



# KMHA - Executive Minutes of Meeting

**APPROVED**  
**11FEB2019**

**Date:** 05NOV2018  
**Location:** Davidson Centre, Kincardine  
**Time:** 6:30 pm  
**Duration:** 1.5 hours

## **Present:**

T. Desmond, President  
C. Lyndon, Second Vice President  
K. Helm, Secretary  
J. Beaty, Director of Purchasing and Equipment  
J. Hunsburger, Town Contact

B. Richards, Third Vice President  
T. Trudeau, Director of Tournaments  
M. Roppel, Director of Fundraising,  
Sponsorship & Gates  
R. Renaud, Treasurer

## **Regrets:**

A. Janes, Director of Ice Scheduling  
K. Boulton, First Vice President  
M. McKenzie, Head Trainer & Risk Management  
K. Wright, Head Referee  
J. McQuillin, Technical Director  
N. Bauman, Director of Registration

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

## **1.0 Acceptance of Previous Minutes**

October 3, 2018 minutes were reviewed and motion to approve brought forth by T. Desmond and 2<sup>nd</sup> by B. Richards - all in favour – motion passed.

## **2.0 New Business**

### **Girls' Tournament Fees – B. Richards**

Discussion took place regarding the policy for KMHA to pay for teams to enter into tournaments. It was confirmed the girls' (OWHA HL) are provided with a KMHA funded tournament weekend in lieu of playoffs. And OWHA/LLFHL teams are provided with LLFHL playoff series as part of LLFHL. A review of the policy for HL, LL and Rep teams confirmed that there is equality and fairness for both boys' and girls' teams. T. Desmond will review (and revise if necessary) the Tournament Policy wording in the Rules of Operation and will forward to the executive for review.

### **Pink Tape Initiative – T. Desmond**

T. Desmond discussed a pink tape initiative in support of Debbie Simmons for the month of December. Each player in KMHA will tape the butt end of their stick with pink tape for all games and practices. KMHA will provide the tape free of charge to all teams. Each team will submit a



group photo in any setting (on ice, dressing room, etc.) with the taped ends of the sticks visible and send them to T. Desmond via email. Once complete the pictures will be arranged into a collage and given to Debbie and her family as a show of support from our KMHA family to theirs. Rolls of tape will be available shortly for pick up from the Locker/Equipment room at the Davidson Centre.

#### **Tiverton Snack Booth – T. Desmond**

Discussion regarding volunteers for the Tiverton Snack Booth. It was agreed that parents with children in KMHA who wish to help with the Snack Booth may do so, on an informal basis. This will not be organized and applied by KMHA.

### **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: 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. IN PROGRESS and ONGOING**

**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 follow 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 UPDATE: 09JUL2018 Tom emailed a draft out to everyone for review. Discuss at next meeting.**

**UPDATE 03OCT018:** Rules of Operation have been placed on the website as a draft (under the ABOUT US tab). A. Janes brought up that there should be a limit to the number of tournaments a team enters - proposing 3 plus Silver Stick. J. Hunsburger suggested to have the wording in the Rules reflect this but there can be other circumstances (i.e., 1-day tournaments). **ONGOING**

**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**

**UPDATE 03OCT2018:** Will every player receive a photo this year? K. Helm will contact Picture Day to find out the cost to KMHA for the “free” photos and to confirm any details that were discussed for this year. An update will be provided to the members within the next day or two. **ONGOING**

**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. **UPDATE 04JUN2018:** N. Bauman advised the new gateway won’t be available until end of registration for girls. **ONGOING**

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

**ACTION 10-03-2018:** T. Desmond will speak to the Municipality about the moving of the nets at the Tiverton arena. There is only one municipal worker at the Tiverton arena and he cannot move the nets while clearing the ice. i.e. referees cannot move the nets and coaches/volunteers should not be doing this. **ONGOING**



#### **4.0 President's Report**

No report at this time.

#### **5.0 First VP's Report (Boy's Representative teams)**

No report due to absence.

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

C. Lyndon confirmed the league scheduling meeting for LL teams has taken place and the season is underway. Thank you to J. Hunsburger for the assistance with the rosters and thank you to J. Beaty for assistance with goalie equipment. Some teams have started to send out their AP offers (forms). An email communication will be sent out to the coaches of both rep and LL teams to confirm the rules on the AP process. This information will be forwarded by the coaches/managers onto the parents/players.

#### **7.0 Third VP's Report (Girl's teams)**

B. Richards communicated that there is some concern regarding ice times and he is in the process of discussing this with the Director of Ice Scheduling.

#### **8.0 Treasurer's Report**

See attached budget report for period ending 31OCT2018. Contacted all teams for tournament reimbursements (due November 30<sup>th</sup>).

#### **9.0 Secretary's Report**

K. Helm discussed the possibility of a Holiday Fundraiser through Greyhaven Gardens – it was agreed to proceed with the fundraiser (post information on the website and communicate to the teams).

Picture Day Photography - November 7th is Tyke/Initiation photos and K. Helm will communicate to the association that anyone who missed photo dates in October, may attend the November 7<sup>th</sup> date to have their photo taken.

#### **10.0 Director of Purchasing and Equipment Report**

No report at this time.

#### **11.0 Director of Registration Report.**

No report due to absence.

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

M. Roppel confirmed the Timbit jerseys and socks have arrived and new sponsor signs have also arrived for hanging behind the benches. The municipality will have new hooks in place for this. The Gongshow Hats and Mitts Fundraiser will be in place and ready to communicate to the members by the end of this month.

#### **13.0 Referee Scheduler Report**

No report due to absence.

#### **14.0 Ice Scheduler Report**

No report due to absence.

#### **15.0 Technical Director Report**

No report due to absence.



**16.0 Director of Tournaments Report**

T. Trudeau advised the Wade Simmons Tournament is proceeding. There are 7 teams registered with the possibility of 8.

The Silver Stick tournament in December requires some volunteers/executive members to assist with referee payments, updating the website, welcoming the teams, handing out pins, etc. The Tournament starts December 27<sup>th</sup>.

**17.0 Head Trainer & Risk Management Report**

No report due to absence.

**18.0 Town Contact Report**

No report at this time.

**19.0 Important Hockey Dates** – reviewed – completed November’s important dates.

**20.0 Next Meeting Details**

The next meeting will be Monday, December 3, 2018 at 6:30 pm at the Davidson Centre – activity room.

Meeting adjourned at 7:46 p.m.

Minutes taken by: K. Helm



**ATTACHMENT A  
KMHA BUDGET REPORT  
2018/2019  
Period Ending October 31, 2018**

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$239,000.00	255,054.00	\$16,054.00
Hockey School (net)	\$4,700.00	4,687.58	(\$12.42)
Goalie School (net)	(\$100.00)	(1,163.85)	(\$1,063.85)
Power Skating School (net)	(\$1,200.00)	4,100.00	\$5,300.00
Development (net)	(\$1,160.00)	6,100.00	\$7,260.00
Sponsors	\$12,000.00	3,000.00	(\$9,000.00)
Donations	\$20,000.00	-	(\$20,000.00)
Gate Receipts	\$18,000.00	-	(\$18,000.00)
Equipment Sale	\$500.00	124.00	(\$376.00)
Fundraising (net)	\$20,000.00	(960.00)	(\$20,960.00)
Tournament-Midget	\$6,300.00	6,375.00	\$75.00
Ross Young Tournament (net)	\$0.00	(50.00)	(\$50.00)
Wade Simmons Tournament	\$3,000.00	-	(\$3,000.00)
Silverstick	\$48,550.00	4,375.00	(\$44,175.00)
Releases	\$0.00	-	\$0.00
	<b>\$369,590.00</b>	<b>281,641.73</b>	<b>(\$87,948.27)</b>

<u>EXPENSES</u>			
Ice Rental	\$207,000.00	22,787.17	\$184,212.83
Equipment/Pennants/Trophies	\$25,000.00	17,857.99	\$7,142.01
Insurance-OMHA	\$21,425.00	20,139.39	\$1,285.61
Registration-OMHA	\$4,000.00	4,103.85	(\$103.85)
Registration/Insurance-OWHA	\$10,000.00	3,382.00	\$6,618.00
Advertising	\$200.00	13.56	\$186.44
Clinics & Meetings	\$10,000.00	3,383.71	\$6,616.29
Bank Charges	\$7,500.00	4,492.77	\$3,007.23
Office Supplies	\$3,000.00	2,246.81	\$753.19
Referees	\$35,000.00	5,356.45	\$29,643.55
Tournament - Midget	\$5,300.00	2,113.55	\$3,186.45
Tournament - Wade Simmons	\$2,800.00	60.00	\$2,740.00
Silverstick	\$28,550.00	4,076.57	\$24,473.43
Awards Ceremony	\$3,500.00	-	\$3,500.00
Playoff Dues	\$1,000.00	-	\$1,000.00
Miscellaneous	\$4,900.00	49,225.77	(\$44,325.77)
	<b>\$369,175.00</b>	<b>139,359.59</b>	<b>\$229,815.41</b>
	<b>\$415.00</b>	<b>\$142,282.14</b>	

Chequing A/C Balance to Nov 5/18 \$195,471.82  
 Lottery A/C Balance to Nov 5/18 \$72,886.72

Budget Approved by Executive:  Dec 4/17



**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	
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>		
	Review of Financials	Treasurer
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
<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	
30	Fiscal year end	Finance
tbd	Registration nights	Registrar
tbd	Silverstick AGM	Tournaments
<b>July</b>		
Anytime	WOAA proposed amendments due 60 days prior to AGM.	Town Contacts



<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
Anytime	Book Silverstick 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	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