



# KMHA - Executive Meeting - Agenda

**Date:** 02 August 2021

**Location:** Zoom Meeting due to COVID

**Time:** 6:30pm

**Duration:** 90 minutes

## Attachments:

Attachment A – Treasurer’s Report

Attachment B - Important Dates

## Attendance:

KMHA Executive Meeting Attendance		
NAME	Position	Yes/No
Tom Desmond	President	Yes
Chris Lyndon	First Vice President (REP)	yes
Mike Roppel	Second Vice President (Local League)	yes
Jill Fraser	Third Vice President (Girls Hockey)	yes
Renee Renaud	Treasurer	no
Tracy Ford	Secretary	yes
Ryan Dudgeon	Director of Purchasing & Equipment	no
Ryan Plante	Director of Purchasing & Equipment	no
Nikki Bauman	Director of Registration	no
Melanie Roppel	Director of Sponsorship & Fundraising/Gates	yes
Kevin Wright	Director of Referee Scheduling (R.I.C)	yes
Jeremy McQuillin	Technical Director	no
Adam Janes	Director of Ice Scheduling	yes
Ann-Marie Ruthven	Director of Tournaments	no
Matt Peterson	Privacy Officer	yes
Keegan Wilcox	Director of Under-9 Programming	
Jared Adams	Director of Under-9 Programming	yes
Brent Jolley	Director of Risk Management/Head Trainer	yes
Derrick Burrows	Under-7 Program Liason	x
Jamie Hunsburger	OMHA Town Contact	yes

### 1. Review/Acceptance of Minutes from previous meeting

- Acceptance of April Meeting Minutes – Motion to approve April meeting minutes Approved **25<sup>th</sup> May 2021 APPROVED**

### Business arising from actions

#### Tracy:

- Post the approved minutes from our previous meetings on the to bring up to date **TCD Prior to September Executive meeting**
- KMHA Team or Zoom account set up for executive meetings **TCD prior to September Executive meeting**
- All outstanding meeting minutes needing to be approved and sent out (May/June) TCD prior
- Distributed to the executive team to be approved for the website **TCD prior to September Meeting**

#### Mel/Renee:

- Investigate what equipment we need to finish off the Square payment process **TCD prior to August Executive Meeting - ONGOING**
- Procure equipment as required **TCD prior to September Executive meeting**

#### Jeremy:

- Budget numbers as requested for development submitted to Renee to close out draft budget for 2021-2022 approval **TCD End of Week (11JUL2021) – ONGOING**
- Inquire with you contact for coach C1 clinics
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**Derrick:**

- Budget numbers as requested for Silver Stick submitted to Renee to close out draft budget for 2021-2022 approval **TCD End of week (11JUL2021) – COMPLETE**

**Chris:**

- 2021-2022 W.O.A.A.Minor Hockey Rep Entry Form due **TCD prior to WAAA due date (01AUG2021) - COMPLETE**

**Brent:**

- Ensure trainer's kits are stocked, accounted for and ready to go. Identify any issues. **TCD prior to September Executive Meeting - ONGOING**

**Ryan D/Ryan P:**

- Please start to consider equipment inventory and availability. Reach out to Mike Roppel if needed for some OPEX from previous seasons. **TCD prior to September Executive meeting.- ON GOING**

**All:**

- Current information and guidance and governing bodies still indicates a return to play for the upcoming season. While this could change, the plan is to set up for normal play and then scale back if required. Please begin to look at all of your respective areas to ensure they are prepped for seasonal readiness to avoid any last minute issues. **TCD prior to September Executive meeting.**

**Anne Marie** – start looking at trophy cases at top of stairs to clean up **(Action taken 2020-10-08) ONGOING**

**Tom- 16<sup>th</sup>-20<sup>th</sup>** – look into the meeting ice requirements and outline of what is needed

**2. Items for Discussion**

- **Jill** – Discuss getting an update on all hockey schools this coming season and get the info on our KMHA website for all hockey schools, camps, goalie clinics, etc.
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- **Tom** – Coaching Selection approval
- Motion on the table for executive to approve boys rep coaching - **02 AUG 2021- Motion approved by executive team.**
- Motion on the table for the executive to approve OWHA coaching selections **02 AUG 2021 – Motion Approved**

**3. Hockey Committee Update**

- Coaching selections – Motion approved.



#### 4. Online Survey Update

- Nothing to report

#### 5. Reports from the Executives

##### **President**

- When returning to inside play – screening app will still be required for anyone entering the building as well as the insurance certificates. COVID protocols will still be in place at the arena.

##### **First Vice President**

- Application to WOAA was submitted.
- Coaching selections done

##### **Second Vice President**

- No Issues reported

##### **Third Vice President**

- OWHA has a call on August 10<sup>th</sup> – get more information about return to play and what the season will look like. Aug 13<sup>th</sup> girls try outs can start.

##### **Treasurer**

- No Issues reported

##### **Secretary**

- No issues reported

##### **Director of Purchasing and Equipment**

- All jerseys have been ordered including jersey bags
- Going through lockers next couple weeks to categorize and see what we have
- Set up Jersey return

##### **Director of Registration**

- Registration still ongoing

##### **Director of Sponsorship and Fundraising**

- No Issues reported

##### **Referee Scheduler**

- No Issues reported

##### **Technical Director**

- No issues reported

##### **Director of Ice Scheduling**

- Working through scheduling ice times for try outs/development etc.

##### **Director of Novice Programming**

- Rink boards planning to be in first week of September.
- 4 U8 teams and 3 U9 teams

##### **Director of Tournaments**



- No Issues reported

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**Director of Risk Management/Head Trainer**

- No issues reported

**Privacy Officer**

- No issues reported

**Town Contact Report**

- No issues reported

**6. Important Hockey Dates – review schedule**

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		
1	Budget Committee meeting to take place	
15	Remind Rep and LL teams to involve sponsors (puck drop / articles?)	
30	Remind trainers to return or shred player's medical forms.	Head Trainer
30	Reconcile equipment (Jerseys)	Director of Purchasing & Equip
April		
	Teams to return trophies at hockey banquet	
	Registration Rates	
15	OWHA – coach selections - special meeting to be set up prior to any tryouts – to ensure that process is followed	
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		
31	Representative team entries and fees are to be received by the WOAA. Office.	President
31	OHMA last day for tryouts or exhibition games.	
tbd	OWHA AGM	
	Request Coaching Applications	Hockey Committee
30	Fiscal year end	Finance
June		
1	Lower Lakes girls' registration	
Anytime	Coaching Applicants reviewed	Hockey Committee
	OMHA AGM	Town Contact or Delegate
tbd	WOAA Closing date for team entries	
tbd	Registration nights	Registrar
tbd	Silverstick AGM	Tournaments
	Review of Financials	Treasurer



KMHA Important Hockey Dates		
Month	Actions	Responsibilities
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
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	
10	WOAA deadline to register girls/rep tryout signups	
15	OMHA first day for tryouts or exhibition games.	
Mid Month	KMHA Equipment Sale	
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 <sup>nd</sup> VP (Local League)
15	Rep Team Rosters must be approved.	Registrar
15	OWHA HL Registration deadline	3 <sup>rd</sup> VP
15	Deadline to submit volunteer roster/and submit payment (Due mid-December)	
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

KMHA Important Hockey Dates 11/14/2021 ©11/14/2021 Rev. 3 Print



## ATTACHMENT A

### KMHA BUDGET REPORT 2021/2022 Period Ending July 31, 2021

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$242,000.00	95,649.63	(\$146,350.37)
Performance Hockey School (net)	\$4,500.00	-	(\$4,500.00)
Goalie School (net)	(\$100.00)	-	\$100.00
Power Skating School (net)	\$1,500.00	-	(\$1,500.00)
Development (net)	\$7,000.00	-	(\$7,000.00)
Sponsors	\$3,000.00	-	(\$3,000.00)
Donations	\$20,000.00	-	(\$20,000.00)
Gate Receipts	\$18,000.00	-	(\$18,000.00)
Equipment Sale	\$500.00	-	(\$500.00)
Fundraising (net)	\$20,000.00	-	(\$20,000.00)
Tournament-Midget	\$6,300.00	-	(\$6,300.00)
Ross Young Tournament (net)	\$1,500.00	-	(\$1,500.00)
Wade Simmons Tournament	\$3,000.00	-	(\$3,000.00)
Silverstick	\$48,550.00	-	(\$48,550.00)
Releases	\$0.00	-	\$0.00
	<b>\$375,750.00</b>	<b>95,649.63</b>	<b>(\$280,100.37)</b>

<u>EXPENSES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Ice Rental	\$217,350.00	-	\$217,350.00
Equipment/Pennants/Trophies	\$60,000.00	-	\$60,000.00
Insurance-OMHA	\$21,425.00	-	\$21,425.00
Registration-OMHA	\$4,500.00	1,657.60	\$2,842.40
Registration/Insurance-OWHA	\$18,000.00	-	\$18,000.00
Advertising	\$50.00	-	\$50.00
Gate Keepers	\$0.00	-	\$0.00
Clinics & Meetings	\$13,000.00	-	\$13,000.00
Bank Charges	\$7,500.00	2,310.40	\$5,189.60
Office Supplies	\$4,000.00	195.49	\$3,804.51
Referees	\$30,000.00	-	\$30,000.00
Tournament - Midget	\$5,300.00	-	\$5,300.00
Tournament - Wade Simmons	\$2,800.00	-	\$2,800.00
Silverstick	\$28,550.00	420.00	\$28,130.00
Awards Ceremony	\$3,500.00	-	\$3,500.00
Playoff Dues	\$1,000.00	-	\$1,000.00
Pictures	\$4,600.00	-	\$4,600.00
Miscellaneous	\$3,000.00	-	\$3,000.00
	<b>\$424,575.00</b>	<b>4,583.49</b>	<b>\$419,991.51</b>

**Surplus** (\$48,825.00) \$91,066.14

Chequing A/C Balance to Aug 2/21	\$159,592.73
Lottery A/C Balance to Aug 2/21	\$65,641.57
Referee A/C Balance to Aug 2/21	\$34,534.78