



## KMHA - Executive Minutes of Meeting

**ACCEPTED Aug. 1,  
2017**

**Date:** 12 July 2017  
**Location:** Davidson Centre, Kincardine  
**Time:** 6:30 pm  
**Duration:** 1.5 hours

### **Present:**

J. Steven, President	J. Beaty, Second Vice President
T. Trudeau Third Vice President	K. Helm, Secretary
R. Renaud, Treasurer & Gates	B. Harmsworth, Director of Sponsorship
A. Janes, Director of Ice Scheduling	D. Lunn, Dir of Purchasing & Equip
T. Desmond, Dir of Referee Scheduling	M. Roppel / T. Aubrey, Dir of Fundraising

### **Regrets:**

K. Boulton, First Vice President	B. Richards Head Trainer
C. Lyndon, Technical Director	T. Page, Dir of Registration
R. Bishop, Dir of Tournaments	T. Dalcourt, Privacy Officer
	J. Hunsburger, Town Contact (not quorum)

**Chairperson:** Tom Desmond  
**Quorum:** YES, 11 (8 required)  
**Attachments:** A -Treasurer's Report  
B - Important Dates

### **1.0 Acceptance of Previous Minutes** June 2017 minutes were approved.

### **2.0 New Business** *Items Discussed*

Registration numbers: registration numbers for this time of year are low. A total of 236 registered as of July 11<sup>th</sup>. Registration is a key item to review and discuss at the next meeting. We will put a reminder for July 31<sup>st</sup> registration deadline on the KMHA home page. It would be a good idea to use our own social media platforms, too, to remind our family and friends. Also, team managers from last year could use their email contact lists to remind families.

New Equipment: A. Janes advised there has been a purchase of new equipment from Bar Down Enterprises, as seen at the OMHA Annual General Meeting (AGM) – 4 shooter tutors (2 for each rink); 4 reaction boards (2 for each rink). Also, stencils were purchased to label KMHA equipment. A. Janes confirmed how the Friday night session of the AGM was very informative; in particular, the many vendor's showcasing their products/information. It was confirmed that KMHA should send a representative(s) each year to the OMHA AGM.



OMHA Centre Mailings: Gender Identify and Expression Course. This is a mandatory requirement to be on a team roster. Team officials will be required to complete these modules by October 1, 2017. This is an online course and can be found at: <http://omha.us7.listmanage1.com/track/click?u=ed1fb6c79cb1b8204b16b527d&id=b28ea79c7f&e=62a86a151a> - which consists of the following 2 modules:

1. Understanding Discrimination based on Gender Identification and Gender Expression; and
2. Dressing Room Policy & Confidentiality Statement.

K. Helm will ensure this information is posted on the website before mid-August.

Also, OMHA Centre Mailings information on free goalie equipment was discussed. CCM is sponsoring a program to provide sets of new goaltending equipment for 5-7 year old players. D. Lunn will apply for this equipment (using the online link provided).

Tryout Schedules: will be posted online shortly. Tryouts start September 5<sup>th</sup> and most will be completed by September 16<sup>th</sup>. There will also be Bantam body contact clinics during the first week of September. KMHA will also have the (daytime) ice on Sunday's now due to some changes in the public skating schedule and other groups' schedules. The Kincardine Davidson Centre ice will go in on August 7<sup>th</sup>. Garrett Meurs hockey camp and Morgan Baker goalie camp will both start the week of August 14<sup>th</sup>, followed later in August by girls' hockey camp, PEP Programs, and KMHA hockey / McGahey goalie camps.

Tournaments: A lengthy discussion took place on the possibility of capping the number of tournaments each team in our organization may register for. J. Steven will look into this further – i.e., policies, and/or committees. (not an official action)

Concussion Testing and First Aid for Trainers: Motion brought forward – to have comprehensive concussions testing again this year with the same parameters as last year – all in favour. Motion passed.

Motion brought forward to have Standard First Aid for Trainers – all in favour.  
Motion passed.

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

**ACTION 03-10-2016**: T. Dalcourt will review the new dressing room policy information and add it to the manager's manual. IN PROGRESS. R. Bishop to send T. Dalcourt the Coaches handbook. IN PROGRESS

**ACTION 03-10-2016**: B. Richards looking into the OMHA interactive clinic and will try to book it again. 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.

**ACTION 10-01-2017:** A. Tanner/K. Helm to talk to Erin Peet about how to post a survey on the website. IN PROGRESS.

**ACTION 10-01-2017:** A. Tanner/K. Helm to develop survey similar to Petrolia's and have on line ready by end of year. IN PROGRESS.

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

**ACTION 10-05-2017:** T. Desmond will look into the "Contact Us" tab/bios to include roles and responsibilities as to who to contact when issues/discussions specific to a particular discipline (Re; VP/Girls/etc.). T. Desmond will clarify roles directly onto the website. IN PROGRESS

**ACTION 10-05-2017:** Update website to identify scheduled KMHA meetings – K. Helm. IN PROGRESS

**ACTION 10-05-2017:** T. Desmond to discuss the drafting and issuance of a letter to the Old Stars thanking them for their contribution to the hockey school. 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:** K. Boulton will ensure registration is submitted for Atom AE Collingwood tournament asap – and will ensure registration for other AE tournaments is completed.

**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.

**ACTION 12-17-2017:** M. Roppel will provide a date for the cash calendars to be distributed and ideas for the distribution process (incorporating lessons learned from last year).

**ACTION 12-07-2017:** K. Helm will ensure the information and link to the OMHA Mandatory Requirement: *Gender Identify and Expression Course* is posted to the website before mid-August.

**ACTION 12-07-2017:** K. Helm will arrange for a reminder regarding early bird registration deadline is July 31<sup>st</sup> by posting to our website homepage and on social media platforms.



**ACTION 12-07-2017:** T. Desmond will speak to R. Bishop regarding the suspected changes to the Silverstick rules.

**ACTION 12-17-2017:** J. Steven will seek clarification on whether smaller nets are needed for half ice practices – possibly a discussion with D. Burrows would be helpful.

**ACTION 12-17-2017:** R. Renaud requires details of the motion to appoint J. Steven as President.

**ACTION 12-17-2017:** J. Steven will speak to J. Hunsburger regarding the new age group for Novice and whether there is an opportunity to AP players.

**4.0 President's Report**

No report at this time.

**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)**

J. Beaty will contact Ripley Minor Hockey and discuss their registration.

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

T. Trudeau requires a confirmation of Bantam girls and also requires information on their home centres (if applicable). Bantam girls' roster has been posted on the website; they are registered as a B centre (and will be reviewed, if required).

Silverstick – there are to be no finals as of next year for novices. For example, if a team wins the tournament in Kincardine, there is no advancing. Also, games are now half-ice for novices. T. Desmond will look into this Silverstick information and ask Rob Bishop to confirm with the OMHA and Silverstick organization.

**8.0 Treasurer's Report**

Budget approval is coming up for August's meeting. If any executive members have submissions, please provide to R. Renaud by next meeting. It was confirmed that the costs for police checks for referees cannot be covered as they are paid positions. A discussion took place regarding referee's equipment and the possibility of providing some referee equipment as an incentive to encourage young people to start refereeing. T. Desmond will look into this further (not an official action).

**9.0 Secretary/Webmaster's Report**

No report at this time.

**10.0 Director of Purchasing and Equipment Report**

No report at this time.

**11.0 Director of Fundraising Report**

Cash Calendars are printed and ready for season start up. There are lessons to be learned from last year regarding the distribution process. There needs to be a



checklist and a firm payment due date. There is a need for a consequence type of action for not having the calendars paid for by a certain time. For example, hold back of travel permits if a team has not paid for their cash calendars.

#### **12.0 Director of Registration Report**

Executive reviewed the registration numbers to date:

Tyke - 37  
Novice Girls – 16  
Novice Boys – 38  
Atom Girls – 9  
Atom Boys – 27  
Peewee Girls – 21 (incl. 1 goalie)  
Peewee Boys – 23 (incl. 2 goalies)  
Bantam Girls – 15 (incl. 1 goalie)  
Bantam Boys – 20 (incl. 3 goalies)  
Midget Girls – 17 (incl. 2 goalies)  
Midget Boys – 13 (incl. 5 goalies)

The numbers are low for this time of year. Kelly will arrange for a reminder regarding early bird registration deadline is July 31<sup>st</sup>. Post to our website homepage and social media platforms.

#### **13.0 Privacy Officer Report**

No report at this time.

#### **14.0 Director of Sponsorship & Gates**

The socks, toques and McDonalds sweaters are in for the Atom players.

#### **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 due to absence.

#### **19.0 Head Trainers Report**

No report at this time.

#### **20.0 Next Meeting Details**

The next meeting will be the first week of August, date to be determined, at the Davidson Centre meeting room. K. Helm will work with executive members to ensure most, if not all, members are able to attend.



ATTACHMENT A

KMHA BUDGET REPORT  
2016/2017  
Period Ending June 30, 2017

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	70,887.70	(\$137,112.30)
Hockey School (net)	\$20,500.00	1,800.00	(\$18,700.00)
Power Skating School (net)	\$6,000.00	2,200.00	(\$3,800.00)
Calendars (net)	\$32,832.00	(301.80)	(\$33,133.80)
Sponsors	\$14,500.00	-	(\$14,500.00)
Donations	\$20,000.00	-	(\$20,000.00)
Gate Receipts	\$18,000.00	-	(\$18,000.00)
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)
Silverstick	\$58,100.00	-	(\$58,100.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	<b>\$387,832.00</b>	<b>74,585.90</b>	<b>(\$313,246.10)</b>

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	-	\$200,000.00
Development Skills (net)	\$8,500.00	-	\$8,500.00
Equipment/Pennants/Trophies	\$30,000.00	-	\$30,000.00
Insurance-OMHA	\$18,000.00	-	\$18,000.00
Registration-OMHA	\$4,000.00	2,064.40	\$1,935.60
Registration/Insurance-OWHA	\$9,000.00	382.48	\$8,617.52
Advertising	\$500.00	-	\$500.00
Clinics & Meetings	\$10,000.00	-	\$10,000.00
Bank Charges	\$5,000.00	2.50	\$4,997.50
Office Supplies	\$2,000.00	183.06	\$1,816.94
Referees	\$40,000.00	-	\$40,000.00
Tournament - Midget	\$8,000.00	-	\$8,000.00
Silverstick	\$30,155.00	-	\$30,155.00
Year end Banquet	\$15,000.00	-	\$15,000.00
Accounting Fees	\$100.00	-	\$100.00
Miscellaneous	\$3,000.00	875.00	\$2,125.00
Team Pictures	\$4,200.00	-	\$4,200.00
	<b>\$387,455.00</b>	<b>3,507.44</b>	<b>\$383,947.56</b>

\$377.00

\$71,078.46

Chequing A/C Balance to Jul 12/17  
Lottery A/C Balance to Jul 12/17

\$136,402.68  
\$63,947.32

Budget Approved by Executive: Pending



## ATTACHMENT B

<b>Important Hockey Dates</b>		
Month	Actions	Responsibilities
January		
	10 <span style="background-color: yellow;">Deadline to add base roster players. (WOAA item. Not sure how it compares to Feb 10 deadline)</span>	
	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
	16 OMHA Closing date for team entries	
	30 Fiscal year end	Finance
	tbd Registration nights	Registrar
	tbd Silverstick AGM - <span style="background-color: yellow;">June 17<sup>th</sup> 2017</span>	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		



<b>Important Hockey Dates</b>		
Month	Actions	Responsibilities
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
<b>September</b>		
	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
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
<b>October</b>		
01	OWHA Rep Team Registration deadline.	
09	Rep player rosters due on line (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	2 <sup>nd</sup> VP (Local League)
Tbd	Municipality grant application due	Director of Fundraising
<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.