



KMHA – Executive Minutes of Meeting

ACCEPTED May 10, 2017

Date: 10 April 2017
Location: Davidson Centre, Kincardine
Time: 7:30 pm
Duration: 1.5 hours

Present:

K. Boulton, First Vice President
A. Tanner/K. Helm, Secretary/Webmaster
T. Trudeau, Third Vice President
A. Janes, Director of Ice Scheduling
T. Aubrey/M. Roppel, Dir of Fundraising

J. Beaty, Second Vice President
T. Desmond, Director of Referee Scheduling
B. Harmsworth, Director of Sponsorship
T. Dalcourt, Privacy Officer
J. Hunsburger (Past Privacy Officer)

Regrets:

R. Bishop, Director of Tournaments
D. Lunn, Dir of Purchasing & Equip
C. Lyndon, Technical Director

R. Renaud, Treasurer & Gates
T. Page, Director of Registration
B. Richards, Head Trainer

Chairperson: T. Desmond, Director of Referee Scheduling
Quorum: YES, 12 (8 required)
Attachments: A -Treasurer's Report
B - Important Dates

1.0 Acceptance of Previous Minutes

March 2017 minutes were approved by executive.

2.0 New Business

June 10, 2017 is the OMHA general meeting – Derrick Burrows will be recognized for his years of volunteering with the KMHA tyke program. Derrick's accommodation will be covered by KMHA. There should be KMHA executive representation – Motion moved to cover the cost of D. Burrows' hotel accommodation.

ACTION 10-04-2017: Tom Desmond to contact hotel and set aside 5 rooms for KMHA which includes Derrick's room.

Due to the President's absence from this meeting, the item "Business Arising from Actions" was moved to the May meeting.

Items for Discussion:

Banquet – the guest speaker (Mark Bell) is booked for the first dinner (April 12th) but unavailable for the second dinner (April 19th). Executive is looking for another guest speaker for April 19. Solid numbers for both banquet nights – 326 for April 12 and 407 for April 19. The Bruce Inn will cater.

Registration – require further clarification from the President. For peewee and midget girls spring tryouts, are they required to be registered with KMHA prior to tryouts? And paid in full?

March 31st was the original date proposed for online registration to be open. T. Page advised R. Bishop that Tyke registration to take place on June 26 & 27 from 7:30 pm – 9:00 pm.



ACTION 10-04-2017: K. Helm to find out the KMHA online registration will open – follow up with T. Page.

Who is responsible for obtaining the forms for the coaches?

ACTION 10-04-2017: T. Trudeau will contact T. Page about forms.

Facebook/social media – ensure the girls' spring tryouts are noted - May 3, 6, and 8. Make sure we have names/coaches etc.

Old Stars Hockey School – **ACTION 10-04-2017:** K. Boulton will talk to the Old Stars' representative about hockey school. Due Date: April 15, 2017

Power Skating **ACTION 10-04-2017:** T. Dalcourt will inquire with the power skating representatives to see if they are interested in doing this again. Due Date: April 15, 2017

Executives discussed that we should be asking for the same terms as last year; no need to increase the costs for hockey school/power skating.

KMHA Website – A. Janes provided confirmation that we will qualify for a free update from the website supplier. The homepage will have a fresher look, picturesque design – does not affect the operating system; it will remain the same.

OMHA AGM – There is a possibility of 4 executive members attending.

Cash Calendars – **ACTION 10-04-2017:** R. Bishop will call R. Renaud to follow up on cash calendars – can this calendar payment be linked to the online registration process.

Cash Calendar numbers – M. Roppel advised that there needs to be an increase to the calendar numbers to 2000, then adjust the prize amounts. There were 1500 cash calendars last year and that was not enough. Advised that cash calendars cannot be mandatory; needs to be optional. Executive discussed this could be a fundraising fee – pay \$75 or purchase the calendars.

KMHA President – position vacant. Executive discussed options of what the organization can do in the absence of a president. An option discussed is running the organization with a hockey committee, without the face of a president. The executive would be ruled by that hockey committee; they would report out to the executive at the beginning of every meeting. KMHA could carry the open position indefinitely, with the hockey committee in place and this manages any risks. T. Desmond will run the monthly executive meetings going forward.

ACTION 10-04-2017: K. Helm will send meeting invitations using Microsoft office calendar so that the dates will populate electronic calendars and schedules. The Minutes of Meeting and Agenda can also be included in the meeting invites.

ACTION 10-04-2017: K. Helm will send out an email to the executive to find the best date for meetings going forward.

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 and they are fine with it. We just have to find the real estate for it. Discussion was had. Update: IN PROGRESS

ACTION 06-09-2016: Tom to send amalgamation information to Angie to post and Angie to set up survey on the website for the membership in preparation for moving forward. IN PROGRESS. Meeting this Thursday for further info. Can consider posting a survey at a future date. We aren't ready for this quite yet.

ACTION 03-10-2016: Discuss in April the possibility of earlier tryouts for both boys and girls hockey, with the possibility of moving the hockey school ahead a week or more. In progress.

ACTION 03-10-2016: Tamara will review the new dressing room policy information and add it to the manager's manual. IN PROGRESS. Rob to send Tamara the Coaches handbook.

ACTION 03-10-2016: Bob looking into the OMHA interactive clinic and will try to book it again. 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. IN PROGRESS.

ACTION 10-01-2017: Angie to talk to Erin Peet about how to post a survey on the website. IN PROGRESS.

ACTION 10-01-2017: Angie to develop survey similar to Petrolia's and have on line ready by end of year. IN PROGRESS.

ACTION 10-01-2017: Angie to email Erin Peet and see if there is an option to set up online payment for next year for Silverstick. IN PROGRESS.

ACTION 10-04-2017: Tom Desmond to contact hotel and set aside 5 rooms for KMHA which includes Derrick's room.

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ACTION 10-04-2017: The banquet slideshow will be reviewed beforehand.

- 4.0 President's Report**
No report due to absence.
- 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)**
Girls tryouts coming up in May (see New Business above). Updated was provided on medals won at Provincials.
- 8.0 Treasurer's Report**
See attached report.
- 9.0 Secretary/Webmaster's Report**
No report at this time.
- 10.0 Director of Purchasing and Equipment Report**
No report due to absence.
- 11.0 Director of Fundraising Report**
Banquet – see New Business above. A thank-you gift will be given to Mr. Ball for being the guest speaker.
ACTION 10-04-2017: The banquet slideshow will be reviewed beforehand.
- 12.0 Director of Registration Report**
No report due to absence.
- 13.0 Privacy Officer Report**
Police Checks and Trainers Quals – T. Dalcourt will look into whether the police check document can be part of the HCR now, by possibly uploading a PDF copy.
- 14.0 Director of Sponsorship & Gates**
Atomic McDonalds – 3 local league teams to get jerseys. Make note to put forward an action for each January to discuss the Atomic jerseys and socks.
B. Harmsworth will email D. Lunn about these jerseys.
- 15.0 Referee Scheduler Report**
No report at this time.
- 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 at this time.

19.0 Head Trainers Report

No report at this time.

20.0 Next Meeting Details

The next meeting will be Wednesday, May 10th, 2017 at 6:30 pm at the Davidson Centre, upper meeting room.

Minutes by: A. Tanner/K. Helm



Attachment A

KMHA BUDGET REPORT 2016/2017 Period Ending March 31, 2017

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	198,189.03	(\$9,810.97)
Hockey School (net)	\$20,500.00	7,344.20	(\$13,155.80)
Power Skating School (net)	\$6,000.00	2,474.04	(\$3,525.96)
Calendars (net)	\$32,832.00	15,845.65	(\$16,986.35)
Sponsors	\$14,500.00	11,697.45	(\$2,802.55)
Donations	\$20,000.00	21,333.42	\$1,333.42
Gate Receipts	\$18,000.00	11,906.24	(\$6,093.76)
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	6,800.00	(\$3,100.00)
Silverstick	\$58,100.00	50,834.75	(\$7,265.25)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	\$387,832.00	326,424.78	(\$61,407.22)

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	161,093.40	\$38,906.60
Development Skills (net)	\$8,500.00	310.00	\$8,190.00
Equipment/Pennants/Trophies	\$30,000.00	19,317.22	\$10,682.78
Insurance-OMHA	\$18,000.00	15,588.71	\$2,411.29
Registration-OMHA	\$4,000.00	4,228.64	(\$228.64)
Registration/Insurance-OWHA	\$9,000.00	10,334.00	(\$1,334.00)
Advertising	\$500.00	-	\$500.00
Clinics & Meetings	\$10,000.00	7,744.30	\$2,255.70
Bank Charges	\$5,000.00	5,474.39	(\$474.39)
Office Supplies	\$2,000.00	2,754.40	(\$754.40)
Referees	\$40,000.00	20,379.49	\$19,620.51
Tournament - Midget	\$8,000.00	5,208.39	\$2,791.61
Silverstick	\$30,155.00	32,472.53	(\$2,317.53)
Year end Banquet	\$15,000.00	-	\$15,000.00
Accounting Fees	\$100.00	-	\$100.00
Miscellaneous	\$3,000.00	9,077.71	(\$6,077.71)
Team Pictures	\$4,200.00	-	\$4,200.00
	\$387,455.00	293,983.18	\$93,471.82
		\$377.00	\$32,441.60

Chequing A/C Balance to Apr 10/17

\$58,657.02

Lottery A/C Balance to Apr 10/17

\$93,419.88



Attachment B

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		
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
01	OMHA Closing date for team entries	
30	Fiscal year end	Finance
tbd	Registration nights	Registrar
tbd	Silverstick AGM	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
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
September		
	Require Novice HL Convenor	Second Vice President



Important Hockey Dates		
Month	Actions	Responsibilities
Anytime	Coach Meetings	First Vice President Second Vice President Third Vice President
tbd	OWHA General Meeting	Third Vice President
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.	Team photos arranged	tbd
October		
01	OWHA Rep Team Registration deadline.	
09	Rep player rosters due on line (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)
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.