

NMHA Executive Meeting Minutes

December 16th, 2019 – 6:30 p.m.

The Mill

Present: Bill Woodman President, Derek Munroe VP of Rep Hockey, Lynn Marie Brocanier Treasurer, Adam Holzmann Director of Development, Michelle Brown Communications Officer, Jen Lean Gadbois Risk Management Officer, Mark Rice Ice Scheduler, Renee Cameron Secretary, , Bob Harper Equipment Manager, Jennifer Barlow OMHA Centre Contact, VP of House League- Jodi Metcalfe, Silver Stick Tournament Committee- Venetia Sokay-Harper

Absent: Kim Caletti Special Events, Chad Stewart Director of Administration, Kelly Morris Registrar

Meeting Topics:

Call to Order

The meeting was called to order at 6:38 p.m.

Approval of Minutes. Motion to approve minutes was made by Bill and seconded by Lynn Marie, unanimously passed.

Approval of Agenda. Motion to approve the agenda was made by Bill and seconded by Derek, unanimously passed.

1. **Past President- Bill** shared that his communication with the past NMHA president needs to improve to get information to support the Nighthawks. The executive would like to get the following from Todd Gimlett: The administrator control password for all iPads as we are in a position that we cannot update all iPads with new downloads. We need the apple username and password. Bill requested this and did not get the administrative password from Todd. We also need the last editable versions of the By-Laws, Manual of Operations and Managers Manual that are on his lap top. Last year all updates were done on Todd's laptop and not shared with the secretary or other executive. The executive agreed that Bill will request from Todd that we need the above items. It was noted that Todd was sent a registered letter stating that he cannot be a manager for a Nighthawks team for 2019-2020.
2. **OMHA Updates-Jen Barlow** shared that our rosters are complete. Our Bantam AE team was re-categorized for Playdowns. At this time, our games have had many game sheet issues. Cynthia Glenn (Jr. Ref-in-Chief House League) has been contacted about the errors that the timekeepers are making. Errors include time keepers' not recording actual start time, end time, name of timekeepers, penalty minutes, and codes for penalties/gross misconduct have been incorrect. The referees are to check the game sheets and still there are errors. From last Fri.-Sat. there were 6 games with errors. A timekeeper is a paid position so we expect that they will complete the game sheets correctly. We need to ensure that timekeepers have a "check list" or examples of how to complete these after their training to use at games. We would like only timekeepers that are completing game sheets correctly to work during Playdowns. Jen B will send Cynthia

Glenn and Steve Gallagher (Sr. Ref-in-Chief Rep) a list of timekeepers/games that are continuing to have incorrect game sheets.

3. **Events-House-League Wrap-Up-Jodi** shared that house league wrap-up is the same as last year and will have a pancake breakfast, pizza etc. depending on time of day for games. Lynn Marie will send Jodi and Kim the budget amount for last year. Renee will follow-up with Kim to see if she can book 3 rooms at the CCC for the first weekend in March. Jodi also shared that Midget teams may need to be balanced. Jodi is looking into why some players are not attending and if we need to change/balance teams.
4. **Coaching Application Process-Derek** shared that at the end of January coaching applications will be due for all spring and fall try-out teams. Selection of Coaches is outlined in our Manual of Operations: 6.1.1 All final decisions regarding the selection of Head Coaches shall be made by the Executive based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members: 1. President of Hockey Operations 2. V.P. Rep Hockey 3. Director of Hockey Development 4. OMHA Contact 5. Any member of the association in good standing that has been approved by the NMHA executive to participate in the selection of team officials. Any approved additions to the Committee from outside of the Executive would only be in place for the recommendation of Head Coach position(s) for the upcoming season. The Coach Selection Committee will be chaired by the V.P. Rep Hockey who will only vote on Head Coach recommendations in the event of a tie. Based on AA try-out times, it would be better to have the banquet in early April before tryouts. This eliminates kids getting cut the same weekend as a celebration banquet. Derek will review the coach evaluation form. It was agreed that an anonymous option should be available to get authentic feedback. Renee recommended that coaches should be asked for their feedback on the season and their interactions with the team parents too. She will send a draft to Derek and Bill.
5. **Jerseys-Bob** shared that jerseys will go out to tender in January. He will have possible vendor proposals for us to review at the next meeting. The executive will review quality of product, service, references and pricing.
6. **Treasurer Report- Lynn Marie** shared the Income Statement June 1st-Oct 31st, 2019. Overall, we have an increase in registrations. Our tournaments decreased our profitability. Overall, the budget is similar to last year. Our unaudited year end last year was a loss of \$7000. Rep fees were increased this year to prevent a loss this year. The Silver Stick Tournament was net profit \$14854.66. Chad shared with Lynn Marie that not all of our Rep hockey sponsorship money has been collected. We still have half of the sponsorship money outstanding as businesses wanted to pay in 2020 according to their fiscal year. Derek made a motion to accept the Income Statement June 1st-Oct. 31st, 2019 and seconded by Bob, unanimously passed. Lynn Marie is coordinating interviews with accounting firms. This firm will file taxes, support an Office Administrator and the treasurer. Lynn Marie and Michelle will interview the accounting firms. Once they have made the selection then the Office Administrator part-time position can get posted.
7. **Upcoming items- Renee** reviewed that in late January/early February coaching interviews will take place, applications for 2020-2021 Tournament Sanctions are coming up, Shane O'Brien is in February with coaches and convenors supporting this tournament. Bob will let Jodi know about the number of medals that we have at this time for this tournament.
8. **Adjournment** Meeting was adjourned at 8:18pm. **The next meeting is Tues. Jan. 28th, 2019 at 6:30 pm CJs Tap and Grill.**