

## NMHA Executive Meeting Minutes

June 23, 2019 – 6:00 p.m.

Whitelaw 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, and guests Venetia Sokay-Harper Tournament Co-Chair, Jodi Metcalfe Tournament Co-Chair

Regrets: Bob Harper Equipment Manager, Jennifer Barlow OMHA Centre Contact, Kim Caletti Special Events

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### Meeting Topics:

#### Call to Order

The meeting was called to order at 6:00 p.m.

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

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

- 1. President-Bill** Mark Rice would like to be the Ice Scheduler for the 2019-2020 season. Bill motioned to approve and seconded by Chris. The ice allocation contract is due June 10, 2019. This includes ice for the CCC, Jack Burger and Memorial. A request was made by the Port Hope Panthers to switch locations for Wednesday nights. We are getting the Game Sheet Inc app for iPads <https://gamesheetinc.com/> All executive are invited to a video conference to learn it at NSSL. Date to be determined. Cathy Baker-Bell OMHA Regional Director would like to meet with executive. We will invite her to join a meeting so that she can share expectations for our executive. The OMHA posted information on Facebook about a financial misappropriation of 2.365 M by someone within the organization. More details about this will come.
- 2. Tournament Co-Chairs** Bill introduced Tournament Co-Chairs Venetia Sokay-Harper and Jodi Metcalfe. Venetia is organizing the Silver Stick Tournament and Jodi is organizing the Justin William Tournament. Venetia updated us on the Silver Stick and confirmed that the ice is booked for the A and AA. The Novice tournament can be full ice after Jan. 15, 2020. Chad will contact Baltimore to see if ice is available for Novice teams to have a full ice tournament. Lynn reported that she was just given the Silver Stick financials. The costs were \$12 000 higher than the actual. The ice cost is less than the actual ice cost which decreases the actual profit. This update of a lower profit will get reported to Silver Stick. Venetia would like a committee to help with the Silver Stick. She also has the support from others that have organized a Silver Stick in Whitby. She is pricing toques instead of medals for this year. We need a guideline for vendors to sell at this event. Ex. Vendors cannot sell food or items in the Pro Shop. The Shane O'Brian House League tournament will be organized by Chris and house league convenors. The Tournament Committee includes

Lynn Marie and Chad. Lynn Marie shared that at this time we are only accepting cheques or money order for tournament payments. We do not have Pay Pal.

3. **VP of Rep Hockey-Derek** The plan is to look at benchmarking by connecting with other centres. More details will come at future meetings.
4. **VP of House League-Chris** shared the need for house league equipment and the need to get more items returned at the end of the season. We will look at ways to support him with gathering equipment. He will create a budget proposal for equipment needed for this season.
5. **Development –Adam** The Bauer First Shift program needs a contact. The program is offered from November through February with specific items followed to meet the requirements for the program. Jackie Diminie has offered to lead the program this year if she is given a remuneration for her time and work. This program also requires instructors from Major Bantam and up. At the Rep Coach meeting, the coaches liked the Ice Hockey System <https://www.icehockeysystems.com/> program. For approximately 40 teams, the cost is \$1000 per year. This program creates a practice plan for a team/division. It offers a specific plan, animation and is made by Denis Savard. This season we no longer have development 6 and 7 as the OMHA is offering Minor Novice and Major Novice. To support coaches, Adam would like to offer in-house professional development. This year, 3 seminars could get offered to all coaches (rep and house league) seminars ranging from: how to run a practice at a higher level, coaching tips by sessions run by semi-pros, how to develop skaters with Dennis Sicard. The first session could be the first week in July with Ben Boudreau. Adam made the motion to run 3 seminars this year at a cost of \$300 per seminar session for the guest presenters. Seconded by Derek and unanimously approved. Adam is working on getting a budget for teams to use our in-house developer Dennis more frequently throughout the season. Derek and Adam shared at the Rep Coaches meeting that they will support coaches with using a three-tiered evaluation of their team in early, mid and end of season. Dennis Sicard will support coaches with learning this evaluation. The combination of the development program, ice hockey system plans and coach seminars will help with volunteer retention.
6. **Director of Administration- Chad** The North Bulldogs Special Needs Hockey is requesting sponsorship for their team. Chad motioned that we donate \$1000 this season. It was seconded by Adam and unanimously approved. A question was asked about whether we would allow a team banner to get sponsors. It was noted that changes would need to happen at the AGM due to current standards for fundraising so there will not be any team banners with sponsors. Chad shared that Venetia & Bob attended the Silver Stick Information session at a cost of \$526. Chad motioned that expenses get paid for them attending. It was seconded by Kelly and unanimously approved.
7. **Risk Management-Jen** reviewed police checks and declarations. A confidentiality agreement will get emailed for everyone to review then sign at the next meeting. Jen will look into the requirements to see if police checks are required by everyone in the change room including those who tie skates or if it is just for anyone named on the roster.
8. **Communications – Michelle** shared that Quinn Savoy from 93.3 has volunteered to DJ the dance. Setting up for the dance are Kelly, Renee, Jen B, Jenn, Lynn and Michelle. Chad is going to confirm the dance insurance. Michelle is getting a card for people to sign at the dance for Jack. Kelly motioned to purchase a jersey for Jack. It was seconded by Adam and unanimously approved. One prize at the dance is a free hockey registration. This was

motioned by Michelle and seconded by Kelly. The rental is free. Our first information flyer for families will get set-up for August and the early bird due date.

9. **Special Events-** It was reported that Rep Coaches like the banquet but would prefer that it was a shorter lunch. Options for the banquet could be a BBQ lunch with concurrent awards for most categories. Some awards could be given at the team level. Kim will get quotes about two lunch times to split up the younger teams at a first time slot and the older teams at a later time at the Lions Centre.
10. **Registration- Kelly** shared that the current refund policy is a \$50 Admin fee plus 10% before the season. Kelly motioned to give a full refund to players that leave us after try-outs up to July 1<sup>st</sup>. Seconded by Chad. Vote was 8-2 .The motion failed. In-person registration continues on July 17<sup>th</sup> and July 30<sup>th</sup>.
11. **Equipment-Clothes, Logo.** We discussed that Jason McLean a vendor that sold clothing at Play It Again Sports would like to continue to sell clothing. At this time our sales points will continue to be Sommervilles and Play It Again. A Clothing Committee can look into the items that each vendor currently sells. We would like to expand the items. There was a member question about whether our logo is changing. It is not changing.
12. **Treasurer-Lynn Marie** The year-end audit showed that there are ice bills that are still unpaid for last season. Approximately \$25000 was not sent to Lynn Marie. Chad and Lynn are meeting with Ian Davey from the Town of Cobourg to ensure that monthly billing is sent to the Treasurer. This was requested last season but did not occur. Last season ice bills were sent to the ice scheduler and president. Lynn will review with Baltimore that they send bills to the treasurer. We are reviewing the Ice Refund Policy. At this time, the manager portal has old fee amounts. The new fees will get updated by Michelle. We do not have PayPal. The Midget A team members are requesting executive support as they did not receive a year-end financial budget at the end of the season and only some received a refund after the refund deadline. The manager, Todd Gimblett did not meet the refund deadline of May 1<sup>st</sup>, 2019. According to parents, he did email a budget after it was requested by parents. Some parents had more questions about the budget that were not responded to by the date of our meeting and they would like support to get answers. Jen (Risk Management Officer) will email Todd Gimblett to ask about the parents questions for the budget given, request bank statements and receipts. A player's roster for the season, the amount each player paid and expenses will be needed. We will review what support the manager and the team need to resolve the final refunds. We will review our financial policy for teams to ensure that it is clear about the roles and responsibilities. As stated earlier, Lynn Marie reviewed our Silver Stick Financials as she was not given the report previously. The report shows a profit of approximately \$27000 but the actual ice costs are lower than the actual ice billed. The profit is lower than reported so this will get shared with Silver Stick to keep their information accurate.
13. **Adjournment** Meeting was adjourned at 8:49pm. **The next meeting is Mon. July 15<sup>th</sup>, 2019 at 6:30 pm Tournament Room**