

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

Date: Tuesday, November 13, 2018

Present: Sarah LeBlanc, Jason Dalby, Ian Koellner, Jennifer Ashley, Sandi MacDonald-Wangen, Scott MacDonald, Ron Samis, Shannon Sheehy, Darren Mackey, Ryan Smith, Erin McGee, Elisha Young

Regrets: Ken Pedersen, Tom Cole, Shawn (Toad) Davis, Lyndon Watt, Steve Kniff, Christine Firth

ACTIONS CARRIED OVER:

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

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

Action - Jen, Sarah, Erin, and Lynn Marie are willing to be on a committee and spearhead an anti-bullying/alcohol/drug/cyber etiquette/etc initiative, hopefully with Sean's (or Christine's) involvement.

Action – Ryan will book both Cameco Rooms for fitting for First Shift program on Feb. 10, 2019.

Action – Ron will talk to Scott about changing the name of Cobourg Fire Dept. sponsor to “Cobourg Professional Firefighters, Local 1732”, and they will advise Lyndon and Ryan how to proceed.

Action – Lyndon will add Lion's Centre as a HL sponsor.

MINUTES

By Jen

Moved by: Erin

Seconded by: Jen

Carried

Approval of Minutes from October 9, 2018.

TREASURER'S REPORT

By Ian

Moved by: Jason

Seconded by: Elisha

Carried

See Appendix A for Financial Report.

Ian sent an electronic version to all members and gave a verbal report. Registrations have been deposited, with a few exceptions (eg. NSF cheques) which are being dealt with. Most tournament bills have been paid.

REGISTRAR'S REPORT

By Jason

Nothing new to report.

TOURNAMENT REPORT

By Sarah

Moved by: Ian

Seconded by: Sandi

Carried

We had 51 teams. We made \$11,048.01. All the feedback was positive.

Sarah suggests increasing registration by \$100/team. Next year we're applying for 80 teams. We had 51 this year & had to turn teams away.

The tournament was discussed and some suggestions were made, such as having WNGHA teams/parents volunteering, photos taken of winning teams, etc.

The executive congratulated Sarah on a job well done.

FUNDRAISING REPORT

By Shannon

Nothing new to report

EQUIPMENT REPORT

By Scott

Moved by: Shannon

Seconded by: Sarah

Carried

Scott has some jerseys ready to be picked up.

Scott questioned whether we had decided to eliminate 3-year term sponsorships. The reasoning was because of the extra expense downloaded onto the association due to new jersey purchases, adding sponsor name to jerseys, and we're actually having less dollars coming in from the sponsor per season due to the reduced rate.

Action – Jen will check in previous Minutes to see if we had decided to eliminate 3-year term sponsorships.

Scott has sold 3 sets of WNGHA jerseys. He has the money from these sales to pass on to Ian. These sales will cover the sales of the HL jerseys we need to order. All funds will go through Ian.

Any further jerseys will be sold for \$15 each since there are no matching numbers left. Scott made a motion to sell the remaining jerseys for \$30/set or \$15/jersey. 2nd- Shannon. Carried.

JUNIOR HOUSELEAGUE REPORT

By Elisha

Nothing new to report.

LADIES HOUSELEAGUE REPORT

By Sandi

Moved by: Erin

Seconded by: Jen

Carried

Registration has continued throughout Oct. Registrations are down. There are 3 teams in the rec division (13-14 per team) – they are playing double headers every other week. All competitive teams have 14-16 players. There have been some reports with excessive rough play in both divisions. Sandi has notified the referee-in-chief about these complaints. Sandi will continue to remind the officials to call everything, which may be the best way to deal with these issues. Some 17 year olds have requested to play but they are not permitted.

DEVELOPMENT REPORT

By Shawn via email

Toad reported that development is going great with Sheldon and Trudy. Turnout has been low for goalie development sessions. It is a big expense for 2 goalies per session. Next year, we should brainstorm ways to make goalie development more cost efficient. Perhaps in the future, they could be made mandatory by the coaching staffs, and put on the schedule at the start of the season.

Action – Ron will ask Toad to send out reminders to all managers/coaches regarding the dates of the remaining goalie sessions.

Action – Toad will network with Ryan to get advertisements out for First Shift, as a pre-Christmas blitz.

ICE SCHEDULER REPORT

By Darren

No report.

SPONSORSHIP REPORT

By Lyndon

Nothing to report.

REFEREE IN CHIEF

By Tom via email

Tom has been able to recruit two junior officials (both 17 years old) to help with PeeWee & Bantam games. They will be paired with a senior official in these games to help them in their development.

LOWER LAKES REPORT

By Steve

No report.

OWHA REPORT

By Ken

No report.

COMMUNICATIONS OFFICER REPORT

By Ryan

Nothing new to report.

NEW BUSINESS:

1. Jen – Team fees: CCC & WNGHA – These fees were discussed. The \$20/player WNGHA fee will remain intact. Jen made a motion that the WNGHA maintain the CCC fee of \$7/player and that it be earmarked to be given to the town of Cobourg for the outstanding pledge that the association made when the CCC was built. A payment will be made to the CCC at the conclusion of each season until the debt is completely paid off.
2nd – Jason Carried
Jen made a motion to keep the WNGHA administration fee of \$20/player, to a maximum of 17 players/team. 2nd – Scott Carried.
2. Jen – POI rebates from 2018-19 for women’s house league players. Action – Jen will research the OWHA POI policy & report back at the next meeting. Jason looked it up in the OWHA Handbook and the POI request is due by Dec. 31st.
3. Ryan – The welcome event day for First Shift (ages 6-10) is Feb. 11, 2019, 6:30-8:00. Darren has booked 6 ice times for the First Shift Sessions. Sessions will be every Sun starting March 3 (Bowl - 3:30-4:30 pm). April 14 is last session. Ryan asked Ian if we have money for radio ads for this event. Shannon asked if we could give them a coupon for \$100 off of registration. Ian suggested having permission to email the participants and their families to inform them of our tryouts.
4. Sandi asked if the injured player who requested a refund got it, from women’s HL.
Action - Ian will look it up.
5. Ian – Can we change the day of our meetings from Tuesday nights, due to so many executive members having conflicts on Tuesdays. After discussion, it was decided that there are conflicts on every day of the week so we will stick with Tuesdays.
6. Ryan asked about the Santa Claus Parade. The deadline for entries is tomorrow so we won’t be participating this year.
7. Christmas Skate – Donations to Giving Tree – Ryan, Jen, & Shannon will spearhead organization of this event.

ADJOURNMENT

Moved by: Erin

Seconded by: Ryan

Carried

Next Meeting: Tuesday, December 11, at 7 pm (CCC.) – Followed by Christmas social at Castle John’s

APPENDIX A Financial Report

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION Bank Reconciliation October 31, 2018

Balance per bank at October 31st 122,048.84

Less: Outstanding Cheques

| Chq Date | Cheque # | Payee | Description | Amount |
|-----------|----------|-------------------------------|---|-----------|
| 30-Apr-18 | 2620 | Jen Ashley | Reimburse for poster boards | 10.35 |
| 30-Sep-18 | 2640 | Katie Linton | Refund registration for Riely Linton | 375.00 |
| 30-Sep-18 | 2642 | Northumberland Nighthawks | Transfer of JumpStart for player that moved to Nighthawks | 300.00 |
| 30-Sep-18 | 2649 | Megan Monteith | Refund for difference between Ladies League & Senior B cost | 100.00 |
| 24-Oct-18 | 2651 | Chris Harding | Tourney Refund - North Simcor Capitals Atom BB | 1,075.00 |
| 24-Oct-18 | 2652 | Holly Claringbold | Tourney Refund - Barrie Peewee A | 1,075.00 |
| 24-Oct-18 | 2653 | BWHA Peewee 3 | Tourney Refund - Barrie Sharks Peewee BB | 1,075.00 |
| 24-Oct-18 | 2654 | Sarnia Jr Lady Sting Midget C | Tourney Refund - Sarnia Lady Sting Midget C | 1,075.00 |
| 25-Oct-18 | 2657 | Christine Curson | Reimburse for 50% of trainer course | 48.03 |
| 28-Oct-18 | 2662 | Municipality of Port Hope | Ice costs for the tournament | 2,503.60 |
| 28-Oct-18 | 2663 | Town of Cobourg | Ice costs for the tournament | 19,825.87 |
| 30-Oct-18 | 2664 | OWHA | HL Insurance - LL (\$5,659) & HL (\$1,693) | 7,352.00 |
| 31-Oct-18 | 2665 | Sarah LeBlanc | Reimburse for tournament costs | 285.40 |
| 31-Oct-18 | 2666 | Sheldon Calbury | Goalie development clinics | 400.00 |

(35,500.25)

Add: Outstanding deposits

| | |
|--------------------------|-----------|
| October 29, 2018 Deposit | 11,677.50 |
| October 31, 2018 Deposit | 1,488.65 |

13,166.15

Balance per bank at October 31st, once everything clears the bank 99,714.74

Petty cash on hand at October 31st 200.00

Post dated cheques on hand at Oct 31, 2018 262.50

Cheques Issued in the month of October

| Chq Date | Cheque # | Payee | Description | Amount |
|------------------------|------------------|-------------------------------|---|-----------|
| General Account | | | | |
| 24-Oct-18 | 2651 | Chris Harding | Tourney Refund - North Simcor Capitals Atom BB | 1,075.00 |
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| 24-Oct-18 | 2654 | Sarnia Jr Lady Sting Midget C | Tourney Refund - Sarnia Lady Sting Midget C | 1,075.00 |
| 24-Oct-18 | 2655 | Bank of Montreal | Ref & Timekeeper costs | 7,579.00 |
| 25-Oct-18 | 2656 | Ian Koellner | Reimburse for envelopes & labels for Ref & Timekeeper costs | 58.33 |
| 25-Oct-18 | 2657 | Christine Curson | Reimburse for 50% of trainer course | 48.03 |
| 25-Oct-18 | 2658 | Gina Gibson | Tournament organizer costs | 3,693.98 |
| 25-Oct-18 | 2660 | Sarah LeBlanc | Reimburse for pizza at the Monster Mash skate | 310.75 |
| 26-Oct-18 | 2661 | Tom Cole | HL Refs for Oct 14 & 21st | 266.00 |
| 28-Oct-18 | 2662 | Municipality of Port Hope | Ice costs for the tournament | 2,503.60 |
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| Bank charges | Bank of Montreal | NSF Cheque fee | 7.00 | |
| Bank charges | Bank of Montreal | Monthly service fees | 20.00 | |
| Bank charges | Bank of Montreal | Bank deposit fees | 11.44 | |
| Bank charges | Bank of Montreal | Statement fee | 3.00 | |

46,664.40

Lottery Account

| | | | | |
|--------------|------------------|----------------------|--------------------------------|--------|
| 21-Oct-18 | 24 | Town of Cobourg | Lottery licence for Tournament | 150.00 |
| Bank charges | Bank of Montreal | Bank deposit fees | - | |
| Bank charges | Bank of Montreal | Monthly service fees | 6.00 | |

46,820.40

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West Northumberland Girls Hockey Association
Income Statement 05/01/2018 to 10/31/2018

REVENUE

Fee Revenue

| | | |
|-------------------------------------|-----------|-------------------|
| Rep Team - Registrations | 42,955.00 | |
| Rep Team - Registrations Online | 19,380.00 | |
| Total Rep Team Revenue | | 62,335.00 |
| House League - Registrations | 11,335.00 | |
| House League - Registrations Online | 4,290.00 | |
| House League - Registration Refunds | -3,378.75 | |
| Total House League Revenue | | 12,246.25 |
| Ladies League - Registrations | 13,525.00 | |
| Ladies League - Registration Online | 4,550.00 | |
| Total Ladies League Revenue | | 18,075.00 |
| Seniors League - Registrations | 3,435.00 | |
| Seniors League - Registns Online | 1,575.00 | |
| Total Seniors C League Revenue | | 5,010.00 |
| Rep Team - Late fees | 450.00 | |
| Total Late Fee Revenue | | 450.00 |
| Rep Team - Fee for usage | | -917.98 |
| Tryout Fee Revenue - Rep teams | | 1,965.00 |
| Serv. Fee Revenue - Registrations | | 1,020.00 |
| Total Fee Revenue | | 100,183.27 |

Sponsorships & Grants

| | | |
|-----------------------------|----------|-----------------|
| Rep Team - Sponsorships | 4,500.00 | |
| House League - Sponsorships | 2,800.00 | |
| Other - Sponsorships | 2,550.00 | |
| Total Sponsorships & Grants | | 9,850.00 |
| Total Sponsorships | | 9,850.00 |

Halloween Havoc Tourney Revenue

| | | |
|--|-----------|------------------|
| Halloween Havoc - Registrations | 55,025.00 | |
| Halloween Havoc - Register Refunds | -5,375.00 | |
| Halloween Havoc - Total Registered | | 49,650.00 |
| Halloween Havoc - Fndrse-Booth Rent | 525.00 | |
| Halloween Havoc - Fndrse - Other | 113.65 | |
| Halloween Havoc - Total Fundraising | | 638.65 |
| Total Halloween Havoc Tourney Rev | | 50,288.65 |

West Northumberland Girls Hockey Association
Income Statement 05/01/2018 to 10/31/2018

Other Revenue

| | | |
|-----------------------------------|-----------------|-----------------|
| OWHA Prov. Bond Refund / Donation | 2,150.00 | |
| Total OWHA / LLHFL Revenue | <u>2,150.00</u> | 2,150.00 |
| Other Miscellaneous Revenue | | 100.00 |
| Total Other Revenue | | <u>2,250.00</u> |

Development Revenue

| | | |
|----------------------------------|-----------------|-----------------|
| Development Fees - Rep | 925.00 | |
| Development Fees - House League | 225.00 | |
| Total Development Fees | <u>1,150.00</u> | 1,150.00 |
| Total Development Revenue | | <u>1,150.00</u> |

Lottery Fund

| | | |
|-------------------------------|-------|---------------|
| Lottery Fund - WNGHA Licences | -4.50 | |
| Lottery Fund - WNGHA events | | -4.50 |
| Lottery Fund - Bank Charges | | -34.91 |
| Lottery Fund | | <u>-39.41</u> |

TOTAL REVENUE 163,682.51

EXPENSE

Ice Costs

| | | |
|------------------------------------|----------|-----------------|
| Ice Fees - CCC - Season & Playoffs | 1,471.79 | |
| Ice Fees - CCC - Tryouts | 6,676.65 | |
| Ice Fees - Cobourg | | 8,148.44 |
| Total Ice Fees | | <u>8,148.44</u> |

Referee Fees

| | | |
|-----------------------------|--|-----------------|
| Referee Fees - Ladies | | 2,400.00 |
| Referee Fees - House League | | 266.00 |
| Total Referee Fees | | <u>2,666.00</u> |

Online Registration Fees

| | | |
|-------------------------------------|--|--------|
| Online Registration - Rep | | 576.32 |
| Online Registration - Ladies League | | 143.12 |
| Online Registration - House League | | 127.69 |
| Online Registration - Miscellaneous | | 30.00 |

Printed On: 11/13/2018

West Northumberland Girls Hockey Association
Income Statement 05/01/2018 to 10/31/2018

| | | |
|--|-----------|------------------|
| Online Registration - Senior C | | 47.17 |
| Total Online Registration Fees | | <u>924.30</u> |
| Halloween Havoc Tournament costs | | |
| Ice Costs - CCC - Havoc Weekend | 13,513.68 | |
| Ice Costs - Memorial - Havoc Weeknd | 6,086.19 | |
| Ice Costs - Jack Burg - Havoc Wknd | 2,503.60 | |
| Total Ice Costs - Havoc Weekend | | <u>22,103.47</u> |
| Halloween Havoc - Room Rentals | | 226.00 |
| Halloween Havoc - Referees | | 6,196.00 |
| Halloween Havoc - Timekeepers | | 1,383.00 |
| Halloween Havoc - Trophies/Medals | | 2,844.88 |
| Halloween Havoc - Player of Game | | 635.63 |
| Halloween Havoc - Team Banner/Troph | | 497.20 |
| Halloween Havoc - Prizes / Giveaway | | 285.40 |
| Halloween Havoc - Activity costs | | 500.00 |
| Halloween Havoc - Monster Mash | | 310.75 |
| Halloween Havoc - Comp. Software | | 565.00 |
| Halloween Havoc - Admin Costs | | 58.33 |
| Halloween Havoc - Tourney Organizer | | 3,693.98 |
| Total Halloween Havoc Tourney Costs | | <u>39,299.64</u> |
| Bank Related Costs | | |
| BMO Bank Fees | | 120.00 |
| NSF Fees | | 21.00 |
| Deposit Contents Fee | | 66.98 |
| Bank Statement Fees | | 18.00 |
| Total Bank Related Costs | | <u>225.98</u> |
| OWHA / LLFHL costs | | |
| OWHA - Provincial Bond | 1,600.00 | |
| OWHA - Team Registr & Insurance | 16,774.00 | |
| Total OWHA costs | | <u>18,374.00</u> |
| LLFHL - Registration fees - Rep | 2,100.00 | |
| Total LLFHL costs | | <u>2,100.00</u> |
| Total LLFHL / OWHA Costs | | <u>20,474.00</u> |
| Development Costs | | |
| Development - Rep - Peewee A | 180.00 | |

Printed On: 11/13/2018

**West Northumberland Girls Hockey Association
Income Statement 05/01/2018 to 10/31/2018**

| | | |
|-----------------------------------|--------|-------------------------|
| Development - Rep - Bantam A | 470.00 | |
| Development - Rep - Midget AA | 520.00 | |
| Development - Rep - Midget A | 520.00 | |
| Development - Goalies (All teams) | 400.00 | |
| Total Development for All Teams | | <u>2,090.00</u> |
| Total Development Costs | | <u>2,090.00</u> |
| Board Costs | | |
| Meeting Rooms - AGM | | <u>67.80</u> |
| Total Board Costs | | <u>67.80</u> |
| Coach Training | | |
| Training - Trainer Course Reimb. | | <u>48.03</u> |
| Total Coach Training | | <u>48.03</u> |
| Other Costs | | |
| Advertising Costs | 337.87 | |
| Website costs | 40.85 | |
| Total Other Costs | | <u>378.72</u> |
| TOTAL EXPENSE | | <u>74,322.91</u> |
| NET INCOME | | <u><u>89,359.60</u></u> |