



KMHA - Executive Minutes of Meeting

Accepted 05FEB2018

Date: 8 January 2018
Location: Davidson Centre, Kincardine
Time: 6:30 pm
Duration: 1.5 hours

Present:

J. Steven, President	J. Beaty, Second Vice President
K. Boulton, First Vice President	R. Bishop, Director of Tournaments
K. Helm, Secretary	B. Richards, Head Trainer
R. Renaud, Treasurer & Gates	A. Janes, Director of Ice Scheduling
M. Roppel / T. Aubrey, Dir of Fundraising	T. Dalcourt, Privacy Officer
J. Hunsburger, Town Contact	T. Desmond, Director of Referee Scheduling

Regrets:

B. Harmsworth, Director of Sponsorship	T. Page, Director of Registration
D. Lunn, Dir of Purchasing & Equip	T. Trudeau, Third Vice President
C. Lyndon, Technical Director	

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

1.0 Acceptance of Previous Minutes

December 3, 2017 minutes were reviewed and approved by executive.

2.0 New Business

Reviewed the executive positions up for election:

- President
- Second Vice President - Local League
- Treasurer
- Director of Tournaments
- Director of Sponsorship *
- Director of Registration
- Technical Director
- Director of Risk Management *
- Secretary**
- Referee Scheduler**
- Third Vice-President and Girls Town Contact**

* **Dependent on vote in item 3.1**

** **Mid-Term Resignation**



ACTION 08-01-2018: Amendment to constitution - 8.1c, flip subsections i & ii.
II. Combination of positions Sec. 11.7 h & j - Director of Fundraising & Sponsorship
III. Combination of positions Sec 11.7 o & p - Head Trainer & Risk Management
IV. Responsibility Addition Sec 11.7 l - Wording under sub-heading viii - *The Technical Director is responsible for the execution and oversight of the Initiation Player (formally tyke) program.* J. Steven.

ACTION 08-01-2018: J. Steven (per section 11.11.5 b - absenteeism) - send a reminder to Director of Sponsorship and Director of Equipment regarding attendance at meetings (must attend at least 4 of the 8 meetings) and discuss whether resignation is required.

Independent Evaluators (IE) for team selections: Rob B. suggested asking the Kincardine Bulldogs to be the IE's for the first two cuts; then coach's decision after those two initial cuts.

Town Contact Update: J. Hunsburger provided an update regarding the most recent OMHA Bulletin.

3.0 Summary of Actions (Current and Previous with Updates)

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

ACTION 03-10-2016: Darryl 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: Rob will work with Darryl to get banners ordered for April.

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 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 March 2018. **IN PROGRESS**

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**



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: 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**

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

4.0 President's Report

Travel Permits – reiterated the importance of travel permits, especially for new coaches. Travel permits are required for exhibition games, too, for insurance purposes.

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 at this time.

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

No report due to absence.

8.0 Treasurer's Report

Treasurer's report attached. Renee confirmed that tournament information is still being compiled. Silverstick Tournament revenue should be approximately \$20K profit. Once the Budget Committee (which is an outstanding action) is formed, it will help with the tournament budgeting.

9.0 Secretary/Webmaster's Report

Reminder to Executive regarding reports for AGM.

10.0 Director of Purchasing and Equipment Report

No report due to absence.

11.0 Director of Fundraising Report

Cash calendars: Melanie confirmed all monies were received. Melanie was congratulated!! Last year, we were short \$15K in cash calendars so this is a tremendous accomplishment. Cash calendar winners are being updated on website.
Banquet: Melanie confirmed she is investigating the possibility of the Lions Club – BBQ for banquet – and is looking into other quotes. Melanie will provide an update at March and



April meetings.

12.0 Director of Registration Report

No report due to absence.

13.0 Privacy Officer Report

Reminder – provide Tamara with completed police checks.

ACTION 08-01-2018: T. Dalcourt will book the Picture Day photographer for KMHA Pictures for mid-October 2018. **IN PROGRESS**

14.0 Director of Sponsorship

No report due to absence.

15.0 Referee Scheduler Report

No report at this time.

16.0 Ice Scheduler Report

Rep scheduling meeting is coming up.

17.0 Technical Director Report

No report due to absence.

18.0 Director of Tournaments Report

Ross Young Tournament was cancelled due to weather/road closures. Rob would like to reschedule this tournament possibly the end of March. Rob and Adam will work together on this.

Silverstick Tournament: Rob suggests looking at the format for next year (i.e., tie breakers, going to the third game).

19.0 Head Trainers Report

Bob would like to recommend that all trainers take CPR and First Aid.

20.0 Next Meeting Details

The next meeting will be February 5, 2018 at 6:30 pm at the Davidson Centre, meeting room. Future meetings are posted on the KMHA website.



ATTACHMENT A

KMHA BUDGET REPORT 2017/2018

Period Ending December 31, 2017

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	209,158.31	\$1,158.31
Hockey School (net)	\$4,000.00	2,708.05	(\$1,291.95)
Goalie School (net)	\$100.00	(3,189.02)	(\$3,289.02)
Power Skating School (net)	\$5,000.00	4,180.00	(\$820.00)
Development (net)	\$1,000.00	3,225.00	\$2,225.00
Calendars (net)	\$30,000.00	26,017.73	(\$3,982.27)
Sponsors	\$15,000.00	1,500.00	(\$13,500.00)
Donations	\$22,000.00	19,354.20	(\$2,645.80)
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	6,300.00	(\$3,600.00)
Ross Young Tournament (net)	\$2,000.00	(80.00)	(\$2,080.00)
Wade Simmons Tournament (net)	\$2,000.00	(1,560.00)	(\$3,560.00)
Silverstick	\$58,100.00	39,220.00	(\$18,880.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	\$377,100.00	306,834.27	(\$70,265.73)

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	81,025.27	\$118,974.73
Equipment/Pennants/Trophies	\$20,000.00	15,056.06	\$4,943.94
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	10,311.48	\$688.52
Advertising	\$200.00	90.40	\$109.60
Clinics & Meetings	\$10,000.00	2,243.66	\$7,756.34
Bank Charges	\$6,000.00	5,190.72	\$809.28
Office Supplies	\$2,100.00	2,127.32	(\$27.32)
Referees	\$40,000.00	8,695.00	\$31,305.00
Tournament - Midget	\$8,000.00	5,351.89	\$2,648.11
Silverstick	\$30,155.00	14,166.63	\$15,988.37
Year end Banquet	\$15,000.00	-	\$15,000.00
Playoff Dues	\$2,000.00	-	\$2,000.00
Miscellaneous	\$4,100.00	39,259.44	(\$35,159.44)
Team Pictures	\$5,600.00	-	\$5,600.00
	\$376,655.00	204,568.53	\$172,086.47

\$445.00

\$102,265.74

Chequing A/C Balance to Jan 7/17

\$123,901.01

Lottery A/C Balance to Jan 7/17

\$92,766.85

Budget Approved by Executive:

Dec 4/17



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		
ytetime	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