - Registrations	780.00	2,100.00
Total Fee Revenue	<u>114,517.50</u>	<u>275,908.00</u>
Sponsorships		
Rep Team - Sponsorships	0.00	8,000.00
House League - Sponsorships	0.00	2,500.00
Ladies League - Sponsorships	450.00	3,500.00
Seniors League - Sponsorships	0.00	1,000.00
Total Sponsorships	<u>450.00</u>	<u>15,000.00</u>
Winter Classic Tourney Revenue		
Wild Weekend - Registrations	0.00	24,000.00
Wild Weekend - Total Registrations	0.00	24,000.00
Wild Weekend - Other Fundraising	0.00	1,000.00
Wild Weekend - Total Fundraising	0.00	1,000.00
Total Winter Classic Tourney Rev	<u>0.00</u>	<u>25,000.00</u>
Other Revenue		
OWHA Prov. Bond Refund / Donation	997.50	0.00
OWHA - Ins. Recoveries from Refunds	450.00	0.00
Total OWHA / LLHFHL Revenue	<u>1,447.50</u>	<u>0.00</u>

Printed On: 10/10/2016

**West Northumberland Girls Hockey Association
Comparative Income Statement (Cash basis)**

	Actual 05/01/2016 to 09/30/2016	Budget 05/01/2016 to 04/30/2017
Total Other Revenue	1,447.50	0.00
Bank Related Revenue		
GIC Interest	0.00	100.00
Total Bank Related Revenue	0.00	100.00
Development Camp Revenue		
Development Camp Registrations	0.00	3,000.00
Total Development Camp Revenue	0.00	3,000.00
TOTAL REVENUE	116,415.00	327,758.00
EXPENSE		
Ice Costs		
Ice Fees - CCC - Season & Playoffs	0.00	225,770.00
Ice Fees - CCC - Tryouts	9,193.96	7,000.00
Ice Fees - Cobourg	9,193.96	232,770.00
Total Ice Fees	9,193.96	232,770.00
Referee Fees		
Referee Fees - Ladies	1,372.00	4,800.00
Referee Fees - House League	0.00	4,800.00
Total Referee Fees	1,372.00	9,600.00
Online Registration Fees		
Online Registration - Rep	295.67	1,025.00
Online Registration - Ladies League	125.60	800.00
Online Registration - House League	95.13	700.00
Online Registration - Miscellaneous	0.00	100.00
Total Online Registration Fees	516.40	2,625.00
Winter Classic Tournament costs		
Ice Costs - CCC - Wild Weekend	0.00	15,250.00
Total Ice Costs - Wild Weekend	0.00	15,250.00
Winter Classic - Referees/Timekeep	0.00	3,250.00
Winter Classic - Tournament Fees	0.00	300.00
Winter Classic - Convenors	0.00	1,200.00
Winter Classic - Tourney Manager	0.00	2,000.00
Winter Classic - Prizes / Giveaways	0.00	1,000.00
Total Winter Classic Tourney Costs	0.00	23,000.00
Bank Related Costs		
BMO Bank Fees	150.00	400.00
Deposit Contents Fee	83.80	0.00

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**West Northumberland Girls Hockey Association
Comparative Income Statement (Cash basis)**

	Actual 05/01/2016 to 09/30/2016	Budget 05/01/2016 to 04/30/2017
Bank Statement Fees	10.00	0.00
Total Bank Related Costs	<u>243.80</u>	<u>400.00</u>
OWHA / LLHFL costs		
OWHA - Travel	0.00	150.00
OWHA - Provincial Bond	1,350.00	0.00
OWHA - Team Registrn & Insurance	8,205.00	0.00
Total OWHA costs	<u>9,555.00</u>	<u>150.00</u>
LLFHL - Travel	0.00	150.00
Total LLFHL costs	<u>0.00</u>	<u>150.00</u>
Total LLFHL / OWHA Costs	<u>9,555.00</u>	<u>300.00</u>
House League Costs		
House League - Pictures	0.00	800.00
House League - Banquet costs	0.00	1,000.00
House League - Trophies	0.00	800.00
House League - Miscellaneous	0.00	225.00
House League - OWHA Registrations	0.00	5,425.00
Total House League Costs	<u>0.00</u>	<u>8,250.00</u>
Senior C Costs		
Senior C - OWHA Registration	0.00	1,248.00
Total Senior C Costs	<u>0.00</u>	<u>1,248.00</u>
Rep Team Costs		
Rep Team - Banners	0.00	320.00
Rep Team - Banquet costs	0.00	7,400.00
Rep Team - League Registrations	1,935.00	1,800.00
Rep Team - OWHA Registrations	0.00	8,560.00
Total Rep Team Costs	<u>1,935.00</u>	<u>18,080.00</u>
Ladies League Costs		
Ladies League - OWHA Registrations	0.00	6,995.00
Total Ladies League Costs	<u>0.00</u>	<u>6,995.00</u>
Development Costs		
Dvlpmnt Day - Jerseys	0.00	500.00
Dvlpmnt Day - Other Costs	0.00	800.00
Dvlpmnt Day - Ice & Room Rentals	0.00	1,200.00
Dvlpmnt Day - Instructors	0.00	500.00
Total Development Day Costs	<u>0.00</u>	<u>3,000.00</u>
Development - Rep - Novice A	0.00	750.00
Development - Atom BB	0.00	750.00
Development - Rep - Peewee B	0.00	750.00
Development - Rep - Peewee BB	0.00	750.00
Development - Rep - Bantam A	0.00	750.00

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Development - Rep - Bantam B	0.00	750.00
Development - Rep - Midget AA	0.00	750.00
Development - Rep - Midget BB	0.00	750.00
Development - House League	0.00	2,500.00
Total Development Costs	<u>0.00</u>	<u>11,500.00</u>
Board Costs		
Meeting Rooms - Board meetings	45.20	120.00
Meeting Rooms - AGM	79.10	80.00
Total Board Costs	<u>124.30</u>	<u>200.00</u>
Coach Training		
Training - Coach Course Reimb.	925.00	350.00
Training - Trainer Course Reimb.	48.03	350.00
Training - Respect for Sport	0.00	100.00
Total Coach Training	<u>973.03</u>	<u>800.00</u>
Other Costs		
Advertising Costs	0.00	50.00
Website costs	34.91	1,100.00
Northumberland Memberships	100.00	100.00
CCC Donation	0.00	5,000.00
Total Other Costs	<u>134.91</u>	<u>6,250.00</u>
TOTAL EXPENSE	<u>24,048.40</u>	<u>322,018.00</u>
NET INCOME	<u>92,366.60</u>	<u>5,740.00</u>