



# KMHA - Executive Minutes of Meeting

Draft

**Date:** 09 April 2018  
**Location:** Davidson Centre, Kincardine  
**Time:** 6:30 pm  
**Duration:** 1.5 hours

## Present:

B. Richards, Third Vice President  
A. Janes, Director of Ice Scheduling  
K. Helm, Secretary  
R. Bishop, Director of Tournaments  
M. Roppel / T. Aubrey, Dir of Fundraising & Sponsorship  
T. Dalcourt, Privacy Officer  
J. Beaty, Director of Purchasing and Equipment  
J. McQuillan, Technical Director  
R. Renaud, Treasurer & Gates  
T. Page/N. Bauman, Director of Registration  
J. Hunsburger, Town Contact

## Regrets:

K. Boulton, First Vice President  
C. Lyndon, Second Vice President  
T. Desmond, Director of Referee Scheduling & Webmaster  
M. McKenzie, Head Trainer & Risk Management  
T. Trudeau, Director of Tournaments

Guests: R. Gibson

**Chairperson:** Adam Janes  
**Quorum:** YES (8 required)  
**Attachments:** A -Treasurer's Report  
B - Important Dates

### 1.0 Acceptance of Previous Minutes

March 6, 2018 minutes were reviewed and approved - motion to approve brought forth by J. Beaty and 2<sup>nd</sup> by R. Bishop – all in favour and approved by executive.

### 2.0 New Business

**Ainsdale Charity Golf Tournament** – M. Roppel confirmed that Ainsdale reached out to us as one of the many groups that the profits will go to.

**Donation to Humboldt Broncos GoFundMe Account** – for anyone interested, KMHA will collect donations for the Humboldt Broncos at both year-end banquets. T. Desmond will post on the website and will also mention this in his opening address at both banquets.

**Equipment** – A. Janes discussed the need for the executive to review and approve the purchase of two sets of dividers for the tyke program. Each divider has the option for a sponsor pouch to be hung on it (the sponsor “sign” slides into the pouch). This is an additional cost of \$53 each and must be done at the time of ordering; not at a later date.



The next equipment item discussed was the need for nets; pricing was discussed, and it was agreed to proceed with purchasing the higher quality Athletica nets (recommended by the OMHA).

Another item discussed was the high cost of pucks each year. It was suggested that each coach should receive his/her team's pucks for the season (i.e., 40 or 50 pucks) – in a puck bag - and that puck bag is stored in the team locker. This would create some ownership for the coaches.

A. Janes brought forth a motion to proceed with ordering the dividers with the sponsor pouches and to place an order for the heavy-duty nets - motion 2nd by B. Richards - all in favour – motion approved.

**Registration** – discussion took place regarding the dates for registration. It was suggested to move the opening date to April 22<sup>nd</sup> from the original April 15<sup>th</sup> suggestion. The closing date would be June 30<sup>th</sup>. (T. Desmond will place this notice on the KMHA website.) Any registration refunds would be available until August 31<sup>st</sup>.

N. Bauman will update the executive once she has been able to change the season in the system and she will also provide the members with any other information regarding registration progress.

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.

**Proposed Budget 2018-19** – R. Renaud reviewed the proposed budget and registration fees (no longer have cash calendars):

First Year Initiation Player - \$125  
Second and Third Year Initiation (born 2012/13) \$425  
Tyke (Born 2011) \$475  
Novice - Midget \$600

A. Janes brought forth a motion to accept the registration fees as set out above – motion 2<sup>nd</sup> by R. Bishop – all in favour – motion passed.

A. Janes brought forth a suggestion of hiring an outside referee scheduler. A discussion took place surrounding this and it was mentioned that possibly Turnbull should be asked if he is interested in looking after KMHA's referee scheduling.

R. Gibson raised a question regarding the girl's year end tournament fee and KMHA covering this cost. This will be discussed with the new executive at the May meeting.

**AGM** (June 9<sup>th</sup>) – J. McQuillan and K. Boulton will be attending. A motion was brought forth by A. Janes for KMHA to cover the costs of J. McQuillan's and K. Boulton's hotel rooms – motion 2<sup>nd</sup> by R. Bishop – 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 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. **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 1<sup>st</sup> from Presto Crest. **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. T. Desmond **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.* 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**

**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 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:** T. Aubrey and T. Desmond to provide the executive with further information and clarification on the Ainsdale Charity Golf Tournament at May's executive meeting. **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 May executive meeting. **IN PROGRESS**

**ACTION 09-04-2018:** A. Janes will talk to the Kincardine Davidson Centre regarding two safety issues: the cleaning of the hockey benches 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.**

**4.0 President's Report**

Seeking interest to fill this position.

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

No report due to absence.

**6.0 Second VP's Report (Boy's Local League teams)**

No report due to absence.

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

B. Richards confirmed that we do not know the numbers yet for the spring tryouts (B category) numbers.

**8.0 Treasurer's Report**

See attached budget report. Proposed budget for 2018-19 reviewed.

**9.0 Secretary/Webmaster's Report**

No report at this time.

**10.0 Director of Purchasing and Equipment Report**

J. Beaty reviewed the items of old equipment and other miscellaneous items which need to be removed from the equipment room (old shooter tutors, smart hurdles, and puck handlers). Discussion took place regarding the banners which have been in the equipment room. It was agreed to announce on social media that these banners will be available at the KMHA Banquet, first come first served, for anyone that wishes to have one.  
Team Jerseys – this item needs to be added to the coach's meeting – team jerseys are to be hung in the team locker and not to go home with the players.

**11.0 Director of Registration Report**

N. Bauman asked about coach's applications; it was confirmed that coaching applications will be accepted until the end of May. A notice will be placed on the KMHA website and social media. The form for the coaching application should also be revised/updated.  
J. Hunsburger will transfer HCR account over to N. Bauman.

**12.0 Privacy Officer Report**

No report at this time.

**13.0 Director of Fundraising & Sponsorship**

M. Roppel is working on sponsorship and updating the website (cleaning up our sponsorship webpage). We are looking at providing our sponsors with stickers – small KMHA stickers, to be part of sponsorship package – and can be placed in storefront windows. To confirm, the KMHA label is not trademarked. Also, a further item to be added at the coach's meeting is to



discuss the requirement to meet with their team's sponsor. KMHA needs to build these relationships.

R. Bishop suggested that we work with a local newspaper and have a "team of the week" and recognize the team's sponsor (photo of the storefront).

**14.0 Referee Scheduler Report**

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

**15.0 Ice Scheduler Report.**

A. Janes provided information on a female university-aged tournament to be held in Kincardine at the end of September – ice scheduling will not be a problem. Another item which was discussed is a Leafs Alumni game which has a significant cost attached to it. This will be discussed in further detail at the May executive meeting.

**16.0 Technical Director Report**

J. McQuillan confirm that Matt McGahey will be returning with his goalie school. Power skating will be returning also (no increase to the instructors' fees). D. Burrows will continue to with his Development Program – Sunday mornings are the preference.

KMHA Hockey School will continue (week of August 26<sup>th</sup>) and will be run (and organized) by the Kincardine Bulldogs. There were 98 participants last year and that number is expected to grow.

The Bulldogs are interested in assisting with the player evaluations this year. A suggestion was made to create a structure of using a standard template with the drills already established for each division (age appropriate drills). It was suggested that at the tryouts, no parents would be on the ice assisting with the coach. Also, the evaluators would have no ties to the players trying out. J. McQuillan will provide a further update on the evaluation process at the June and July executive meetings.

R. Gibson (guest) asked whether the coach would have a final say and it was confirmed that yes, the coach always has the final say.

J. Beaty will talk to B. Richards about the possibility of having the same evaluation process for the girls' tryouts.

**17.0 Director of Tournaments Report**

R. Bishop confirmed \$20K was received from the Silverstick Tournament.

**18.0 Head Trainer & Risk Management Report**

No report at this time.

R. Gibson brought up the issue of how dirty the bench areas are and how this poses a safety concern. A. Janes confirmed that he would discuss this with the Davidson Centre. A. Janes also addressed the safety issue regarding access (entrance) to the timekeepers' boxes at both Kincardine and Tiverton arenas. These items need to be corrected prior to next season.

**19.0 Next Meeting Details**

The next meeting will be Monday, May 7, 2018 at 6:30 pm at the Davidson Centre – old meeting room.

Meeting adjourned at 8:15 p.m.

Minutes taken by: K. Helm



## ATTACHMENT A

### KMHA BUDGET REPORT 2017/2018 Period Ending March 31, 2018

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	202,795.81	(\$5,204.19)
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	3,225.00	\$2,225.00
Calendars (net)	\$30,000.00	25,580.54	(\$4,419.46)
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	42,668.00	(\$15,432.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	<b>\$377,100.00</b>	<b>305,483.10</b>	<b>(\$71,616.90)</b>

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	163,790.69	\$36,209.31
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	5,249.44	\$750.56
Office Supplies	\$2,100.00	2,576.37	(\$476.37)
Referees	\$40,000.00	14,881.03	\$25,118.97
Tournament - Midget	\$8,000.00	5,351.89	\$2,648.11
Silverstick	\$30,155.00	28,552.17	\$1,602.83
Year end Banquet	\$15,000.00	-	\$15,000.00
Playoff Dues	\$2,000.00	-	\$2,000.00
Miscellaneous	\$4,100.00	16,459.89	(\$12,359.89)
Team Pictures	\$5,600.00	3,808.19	\$1,791.81
	<b>\$376,655.00</b>	<b>288,084.09</b>	<b>\$88,570.91</b>
	<b>\$445.00</b>	<b>\$17,399.01</b>	

Chequing A/C Balance to Apr 8/18  
Lottery A/C Balance to Apr 8/18

\$71,860.78  
\$89,954.66



**ATTACHMENT B**

<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
<b>January</b>		
	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
<b>February</b>		
	10 Deadline for player addition to a roster.	
	Within first 15 days AGM	President
	By 28 Post Online Survey Link for Coaching Staff Feedback	
<b>March</b>		
	Remind Rep and LL teams to involve sponsors (puck drop / articles?)	
<b>April</b>		
	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	
<b>May</b>		
	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
<b>June</b>		
	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
<b>July</b>		
	Anytime WOAA proposed amendments due 60 days prior to AGM.	Town Contacts
	Anytime Book Silver Stick tourneys for Rep teams.	First VP



<b>KMHA Important Hockey Dates</b>		
<b>Month</b>	<b>Actions</b>	<b>Responsibilities</b>
<b>August</b>		
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.	
<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
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	
<b>October</b>		
First Sunday	WOAA Boys Rep Team Scheduling	
01	OWHA Rep Team Registration deadline.	
09	Rep player rosters due online (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)
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	
<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