

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

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| 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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| VP of Rep Report By: | <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. | Moved by: Carrie Seconded by: Angie Carried |
| VP of House League Report By: | <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. | Moved by: Ian Seconded by: Trudy Carried |

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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. | |
| Senior HL Report By: | <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. | Moved by: Ryan M Seconded by: Angie Carried |

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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. | |
| Development Report By: Trudy | <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. | Moved by: Carrie Seconded by: Ryan M Carried |

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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. | Moved by: Ian Seconded by: Angie Carried |
| <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. | Moved by: Ryan M Seconded by: Carrie Carried |
| <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. | Moved by: Angie Seconded by: Ian Carried |

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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: | <p>Officiating Update – Ladies House League</p> <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. <p>Board Availability</p> <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: | <p>Social Media (SM) Management</p> <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> <p>1. U18AA – Travel Request</p> <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. <p>2. U18AA – Player Departure & Refund Request</p> <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 | Actions/Notes |

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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