

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

Date: Sept 10th 2025

Time: 6:30pm

Location: CCC

Present: Taryn, Ryan S, Erin J, Kate, Ryan M, Carrie, Angie, Trudy, Erin B, Ian

Regrets: Deena, Brad, Angela

Minutes By: Erin J	<ul style="list-style-type: none">● Approval of previous months minutes	Moved by: Taryn Seconded by: Erin J Carried
Treasurer Report By: Ian	<p>Financial Update:</p> <ul style="list-style-type: none">● Current balance in Business Account (BA): \$201,000● \$90,000 has been transferred to two investment accounts to accrue higher interest.● Remaining funds will cover expenses through at least November.● The plan is to leave funds in a GIC when other revenue starts to come in.● The organization's financial position remains stable. <p>Raffle Licensing & Ticketing:</p> <ul style="list-style-type: none">● Raffle license application and related information have been uploaded to ACGO and are pending approval.● Raffle Nexus:<ul style="list-style-type: none">○ Sample ticket has been developed.○ Website is in progress.○ Ticket sales will go live on October 1.○ Last ticket sale will be the Saturday of the tournament at 11:59 p.m.○ The raffle draw will take place on Sunday at 11:00 a.m.● Coordination with Ryan M for a raffle e-blast in conjunction with the tournament is planned. <p>Tournament Revenue:</p> <ul style="list-style-type: none">● Approximately half of the tournament entry checks have been received.	Moved by: Kate Seconded by: Ryan M Carried

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	<ul style="list-style-type: none"> • The remaining payments are still pending. <p>Action Items:</p> <ul style="list-style-type: none"> • Follow up on raffle approval. • Finalize website for ticket sales. • Coordinate raffle e-blast with Ryan M. • Continue to monitor tournament receipts. 	
Registrar Report By: Angie	<p>Rosters and League Updates:</p> <ul style="list-style-type: none"> • Rostering for the Ladies League is in progress. • Follow-up is ongoing with rep teams that currently have conditional approvals. <p>House League:</p> <ul style="list-style-type: none"> • The next phase involves the house league, with a deadline set for September 30th to complete all necessary preparations. <p>Final Payments:</p> <ul style="list-style-type: none"> • The final payments are due by October 1. • An email reminder regarding outstanding balances was sent on September 18. <p>Action Items:</p> <ul style="list-style-type: none"> • Continue monitoring and follow up with teams for roster approvals. • Ensure all house league preparations are finalized by September 30. • Collect remaining final payments by October 1. 	Moved by: Trudy Seconded by: Erin B Carried
Tournament Report By: Erin B	<p>Clothing and Merchandise:</p> <ul style="list-style-type: none"> • Clothing options have been finalized with Trudy, including a presale for the Wild teams. Orders should be placed through Trudy. • Offers will include a long sleeve T-shirt and hoodie. • The previous year's clothing vendor will return to ensure clothing is available on site. • Efforts are underway to find vendors, including reaching out to local vendors and Nighthawks for suggestions. <p>Tournament and Team Representation:</p>	Moved by: Erin J Seconded by: Trudy Carried

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	<ul style="list-style-type: none">● Discussion on next year's focus: Should the association aim to have all teams represented at the tournament (A level)?● Consider offering incentives for outside teams to participate and fill this level.● An alternative approach may involve establishing potential tournaments on the tryout list specifically for A teams. <p>Timekeeping Clinic:</p> <ul style="list-style-type: none">● Ryan M. or Rachel Metcalfe will support the organization of the clinic.● Attendance at the training session will be mandatory.● Previous experience includes familiarity with OWHA game sheets.● The training is scheduled for the week of Oct 6-10 (date to be determined). <p>U9 Scheduling & Equipment:</p> <ul style="list-style-type: none">● Coordination with Gina regarding U9 scheduling.● U9 practices and games cannot be scheduled simultaneously at the CCC due to limited nets; efforts will be made to organize all sessions at Pond. <p>Additional Communication & Grants:</p> <ul style="list-style-type: none">● Ryan will email Brad from Nighthawks to discuss bumpers at the CCC and JB arenas.● The grant application for WNGHA has been submitted. <p>Communication to Coaches and Managers:</p> <ul style="list-style-type: none">● Clear communication will be provided to house league coaches and managers regarding payment deadlines and procedures. <p>Action Items:</p> <ul style="list-style-type: none">● Follow up on vendor arrangements and clothing orders.● Confirm date for the timekeeping clinic.	
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<p>VP of Rep Report By:</p>	<p>Exhibition Games</p> <ul style="list-style-type: none"> Exhibition games have officially begun. No major concerns reported at this time. <p>Season Schedule</p> <ul style="list-style-type: none"> Regular season schedule is expected to be released the week of October 22. Teams and officials to be informed once the schedule is finalized. <p>Timekeeper & Resource List</p> <ul style="list-style-type: none"> Action item: Create a list of available timekeepers and other necessary game-day resources. 	<p>Moved by: Carrie Seconded by: Angie Carried</p>
<p>VP of House League Report By:</p>	<p>U18 House League Team</p> <ul style="list-style-type: none"> Team now has a coach and one goalie confirmed. Volunteer support is lacking. A request for volunteers will be emailed to U18 families. <ul style="list-style-type: none"> Action item: Send email to families on Friday requesting volunteer support. <p>Goalie Incentives and Costs</p> <ul style="list-style-type: none"> To help offset costs for House League goalies: <ul style="list-style-type: none"> Recommendation to pay insurance plus \$100 for HL goalies to reduce barriers. Players providing their own goalie equipment are eligible for a \$150 discount. Other goalie situations will be reviewed on a case-by-case basis in August each year. Motion: To offer the U18 HL goalie a \$100 registration fee as an incentive. <ul style="list-style-type: none"> Moved by: Erin B. 	<p>Moved by: Ian Seconded by: Trudy Carried</p>

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	<ul style="list-style-type: none"> ○ Seconded by: Ryan M. ○ Motion carried. <p>Goalie Recruitment Updates</p> <p>U13 & U15 HL Teams</p> <ul style="list-style-type: none"> ● Still missing confirmed goalies for both divisions. ● Ongoing efforts to recruit and fill these positions. <p>U11 HL Team</p> <ul style="list-style-type: none"> ● Goalie parents will be asked if their daughter is willing to move up to U13 to help fill the gap. <p>U15 HL Goalie Incentive</p> <ul style="list-style-type: none"> ● Approved to offer a \$100 registration fee for a full-time U15 goalie to encourage participation. 	
<p>Senior HL Report By:</p>	<p>Team & Roster Updates</p> <ul style="list-style-type: none"> ● All teams have been completed. ● Rosters are in the process of being finalized and will be completed this week. <p>Scheduling & Communications</p> <ul style="list-style-type: none"> ● The season schedule has been developed and is ready for distribution. ● Action Item: Need to obtain team emails and passwords for RAMP system. <ul style="list-style-type: none"> ○ Assigned to: Ryan S. <p>Goalie Development</p> <ul style="list-style-type: none"> ● A goalie development session is scheduled for Sunday afternoon, 4:00–6:00 PM. 	<p>Moved by: Ryan M Seconded by: Angie Carried</p>

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	<ul style="list-style-type: none"> ○ Will check in with goalies to confirm attendance and interest. ○ Ice time will be held in reserve in case it's needed for a tournament. <p>Player Development</p> <ul style="list-style-type: none"> ● Development sessions for the remainder of the year have been planned. <ul style="list-style-type: none"> ○ These sessions will be posted on the website shortly. 	
<p>Development Report By: Trudy</p>	<p>Team & Roster Updates</p> <ul style="list-style-type: none"> ● All teams have been completed. ● Rosters are in the process of being finalized and will be completed this week. <p>Scheduling & Communications</p> <ul style="list-style-type: none"> ● The season schedule has been developed and is ready for distribution. ● Action Item: Need to obtain team emails and passwords for RAMP system. <ul style="list-style-type: none"> ○ Assigned to: Ryan <p>Goalie Development</p> <ul style="list-style-type: none"> ● A goalie development session is scheduled for Sunday afternoon, 4:00–6:00 PM. <ul style="list-style-type: none"> ○ Will check in with goalies to confirm attendance and interest. ○ Ice time will be held in reserve in case it's needed for a tournament. <p>Player Development</p> <ul style="list-style-type: none"> ● Development sessions for the remainder of the year have been planned. <ul style="list-style-type: none"> ○ These sessions will be posted on the website shortly. 	<p>Moved by: Carrie Seconded by: Ryan M Carried</p>

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<p>Operations Report By: Trudy</p>	<p>Sponsorship Updates</p> <ul style="list-style-type: none"> ● Sponsorships are complete for all teams except one House League team. ● One Rep team is still outstanding on payment. <ul style="list-style-type: none"> ○ Follow-up to be made with the team this week. ● Action item: Sponsorship payment follow-ups to be conducted this week to ensure all fees are collected. <p>RAMP Training</p> <ul style="list-style-type: none"> ● RAMP Training session held on September 16. <ul style="list-style-type: none"> ○ Participants found it informative and useful. ○ Additional support to be provided to team managers as needed. 	<p>Moved by: Ian Seconded by: Angie Carried</p>
<p>Ice Scheduler Report By:</p>	<p>Ice Allocation Update</p> <ul style="list-style-type: none"> ● Bewdley arena ice is currently unavailable. ● Action Item: Request that Rep teams offer available ice time to House League teams during this period. <ul style="list-style-type: none"> ○ Communication to be sent to Rep team managers. 	<p>Moved by: Ryan M Seconded by: Carrie Carried</p>
<p>Equipment Report By: Brad (via email)</p>	<p>Equipment & Jersey Updates</p> <ul style="list-style-type: none"> ● Rep Coaches: <ul style="list-style-type: none"> ○ All Rep coaches have now received their equipment bags. ● Timbit Jerseys: <ul style="list-style-type: none"> ○ Jerseys have been delivered and picked up. 	<p>Moved by: Angie Seconded by: Ian Carried</p>

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	<ul style="list-style-type: none"> ○ Thanks to Kate for organizing distribution. ● House League Jersey Orders: <ul style="list-style-type: none"> ○ Orders have been placed for: <ul style="list-style-type: none"> ■ U9 HL ■ U13 HL ■ U15 HL ● Ladies League Jerseys: <ul style="list-style-type: none"> ○ An order has been placed to replace miscellaneous jerseys that have gone missing over the years. ● Next Steps for Sponsor Bars: <ul style="list-style-type: none"> ○ Once Trudy has distributed all jerseys/apparel to Rep teams, the Timbit and AtoMc jerseys will be sent to the store for sponsor bar application. 	
Referee-In-Chief Report By:	Officiating Update – Ladies House League <ul style="list-style-type: none"> ● Referees have been booked for the first two weeks of the Ladies House League season. ● Additional scheduling will be addressed as needed moving forward. Board Availability <ul style="list-style-type: none"> ● Carrie is currently out of office and will return on October 3. <ul style="list-style-type: none"> ○ Any responsibilities or communications involving Carrie will be addressed upon her return. 	Moved by: Erin J Seconded by: Erin B Carried
Communications Report By:	Social Media (SM) Management <ul style="list-style-type: none"> ● Ryan M. will reach out to each team to identify who is managing social media (SM) accounts. 	Moved by: Taryn Seconded by: Trudy Carried

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	<ul style="list-style-type: none"> ○ Goal: Establish clear communication and oversight for each team's SM presence. ● Discussion around maintaining continuity of team social media accounts from year to year to avoid loss of access or rebranding issues. ● A Social Media Policy has been drafted, and an accompanying email policy has been shared with Taryn and Ryan for review and feedback. ● It will be clarified whether any team social media accounts are being managed by players. <ul style="list-style-type: none"> ○ If so, all posts will require adult oversight and approval in accordance with the SM policy. <p>Action Items:</p> <ul style="list-style-type: none"> ● Finalize and distribute SM & email policies - Ryan M. 	
New Business	<p>Topic</p> <ol style="list-style-type: none"> 1. U18AA – Travel Request <ul style="list-style-type: none"> ● Team Request: U18AA requested permission to travel to Detroit for the CCM World Girls Invite, taking place November 13–16. ● Motion: Approve travel request. <ul style="list-style-type: none"> ○ Moved by: Taryn ○ Seconded by: Erin B. ○ Motion carried. 2. U18AA – Player Departure & Refund Request <ul style="list-style-type: none"> ● A U18AA player left the team unexpectedly and is requesting a refund. ● Current refund policy provides for a 75% refund if requested before November 1. ● It was discussed that: <ul style="list-style-type: none"> ○ A review should be done of how much the player has paid vs. how 	<p>Actions/Notes</p> <ul style="list-style-type: none"> ●

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	<p>much the team has already invested in her participation.</p> <ul style="list-style-type: none">○ U18AA will seek to recoup appropriate costs before any refund is processed.○ Ryan will have a follow-up conversation with the family. <p>● Policy Consideration:</p> <ul style="list-style-type: none">○ Discussion around the need to tweak the current refund policy, particularly differentiating between House League and Rep teams.○ The current policy's generic 75% guideline is more applicable to House League.○ Website language will be updated to say refunds "may be provided", giving flexibility based on team level and individual situations. <p>3. Pop-Up Banner Purchase</p> <ul style="list-style-type: none">● Proposal to purchase a pop-up banner for WNGHA events and promotion.● Action: Erin and Ian will reach out to suppliers and gather pricing/options. <p>4. Extra Development Request – Process Clarification</p> <ul style="list-style-type: none">● An email was received from a coach requesting to bring in an external development coach.● The board confirmed the process for outside development support:● Individuals must have a valid police check● Must register on RAMP● Must pay insurance (if applicable)	
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Next meeting: Thursday, Sept 16 6:30 at CCC