

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

Date: Tuesday, March 27, 2018

Present: Jennifer Ashley, Greg Brocanier (L), Lynn Marie Brocanier, Sarah LeBlanc, Jason Dalby, Ian Koellner, Clarey Ellis-Stretch, Ron Samis, Darren Mackey, Ryan Smith (L), Veronica Marriott

Regrets: Curtis Hackney, Barb Hackney, Shannon Sheehy, Tom Cole, Sandi MacDonald-Wangen, Anne Walker, Scott MacDonald

ACTIONS CARRIED OVER:

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

Action – Greg will write and submit an amendment to AGM voting policies. Jen will look for a potential previous submission in previous minutes and via email submission.

Action - Jen to reinsert the constitutional piece to include the team colours required in uniforms.

Action - Greg will look into the Quest for Gold program, which reimburses coaches for getting qualifications.

Action - Scott will report back on all of this at the April meeting regarding what colours, etc. of Ladies HL jerseys will be used next season

Action - The new executive will decide on whether to hire Gina to run our tournament.

MINUTES

By Jen

Moved by: Sarah

Seconded by: Clarey

Carried

Approval of Minutes from February 13, 2018.

See Appendix A for notes from March 6, 2018 meeting.

TREASURER'S REPORT

By Ian

Moved by: Jen

Seconded by: Lynn Marie

Carried

See Appendix A for Financial Report. Ian emailed the financial report to all board members and brought hard copies to the meeting. Ian predicts we are going to have a break even year, partly because we couldn't give ice back. The 3-year sponsorships that are coming to an end resulted in not enough money being collected through sponsorship to cover development costs. There were a lot of NSF registration cheques this year, also. One family never did pay even after 2 cheques bounced. We were saddled with \$875 worth of NSF cheques this year.

Action – Darren will calculate exactly how much unused ice we could not give back during the 2017-18 season.

Action – Darren will record and present what extra ice we paid for through development initiatives, etc. (eg. First Shift).

Reconciliations will be done before the banquet. The Sr C's reconciliation will be done after the tryouts have concluded.

Action – Ian will separate the \$25 fee on registration for development.

REGISTRAR'S REPORT

By Jason

Moved by: Veronica

Seconded by: Darren

Carried

We are starting to get permission to skate requests. They will be available on April 10th in the Wild office from 5:45-7:00 pm.

TOURNAMENT REPORT

By Sarah

Moved by: Jason

Seconded by: Clarey

Carried

The application for sanction is almost ready to be mailed (permission for next year's tournament). The decision to hire Gina to run our tournament will be made by the new executive after the AGM. Sarah got some donations for the banquet.

FUNDRAISING REPORT

By Shannon

No report

EQUIPMENT REPORT

By Scott

No report

JUNIOR HOUSELEAGUE REPORT

By Barb via email

Moved by: Ian

Seconded by: Jen

Carried

HL wrap up was on the weekend. We had a bowling party for the younger ones which was a blast. The older girls had pizza after their last game.

LADIES HOUSELEAGUE REPORT

By Sandi

No report

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg

Moved by: Ryan

Seconded by: Veronica

Carried

We are on to last Sunday of First Shift next weekend. It has been very successful. Greg made the Motion: Discount \$100/player for players who register for WNGHA for the 2018-19 season who participated in the First Shift program (Wild or Night Hawks) in 2017/2018 season. This will be \$100 off the posted registration amount. Seconder: Jen. Vote. Carried (unanimous)

Greg has applied for a 45 capacity First Shift Program for next winter (after Christmas). We should hear in approximately a month whether we get it or not.

Development Package:

It is between Spike & Trudy Stacey.

Trudy brings more staff for a higher player/staff ratio on the ice. She would focus more on skating. Greg would like to have 5 ice times again next year. Trudy is \$180/hr where Spike was \$250/hr. Action – Greg will bring a development budget to the next meeting (for rep & HL) for approval. Dan wants to up the goalie sessions to 10 for next year. He recommends we use Ron Wisco (from the Cobourg Cougars) if he can't do it next season. It was \$250/session this past season.

Sept 28/18 – PA Day. Ryan Hurley. Hockey Canada Day. Greg said we would have a second higher end skill group at the session. The players will bring their lunches. He wants to bring in an Olympian and another guest speaker. Greg made a Motion to book the CCC & Hockey Canada for Sept 28/18 for a Wild Hockey Canada Day. Second- Sarah. Vote – carried.

Greg would like to propose to have a mouthguard policy put in place. Greg will submit this as a policy amendment for the AGM.

ICE SCHEDULER REPORT

By Darren

Nothing new to report.

SPONSORSHIP REPORT

By Lynn Marie

Nothing new to report.

REFEREE IN CHIEF

By Tom

No report.

LOWER LAKES REPORT

By Veronica

All wrapped up. It's open to send in next season's registrations.

OWHA REPORT

By Curtis

Nothing to report

COMMUNICATIONS OFFICER REPORT

By Ryan

Moved by: Darren

Seconded by: Greg

Carried

The deadline for nominations for AGM is May 2 and for policy amendments is April 22.

The First Shift was featured in Snapped magazine.

NEW BUSINESS:

1. Jen – Question for Greg to look into: The Northumberland Sports Council will be offering physical literacy workshops, conferences, & certification. Could this count towards the “course” hours coaches need now? Is this something we could look into? There is a Forum on March 4-5. March 5th is more for educators and coaches, and March 4 for kids and parents. It would probably be beneficial for our team staff members to attend.
Coaches – go to coach locker in Hockey Canada to record what they do (for point accumulation).
2. Jen - During Shawn Firth's coach orientation/interview, he suggested the Wild introduce a mandatory session for the older teams and for all staff members surrounding issues like the lasting effects of social media, drugs/alcohol, bullying, gender identity, etc. He thinks we should be proactive as an organization to help increase awareness surrounding these issues. WNGHA could be a leader in this field and maybe be used as a model for other associations or even the OWHA. He suggested bringing in local experts to lead the conversations/presentations. Thoughts?

Discussion – Everyone thought this was a great idea. Action - Jen, Sarah, and Lynn Marie are willing to be on a committee and spearhead this initiative, hopefully with Sean's (or Christine's) involvement.

3. Jen – The novice coach has requested that the Spring sessions be called “orientation” and that the actual tryouts take place in September. Also, since they won't be official tryouts, he has requested that his team be billed for the ice (at cost) since it's not an official tryout. He wants to attract players by having a minimal fee at this point. After discussion, it was decided they will be called “pre-tryout skates” with the actual tryouts to be in the fall. There will be 3. Tryout cards are \$60 and will be good for 3 Spring and 3 Fall skates. Or they can pay \$25/skate. Action – Jen will convey this

information to Sean.

4. Veronica - Sean has received permission from the Saxons (rugby) to put WNGHA Wild pamphlets out at their "Learn to Play" sessions & we will email our girls re: learn to play sessions for rugby, in return. This is a win-win situation for both organizations. Action – Ryan will hand out Saxon's pamphlets at tryouts and will post Saxon's tryouts on social media.

5. Curtis - Player Tryout Exemptions

Chloe Trotter-

I would like to request a Tryout Exemption for Chloé Trotter for the Midget AA team, the dates that she will miss are April 14, 15, 16 due to a booked vacation, when I booked the trip I planned it around the original dates that were posted and they have since been changed, we are away from April 7 -16/18.

Granted but only an exemption to the 75% rule but it is up to the coach whether she makes the team or not.

Emma Brooks-

Will be trying out at the bantam level and will be able to attend the first team tryouts. If she doesn't make that team she will be able to attend the first 2 tryout dates for the second team. Their family is going on vacation from may 4th to 11th so she would miss the last 2 dates of the 2nd team tryouts. They are looking to get an exemption for those 2 tryouts.

Granted but only an exemption to the 75% rule but it is up to the coach whether she makes the team or not.

Mia Bennet – Midget AA

Request based on original tryout dates so this request is no longer needing approval.

6. Jen – Advertising Bantam AA program – Jen asked if we are advertising to try to recruit players. We are.
7. Ryan - Kaitlyn Bates Initiative – Ryan went to the March meeting. They are looking at doing a scholarship (midget) and maybe a novice award for our 2019 banquet. They would like to meet with us in May to work out the details.
8. Scholarships – we received an anonymous donation of \$250 to use towards our scholarship program for this year. Ryan made a motion that we match the anonymous donation of \$250 for scholarship at this year's banquet. Seconder – Jason. Carried.
9. Veronica - Banquet – Thurs. 19th. Doors open at 5:00. Coaches need to send Veronica the names of the award winners by March 30. The meal has been decided on. Adults \$25. Kids \$20. April 2 is the deadline for ticket purchases. Teams are to invite their sponsors and pay for their tickets.

10. Veronica - Coaches can put their coaching profiles on our website.
11. Veronica - Uniforms – Off ice. Veronica showed samples of new ideas for off-ice attire. She will explore choices further and bring them to the next meeting.

ADJOURNMENT

Moved by: Ian
Seconded by: Ryan

Carried

Next Meeting: Tuesday, April 10, 2018 at 7 pm (CCC)

APPENDIX A Notes from WNGHA Monthly Meeting – March 13, 2018 (by Shannon)

Location: Cobourg Fire Hall

No Quorum

Present; Veronica Marriot ,Curtis Hackney ,Barb Hackney, Scott MacDonald, Ryan Smith (@0815pm), Shannon Sheehy

Veronica presented the following;

1. Menu options for the banquet. 3 Options varying in price from \$15 to \$30, decided to go with the \$15 option of Chicken, Caesar salad, penne pasta, desert and pop. Rationale: economical and different from last years menu.
2. Banquet volunteers required
3. Awards and criteria to be sent to the coaches of each team
4. Bursary/ scholarship- needs a vote on criteria to post on the webpage so that the girls can apply within the time frame to allow for presentation at the banquet
5. Climacool pants: price points investigated at Cobourg Sport Check- Veronica spoke with the store manager about a bulk purchase. Action: required- approval by the clothing committee.

Jason discussed try out information;

1. Try out cards to be same price as last year
2. PTS to be available
3. Nighthawks are offering \$100 incentive off of registration- need to vote if WNGHA will also do the same
4. Novice ice time in the spring to be considered an “orientation”

Shannon recommended;

1. Adding a code of conduct including the signing of a confidentiality agreement with coaches, managers and board members
2. Shannon will draft a document for the board using policy and local guidelines

Ryan reported;

Ryan is to meet with Doug Bates re: scholarship and he will report back at next meeting

A second meeting is required by the end of the month for items requiring voting.

APPENDIX B**Financial Report**

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION
Bank Reconciliation
March 27, 2018

Balance per bank at March 27th					53,066.45
Less: Outstanding Cheques					
	Chq Date	Cheque #	Payee	Description	Amount
	28-Feb-18	2597	OWHA	Sanction fees - 2018 Halloween Havoc tournament	600.00
	21-Mar-17	2598	Barb Hackney	House League - End of year party	325.00
	21-Mar-17	2599	Barb Hackney	House League trophies / awards	384.48
	27-Mar-18	2600	Tom Cole	Referees - House league	59.00
	27-Mar-18	2601	IVRNet Inc.	Annual registration system fees	266.43
	27-Mar-18	2602	Northumberland Sports Council	Annual membership fees	125.00
	27-Mar-18	2603	Town of Cobourg	Ice Rental - November 2018	30,726.68
					(32,486.59)
Add: Outstanding deposits			None		-
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Balance per bank at March 27th, once everything clears the bank					20,579.86
			Petty cash on hand at March 27th		200.00

Outstanding Accounts receivable at March 27th, 2018

Atom B rep fee - 50% of outstanding balance	4,808.05
Midget AA rep fee - 100% of outstanding balance	7,645.75
Novice B rep fee - 100% of outstanding balance	5,992.50
Peewee B rep fee - 50% of outstanding balance	5,471.70
	<u>23,918.00</u>

Cheques Issued in the month of March

Chq Date	Cheque #	Payee	Description	Amount
<i>General Account</i>				
21-Mar-17	2598	Barb Hackney	House League - End of year party	325.00
21-Mar-17	2599	Barb Hackney	House League trophies / awards	384.48
27-Mar-18	2600	Tom Cole	Referees - House league	59.00
27-Mar-18	2601	IVRNet Inc.	Annual registration system fees	266.43
27-Mar-18	2602	Northumberland Sports Council	Annual membership fees	125.00
27-Mar-18	2603	Town of Cobourg	Ice Rental - November 2018	30,726.68
Bank charges	Bambora		Online service costs	10.00
Bank charges	Bank of Montreal		Cheque purchase	149.33
Bank charges	Bank of Montreal		Monthly service fees	
Bank charges	Bank of Montreal		Bank deposit fees	
Bank charges	Bank of Montreal		Statement fee	
				32,045.92
<i>Lottery Account</i>				
Bank charges	Bank of Montreal		Bank deposit fees	
Bank charges	Bank of Montreal		Statement fee	
				32,045.92

West Northumberland Girls Hockey Association
Income Statement 05/01/2017 to 03/27/2018

REVENUE

Fee Revenue

Rep Team - Registrations	52,595.00	
Rep Team - Registrations Online	19,250.00	
Rep Team - Late fees	350.00	
Rep Team - Registration Refunds	-1,355.00	
Total Rep Team Revenue		70,840.00
House League - Registrations	12,644.99	
House League - Registrations Online	6,565.00	
House League - Registration Refunds	-1,930.00	
House League - Fundraising	1,691.00	
Total House League Revenue		18,970.99
Ladies League - Registrations	23,530.00	
Ladies League - Registration Online	10,400.00	
Ladies League - Late fees	230.00	
Ladies League - Registration Refund	-920.00	
Total Ladies League Revenue		33,240.00
Seniors League - Registrations	2,245.00	
Seniors League - Registns Online	855.00	
Total Seniors C League Revenue		3,100.00
Rep Team - Fee for usage		88,998.50
Tryout Fee Revenue - Rep teams		510.35
Serv. Fee Revenue - Registrations		1,230.00
Total Fee Revenue		216,889.84

Sponsorships

Rep Team - Sponsorships	8,000.00
House League - Sponsorships	1,625.00
Total Sponsorships	9,625.00

Halloween Havoc Tourney Revenue

Halloween Havoc - Registrations	44,900.00	
Halloween Havoc - Register Refunds	-3,900.00	
Halloween Havoc - Total Registered		41,000.00
Halloween Havoc - Sponsorships		500.00
Halloween Havoc - Fndrse- FacePaint	218.00	
Halloween Havoc - Fndrse-Booth Rent	375.00	
Halloween Havoc - Total Fundraising		593.00

West Northumberland Girls Hockey Association
Income Statement 05/01/2017 to 03/27/2018

Total Halloween Havoc Tourney Rev		<u>42,093.00</u>
Other Revenue		
OWHA - Ins. Recoveries from Refunds	2,120.00	
Total OWHA / LLHFL Revenue		2,120.00
Extra Ice		420.30
Jersey Sales		80.00
Other Miscellaneous Revenue		<u>1,520.00</u>
Total Other Revenue		<u>4,140.30</u>
Development Camp Revenue		
Development Camp Sponsorships		<u>750.00</u>
Total Development Camp Revenue		<u>750.00</u>
Lottery Fund		
Lottery Fund - Team Monies Raised	8,647.00	
Lottery Fund - Team Monies Paid	-8,527.00	
Lottery Fund - Team Licences	-132.00	
Lottery Fund - Team Events		<u>-12.00</u>
Lottery Fund - WNGHA Monies Raised	11,519.63	
Lottery Fund - WNGHA Licences	-1,200.00	
Lottery Fund - WNGHA lottery costs	-5,000.00	
Lottery Fund - WNGHA events		<u>5,319.63</u>
Lottery Fund - Bank Charges		<u>-133.13</u>
Lottery Fund		<u>5,174.50</u>
TOTAL REVENUE		<u>278,672.64</u>
EXPENSE		
Ice Costs		
Ice Fees - CCC - Season & Playoffs	76,235.90	
Ice Fees - Memorial - Season/Playof	54,736.96	
Ice Fees - CCC - Tryouts	8,748.89	
Ice Fees - Cobourg		<u>139,721.75</u>
Ice Fees - Port Hope		9,326.70
Ice Fees - Refunded to Teams		<u>1,646.70</u>
Total Ice Fees		<u>150,695.15</u>

West Northumberland Girls Hockey Association
Income Statement 05/01/2017 to 03/27/2018

Referee Fees

Referee Fees - Ladies	4,444.00
Referee Fees - House League	1,655.00

Total Referee Fees 6,099.00

Total Online Registration Fees 1,128.40

Halloween Havoc Tournament costs

Ice Costs - CCC - Havoc Weekend	13,084.29	
Ice Costs - Memorial - Havoc Weeknd	4,451.08	
Total Ice Costs - Havoc Weekend		<u>17,535.37</u>
Halloween Havoc - Referees		4,156.00
Halloween Havoc - Timekeepers		1,044.00
Halloween Havoc - Tournament Fees		1,200.00
Halloween Havoc - Trophies		2,210.28
Halloween Havoc - Player of Game		1,610.25
Halloween Havoc - Banners		1,314.76
Halloween Havoc - Activity costs		2,010.05
Halloween Havoc - Monster Mash		225.94

Total Halloween Havoc Tourney Costs 31,306.65

Bank Related Costs

BMO Bank Fees	200.00
NSF Fees	28.00
Deposit Contents Fee	62.13
Bank Statement Fees	30.00
Cheque purchase	149.33
Returned cheques	875.00

Total Bank Related Costs 1,344.46

OWHA / LLHFL costs

OWHA - Provincial Bond	1,800.00	
OWHA - Team Registrn & Insurance	18,265.00	
OWHA - Game sheets	60.00	
Total OWHA costs		<u>20,125.00</u>
LLFHL - Registration fees - Rep	1,785.00	
Total LLFHL costs		<u>1,785.00</u>

Total LLFHL / OWHA Costs 21,910.00

West Northumberland Girls Hockey Association
Income Statement 05/01/2017 to 03/27/2018

House League Costs

House League - Equipment	148.52
House League - Trophies	384.48
House League - Miscellaneous	696.00
House League - Championship costs	325.00
House League - Tournaments	995.00

Total House League Costs 2,549.00

Total Rep Team Costs 37.19

Development Costs

Dvlpmnt Day - Ice & Room Rentals	658.23
Dvlpmnt Day - Lunch costs	497.20
Total Development Day Costs	<u>1,155.43</u>
Development - Rep - All teams	13,863.75
Development - House League	900.00
Development - Goalies (All teams)	1,000.00

Total Development Costs 16,919.18

Board Costs

Meeting Rooms - AGM	67.80
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Total Board Costs 67.80

Coach Training

Training - Coach Course Reimb.	238.28
Training - Trainer Course Reimb.	293.83

Total Coach Training 532.11

Other Costs

Advertising Costs	276.85
Website costs	1,441.63
Fundraising Costs	527.90
Scholarship awards	200.00
Parade Costs	154.33
Northumberland Memberships	125.00

Total Other Costs 2,725.71

**West Northumberland Girls Hockey Association
Income Statement 05/01/2017 to 03/27/2018**

TOTAL EXPENSE	<u>235,314.65</u>
NET INCOME	<u><u>43,357.99</u></u>

