

NMHA Executive Meeting Minutes
January 28, 2020 – 6:30 p.m.
CJs Tap & Grill – Library Room

Present: Derek Munroe VP of Rep, Lynn Marie Brocanier Treasurer, Adam Holzmann Director of Development, Jennifer Lean Gadbois Risk Management Officer, Jen Barlow OMHA Rep, Mark Rice Ice Scheduler, Michelle Brown Communication Officer, Kim Caletti Special Events, Kelly Morris Registrar

Absent: Bill Woodman, President, Jodi Metcalfe VP of House League, Chad Stewart Director of Administration, Renee Cameron, Secretary, Bob Harper Equipment Manager

Meeting Topics:

Call to Order

The meeting was called to order at 6:54 p.m.

Approval of Minutes. Motion to approve October minutes was made by Mark and seconded by Jen L-G; unanimously passed. Approval of December minutes deferred to next meeting as clarification is required.

Approval of Agenda. Motion to approve the agenda, as amended (order of items adjusted) was made by Jen L-G and seconded by Jenn B; unanimously passed.

- 1. Development/Coaching Evaluation** – Derek stated that the surveys are providing good information, despite some initial concerns from the membership that the surveys are not anonymous. He reinforced that all data from the surveys is confidential and NO names will be shared. Derek asked Michelle for assistance with data filters to help sort the information obtained through the surveys to make it more useable.

Coaching Applications/Interview Process - Derek noted that a number of questions were rewritten (vs last year) and that applicants will be asked a standard set of questions during interviews. Rep coach applications are due February 21, 2020. NMHA Executive must approve eligible coaching candidates at its February 24, 2020 meeting and interviews will be conducted during the following three weeks. Spring coach selections (U12 (Minor PeeWee) and older) to be confirmed by March 13; remaining coaches to be selected by March 20. Various members of the Executive volunteered to sit on the coach selection committee, as appropriate and as required.

- 2. Registration Form Changes** – Kelly provided a handout regarding required updates to the registration form, including new OMHA classifications, as well as payment options and schedules. The board confirmed that a Letter of Understanding is not required to effect these changes. Kelly stated that she does not have a working (editable) copy of the form; we will need to try and convert from the PDF. The handout provided by Kelly also provided some comparative base registration fees from other association. Fees will be discussed at the next meeting.

First Shift –First Shift participants will not be offered a discount on their registration fee for the 2020-21 season as the NMHA already provided participants with additional benefits by providing six (6) extra on-ice sessions during its First Shift program. Separately, Adam advised that he has already applied to have the NMHA offer the First Shift program again next season.

- 3. Financial Report** – Lynn Marie presented the income statement. Derek made a motion to accept the income statement; it was seconded by Kelly and unanimously approved. Lynn Marie then described various issues that have arisen due to inadequate record-keeping at the time the NMHA was created in 2015 (through the amalgamation of the Port Hope and Cobourg minor hockey associations). New banking and financial regulations require certain documents in order for the NMHA to maintain bank accounts and participate in payment systems. The current Executive is working to secure the necessary forms, registration numbers, etc. to correct these historical errors and ensure all necessary filings and reports are made going forward.

Action Item: Bill will be asked to contact the OMHA to see if they have information (e.g. amalgamation documents they may have received in 2015) that can assist as we sort through and try to resolve these issues. Kim will provide Bill with an overview of what is required.

- 4. Body Checking Clinic** – Adam made a motion to have War Horse Hockey (Dennis Sicard) be the provider for this year's body-checking clinic; Mark seconded the motion and it was unanimously passed, with Michelle abstaining from the vote due to a conflict of interest.

Development Tender/Extension – Adam proposed we continue with the current development providers, War Horse Hockey (D. Sicard) and GARD Goaltending (D. Stewart) as the current program has been well received and is gaining some traction. Adam will provide key terms and Kim will assist in putting a contract together.

Derek noted that the coaching surveys also asked for feedback regarding the development sessions. These comments will need to be considered and addressed as we put together next year's development program. Michelle will again assist in sorting the data and send the relevant development-related feedback to Derek and Adam for review and follow up.

Roger Nielson Coaching Clinic – see "read items" for program details (via clinic website). The clinic will be held in Windsor, ON in June/July. As part of the NMHA's mandate is provide coach development, Adam proposed sending up to twelve (12) NMHA coaches to this clinic, including two (2) eligible executive members. Both representative and house league coaches can participate, however, an individual must have been a registered coach for at least two (2) years to be eligible to attend. The cost of the clinic is \$1,400 per table, with four (4) coaches per table. The proposal is that the NMHA cover **only** the cost of the clinic (the \$1,400 per table); all other expenses (food, travel, lodging, etc.) will be the responsibility of the individual coach. Adam will need to determine how the NMHA will gather submissions, as well the selection criteria and process the NMHA will use to select candidates.

Adam made a motion to accept this proposal, which was seconded by Derek and passed unanimously.

5. **Upcoming** – Items to be discussed at the next meeting include, the budget for next season, fees for the 2020-21 season, and approval of representative coaching candidates. The Executive will also review and discuss the proposal for an Office Administrator; Chad will circulate the revised job description.
6. **Adjournment** - Meeting was adjourned at 8:35 pm. The next meeting is Monday, February 24, 2020 at 6:30 pm at the CCC.