

NMHA Executive Meeting Minutes

August 19, 2019 – 6:30 p.m.

Tournament Room- CCC

Present: Bill Woodman President, Derek Munroe VP of Rep Hockey, Chad Stewart Director of Administration, Lynn Marie Brocanier Treasurer, Adam Holzmann Director of Development, Chris Littlechild VP of House League, Michelle Brown Communications Officer, Kelly Morris Registrar, Jen Lean Gadbois Risk Management Officer, Renee Cameron Secretary, Bob Harper Equipment Manager, Jennifer Barlow OMHA Centre Contact, Kim Caletti Special Events

Meeting Topics:

Call to Order

The meeting was called to order at 6:31 p.m.

Approval of Minutes. Motion to approve minutes was made by Renee and seconded by Kelly, unanimously passed.

Approval of Agenda. Motion to approve the agenda and amend with a report from the Tournament Committee was made by Lynn Marie and seconded by Adam, unanimously passed.

- 1. President-Bill** shared that Jack Burger would like \$400 to purchase the Nighthawks screen that can get reused for the ice surface. Bill will get the costs of painting to compare to the one time purchase of the screen. Derek made the motion that if the cost of the screen will be less then we should purchase the screen and seconded by Chad. The motion passed with 10 votes in favour and 3 against. Photography quotes for teams were shared from 3 different vendors with prices ranging from \$3.50 per player to \$495 per team. Bill will request samples to help inform our decision. Our Novice rep team head coach selection has 5 applicants. The motion was made by Adam to approve all applicants for interviews and seconded by Michelle. The motion was unanimously approved. The selection team will choose a coach and assistant coach based on coaching philosophy. This will be shared in interviews for this team by Derek, Chris, Jenn B and Bill. Bill as president will not vote during the selection. Bill shared that we would like to support making girls' change rooms visible. Bill made the motion that 6 magnetic change room signs get created for girls at a cost of \$200 and seconded by Renee. The motion passed unanimously.
- 2. VP of Rep Hockey-Derek** shared that Cathy Baker-Bell shared with him that 75% of residential moves are missing information. All should send information to Jenn B first before sending residential moves to OMHA. Derek shared that we rolled out Rowan's Law in a suitable manner for this year. He clarified that coaching staff etc. are separate consents from their players. Pre-season each coach must provide a Gender Talk to their team as expected by the OMHA. Jenn B has told each team to have this discussion and email her when it is done. Sept. 5th is the next Lakeshore meeting.
- 3. Risk Management-Jen L-G** shared that Rowan's Law Code of Conduct will need to be in the Manual of Operations. Next year, the OMHA will introduce more information about the Safe Return to Sport. A motion was made by Adam to make a letter of understanding to add

Rowan's Law Code of Conduct about concussions to the Manual of Operations and seconded by Mark. The motion passed unanimously. Warren and Bill Hutton OMHA Risk Management Officer offered to come meet with executive to share roles and responsibilities. COSIC has offered to support training our trainers. It was shared that Jason Brown is our head trainer and he can offer training to our trainers especially any updates about concussions.

4. **VP of Development –Adam** shared that First Shift is progressing well. The development schedule is made so that Mark can set-up the ice time.
5. **VP of House League-Chris** shared that there are 50 in the Novice division. With a rep team, this will leave 3 teams. We may combine Minor with Major Novice for House League. Goalie development will be done at the same time as other players on their team. Dennis Sicard offers power skating and Dan Stewart's team works with the goalies. This model is used for the rep teams with goalie development at the same time for their team. Development is offered twice a month for House League. A request has been sent to all house league families for convenors and we still need more volunteers. Another email and social media request will get sent so that we can get volunteers names by August 30th. A special meeting can get held to vote for approval of convenors. For select teams, it will be best for them to book their own ice based on what Mark shares is available for those teams. We will be able to vote to approve some select teams at the next meeting. All House League players must complete Rowan's Law Acknowledgement before going on the ice. Chris will send the coach list and player list to Jen L-G. Chris will send a reminder about Rowan's Law to all House League players.
6. **Equipment Manager-Bob** shared that the cost of coach kit bags (bag, weighted pylons, pucks, whistle, coach board, pucks) would be \$150 X 40 teams. The coach aid would be \$150 X 40 teams. Warm-up suits would be \$100 each for 30 house league coaches. Adam made the motion to get the coach kits and have a sign-out/return system for each kit, seconded by Chris. The motion passed with 12 for and 1 against. Sommerville's can offer CSA approved helmet stickers at \$5.00 for 2 stickers (and # on back). One more vendor is going to let us know if they can offer the CSA approved stickers. Chad made a motion to approve Somerville's as a CSA approved helmet sticker vendor, seconded by Adam and unanimously passed. The coaching aids (weighted pylons, dangle boards, parachute etc.) would be kept in the locker and signed out by teams. Bob motioned to spend \$7000 to purchase coaching aids and seconded by Chris. The motion passed with 12 votes in favour and 1 against. Memorial Arena has offered to give us all of the Nighthawks banners, photos etc. which will get stored in the NMHA office.
7. **Communication- Michelle** shared that the first newsletter went out. Based on a survey that is posted online most reported to prefer email as a method of communication. Hockey Canada controls our email list. Our executive email/website is set by the OMHA vendor and at this time it is difficult to share large files. Michelle will create an executive portal for us to upload files to share with each other. Our online rosters are waiting for all to complete Rowan's Law on a team before the team can get updated on our website. Jenn B will give Michelle complete teams to post to our website.
8. **Treasurer-Lynn Marie** shared that the Manual of Operations requires the following update: *Change 6.3.4 to Keep and maintain all banking/financial records including details of incoming funds, expense receipts and copies of bank statements. A separate team account must be used with a 2 signature system. A NMHA Team Reconciliation Form must be completed and submitted to Treasure by May 1st. All team financials are to be made*

available to the Treasurer within 7 days upon request. Lynn Marie made the motion to update the Manual of Operations and seconded by Bob. The motion passed unanimously. Lynn Marie shared that bank cards can get used for deposits and should not be set-up for withdrawals as two signatures are needed. As of this meeting, she has only been given 4 team budgets. Derek will send an email to teams to remind them to email their budget to Lynn Marie.

- 9. Tournament Committee Update-Chad** shared that the JW tournament will use his new logo. T-Shirts for the champions and finalist will have the new JW logo and the Nighthawks logo.
- 10. Registration- Kelly** shared that there will be one more in-person registration. The date will be announced.
- 11. Adjournment** Meeting was adjourned at 8:02pm. **The next meeting is Wed. Sept.18th, 2019 at 6:30 pm in the Tournament Room.**