



# KMHA - Executive Minutes of Meeting

ACCEPTED  
09JUL2018

**Date:** 04JUN 2018  
**Location:** Davidson Centre, Kincardine  
**Time:** 6:30 pm  
**Duration:** 1.5 hours

**Present:**

T. Desmond, President	K. Boulton, First Vice President
A Janes, Director of Ice Scheduling	J. Beaty, Director of Purchasing and Equipment
T. Trudeau, Director of Tournaments	M. McKenzie, Head Trainer & Risk Management
M. Roppel, Director of Fundraising & Sponsorship	J. Hunsburger, Town Contact
B. Richards, Third Vice President	N. Bauman, Director of Registration
K. Helm, Secretary	

**Regrets:**

C. Lyndon, Second VP  
R. Renaud, Treasurer & Gates  
J. McQuillin, Technical Director

Guests: Doug Kennedy

**Chairperson:** T. Desmond  
**Quorum:** YES 9 - (8 required)  
**Attachments:** A -Treasurer's Report  
B - Important Dates

**1.0 Acceptance of Previous Minutes**

May 8, 2018 minutes were reviewed and motion to approve brought forth by T. Desmond and 2<sup>nd</sup> by A. Janes - all in favour – motion passed.

**2.0 New Business**

**Recognition Wall:** Presentation by Doug Kennedy regarding a Recognition Wall at the Kincardine Davidson Centre. The purpose of the Recognition Wall is to have a visible display in our arena of the history of our teams and to honour them (both coaches and players). This would be sports teams such as minor ball, minor hockey etc. Mike McDonald and Doug Kennedy have been collecting the photos. They are looking for support from KMHA and also from the Municipality of Kincardine. Initial costs estimated \$2500 - \$3500.

K. Boulton, 1<sup>st</sup> VP, will be the liaison for this initiative and will forward more details to the executive, once received from D. Kennedy. An update will be provided by K. Boulton at the July meeting.

**Programming for Tyke/Initiation** – KMHA is following what the OMHA has put forth - half ice hockey – the OMHA guide lays out scorekeeping, equipment, etc. The Novice program for this year does not change (birth year 2010) for boys. 1 Novice rep and 2 Novice house league for boys. It will be no different than Atom, Peewee etc.

Tyke Programming – ½ ice – Tyke team will consist of 9 players (4 on 4) – birth year 2011 boys. Birth year 2011 girls are Novice (if they go to boys, they are classified as Tyke). It will be operated with on ice assigned coaches and Derrick Burrows will help out with this. We can invite



a team to play a team but it's an exhibition game run on ½ ice.

KMHA executives are to read through the Hockey Canada OMHA guide regarding this. Derrick will set up the Tykes for us and he will assume role of Initiation Liaison. Derrick will provide information regarding Tykes (age group splits etc.).

KMHA will be looking for sponsors; either a full sponsor program or individual sponsors. Tykes are rostered on team rosters for the sake of insurance – there is no game sheet. Any questions from parents, please email Tom Desmond.

Exceptional Players – as an association we will look to Derrick Burrows as the Initiation Liaison for this information. Note: Exceptional Players will only matter this year. Derrick will supply a list of players – and Jeremy McQuillin will reach out to those parents in that regard. Once those players are named, J. McQuillin will provide documentation, (ratings, etc.) – and this will be the final decision. If the Exceptional Player decides to not play up in Novice, they can stay in Tyke.

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

**ACTION 15-08-2016:** K. Boulton to follow up on a wall dedicated to significant achievement banners etc. Update: email sent to Karen and they are fine with it. We need to find the real estate for it. Discussion was had. **IN PROGRESS and ONGOING**

**ACTION 03-10-2016:** New Director of Equipment will investigate the sponsorship agreement regarding sponsor bars. Perhaps removing them from the jerseys would allow easier sharing of jerseys between teams for size purposes. **UPDATE: M. Roppel and J. Beaty will review this action. IN PROGRESS**

**ACTION 10-01-2017:** R. Bishop will work with new Director of Equipment to get banners ordered for April. Banners have been ordered as of July 1<sup>st</sup> from Presto Crest. **IN PROGRESS Note: 08MAY2018 J. Beaty will following up ONGOING**

**ACTION 31-08-2017:** The Rules of Operation are outdated and need to be updated by at least 3 or 4 executive members. T. Desmond **IN PROGRESS**

**ACTION 06-03-2018:** M. Roppel will order photos for each of the team sponsors from Picture Day Photography while they are here in October 2018. **IN PROGRESS**

**ACTION 06-03-2018:** K. Boulton will continue to explore the Old Timers hockey teams sponsoring Novice HL teams (i.e., Old Timers supplying the jerseys and socks). **UPDATE 04JUN2018: Two teams confirmed and others showing possible interest. J. Beaty will provide details on some sizing, and pricing of the cost for one team set of jerseys. ONGOING**

**ACTION 06-03-2018:** J. Hunsburger to reach out to WOAA centres in July 2018 – to review Tyke and Novice (rep/AE) – we need to ensure we match up with other centres. **IN PROGRESS**

**ACTION 09-04-2018:** N. Bauman will provide an update on girl's hockey registration using the ITSportsnet database. Also, N. Bauman/R. Renaud will investigate choosing a registration payment gateway that will work for both ITSportsnet and HCR and provide information at the May executive meeting. **IN PROGRESS UPDATE 04JUN2018: N. Bauman advised the new gateway won't be available until end of registration for girls.**

**ACTION 09-04-2018:** J. Beaty will ask T. Desmond to contact Turnbull to ask if he would be interested in taking over KMHA's referee scheduling. **IN PROGRESS**



**ACTION 09-04-2018:** Discuss covering the costs of the girl's year end tournament fees at the next May executive meeting. R. Gibson will provide further information to B. Richards prior to the May meeting. **IN PROGRESS**

**ACTION 09-04-2018:** J. McQuillin will compile coaching staff survey results – summarize them and will report out at the June executive meeting. **IN PROGRESS**

**ACTION 09-04-2018:** (T. Desmond) There are two safety issues regarding the cleanliness of the hockey bench areas and access (entrance) to the timekeepers' boxes at both Kincardine and Tiverton arenas. These items need to be corrected prior to next season. **IN PROGRESS**

**UPDATE 08MAY2018:** T. Desmond will speak with the Town in January 2019. **ONGOING**

**ACTION 08-05-2018:** A. Janes – revisions and updates to the Team Manager Manual. **IN PROGRESS** **UPDATE 04JUN2018:** email was sent to Courtney Page inquiring about an electronic copy. **ONGOING**

**4.0 President's Report**

T. Desmond – communicate early registration deadline! Talk to friends, Tweet, email, etc.

**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 confirmed 40 girls registered. The Bantam and Midget girls have been registered for Lower Lakes.

**8.0 Treasurer's Report**

See attached budget report for period ending 31MAY2018  
There should be another \$1500 added to the Silverstick revenue.  
Bank charges are high due to fees for online registration.

**9.0 Secretary's Report**

No report at this time.

**10.0 Director of Purchasing and Equipment Report**

J. Beaty is in the process of looking into the jerseys. Approved new equipment has been ordered.

**11.0 Director of Registration Report.**

N. Bauman – will have registration numbers as of June 15<sup>th</sup>. Registration increases \$100 after June 15<sup>th</sup> and registration will be closed as of August 31<sup>st</sup>. The registration numbers so far are: 14 Tykes, 20 Novice with 1 goalie, 21 Atoms with 3 goalies, 21 Peewees, 21 Bantams and 14 Midgets with 3 goalies.

N. Bauman confirmed there is a parent who has a first year girl (2011) who has never played before and she will pay the Novice fee.

**12.0 Director of Fundraising & Sponsorship**

M. Roppel would like to post a "Team of the Week" on Facebook. Confirmation of permission forms for photos will be required in order to post the player's photo. N. Bauman and J.



Hunsburger are able to run a report on the number of players that say “no” to photos.

### 13.0 Referee Scheduler Report

Looking for interest to fill this position.

### 14.0 Ice Scheduler Report.

A. Janes provided an update. T. Dalcourt has been in contact with Picture Day Photography and we need an executive contact to take this over - the contact person will be Kelly Helm. Kelly will contact Picture Day and copy Tamara.

A. Janes confirmed KMHA will take over Friday night ice times and the Kincardine Bulldogs will take Saturday night ice slots. Looking at scheduling Tyke exhibition games just prior to a Bulldog game.

### 15.0 Technical Director Report

No report due to absence.

### 16.0 Director of Tournaments Report

No report at this time. (3<sup>rd</sup> weekend in October is Archie McMillan – 19<sup>th</sup> to 21<sup>st</sup> of October)

### 17.0 Head Trainer & Risk Management Report

No report at this time.

### 18.0 Town Contact Report

J. Hunsburger provided an update regarding the Ripley amalgamation. If a player has been with KMHA for two years, they are able to play here

There will be a rep team in each division. For AE teams, the last day to register is June 8<sup>th</sup>. Do we want to register all divisions with an AE team? **Motion brought by T. Desmond to register Atom and Peewee for AE teams so we have this available to us if we see the need to have an AE team in these two divisions – 2<sup>nd</sup> by B. Richards – all in favour – motion passed.**

Local League Teams need to be registered by September 15<sup>th</sup>.

Tournaments – must be registered via OMHA portal – before September 15<sup>th</sup>.

OMHA AGM meeting – no one is attending from KMHA this year.

WOAA golf tournament is scheduled for July 31<sup>st</sup>.

### 18.0 Hockey Committee Meeting

Hockey Committee Meeting was held on May 31, 2018 to discuss coaching selections and the Tyke/Initiation Program.

Tyke/Initiation Program: Derrick Burrows will be the Tyke Initiation Program Liaison and will provide recommendations to the executive, in particular Jeremy McQuillin. Derrick will help to set up the teams and keep the program moving. He will offer advice and any required input. Derrick will try to involve some of the Bulldogs with the program

Coaching Selections: Jeremy McQuillin will continue to further define the evaluation process for tryouts. (For example, rating sheets and who the evaluators will be.) This process will be as neutral as possible.



The coaching selections were made pending approve of the KMHA executive and the individuals are to be notified by the 15<sup>th</sup> of June.

Discussions took place around whether the KMHA Survey results were discussed at the Hockey Committee meeting and also the number of executive members chosen as coaches.

The executive did not accept the coach's recommendation and are sending all coaching decisions back to the Hockey Committee to re-evaluate/revisit the coaching selections.

It was determined that justification is required for selection of an executive member as a coach of a team. A scoring system needs to be set up for each coaching application.

J. McQuillin to establish an identified coaching staff selection criteria and this will be brought back for discussion at the July meeting.

### **19.0 Next Meeting Details**

The next meeting will be Monday, July 9, 2018 at 6:30 pm at the Davidson Centre – senior's meeting room.

Meeting adjourned at 8:16 p.m.

Minutes taken by: K. Helm



**ATTACHMENT A  
KMHA BUDGET REPORT  
2017/2018  
Period Ending May 31, 2018**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	202,380.81	(\$5,619.19)
Hockey School (net)	\$4,000.00	2,708.05	(\$1,291.95)
Goalie School (net)	\$100.00	(3,839.02)	(\$3,939.02)
Power Skating School (net)	\$5,000.00	4,180.00	(\$820.00)
Development (net)	\$1,000.00	(685.00)	(\$1,685.00)
Calendars (net)	\$30,000.00	24,297.54	(\$5,702.46)
Sponsors	\$15,000.00	4,400.00	(\$10,600.00)
Donations	\$22,000.00	19,354.20	(\$2,645.80)
Gate Receipts	\$20,000.00	15,196.00	(\$4,804.00)
Equipment Sale	\$0.00	-	\$0.00
Fundraising (net)	\$0.00	-	\$0.00
Ties & Decals	\$0.00	-	\$0.00
Pigs of Hope	\$0.00	-	\$0.00
Tournament-Midget	\$9,900.00	7,552.00	(\$2,348.00)
Ross Young Tournament (net)	\$2,000.00	(929.48)	(\$2,929.48)
Wade Simmons Tournament (net)	\$2,000.00	2,292.00	\$292.00
Silverstick	\$58,100.00	44,168.00	(\$13,932.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	<b>\$377,100.00</b>	<b>321,075.10</b>	<b>(\$56,024.90)</b>

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	191,139.29	\$8,860.71
Equipment/Pennants/Trophies	\$20,000.00	14,796.16	\$5,203.84
Insurance-OMHA	\$18,000.00	16,588.40	\$1,411.60
Registration-OMHA	\$4,500.00	3,666.23	\$833.77
Registration/Insurance-OWHA	\$11,000.00	9,849.00	\$1,151.00
Advertising	\$200.00	90.40	\$109.60
Clinics & Meetings	\$10,000.00	2,834.36	\$7,165.64
Bank Charges	\$6,000.00	5,270.68	\$729.32
Office Supplies	\$2,100.00	2,576.37	(\$476.37)
Referees	\$40,000.00	29,390.03	\$10,609.97
Tournament - Midget	\$8,000.00	5,221.14	\$2,778.86
Silverstick	\$30,155.00	28,552.17	\$1,602.83
Year end Banquet	\$15,000.00	7,424.00	\$7,576.00
Playoff Dues	\$2,000.00	1,237.35	\$762.65
Miscellaneous	\$4,100.00	5,339.89	(\$1,239.89)
Team Pictures	\$5,600.00	4,026.11	\$1,573.89
	<b>\$376,655.00</b>	<b>328,001.58</b>	<b>\$48,653.42</b>

**\$445.00                      (\$6,926.48)**

Chequing A/C Balance to Jun 4/18	\$61,709.22
Lottery A/C Balance to Jun 4/18	\$73,431.92



**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>		
	Remind Rep and LL teams to involve sponsors (puck drop / articles?)	
<b>April</b>		
	Teams to return trophies at hockey banquet	
	Registration Rates	
	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>		
	Review of Financials	Treasurer
	31 Representative team entries and fees are to be received by the W.O.A.A. Office.	President
	31 OHMA last day for tryouts or exhibition games.	
	tbd OWHA AGM	
	Request Coaching Applications	Hockey Committee
<b>June</b>		
	1 Lower Lakes girls' registration	
	Anytime Coaching Applicants reviewed	Hockey Committee
	OWHA – coach selections - special meeting to be set up prior to any tryouts – to ensure that process is followed	
	OMHA AGM	Town Contact or Delegate
	tbd WOAA Closing date for team entries	
	30 Fiscal year end	Finance
	tbd Registration nights	Registrar
	tbd Silverstick AGM (for June 16 <sup>th</sup> 2018)	Tournaments
<b>July</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>		





<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</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	
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	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	2 <sup>nd</sup> VP (Local League)
15	Deadline to submit volunteer roster/and submit payment (Due Dec 10, 2017)	
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