



KMHA - Executive Minutes of Meeting

Accepted Dec.4, 2017

Date: November 6, 2017
Location: Davidson Centre, Kincardine
Time: 6:30 p.m.
Duration: 2.25 hours

Present:

J. Steven, President	J. Beaty, Second Vice President
K. Helm, Secretary/Website	K. Boulton, First Vice President
A. Janes, Director of Ice Scheduling	M. Roppel, Director of Fundraising
T. Dalcourt, Privacy Officer	R. Renaud, Treasurer & Gates
J. Hunsburger, Town Contact (not quorum)	

Regrets:

B. Harmsworth, Director of Sponsorship	D. Lunn, Director of Purchasing & Equipment
T. Desmond, Director of Referee Scheduling	C. Lyndon, Technical Director
T. Trudeau, Third Vice President	T. Page, Director of Registration
B. Richards, Head Trainer	
R. Bishop, Director of Tournaments	

Chairperson: Jeff Steven
Quorum: YES (8 required)
Attachments: A -Treasurer's Report
B - Important Dates

1.0 Acceptance of Previous Minutes

August 31st, 2017 minutes were reviewed and approved by executive.

2.0 New Business

J. Steven thanked J. Hunsburger for all the work he has done to assist KMHA.

Discussion took place regarding the Rules of Operation and how they require updating. (R. Renaud, K. Helm, J. Hunsburger, B. Richards to lead this.)

Discussion took place regarding female playing both a girls' team and a boys' team – rostered to both teams – female player will play as required ONLY when girls' team is missing a player. No player will lose ice time, as per Rules of Operation. No extra fees are required from the player to be playing on both teams. K. Boulton will ensure parties concerned are aware.

Hockey Committee – discussion regarding a parent's formal complaint of KMHA's evaluation process, the parent's child not being affiliated to the team and requesting a formal apology from an executive member. An investigation took place and the report has been finalized.



A motion was brought by J. Steven that the executive accept the report in its current state and move to communicate with parent and include recommendation to have an evaluation form approved by the Hockey Committee by January 15, 2018. K. Helm 2nd the motion – all in favour. Make note: due to conflict of interest that K. Boulton, J. Beaty and A. Janes were excluded from vote.

ACTION 06-11-2017: J. Steven accepted the letter of complaint and was reviewed by the executive; the matter was properly investigated, and appropriate action was taken. **ACTION COMPLETE.**

ACTION 06-11-2017: J. Steven issued a verbal reprimand to the applicable executive member. **ACTION COMPLETE.**

ACTION 06-11-2017: First VP to issue a letter of apology to complainant. **IN PROGRESS**

ACTION 06-11-2017: J. Steven to review process improvements regarding KMHA's selection process and to make appropriate recommendations and/or revisions to KMHA's coach/manager manual. **IN PROGRESS**

ACTION 06-11-2017: J. Steven will communicate the investigation results to the complainant. **IN PROGRESS**

ACTION 06-11-2017: J. Hunsburger will contact D. Garinger (OMHA Executive Director) to provide details of how this complaint was resolved in accordance with Section 5.2 of the OMHA's Code of Conduct Policies & Procedures. **ACTION COMPLETE.**

3.0 Summary of Actions (Current and Previous with Updates)

ACTION 15-08-2016: T. Desmond to follow up on a wall dedicated to significant achievement banners etc. Update: email sent to contact at the Davidson Centre and the Davidson Centre agreed. We now need to find a location. Discussion was had. **IN PROGRESS.**

ACTION 03-10-2016: B. Richard looking into the OMHA interactive clinic and will try to book it again. **IN PROGRESS.** No response yet – **IN PROGRESS**

ACTION 03-10-2016: D. Lunn will look into the sponsorship agreement regarding sponsor bars. Perhaps removing them from the jerseys would allow easier sharing of jerseys between teams for size purposes. **IN PROGRESS**

ACTION 10-01-2017: R. Bishop will work with D. Lunn to get banners ordered for April. **IN PROGRESS.** **UPDATE:** Banners have been ordered as of July 1st from Presto Crest. R. Bishop will follow up prior to next meeting. **IN PROGRESS**

ACTION 05-06-2017: T. Trudeau (and the Bantam B coaches) will meet at the end of the 2017-18 season (January/February) to review the process. (*Lessons Learned Action*)

ACTION 05-06-2017: R. Bishop will bring back information to this executive on the Wade Simmons Tournament and the Ross Young Tyke Tournament - regarding funding and costs for these two tournaments. **IN PROGRESS**



ACTION 12-07-2017: J. Steven will seek clarification on whether smaller nets are needed for half ice practices – possibly a discussion with D. Burrows would be helpful. D. Lunn will take over this action now and look into the impact that the changes of the IP Program will have and what that means from an equipment standpoint. **IN PROGRESS**

ACTION 01-08-2017: Review the date for KMHA Registration – to possibly earlier in the year. J. Steven will reach out to WOAA and inquire what their mandate is. J. Steven **IN PROGRESS**

ACTION 31-08-2017: Look into the Bulldogs Hockey School registrar – should C. Lyndon be the registrar with direct registration to him or should it be online – the executive will review next March 2018.

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

4.0 President's Report

Hockey Dates: add the return of hockey trophies at the year-end KMHA banquet in April.

Motion brought forth by M. Roppel – would like approval to choose 2 nights for the KMHA Banquet. Will also book guest speakers for the banquets. All in favour – approved.

Town Contact Update: J. Hunsburger updated the executive regarding the most recent OMHA Bulletin.

KMHA Photos - **ACTION 06-11-2017:** K. Helm to contact T. Aubrey and confirm photo night details (Nov 14-16). **ACTION COMPLETE**

Upcoming Tiverton hockey tournaments - **ACTION 06-11-2017:** J. Steven to talk to D. Simmons regarding Tiverton hockey tournaments – to discuss and understand the scope of the expectations (i.e., tournament proceeds). **IN PROGRESS**

ACTION 06-11-2017: T. Desmond to look into the cost / pricing for the OMHA Feed to be part of the KMHA website. **IN PROGRESS**

ACTION 06-11-2017: B. Harmsworth to ensure the Dodge Caravan grant has been applied for by December 18th. **IN PROGRESS** (J. Steven will follow up with B. Harmsworth)

ACTION 06-11-2017: D. Lunn to provide an update to R. Renaud regarding budget for Purchasing and Equipment. **IN PROGRESS**

ACTION 06-11-2017: J. Steven to discuss a Budget Committee being put into place. (R. Bishop, T. Desmond, B. Richards could be possible members) **IN PROGRESS**

Motion brought forth by K. Boulton to provide approval to Novice Girls Rep Team to purchase hooded sweaters from a local business (at a low cost to players) and have Presto Crest print the KMHA logo. All in favour – approved.



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)

No report at this time.

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

No report due to absence.

8.0 Treasurer's Report

Motion brought forth by J. Steven that R. Renaud has the authority to decline covering the cost of team tournament fees after December 1st. J. Steven will make this part of the coach's package. All in favour – approved.

A detailed review of the budget led by the KMHA Treasurer took place.

Motion brought forth by A. Janes to disband the cash calendars going forward and increase KMHA registration fees by \$50/player at each level. All in favour – motion approved.

9.0 Secretary/Webmaster's Report

T. Desmond will take on the Webmaster's duties.

Motion brought forth to have T. Desmond take over the KMHA website (webmaster). All in favour – approved.

10.0 Director of Purchasing and Equipment Report

No report due to absence.

11.0 Director of Fundraising Report

Cash calendars

Motion brought forth by J. Steven to add Melanie Roppel to lottery license account in order for M. Roppel to have signing authority. All in favour – approved.

12.0 Director of Registration Report

No report due to absence.

13.0 Privacy Officer Report

Police Record Checks – an email will be sent out to each VP with their rosters noting the names of individuals who require updated police checks.

14.0 Director of Sponsorship

No report due to absence.

15.0 Referee Scheduler Report

No report due to absence.

16.0 Ice Scheduler Report

No report at this time.



17.0 Technical Director Report

No report due to absence.

18.0 Director of Tournaments Report

No report due to absence.

19.0 Head Trainers Report

No report due to absence.

20.0 Next Meeting Details

The next meeting will be December 4, 2017 at 6:30 pm at the Davidson Centre, meeting room.

Meeting adjourned at 8:44 p.m.

Minutes taken by K. Helm



ATTACHMENT A
KMHA BUDGET REPORT
2017/2018
Period Ending September 30, 2017

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	184,078.88	(\$23,921.12)
Hockey School (net)	\$7,500.00	33.05	(\$7,466.95)
Goalie School (net)	\$1,500.00	(3,329.02)	(\$4,829.02)
Power Skating School (net)	\$6,000.00	5,800.00	(\$200.00)
Development	\$1,000.00	2,825.00	\$1,825.00
Calendars (net)	\$40,000.00	(322.96)	(\$40,322.96)
Sponsors	\$14,500.00	-	(\$14,500.00)
Donations	\$22,000.00	-	(\$22,000.00)
Gate Receipts	\$20,000.00	-	(\$20,000.00)
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	-	(\$9,900.00)
Ross Young Tournament (net)	\$2,000.00	(80.00)	(\$2,080.00)
Wade Simmons Tournament (net)	\$2,000.00	(60.00)	(\$2,060.00)
Silverstick	\$58,100.00	-	(\$58,100.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	\$392,500.00	188,944.95	(\$203,555.05)

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	-	\$200,000.00
Equipment/Pennants/Trophies	\$37,000.00	9,195.34	\$27,804.66
Insurance-OMHA	\$18,000.00	16,588.40	\$1,411.60
Registration-OMHA	\$4,500.00	4,462.26	\$37.74
Registration/Insurance-OWHA	\$11,000.00	4,421.48	\$6,578.52
Advertising	\$200.00	90.40	\$109.60
Clinics & Meetings	\$10,000.00	421.00	\$9,579.00
Bank Charges	\$6,000.00	3,529.75	\$2,470.25
Office Supplies	\$2,100.00	1,822.17	\$277.83
Referees	\$40,000.00	5,000.00	\$35,000.00
Tournament - Midget	\$8,000.00	-	\$8,000.00
Silverstick	\$30,155.00	134.46	\$30,020.54
Year end Banquet	\$15,000.00	-	\$15,000.00
Playoff Dues	\$2,000.00	-	\$2,000.00
Miscellaneous	\$3,100.00	25,456.44	(\$22,356.44)
Team Pictures	\$5,000.00	-	\$5,000.00
	\$392,055.00	71,121.70	\$320,933.30

\$445.00 **\$117,823.25**

Chequing A/C Balance to Oct 9/17 \$182,494.66
Lottery A/C Balance to Oct 9/17 \$87,898.66

Budget Approved by Executive: Pending



ATTACHMENT B

KMHA Important Hockey Dates		
Month	Actions	Responsibilities
January		
10	Deadline to add base roster players. (WOAA item. Not sure how it compares to Feb 10 deadline)	
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
February		
10	Deadline for player addition to a roster.	
Within first 15 days	AGM	President
March		
April	Teams to return trophies at hockey banquet	
May		
anytime	Engrave any trophies	Director of Purchasing & Equip
	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
June		
Anytime	Coaching Applicants reviewed	Hockey Committee
	OMHA AGM	Town Contact or Delegate
15	KMHA Equipment Sale	
16	OMHA Closing date for team entries	
30	Fiscal year end	Finance
tbd	Registration nights	Registrar
tbd	Silverstick AGM - June 17 th 2017	Tournaments
July		
Anytime	WOAA proposed amendments due 60 days prior to AGM.	Town Contacts
Anytime	Book Silver Stick tourneys for Rep teams.	First VP
August		
Anytime	Select Rep Coaches	Hockey Committee



KMHA Important Hockey Dates		
Month	Actions	Responsibilities
15	OHMA first day for tryouts or exhibition games.	
31	WOAA account must be paid in full from prior season.	
Anytime	Revise Police Check instructions	Privacy Officer
Anytime	Gravett Family Bursary – refer to WOAA website for details	
September		
	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	
October		
First Sunday	WOAA Boys Rep Team Scheduling	
01	OWHA Rep Team Registration deadline.	
09	Rep player rosters due online (not staff)	
November		
01	WOAA deadline to return trophies	Town Contacts
01	HL/LL rosters due (WOAA rule)	2 nd VP (Local League)
15	Rep Team Rosters must be approved.	Registrar
15	OWHA HL Registration deadline	2 nd VP (Local League)
15	Deadline to submit volunteer roster/and submit payment (Due Dec 10, 2017)	
Tbd	Municipality grant application due	Director of Fundraising
December		
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