



# KMHA - Executive Minutes of Meeting

**APPROVED**  
**06MAY2019**

**Date:** 01APR2019  
**Location:** Davidson Centre, Kincardine  
**Time:** 6:30 pm  
**Duration:** 1.5 hours

**Present:**

T. Desmond, President  
B. Richards, Third Vice President  
K. Helm, Secretary  
N. Bauman, Director of Registration  
J. Beaty/M. Roppel Director of Purchasing and Equipment  
K. Wright, Head Referee  
R. Renaud, Treasurer

K. Boulton, First Vice President  
J. McQuillin, Technical Director  
A. Janes, Director of Ice Scheduling  
M. McKenzie, Head Trainer & Risk Management  
M. Roppel, Director of Fundraising, Sponsorship & Gates  
J. Hunsburger, Town Contact

**Regrets:**

C. Lyndon, Second Vice President

Vacant Position – Director of Tournaments

**Chairperson:** T. Desmond  
**Quorum:** YES 12, (8 required)  
**Attachments:** A -Treasurer's Report  
B - Important Dates

**1.0 Acceptance of Previous Minutes**

The draft Minutes of Meeting dated February 11, 2019 were reviewed and motion to approve brought forth by T. Desmond and 2<sup>nd</sup> by N. Bauman - all in favour – motion passed.

**2.0 New Business**

**a) Half-ice pad storage area at the Davidson Centre – J. Hunsburger**

The wheeled storage carts have arrived and are being used. There is an urgent need for signs that warn to Keep Off the carts as the carts move – and it's a liability. We could possibly store the carts in the back storage area at the arena or in the Bulldogs room. There is a storage room at the Tiverton arena also.

**b) Approval of wording for Silver Stick Committee and Novice Program Director – T. Desmond**

The Rules of Ops have been updated to include these new positions. Anyone wishing to apply for either of these positions, should come forward now. We will discuss at the next meeting.

**c) Novice playoff tournament – T. Desmond** We are looking into the possibility of Kincardine hosting an end of year tournament as there is no longer a Novice portion for the Silver Stick tournament.

**d) Online Survey – T. Desmond** The engagement feedback survey is still live on the website. There have been approximately 80 responses to date. Only 2 have left contact information. J. McQuillin will compile a summary report of the responses for the next meeting.



- e) **Hockey School – T. Desmond** We have 3 hockey schools available for registration and they are online now. The PayPal account has been tested and confirmed working. There is no cut-off date for this registration.
- f) **AP Process – K. Boulton** There is some confusion regarding the wording in our Rules of Ops surrounding the AP process. We need to avoid players missing shifts due to an Affiliated Player. K. Boulton will draft the wording to revise the Rules of Ops regarding the AP process so there is clarity and ease of understanding and will bring the draft wording forward for approval at the next meeting.
- g) **Budget Committee – A. Janes** The Budget Committee will meet this week to finalize the registration dates for the 2019/20 season.
- h) **Hockey Committee Update** – no report at this time.

### 3.0 Summary of Actions (Current and Previous with Updates)

**ACTION 15-AUG-2016:** K. Boulton to follow up on a wall dedicated to significant achievement banners etc. **UPDATE: 09JUL2018** T. Desmond will talk to Mike McDonald regarding the OMHA/OWHA Wall of Fame to receive further information and details. Tom will send any information via email to the executive members. We can discuss at the August or September meeting. **Update 11FEB2019:** T. Desmond spoke with Doug Kennedy and is meeting with him on Wednesday – T. Desmond will update at next meeting. **IN PROGRESS and ONGOING**

**ACTION 10-JAN-2017:** T. Desmond (took over this action on 11FEB2019) will work with new Director of Equipment to get banners ordered from Presto Crest.  
**Note:** 08MAY2018 (SS banners – needs clarification with Presto Crest) **IN PROGRESS and ONGOING** **Update on 01APR2019:** T. Desmond had a discussion with Presto Crest – there is no record or information on file. Once Silver Stick Committee is formed, then this banner action will be addressed.

**ACTION 01-APR-2019:** T. Desmond will look after having a “Keep Off” sign made to post with the storage carts – for both arenas.

**ACTION 01-APR-2019:** K. Boulton will change Rules of Ops wording regarding the AP process for clarity and ease of understanding and bring forward for approval at the next meeting.

**ACTION 01-APR-2019:** Silver Stick Tournament Director / T. Desmond will look into the Silver Stick tournament starting on a Thursday night/Friday morning and whether we can move this tournament to the beginning of December instead of during the Christmas break.

### 4.0 President’s Report

T. Desmond thanked the executive for their hard work this season.

### 5.0 First VP’s Report (Boy’s Representative teams)

No report at this time.

### 6.0 Second VP’s Report (Boy’s Local League teams)

No report due to absence.

### 7.0 Third VP’s Report (Girl’s teams)

B. Richards provided an update on the KMHA girls’ tournaments – a very successful hockey season for KMHA girls’ teams. 4 teams were finalists and 3 were champions. 4 teams are going to Provincials this year. Well done!



**8.0 Treasurer's Report**

See attached budget report for period ending 31MAR2019. R. Renaud reviewed revenue and expenses with the executive.

**9.0 Secretary's Report**

No report at this time.

**10.0 Director of Purchasing and Equipment Report**

No report at this time.

**11.0 Director of Registration Report.**

N. Bauman will send out an email once we have registration dates and cost of registration.

**12.0 Director of Fundraising & Sponsorship & Gates**

M. Roppel reported that the awards banquet is April 24<sup>th</sup>. There are seven teams that have not responded.

Ainsdale Golf Course will be hosting the charity golf tournament on August 3<sup>rd</sup>.

**13.0 Referee Scheduler Report**

No report at this time.

**14.0 Ice Scheduler Report**

No report at this time.

**15.0 Technical Director Report**

No report due to absence.

**16.0 Director of Tournaments Report**

No report at this time.

**17.0 Head Trainer & Risk Management Report**

M. McKenzie requires the VP's to send out an email reminder regarding player medical forms to be destroyed or turned in. The Trainer Kits need to be back in lockers, too.

**18.0 Town Contact Report**

J. Hunsburger reminded us of the OMHA AGM coming up on June 6<sup>th</sup> and KMHA will approve 2 members to attend. A. Janes and N. Bauman would like to attend this year.

**19.0 Important Hockey Dates** – reviewed March and April important dates.

**20.0 Next Meeting Details**

The next meeting will be Monday, May 6<sup>th</sup>, 2019 at 6:30 p.m. at the Davidson Centre – small meeting room.

Meeting adjourned at 7:53 p.m.

Minutes taken by: K. Helm



# ATTACHMENT A

## KMHA BUDGET REPORT 2018/2019 Period Ending March 31, 2019

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$239,000.00	249,837.40	\$10,837.40
Hockey School (net)	\$4,700.00	4,082.58	(\$617.42)
Goalie School (net)	(\$100.00)	(1,263.85)	(\$1,163.85)
Power Skating School (net)	(\$1,200.00)	1,700.00	\$2,900.00
Development (net)	(\$1,160.00)	3,895.00	\$5,055.00
Sponsors	\$12,000.00	6,500.00	(\$5,500.00)
Donations	\$20,000.00	18,937.48	(\$1,062.52)
Gate Receipts	\$18,000.00	15,086.00	(\$2,914.00)
Equipment Sale	\$500.00	124.00	(\$376.00)
Fundraising (net)	\$20,000.00	(5,114.77)	(\$25,114.77)
Tournament-Midget	\$6,300.00	6,375.00	\$75.00
Ross Young Tournament (net)	\$0.00	1,838.18	\$1,838.18
Wade Simmons Tournament	\$3,000.00	3,900.00	\$900.00
Silverstick	\$48,550.00	45,361.60	(\$3,188.40)
Releases	\$0.00	-	\$0.00
	<b><u>\$369,590.00</u></b>	<b><u>351,258.62</u></b>	<b><u>(\$18,331.38)</u></b>
 <u>EXPENSES</u>			
Ice Rental	\$207,000.00	174,080.87	\$32,919.13
Equipment/Pennants/Trophies	\$25,000.00	23,997.32	\$1,002.68
Insurance-OMHA	\$21,425.00	20,139.39	\$1,285.61
Registration-OMHA	\$4,000.00	4,103.85	(\$103.85)
Registration/Insurance-OMHA	\$10,000.00	3,329.75	\$6,670.25
Advertising	\$200.00	13.56	\$186.44
Clinics & Meetings	\$10,000.00	7,769.48	\$2,230.52
Bank Charges	\$7,500.00	4,628.98	\$2,871.02
Office Supplies	\$3,000.00	2,456.81	\$543.19
Referees	\$35,000.00	29,351.05	\$5,648.95
Tournament - Midget	\$5,300.00	5,899.11	(\$599.11)
Tournament - Wade Simmons	\$2,800.00	2,706.83	\$93.17
Silverstick	\$28,550.00	24,696.81	\$3,853.19
Awards Ceremony	\$3,500.00	1,262.78	\$2,237.22
Playoff Dues	\$1,000.00	-	\$1,000.00
Miscellaneous	\$4,900.00	12,627.58	(\$7,727.58)
	<b><u>\$369,175.00</u></b>	<b><u>317,064.17</u></b>	<b><u>\$52,110.83</u></b>
 <b>Surplus</b>	 <b><u>\$415.00</u></b>	 <b><u>\$34,194.45</u></b>	
 Chequing A/C Balance to Mar 31/19		\$113,484.98	
Lottery A/C Balance to Mar 31/19		\$72,866.72	



**ATTACHMENT B**

<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
<b>January</b>		
	10 Deadline to add base roster players. (WOAA item. Not sure how it compares to Feb 10 deadline)	
	Remind Rep teams to recognize sponsors (puck drop / articles?)	
	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
<b>February</b>		
	10 Deadline for player addition to a roster.	
	Within first 15 days AGM	President
	By 28 Post Online Survey Link for Coaching Staff Feedback	
<b>March</b>		
	1 Budget Committee meeting to take place	
	15 Remind Rep and LL teams to involve sponsors (puck drop / articles?)	
	30 Remind trainers to return or shred player's medical forms.	Head Trainer
<b>April</b>		
	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 of Purchasing & Equip
	30 Request Coaching Applications	
<b>May</b>		
	31 Representative team entries and fees are to be received by the WOAA. Office.	President
	31 OHMA last day for tryouts or exhibition games.	
	tbd OWHA AGM	
	Request Coaching Applications	Hockey Committee
	30 Fiscal year end	Finance
<b>June</b>		
	1 Lower Lakes girls' registration	
	Anytime Coaching Applicants reviewed	Hockey Committee
	OMHA AGM	Town Contact or Delegate
	tbd WOAA Closing date for team entries	
	tbd Registration nights	Registrar
	tbd Silver Stick AGM	Tournaments
	Review of Financials	Treasurer
<b>July</b>		



<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
Anytime	WOAA proposed amendments due 60 days prior to AGM.	Town Contacts
Anytime	Book Silver Stick tourneys for Rep teams.	First VP
<b>August</b>		
Anytime	Select Rep Coaches	Hockey Committee
Anytime	Revise Police Check instructions	Privacy Officer
Anytime	Gravett Family Bursary – refer to WOAA website for details	
First Week	VP's and Tech Dir to update the material for Team/Coach Meetings	
10	WOAA deadline to register girls	
15	OHMA first day for tryouts or exhibition games.	
Mid Month	KMHA Equipment Sale	
31	WOAA account must be paid in full, from prior season.	
<b>September</b>		
	Require Novice HL Convenor	Second Vice President
Anytime	Coach Meetings and Manager Meeting	First Vice President Second Vice President Third Vice President
tbd	OWHA General Meeting	Third Vice President
8	No longer required to accept registrants (under WOAA rule)	
3rd Tuesday of September	WOAA Annual Minor Hockey Meeting. Return trophies.	Town Contacts or delegate
15	Tournament applications due to WOAA.	
15	All Local League entries and fees are to be received by WOAA.	President
18	Last day to withdraw Boys Rep team without penalty.	
Anytime	Post OWHA/OMHA revised suspension lists in arenas (ref room and boards).	Town Contact
End of Sept.	KMHA Photos – lead contact & 2 volunteers	
<b>October</b>		
First Sunday	WOAA Boys Rep Team Scheduling	
01	OWHA Rep Team Registration deadline.	
09	Rep player rosters due online (not staff)	
<b>November</b>		
01	WOAA deadline to return trophies	Town Contacts
01	HL/LL rosters due (WOAA rule)	2 <sup>nd</sup> VP (Local League)
15	Rep Team Rosters must be approved.	Registrar
15	OWHA HL Registration deadline	3 <sup>rd</sup> VP
15	Deadline to submit volunteer roster/and submit payment (Due mid-December)	
Tbd	Municipality grant application due	Director of Fundraising
25	Remind teams to engage sponsors	
<b>December</b>		
01	HL/LL Rosters must be approved.	Registrar
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