



# KMHA - Executive Minutes of Meeting

**APPROVED**  
**10JUN2019**

**Date:** 06MAY2019  
**Location:** Davidson Centre, Kincardine  
**Time:** 6:30 pm (6:45 p.m. start)  
**Duration:** 1.5 hours

**Present:**

T. Desmond, President  
C. Lyndon, Second Vice President  
K. Helm, Secretary  
N. Bauman, Director of Registration  
M. Roppel, Director of Purchasing and Equipment  
R. Renaud, Treasurer

J. McQuillin, Technical Director  
M. Roppel, Director of Fundraising,  
Sponsorship & Gates  
J. Hunsburger, Town Contact

**Regrets:**

K. Boulton, First Vice President  
A. Janes, Director of Ice Scheduling  
K. Wright, Head Referee  
B. Richards, Third Vice President  
M. McKenzie, Head Trainer & Risk Management

Vacant Position – Director of Tournaments

Guests: A. Ruthven, K. Wilcox, J. Adams

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

## 1.0 Acceptance of Previous Minutes

The draft Minutes of Meeting dated April 1, 2019 were reviewed and motion to approve brought forth by T. Desmond and 2<sup>nd</sup> by Chris Lyndon. All in favour – motion passed

## 2.0 New Business

### i) KMHA Executive Positions (nominees in attendance)

An introduction was heard by Anne Marie Ruthven. Anne Marie confirmed removal of herself for nomination for Director of Novice Programming but would like to keep her nomination in place for Director of Tournaments.

For Novice Programming Director nominations, introductions were heard by Jared Adams and Keegan Wilcox.

T. Desmond clarified that the SilverStick portion of the Tournament Director position will be a separate SilverStick Committee. T. Desmond also clarified that the Director of Novice Programming will look after both boys and girls; and that this position will be up for election again next year as it is a mid-term appointment.



A discussion took place regarding the sharing of the Director of Novice Programming – both nominees agreed to share the position. If ever a conflict occurs, it would go to the respective VP to resolve and then onto the Executive. Direct oversight would be the Technical Director.

T. Desmond brought forth a motion to nominate Anne Marie Ruthven as Director of Tournaments – 2<sup>nd</sup> by J. McQuillin - all in favour – motion passed.

T. Desmond brought forth a motion to nominate Jared Adams and Keegan Wilcox as Directors of Novice Programming (shared position) – 2<sup>nd</sup> by N. Bauman – all in favour – motion passed.

## ii) Trophy Case

T. Desmond suggested the clean up and organization of the trophy case. Possibly make a public posting on the KMHA website stating that we are planning on purging the trophies and if anyone is interested in a particular trophy, to contact the Executive. If there is no interest after 2 months, the trophies will be discarded. The criteria for displaying the trophies could possibly be a 5-year rolling term.

## iii) Ainsdale Golf Classic

Melanie Roppel provided information on the Ainsdale Golf Classic which will be held on August 3<sup>rd</sup>. Ainsdale would like us to promote this tournament and would also like a “wish list” from us. This event raised \$6,000.00 last year which was split between 6 groups (Kincardine Minor Sports Associations and KDSS Athletics). Melanie and Mike Roppel will work together to create a “wish list” for KMHA. <http://www.ainsdalegolfcourse.com/tournaments/>

## iv) Development

J. McQuillin provided confirmation on KMHA Hockey Schools:

Performance Hockey School (September 3-12)

Deke's Hockey School (August 12-16)

Matt McGahey Goalie School (August 26-30)

KMHA Power Skating (starting September 23 – 10 sessions)

KMHA Goalie Development (bi-weekly)

[https://kincardineminorhockey.ca/Pages/1404/KMHA\\_Hockey\\_Schools/](https://kincardineminorhockey.ca/Pages/1404/KMHA_Hockey_Schools/)

Also – don't forget Tiverton Reunion Ball Hockey – Tyler Tout is the organizer.

## v) Coaches Surveys

J. McQuillin confirmed that 87 responses have come in; mostly positive feedback. There were some common themes. It was suggested that the survey link should be left open all year round and add the online survey as a standard agenda item going forward. Possibly add a FAQ's section to our website to answer some questions from the survey. J. McQuillin will put together a draft of the top 20 or 25 questions from the survey and bring to the next Executive meeting.

## vi) Coaches Applications

J. McQuillin confirmed that May 12th is the deadline for coaches applications. To date, we have 3 coaches for girls and 3 coaches for boys.



### vii) Hockey Committee Update

The Hockey Committee has one item regarding the coaching application for the Lower Lakes Midget Girls. Kevin Machan is the only applicant and the Hockey Committee would like to recommend to the executive that Kevin Machan be appointed as that coach.

T. Desmond brought forth a motion to approve Kevin Machan as coach of the Midget Lower Lakes Girls hockey team – 2<sup>nd</sup> by J. McQuillin. All in favour. Motion passed.

### 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. **Update:** Presto Crest is making us the last 2015/16 Peewees - Silver Stick banners – no information on this. **ONGOING**

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

**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. **IN PROGRESS**

**ACTION 01-APR-2019:** Silver Stick Tournament Director / T. Desmond to look into the 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 **Update:** moving up to November or December – need only 2 arenas to run – but not heard back yet. **IN PROGRESS**

**ACTION 06-MAY-2019:** J. McQuillin will put together a draft list of the top 20 or 25 responses from the Online Survey for the next Executive meeting.

**ACTION 06-MAY-2019:** K. Helm will contact Picture Day Photography to discuss the error made on charging KMHA for the individual “free” photos.

### 4.0 President’s Report

T. Desmond confirmed KMHA is hosting the Hockey Day in Kincardine this year. Date will be October 5, 2019. (with Saugeen Shores)

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

No report due to absence. **Note:** SilverStick Committee – K. Boulton has a potential list of members for this Committee and aiming to be in place by the end of May.



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

No report at this time.

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

No report due to absence.

**8.0 Treasurer's Report**

R. Renaud – reviewed Treasurer's Report for month ending 30APR2019. Discussed team photos and placing money in the budget for this under miscellaneous. Reviewed Draft Budget – sponsorship may change depending on how many teams we have. Fundraising – we need to review this. We need to review SilverStick as it is now a separate committee. Ice Costs will not increase, and we don't expect major equipment replacement.

**9.0 Secretary's Report**

No report at this time.

**10.0 Director of Purchasing and Equipment Report**

Mike Roppel discussed the use of pinnies for tryouts – using two different colours. On ice goalie equipment might be an item to add to the Ainsdale "wish list".

**11.0 Director of Registration Report.**

N. Bauman reported that registration is up and running. Deadline is June 30<sup>th</sup> for early registration. After that, as of July 1<sup>st</sup>, registration increases \$100.

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

M. Roppel reported that the year end banquet was under budget. Next year, there is the possibility of holding the banquet on the arena floor. Discussions regarding this are underway.

Photos for sponsors and plaques – were received and presented to sponsors. Of note, Picture Day charged us for all the "free" photos. K. Helm will contact Picture Day Photography to discuss this error.

M. Roppel will look into other photographers for KMHA next year.

**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**

J. McQuillin – reported out previously.

**16.0 Director of Tournaments Report**

No report at this time.

**17.0 Head Trainer & Risk Management Report**

No report due to absence.

**18.0 Town Contact Report**

No report at this time.



**19.0 Novice Program Director (add this to future Minutes)**

**20.0 Important Hockey Dates** – reviewed May important dates.

**21.0 Next Meeting Details**

The next meeting will be Monday, June 10, 2019 at 6:30 p.m. at the Davidson Centre – senior's old meeting room.

Meeting adjourned at 8:08 p.m.

Minutes taken by: K. Helm



## ATTACHMENT A

### KMHA BUDGET REPORT 2018/2019 Period Ending April 30, 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)          | (1,863.85)        | (\$1,763.85)         |
| 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         | 2,271.86          | (\$9,728.14)         |
| 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              | 785.18            | \$785.18             |
| 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>\$369,590.00</b> | <b>345,377.48</b> | <b>(\$24,212.52)</b> |

| <u>EXPENSES</u>             |                     |                   |                    |
|-----------------------------|---------------------|-------------------|--------------------|
| Ice Rental                  | \$207,000.00        | 194,888.31        | \$12,111.69        |
| Equipment/Pennants/Trophies | \$25,000.00         | 23,997.32         | \$1,002.68         |
| Insurance-OMHA              | \$21,425.00         | 20,152.64         | \$1,272.36         |
| Registration-OMHA           | \$4,000.00          | 4,103.85          | (\$103.85)         |
| Registration/Insurance-OWHA | \$10,000.00         | 17,098.94         | (\$7,098.94)       |
| Advertising                 | \$200.00            | 13.56             | \$186.44           |
| Clinics & Meetings          | \$10,000.00         | 7,769.48          | \$2,230.52         |
| Bank Charges                | \$7,500.00          | 4,672.97          | \$2,827.03         |
| Office Supplies             | \$3,000.00          | 2,456.81          | \$543.19           |
| Referees                    | \$35,000.00         | 29,556.05         | \$5,443.95         |
| 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          | 2,816.72          | \$2,083.28         |
|                             | <b>\$369,175.00</b> | <b>342,092.18</b> | <b>\$27,082.82</b> |

**Surplus** \$415.00 \$3,285.30

Chequing A/C Balance to May 6/19 \$73,125.24  
Lottery A/C Balance to Apr 6/19 \$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                                | Silverstick 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   | First Vice President<br>Second Vice President<br>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.<br>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   |