



KMHA - Executive Minutes of Meeting

Accepted
04JUN2018

Date: 08 May 2018
Location: Davidson Centre, Kincardine
Time: 6:30 pm
Duration: 1.5 hours

Present:

T. Desmond, President	K. Boulton, First Vice President
C. Lyndon, Second Vice President	J. Beaty, Director of Purchasing and Equipment
A Janes, Director of Ice Scheduling	M. McKenzie, Head Trainer & Risk Management
T. Trudeau, Director of Tournaments	R. Renaud, Treasurer & Gates
M. Roppel, Director of Fundraising & Sponsorship	J. Hunsburger, Town Contact

Regrets:

B. Richards, Third Vice President
K. Helm, Secretary
J. McQuillan, Technical Director
N. Bauman, Director of Registration

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

1.0 Acceptance of Previous Minutes

April 9, 2018 minutes were reviewed and motion to approve brought forth by C. Lyndon and 2nd by M. McKenzie – *with one exception to correct the wording regarding under equipment/hockey nets and actions to be assigned from past President to the new President (said wording will be forwarded to K. Helm by T. Desmond)* - all in favour – motion passed.

2.0 New Business

Tyke and Initiation Update: some equipment has been ordered. T. Desmond will contact Derrick Burrows to discuss the next steps.

Laptops for Executive Members: discussion regarding KMHA laptops and whether a further laptop should be purchased. KMHA executive members will share the KMHA laptops amongst each other during peak times but it was noted and discussed that an extra laptop should be ordered. Motion brought forth by T. Desmond for KMHA to purchase one laptop – 2nd by J. Beaty – all in favour – motion passed.

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 1st from Presto Crest.
IN PROGRESS **Note:** 08MAY2018 J. Beaty will following up with R. Bishop **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). **IN PROGRESS** **Note:** 05MAY2018 2 teams confirmed **ONGOING**

ACTION 06-03-2018: J. Hunsburger to reach out to WOOA 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**

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. McQuillan 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** **Note:** 08MAY2018 update was provided by the Town of Kincardine and T. Desmond will speak with the Town in January 2019. **ONGOING**

ACTION 08-05-2018: M. Roppel/T. Desmond – revisions and updates to the Team Manager Manual. **IN PROGRESS**

ACTION 08-05-2018: T. Desmond will contact Derrick Burrows to discuss the next steps for the Tyke and Initiation Program. **IN PROGRESS**

4.0 President's Report

T. Desmond brought forth a motion for KMHA to cover the cost for Mark Long to participate in the Ainsdale Charity Golf Tournament in recognition of his Youth Programming Excellence Award - 2nd by A. Janes - all in favour – motion passed.

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

See attached budget report for period ending 30APR2018.

2018-19 Budget reviewed and motion brought forth by C. Lyndon to pass the 2018-19 Budget – 2nd by T. Desmond – all in favour – motion passed.

Motion brought forth by R. Renaud to have the bank signing authority transferred from R. Bishop to T. Desmond – 2nd by C. Lyndon – all in favour – motion passed.

9.0 Secretary's Report

No report due to absence.

10.0 Director of Purchasing and Equipment Report

J. Beaty is in the process of ordering equipment (Tyke Program equipment, hockey nets).

Motion brought forth by T. Desmond to dispose of old banners – 2nd by A. Janes – all in favour with the exception of C. Lyndon – motion passed.

11.0 Director of Registration Report

No report due to absence.

12.0 Director of Fundraising & Sponsorship

- M. Roppel is in the process of solidifying sponsorships.

- 7-inch sponsor decals for storefront windows are to be ordered.

- The sponsor package will also include tournament dates.

- KMHA 2017-18 Banquet total costs were \$8,468.19.

13.0 Referee Scheduler Report

Looking for interest to fill this position. No report at this time.

14.0 Ice Scheduler Report.

No report at this time.

15.0 Technical Director Report

No report due to absence.

16.0 Director of Tournaments Report

T. Trudeau confirmed that tournament sanctions to be updated.

17.0 Head Trainer & Risk Management Report

No report at this time.

18.0 Next Meeting Details

The next meeting will be Monday, June 4, 2018 at 6:30 pm at the Davidson Centre – old meeting room.

Minutes taken by: A. Janes



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

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	201,895.81	(\$6,104.19)
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	24,176.54	(\$5,823.46)
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	14,597.00	(\$5,403.00)
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
	\$377,100.00	319,870.10	(\$57,229.90)

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	182,812.24	\$17,187.76
Equipment/Pennants/Trophies	\$20,000.00	14,556.03	\$5,443.97
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	9,679.00	\$1,321.00
Advertising	\$200.00	90.40	\$109.60
Clinics & Meetings	\$10,000.00	2,834.36	\$7,165.64
Bank Charges	\$6,000.00	5,266.93	\$733.07
Office Supplies	\$2,100.00	2,576.37	(\$476.37)
Referees	\$40,000.00	32,272.03	\$7,727.97
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	-	\$2,000.00
Miscellaneous	\$4,100.00	5,894.89	(\$1,794.89)
Team Pictures	\$5,600.00	3,808.19	\$1,791.81
	\$376,655.00	321,242.38	\$55,412.62
	\$445.00	(\$1,372.28)	

Chequing A/C Balance to May 7/18 \$49,791.76
 Lottery A/C Balance to May 7/18 \$74,035.92

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)	
	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
February		
	10 Deadline for player addition to a roster.	
	Within first 15 days AGM	President
	By 28 Post Online Survey Link for Coaching Staff Feedback	
March		
	Remind Rep and LL teams to involve sponsors (puck drop / articles?)	
April		
	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	
May		
	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		
	1 LL registration	
	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 - TBD	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		



KMHA Important Hockey Dates		
Month	Actions	Responsibilities
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.	
31	WOAA account must be paid in full, from prior season.	
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
25	Remind teams to engage sponsors	
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