

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

Date: Tuesday, September 12, 2017 – 7 pm; Tournament Room (CCC)

Present: Lynn Marie Brocanier, Sarah LeBlanc, Jason Dalby, Ian Koellner, Jennifer Ashley, Sandi MacDonald-Wangen, Curtis Hackney, Barb Hackney, Clarey Ellis-Stretch, Tom Cole, Ron Samis, Shannon Sheehy, Ryan Smith, Darren Mackey, Veronica Marriott

Regrets: Scott MacDonald, Greg Brocanier, Anne Walker

ACTIONS CARRIED OVER:

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

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 – Scott will inventory what jerseys we have that will be available to be sold and send the information to Ron.

Action – Veronica to send emails to coaches to try to recruit teams for our tournament.:

Action: Greg will explore the PD Day in February as a potential date for the ESSO Fun Day.

MINUTES

By Jen

Moved by: Ryan

Seconded by: Barb

Carried

Approval of minutes from August 15, 2017.

TREASURER'S REPORT

By Ian

Moved by: Jason

Seconded by: Lynn Marie

Carried

See Appendix A for Financial Report.

REGISTRAR'S REPORT

By Jason

Moved by: Jen

Seconded by: Ian

Carried

Most of the rep teams OWHA fees have been paid. Currently there are 103 in rep. and 128 in HL (88 ladies; 40 in Jr). Jason made a motion of waiving the late fee for all HL registrants for this season. 2nd Lynn Marie. Carried.

TOURNAMENT REPORT

By Sarah

Moved by: Veronica

Seconded by: Tom

Carried

We currently have 33 teams registered. Sarah wondered if we should continue advertising houseleague. After discussion, it was decided to keep the tournament open to houseleague teams. Sarah said she needs to start booking vendors. She's wondering what to charge and is thinking \$250. Curtis said at the Angel's tournament, 15% of sales was the fee charged. Ron suggested \$100/day. After discussion, it was decided to charge vendors \$250 for the event. Sarah will remind WNGHA teams to pay their registration fees.

FUNDRAISING REPORT

By Shannon

Moved by: Tom

Seconded by: Veronica

Carried

Shannon provided a fundraising report at the coach/managers meeting. She has had more requests since then.

EQUIPMENT REPORT

By Scott via email

Moved by: Barb

Seconded by: Tom

Carried

Ron and Jason have taken some Wild Jerseys to use, or to sell. Ladies League. If Scott knew how many teams and what colour Jerseys, he could concentrate on getting them ready for Monday Night. Action – Sandi will send team lists to Scott. Jason asked if we have jerseys to sell. Ryan suggested posting what jerseys we have and what sizes so players can buy them.

JUNIOR HOUSELEAGUE REPORT

By Barb

Moved by: Ryan

Seconded by: Veronica

Carried

Currently → 2 Bantam/Midget; 1 PW/Atom; 4 novice players
Goalies needed. There is currently only one for sure & one other contemplating playing.

LADIES HOUSELEAGUE REPORT

By Sandi

Moved by: Shannon

Seconded by: Veronica

Carried

Last Wed there were 6 teams, now there's 8. There are a few registered but not paid. Today 4 more inquired. 2 want to move from rec to competitive.

Problems – goalies; early start; late registrations

Goalies – Must pay \$50 insurance if they want to play part time (if not already registered with

OWHA).

Note for next season – Start the season later!

Timekeepers – Running time is fine if there is no timekeeper.

Referees – Just let Jim know when we start.

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg via Lynn Marie

Moved by: Barb

Seconded by: Curtis

Carried

Development

- Schedule 90% finalized
- Change by Arena forced Darren and Spike to make Minor adjustment.
- Spike has let us pay in 2 instalments to spread out payables, one this week, the other first week October

Goalie Development

- Darren and Dan working on exact schedule
- Will be every other Monday

Hockey Canada Day

- 20 participants signed up, up from 6 last week.
- Ryan can you send out Tweet as reminder
- We have a lunch sponsor so no cost to Wild...Lynn Hardy of RBC Securities
- Dutch Oven will provide pasta lunch with fruit tray and cookies.
- Ryan Hurley is coordinating Basketball Canada to do the off ice clinics and our local Lakeshore Minor Basketball organizers are going to provide support
- No guest speaker finalized yet

Canadian Tire First Shift

- Update at next meeting

Action – Ryan send out tweet reminder re: Hockey Canada Day.

ICE SCHEDULER REPORT

By Darren

Moved by: Ian

Seconded by: Curtis

Carried

We can trade ice with the Nighthawks but it must go through Darren. All teams are to try to sell to other Wild teams first.

SPONSORSHIP REPORT

By Lynn Marie

Moved by: Jen

Seconded by: Barb

Carried

We have sponsors for all rep teams except novice (newly formed team). She hasn't finished assigning the sponsors to the individual teams yet. Action – Lynn Marie will forward sponsors and logos to Ryan. Junior HL are all under contract so no renewals are needed. Ladies HL currently has 4 sponsors (for 8 teams).

REFEREE IN CHIEF

By Tom

Nothing to report.

LOWER LAKES REPORT

By Veronica

Moved by: Clarey

Seconded by: Shannon

Carried

Scheduling day schedule has been set. January 21, 2018, is when the LLFHL regular season ends this year (& playoffs start).

OWHA REPORT

By Curtis

Moved by: Veronica

Seconded by: Curtis

Carried

There's a meeting this Saturday that Curtis will attend. Any suggestions to have to forward to the OWHA please forward to it to Curtis by Friday. Tom asked Curtis to request an extension of game time for teams when they have 1.5 hours of ice time, if both teams agree.

Ron suggested only buying half a case of game sheets this season.

COMMUNICATIONS OFFICER

By Ryan

Moved by: Barb

Seconded by: Clarey

Carried

We are on Northumberland Sports Council mailing list for any clinics etc. offered to the community members. Ryan will send a calendar with executive schedule on it that we can download it to our phones.

NEW BUSINESS:

1. Concussion Testing – Concussion baseline testing is recommended but not mandatory. Shannon said the mandatory concussion protocol should be followed regardless of whether the baseline test was done or not. Lynn Marie said there is a more thorough 45 minute baseline physical exam available, through the Sports Injury Clinic (Jeff Crowley). Baseline testing is not mandatory through the OWHA. Action – Veronica will let teams know that baseline concussion testing is optional & that the Sports Injury Clinic will be open on the first PD Day for baseline testing. Curtis made a motion that baseline concussion testing is encouraged but not mandated, since it's not currently mandated by the WNGHA. 2nd – Jen. Carried.

2. Shannon – World Girls Hockey Weekend → Shannon will send the link to the managers and coach's regarding Oct 6-8's World Girl's Hockey Weekend. There are all kinds of suggested activities for this weekend. Hockey Day is Sept. 29 which will link in to this.

Fundraising – Shannon wondered if we'd like to do a big fundraising event run by WNGHA. Shannon will send out a survey to coaches to see if there is an interest.

3. Veronica – Hockey Canada Gender Identity Course – Veronica sent out an email and brought it out at the coach/manager meeting. Curtis described the online training course that is not currently mandatory through the OWHA. It's a 90 minutes on-line course that is free. OMHA and other organizations have made it mandatory. Curtis said all staff should be encouraged to take this. Shannon stated it is currently built into the coach certification courses.
4. Jen – Minutes of Coach's Meeting (see Appendix C) and Minutes of Emergency Meeting (see Appendix B) are attached. Action – All members are to review the Coach's Meeting and the Emergency Meeting Minutes. Further discussion will take place at October's meeting.
5. Barb – Goalie issue. Barb questioned how we could encourage getting goalies in HL. The issue was discussed (eg. rotating players in net, reducing goalie costs, etc.). Suggestions: Free participation (registration) for goalies, development, equipment provided. Ian made the motion that a rebate of \$450 will be given to any current junior houseleague player or any new player to move to the position of goalie for the entire 2017-18 season. 2nd – Jen. Carried.
6. Jen for Scott – When Scott is working, could meetings be held at the Fire Hall so he can

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION
Bank Reconciliation
August 31, 2017

Balance per bank at August 31st 82,813.66

Less: Outstanding Cheques

Chq Date	Cheque #	Payee	Description	Amount
10-Feb-17	2479	Under The Lock	Peewee HL Tourney in Peterborough	420.00
31-Jul-17	2518	Town of Port Hope	Ice rental	280.15
15-Aug-17	2521	MB Sportsweb	Annual fee	904.00
15-Aug-17	2523	Kelly Watson	50% reimburse of training course	48.03
15-Aug-17	2524	Melissa Comes	50% reimburse of training course	48.03
15-Aug-17	2525	Chantel Lelievre	50% reimburse of training course	48.03
15-Aug-17	2526	Jen Ashley	50% reimburse of training course	48.03
31-Aug-17	2527	OWHA	Rep Team fees - Peewee A & Midget AA	<u>2,635.00</u>
				(4,431.27)

Add: Outstanding deposits

Balance per bank at August 31st, once everything clears the bank 78,382.39

Petty cash on hand at August 31st 200.00

Lottery account balance as at August 31st 11,619.79

Cheques Issued in the month of August

Chq Date	Cheque #	Payee	Description	Amount
<i>General Account</i>				
15-Aug-17	2521	MB Sportsweb	Annual fee	904.00
15-Aug-17	2522	WNGHA Midget C	Rep team fees included with registration	350.00
15-Aug-17	2523	Kelly Watson	50% reimburse of training course	48.03
15-Aug-17	2524	Melissa Comes	50% reimburse of training course	48.03
15-Aug-17	2525	Chantel Lelievre	50% reimburse of training course	48.03
15-Aug-17	2526	Jen Ashley	50% reimburse of training course	48.03
31-Aug-17	2527	OWHA	Rep Team fees - Peewee A & Midget AA	2,635.00
Bank charges		Bank of Montreal	Monthly service fees	20.00
Bank charges		Bank of Montreal	Bank deposit fees	22.45
Bank charges		Bank of Montreal	Statement fee	3.00

4,126.57

Lottery Account

No cheques written in August

Bank charges	Bank of Montreal	Bank deposit fees	-
Bank charges	Bank of Montreal	Statement fee	6.00

4,132.57

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 08/31/2017

REVENUE

Fee Revenue

Rep Team - Registrations	40,305.00	
Rep Team - Registrations Online	19,250.00	
Rep Team - Late fees	200.00	
Total Rep Team Revenue		59,755.00
House League - Registrations	2,020.00	
House League - Registrations Online	3,030.00	
Total House League Revenue		5,050.00
Ladies League - Registrations	9,400.00	
Ladies League - Registration Online	5,200.00	
Total Ladies League Revenue		14,600.00
Seniors League - Registrations	1,710.00	
Seniors League - Registrns Online	285.00	
Total Seniors C League Revenue		1,995.00
Tryout Fee Revenue - Rep teams		410.35
Serv. Fee Revenue - Registrations		855.00
Total Fee Revenue		82,665.35

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		1,100.00
Total Other Revenue		3,720.30

Lottery Fund

Lottery Fund - Team Licences	-15.00	
Lottery Fund - Team Events		-15.00
Lottery Fund - WNGHA Monies Raised	11,519.63	
Lottery Fund - WNGHA Licences	-1,200.00	
Lottery Fund - WNGHA events		10,319.63
Lottery Fund - Bank Charges		-67.71
Lottery Fund		10,236.92

TOTAL REVENUE

96,622.57

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 08/31/2017

EXPENSE

Ice Costs

Ice Fees - CCC - Tryouts	7,892.91	
Ice Fees - Cobourg		7,892.91
Ice Fees - Port Hope		280.15
Total Ice Fees		8,173.06

Online Registration Fees

Online Registration - Rep		553.04
Online Registration - Ladies League		151.75
Online Registration - House League		86.64
Online Registration - Miscellaneous		20.00
Online Registration - Senior C		8.17
Total Online Registration Fees		819.60

Halloween Havoc Tournament Costs

Halloween Havoc - Tournament Fees		600.00
Total Halloween Havoc Tourney Costs		600.00

Bank Related Costs

BMO Bank Fees		80.00
Deposit Contents Fee		34.48
Bank Statement Fees		12.00
Total Bank Related Costs		126.48

OWHA / LLHFL costs

OWHA - Team Registrn & Insurance	2,635.00	
Total OWHA costs		2,635.00
Total LLFHL / OWHA Costs		2,635.00

Rep Team Costs

Rep Team - Banquet costs		37.19
Total Rep Team Costs		37.19

Board Costs

Meeting Rooms - AGM		67.80
---------------------	--	-------

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 08/31/2017

Total Board Costs	<u>67.80</u>
Coach Training	
Training - Trainer Course Reimb.	<u>192.12</u>
Total Coach Training	<u>192.12</u>
Other Costs	
Advertising Costs	234.48
Website costs	904.00
Fundraising Costs	<u>527.90</u>
Total Other Costs	<u>1,666.38</u>
TOTAL EXPENSE	<u>14,317.63</u>
NET INCOME	<u><u>82,304.94</u></u>

APPENDIX B Emergency Meeting Minutes

Minutes: Tuesday, Sept. 5, 2017

8:15 pm @ the CCC.

Emergency Meeting re: Bantam & Midget teams

Motion by Veronica: Due to the insufficient number of skaters, WNGHA will not be proceeding with a Bantam B team. Curtis 2nd. Carried (unanimous). (1 abstained due to conflict of interest).

Midget C:

According to our policies, a goalie is permitted to play Midget C if there is not a position on a bantam team to play. The bantam goalie will attend the next Midget C practice and decide whether she'll play up or not.

Ron said he would open up his practice to the bantam girls but would only take girls who have a skill level consistent with the rest of the team. After discussion, it was decided to invite those deemed to have the potential skill-wise from the Bantam tryouts. Greg ran these tryouts and suggested two bantams he evaluated as possibly having the skill set to play Midget C. Veronica made a motion to make an exception to our current policy to allow bantam players to play on the midget team, if needed by the midget team. 2nd Greg. This will be voted on if bantam player(s) are offered a spot on the team. No late fees will be charged since they've already attended tryouts and paid for a tryout card.

Greg:

Development – If there's anything specific coaches want worked on, let Greg know and he'll pass it on. The schedule for goalie development will be every other Monday (5 sessions). Starting date TBA.

APPENDIX C

Coach's Meeting Minutes

Minutes: Coach's Meeting

Wednesday, September 6, 2017

8:00 pm; CCC; Tournament Room

Attendance: Jen Ashley, Claudia Brown, Alisha Bell, Sarah LeBlanc, Curtis Hackney, Lyndon Watt, Jason Dalby, Shannon Sheehy, Bob Sheehy, Todd Dafoe, Veronica Marriott, Clarey Ellis-Stretch, Anne Walker, Joe Ritchie, Kyle McCarthy, Darren Mackey, Ian Koellner, Ryan Smith, Ron Samis

Veronica welcomed everyone to the meeting and provided the rationale for the meeting. Meeting Rationale: To have the executive share their portfolios and learn how they can help you and your team.

Darren Mackey – Ice Scheduler

Ice has been harder to come by this year because we gave so much back last season. We have some ice in other centres. If you have any questions or concerns about your schedule, please email Darren. He should be able to respond quickly. If you have ice you can't use due to tournaments, etc., please inform Darren prior to the scheduling meeting so other teams can use it (buy it from you) if needed. Overall, ice can't be given back until playoffs start (approx. Jan. 22nd). It can only be traded until that date.

Darren provided an overview of the scheduling meeting (October 1). Only 1 person per team is allowed in the room. Darren will be there for support and to provide extra ice times, if needed. Be sure to give a copy of your game summary sheet to Darren before you leave the scheduling room/session. Be sure to proofread it, too, as there have been errors in the past. Be sure to indicate the arena name. There is a separate session, on the same day, for managers.

Ian Koellner – Treasurer

Ian has the draft bills and budget reviews for each team. There are some issues, which he has indicated.

Lottery Licence – There are two reports to be done

1. Application with 2 WNGHA signatures and attach a chq (from Ian). All proceeds from any lottery must go through our lottery account. Ian will then cut the team back a chq.
2. There is also a final report that must be submitted to the town, in a timely manner.

Ian is happy to help anyone when needed. Feel free to email him when you have questions or concerns.

The cap for fundraising has changed this season. It is 25% of your team budget up to a maximum of your registration fees.

Veronica Marriott & Darren Mackey for Greg Brocanier – Development

Darren reported that the development days are on the schedule. Goalie development will be Mondays from 6-7 pm (5 sessions – starting date TBA). Let Greg know if there are specific skills you want Spike to focus on during your development sessions.

Shannon Sheehy – Fundraising

Send fundraising proposals to Shannon. They must be approved before they are initiated. Shannon reiterated the importance of following the legal protocols related to our lottery licence.

Veronica Marriott for Tom Cole – Referee in Chief

He will let you know how to book and what to pay.

Sarah LeBlanc – Tournament

WNGHA's first "Halloween Havoc" Tournament is being held from Oct 27-29. Based on current registrations, this new tournament is definitely running. She encouraged teams to try to recruit in their divisions. If anyone has suggestions for events/activities/raffle donations, etc., please let Sarah know.

Curtis Hackney – OWHA

Please be sure to submit all the police checks for your team. They can be dropped off at the main desk at the CCC and put in the WNGHA's mailbox.

There is a new Human Rights Tribunal plan regarding transgender training. It is an online course. It's called Gender Identity Training and is under Hockey Canada. You must have a Hockey Canada account to access it, which is easy to set up. There is no charge to do it. It is not mandatory by the OWHA yet but it would be beneficial to do it. Curtis can provide the links if needed.

Curtis will pick up handbooks & game sheets when he goes to the meeting this month and will distribute them to the teams.

Veronica Marriott – Lower Lakes

Any LLFHL concerns should be addressed to Veronica, and not directly to Lower Lakes. She is the association contact for all WNGHA Lower Lakes communication. Wednesday, Sept. 27 at 4:00 pm is the final date to change team divisions/classification/deletions. Veronica will send out information as she receives it.

Jason Dalby – Registrar

You should have your waiver forms in by now. Any teams in the Oshawa tournament must have them in by this weekend. Jason will send them to individual teams as soon as he receives them back from the OWHA.

Ryan Smith – Communications Officer

The website can be used to post schedules, fundraisers, etc. Let Ryan know if anyone from your team needs access to the website, that currently doesn't have access. Forward ice changes to Darren though, please, as Ryan doesn't deal with those. The schedules can be synched to your phones. Send team photos to Ryan so he can post them. Rosters can only be posted by Ryan. He would need the official OWHA roster in order to do this.

Meeting Adjourned at 8:33 pm.