



KMHA - Executive Meeting - Agenda

Date: 03 Oct 2023

Time: 6:30pm

Location: Davidson Centre

Duration: 90mins

Attachments:

Attachment A – Treasurer’s Report

Attachment B - Important Dates

Attendance:

NAME	POSITION	ATTENDANCE
Nikki Bauman	Association President	Y
Mike Roppel	First Vice President(Rep)	Y
Brent Jolley	Second Vice President (Local League)	Y
Jill Fraser	Third Vice President (Girls Hockey) OWSA Town Contact	Y
Melanie Roppel	Treasurer	Y
Tracy Ford	Secretary	Y
Tom Henhoeffter	Director of Purchasing & Equipment	Y
Jamie Tout	Director of Registration	Y
Melissa Hodgins	Director of Sponsorship and fundraising	Y
Kevin Wright	Director of Referee Scheduling(R.I.C)	Y
Jeremy McQuillin	Technical Director	N
Adam Janes	Director of Ice Scheduling	Y
Umar Afzaal/Tanya Burke	Director of Tournaments	Y/
Matt Peterson	Privacy Officer	Y
Steve Stepaniak/Eric Grenbenjak	Director of Under-9 Programming	Y/N
Amanda Henhoeffter	Director of Risk Management	Y
Jamie Hunsburger	OMHA Town Contact	N

1. Review/Acceptance of Minutes from previous meeting

- July, August, September meeting minutes (will send these out with October minutes for review)

Moved by:

Second by:

Passed:

Business arising from actions:

Melissa

- Draft email with VP's to send to coaches by 13OCT – **ONGOING**
- Work with VP's to get team photos by December 1st - **ONGOING**
- Get a list together of every team from last year and sponsors we currently have and what new sponsors we have. - **ONGOING**

Jeremy- Inquire about a coaching clinic in Kincardine – **ONGOING**

Nikki – Add banking review to rule of OPS - for accountability have a review every couple months and have Nikki sign off on to verify amounts – **ONGOING**

- Social post/cell phone policy

Mel Roppel – Budget time Convenience fee – TCD 01 MAR

ACTIONS:

Action	Owner	TCD	Comments
Inquire about coaching clinic in Kincardine	Jeremy McQuillin		Ongoing
Add banking review to Rule of Operations - for accountability have a review every couple months and have Nikki sign off and verify statements	Nikki Bauman	April Meeting	Ongoing
Provide a list of sponsors/if paid/potential sponsors for 2023	Melissa Hodgins	November Meeting	Ongoing
Draft email to VP's (Jill, Mike, Brent to send to coaches	Melissa Hodgins	13OCT	
Get team photos	Melissa Hodgins	01NOV	
Budget time convenience fee	Mel Roppel	01MAR	
Social post/Cell phones	Nikki Bauman	November Meeting	

2. New Business/Items for Discussion

Hockey Committee Update

- Nothing to report

3. Reports from the Executives

President

- Nothing to report

First Vice President

- REP Teams have been submitted and approved

Second Vice President

- Local league rosters are just starting

Third Vice President

- Nothing to report

Treasurer

- Working on banking still to have account set up for etransfers

Secretary

- Nothing to Report

Director of Purchasing and Equipment

- Nothing to report

Director of Registration

- Nothing to report

Director of Sponsorship and Fundraising

- Nothing to report

Referee Scheduler

- Getting final numbers together for how many refs we have for the season

Technical Director

- Running fall goalie clinic – looking to do a winter one

Director of Ice Scheduling

- Everyone is scheduled – a few minor changes yet.

Director of U9 Programming

- Nothing to report

Director of Tournaments

- 10 teams signed up for Doug Kennedy classic. Trying to fill 2 spots, medals have been ordered. Hoping to have Boston Pizza do the player of the game award.

Director of Risk Management/Head Trainer

- Trainer kits are done for everyone.

Privacy Officer

- Police checks being done when registering has been much smoother.

Town Contact Report

- Nothing to report

4. Important Hockey Dates – review schedule

Adjournment: 7:45pm

Moved by: Kevin Wright

Second by: Mike Roppel

Passed:

ATTACHMENT A

ATTACHMENT B

KMHA Important Hockey Dates		
Month	Actions	Responsibilities
<i>January</i>		
	10 Deadline to add base roster players. (WAAA item. Not sure how it compares to Feb 10 deadline)	
	Remind Rep teams to recognize sponsors (puck droplarticles?)	
	15 Deadline to add affiliate players.	
	15 Post on Website that spring tryout teams must notify VP Girls with required info by February 15th.	
30 days prior to AGM	Post AGM material on web.	Secretary
<i>February</i>		
	10 Deadline for player addition to a roster	
Within first 15 days	AGM	President
By 28	Post Online Survey Link for Coaching Staff Feedback	
<i>March</i>		
	1 Budget committee meeting to take place	
	15 Remind Rep and LL teams to involve sponsors (puck droplarticles)	
	30 Remind trainers to return or shred players medical forms	Head Trainer
	30 Reconcile equipment (Jerseys)	Director or Purchasing & Equip
<i>April</i>		
	Teams to return trophies at hockey banquet	
	Registration Rates	
	15 OWHA - coach selections - special meeting to be set up prior to any tryouts - to ensure that process is followed	
	30 Hockey Committee to discuss coaching staff feedback survey results	
	30 Equipment Director to update the trophies with any engraving etc.	Director or Purchasing & Equip
	30 Request Coaching Applications	
<i>May</i>		
	1 Ensure all coaches and clinics reimbursements have been completed	
	31 Representative team entries and fees are to be received by the WAAA office.	President
	tbd OWHA AGM	
	Request Coaching Applications	Hockey Committee
	30 Fiscal year end	Finance

July		
Anytime	WOAA proposed admendments due 60 days prior to AGM	Town Contacts
Anytime	Book Silver Stick tournaments for Rep teams	First VP
August		
1	Tournament layout, hotels and info up on website	Tournament Director
Anytime	Revise Police check instructions	Privacy Officer
Anytime	Gravett Family Bursary - refer to WOAA website for details	
Anytime	Inform coaches that they need to start looking at quals and what needs to be completed/updated.	First Vice President Second Vice President Third Vice President
First Week	VP's and Tech Dir to update the material for Team/Coach meetings	
10	WOAA deadline to register girls/rep tryout signups	
15	OMHA first day for tryouts or exhibition games	
Mid Month	KMHA Equipment sale	
31	WOAA account must be paid in full, from prior season	
September		
	Require Novice HL Convenor	Second Vice President
Anytime	Coach Meeting	First Vice President Second Vice President Third Vice President
tbd	OWHA General Meeting	Third Vice President
2nd Tuesday of Sept (exec meeting)	Organize date for running trainers night to meet/go over kits/process etc.	Head Trainer
8	No longer required to accept registrants (under WOAA rule)	
3rd Tuesday of September	WOAA Annual Minor Hockey Meeting	Town Contacts or Delegate
15	Tournament applications due to WOAA	
15	All Local league entries and fees are to be received by WOSS	President
18	Last day to withdraw Boys Rep team without penalty	
Anytime	Post OWHA/OMHA revised suspension lists in areans (ref room and	Town Contact
End of Sept.	KMHA Photos - lead contact and 2 volunteers	
October		
First Sunday	WOAA Boys Rep team scheduling	
1	OWHA Rept team registration deadline	
9	Rep player rosters due online (not staff)	
November		
1	WOAA deadline to return trophies	Town Contacts
1	HL/LL rosters due (WOAA rule)	2nd VP(Local League)
15	Rep team rosters must be approved	Registrar
15	OWHA HL registration deadling	3rd VP
15	Deadline to submit volunteer roster/and submit payment (Due mid-Dece	
tbd	Municipality grant application due	Director of Fundraising
25	Remind teams to engage sponsors	
December		
1	HL/LL rosters must be approved	Registrar
1	Tournament fees due	Treasurer
15	Last day to move a player to a lower division/category and be able to affiliate back up	
Anytime	Prep AGM material for posting	Executive