



KMHA - Executive Minutes of Meeting

Accepted
April 9, 2018

Date: 06 March 2018
Location: Davidson Centre, Kincardine
Time: 6:30 pm
Duration: 1.5 hour

Present:

J. Steven, President	K. Boulton, First Vice President
C. Lyndon, Second Vice President	B. Richards, Third Vice President
K. Helm, Secretary (Webmaster shared with T. Desmond)	R. Renaud, Treasurer & Gates
T. Trudeau, Director of Tournaments	M. McKenzie, Head Trainer & Risk Management
M. Roppel / T. Aubrey, Director of Fundraising & Sponsorship	A. Janes, Director of Ice Scheduling
N. Bauman, Director of Registration	T. Desmond, Director of Referee Scheduling
J. McQuillan, Technical Director	T. Dalcourt, Privacy Officer
J. Hunsburger, Town Contact	

Regrets:

J. Beaty, Director of Purchasing and Equipment

Guests: L. Thomson, D. Millard

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

1.0 Acceptance of Previous Minutes

February 5, 2018 minutes were reviewed and motion to approve brought by A. Janes and 2nd by B. Richards – *with one exception to correct the wording of ACTION 08-01-2018* - all in favour – motion passed.

2.0 New Business

Coaching Staff Feedback Survey – discussion took place on how to present the feedback to the coaches and a review of the timeframe for sending the survey out to the members. Should the survey be provided twice a year - for example, in November and March, so that feedback could be provided to the coach early in the season to encourage improvement and then again after the season has completed. The Technical Director will provide the survey results to the Hockey Committee. The Technical Director will also provide information regarding any feedback that requires immediate attention by the Hockey Committee.

Registration Fees – will be set very soon as fees will be increasing. The Budget Committee will provide a recommendation for fees.



Budget Committee – R. Renaud suggested 6 executive members should be part of the Budget Committee. Motion brought by R. Renaud for the Budget Committee to be formed and include the Technical Director, Ice Scheduler, Director of Equipment, Director of Registration, Director of Referees and Treasurer). Motion 2nd by C. Lyndon. All in favour.

Registration dates – discussion regarding holding an earlier registration – April 15th with a June 15th deadline.

J. Hunsburger provided an update on the Lucknow and Ripley amalgamation. Information was also provided regarding a protest that has been submitted by BCH to the WOAA against one of our local league teams concerning a suspended player. KMHA is challenging this protest and J. Hunsburger is drafting the documentation for submitting to the WOAA.

L. Thomson inquired about the status of an impartial committee of evaluators for next season's tryouts. L. Thomson has a group of 4 gentlemen that would be interested and will submit these names to the Technical Director, J. McQuillan.

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 need to find the real estate for it. Discussion was had. **IN PROGRESS.** Tom still has thoughts – it's a consideration and depends on space available at Davidson Centre. **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. **IN PROGRESS**

ACTION 10-01-2017: Rob will work with new Director of Equipment to get banners ordered for April. Banners have been ordered as of July 1st from Presto Crest.

UPDATE 05FEB2018: R. Bishop spoke with D. Burrows and the banners will be completed shortly. **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*) **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 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 I - Wording under sub-heading viii - *The Technical Director is responsible for the execution and oversight of the Initiation Player (formally tyke) program.* J. Steven. **IN PROGRESS**



ACTION 05-02-2018: The new Director of Equipment will address the expenditure of \$7-9K for tyke equipment and nets – new director will meet and discuss with D. Burrows in March 2018 – and ensure this equipment is ordered asap. **IN PROGRESS**

ACTION 06-03-2018: J. Steven to send email to A. Tanner to return the KMHA laptop. **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**

ACTION 06-03-2018: J. Steven to confirm how many executive members are interested in attending the June AGM. **IN PROGRESS**

ACTION 06-03-2018: B. Richards/T. Trudeau – to ensure notice is posted on KMHA website regarding girl's hockey – asking for interest in category B tryouts and also anyone interested in coaching. **IN PROGRESS**

ACTION 06-03-2018: Reminder for June 2018 - purchase gift cards for executive members in who are leaving. **IN PROGRESS**

ACTION 06-03-2018: J. Hunsburger to reach out to WOAA centres in July 2018 – to review Tyke and Novice (rep/AE) – we need to ensure we match up with other centres. **IN PROGRESS**

4.0 President's Report

Looking for interest to fill this position.

5.0 First VP's Report (Boy's Representative teams)

K. Boulton provided an update on the status of the rep teams playoffs.

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)

T. Trudeau confirmed the KMHA Peewee B and Midget B girls' teams will be heading to Provincials. The end of season tournament for all other teams is March 23-25. Esso Fun Day for Girls – discussed date to hold this – possibly late March or early April.

8.0 Treasurer's Report

See attached budget report.

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 Registration Report

N. Bauman will reach out to R. Bronkhorst to help with the transition into this position. A computer is also required for this executive position.

12.0 Privacy Officer Report

No report at this time.

13.0 Director of Fundraising & Sponsorship

Tundra Technical Solutions and Bruce Power hockey game - with guest, Wendel Clark – T. Aubrey will be at the game to represent KMHA.

M. Roppel provided an update regarding the banquet: The Bruce Steakhouse will be catering. Managers to submit photos and how many from each team will be attending. Coaches to provide medal selections.

M. Roppel has submitted the forms for ATOMC Hockey for next year. We will receive a team kit that includes pro-style jerseys and socks for Atom LL.

M. Roppel requested to and will attend a future Budget Committee meeting to discuss sponsorship.

Window Decals – J. Hunsburger suggested sponsors should receive a window decal such as “a proud sponsor of KMHA Minor Hockey”. Also, the sponsors should be invited to the KMHA Banquet to possibly present awards – and announce the name of the team sponsor.

14.0 Referee Scheduler Report

No report at this time. (position is vacant – looking for interest)

15.0 Ice Scheduler Report

Season is wrapping up; the ice comes out April 14th.

16.0 Technical Director Report

C. Lyndon provided an update on the goalie school – Matt McGahey will run again, and the dates have been booked.

As a reminder, cheques will need to be cut for D. Burrows and T. Luinstra together with their helpers.

17.0 Director of Tournaments Report

No report at this time.

18.0 Head Trainer & Risk Management Report

No report at this time.

19.0 Next Meeting Details

The next meeting will be **Monday, April 9, 2018** at 6:30 pm at the Davidson Centre – senior’s meeting room (upper room).

Meeting adjourned at 8:17 p.m.

Minutes taken by: K. Helm



ATTACHMENT A
KMHA BUDGET REPORT
2017/2018
Period Ending February 28, 2018

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	210,058.31	\$2,058.31
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	27,084.54	(\$2,915.46)
Sponsors	\$15,000.00	2,000.00	(\$13,000.00)
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	(929.48)	(\$2,929.48)
Wade Simmons Tournament (net)	\$2,000.00	1,440.00	(\$560.00)
Silverstick	\$58,100.00	40,345.00	(\$17,755.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	\$377,100.00	312,576.60	(\$64,523.40)

<u>EXPENSES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Ice Rental	\$200,000.00	136,357.87	\$63,642.13
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	4,174.73	\$325.27
Registration/Insurance-OWHA	\$11,000.00	10,061.48	\$938.52
Advertising	\$200.00	90.40	\$109.60
Clinics & Meetings	\$10,000.00	2,738.31	\$7,261.69
Bank Charges	\$6,000.00	5,219.45	\$780.55
Office Supplies	\$2,100.00	2,576.37	(\$476.37)
Referees	\$40,000.00	8,840.00	\$31,160.00
Tournament - Midget	\$8,000.00	5,351.89	\$2,648.11
Silverstick	\$30,155.00	31,625.17	(\$1,470.17)
Year end Banquet	\$15,000.00	-	\$15,000.00
Playoff Dues	\$2,000.00	-	\$2,000.00
Miscellaneous	\$4,100.00	13,955.91	(\$9,855.91)
Team Pictures	\$5,600.00	-	\$5,600.00
	\$376,655.00	252,636.04	\$124,018.96

\$445.00

\$2,916.72
\$59,940.56

Chequing A/C Balance to Mar 6/18
Lottery A/C Balance to Mar 6/18

\$105,286.95
\$92,133.66

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
	By 28 Post Online Survey Link for Coaching Staff Feedback	
March		
April		
	Teams to return trophies at hockey banquet	
	30 Hockey Committee to discuss coaching staff feedback survey results	
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		



KMHA Important Hockey Dates		
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
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