



KMHA - Executive Minutes of Meeting

Accepted
March 6, 2018

Date: 5 February 2018
Location: Davidson Centre, Kincardine
Time: 6:30 pm
Duration: 1.0 hour

Present:

J. Steven, President	J. Beaty, Second Vice President
K. Boulton, First Vice President	R. Bishop, Director of Tournaments
K. Helm, Secretary	B. Richards, Head Trainer
R. Renaud, Treasurer & Gates	A. Janes, Director of Ice Scheduling
M. Roppel / T. Aubrey, Dir of Fundraising	T. Desmond, Director of Referee Scheduling
J. Hunsburger, Town Contact	
C. Lyndon, Technical Director	

Regrets:

B. Harmsworth, Director of Sponsorship	T. Page, Director of Registration
D. Lunn, Dir of Purchasing & Equip	T. Trudeau, Third Vice President
T. Dalcourt, Privacy Officer	

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

1.0 Acceptance of Previous Minutes

January 8, 2018 minutes were reviewed and approved motion to approve by A. Janes and 2nd by J. Stevens – all approved by executive.

2.0 New Business

- J. Hunsburger provided an update regarding the most recent OMHA Bulletin – in particular, fee increase.

- Ripley/Lucknow amalgamating.

- AGM meeting to follow this meeting – at 7:30 p.m. – ensure we facilitate a smooth transition for all new executive members.

- New Equipment – A. Janes asked that we ensure the new Director of Equipment has the Tyke equipment and nets (foam ice pads, half ice specifics etc.) to be included in our budget and to start ordering these items – talk to D. Burrows.

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**



Motion brought forth by A. Janes to direct the resignation of D. Lunn as Director of Equipment due to unavailability to attend meetings – (as per section 11.5b Absenteeism of the KMHA Constitution Bylaws) - 2nd R. Bishop – all in favour – motion passed.

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*)

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. **UPDATE:** R. Bishop confirmed that the only costs incurred for Ross Young Tyke Tournament were the cost of the trophies (\$800). Since the Ross Young Tournament was cancelled this year due to weather, the trophies will be used next year. **IN PROGRESS**

ACTION 01-08-2017: Review the date for KMHA Registration – to possibly earlier in the year. J. Steven will reach out to WOAA and inquire what their mandate is. J. Steven **IN PROGRESS**

ACTION 31-08-2017: Look into the Bulldogs Hockey School registrar – should C. Lyndon be the registrar with direct registration to him or should it be online – the executive will review next March 2018. **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 06-11-2017: J. Steven to talk to Deb Simmons regarding Tiverton hockey tournaments – to discuss and understand the scope of the expectations (i.e., tournament proceeds, profits, costs etc.) so this tournament continues. *New Director of Tournaments will take over this action.* **IN PROGRESS**

ACTION 06-11-2017: T. Desmond to investigate the cost / pricing for the OMHA Feed to be part of the KMHA website. **IN PROGRESS**

ACTION 06-11-2017: J. Steven to discuss a Budget Committee being put into place. (R. Bishop, T. Desmond, B. Richards could be possible members) **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 l - 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 08-01-2018: J. Steven (per section 11.5b - absenteeism) - send a reminder to Director of Sponsorship and Director of Equipment regarding not attending meetings, collecting sponsorship and lack of reports received - discuss whether resignation is required. **IN PROGRESS**

ACTION 05-02-2018 – Coaching Staff Feedback Survey for KMHA parents/guardians to complete for current season – K. Helm will draft a survey using Survey Monkey and A. Janes will provide questions to include. Deadline to complete this prior to March meeting. **IN PROGRESS**

4.0 President's Report

See AGM report.

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

See AGM report. OMHA playoffs have started and WOAA playoffs starting too. There has been positive feedback from all the managers and no problems with ice time.

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

See AGM report. Scheduling meeting tomorrow night.

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

See AGM report.

8.0 Treasurer's Report

See attached budget report. Renee has collected most of tournament fees. We are doing very well – and within budget. Although, we do not have the sponsorship funds yet.

Motion brought forth to disallow the refund of KMHA registration fees to B. Harmsworth due to lack of attendance at executive meetings, motion brought forth by R. Bishop and 2nd by A. Janes. Members voted – motion passed.

Motion brought forth to refund KMHA registration fees to executive members; motion brought forth by A. Janes and 2nd by B. Richards. All in favour – motion passed.

9.0 Secretary/Webmaster's Report

No report at this time.

10.0 Director of Purchasing and Equipment Report

See AGM report.



11.0 Director of Fundraising Report

See AGM report. M. Roppel provided an update regarding the year end banquet. Motion brought forth regarding the budget for the banquet - \$10K for food with no player gifts. A. Janes brought forth and 2nd by T. Desmond – all in favour. Motion passed.

12.0 Director of Registration Report

No report due to absence.

13.0 Privacy Officer Report

No report due to absence. Note: An email update was provided from T. Dalcourt regarding next season's KMHA team photos – Picture Day Photography has been booked for October 15, 16 and 17, 2018. Keep in mind that the Tyke group will need a little more time than what was allocated this year.

14.0 Director of Sponsorship

No report due to absence.

15.0 Referee Scheduler Report

See AGM report.

16.0 Ice Scheduler Report

See AGM report. (Note: Local League scheduling meeting tomorrow night.)

17.0 Technical Director Report

See AGM report. C. Lyndon provided an update on the development program. Participation has been declining. Moving to Sunday's will allow more Bulldog players to help Derrick Burrows as Tuesday's have not been working well. Whatever it takes to help Derrick out, we will ensure he gets it.

18.0 Director of Tournaments Report

See AGM report.

19.0 Head Trainers Report

See AGM report.

20.0 Next Meeting Details

The next meeting will be **Tuesday**, March 6, 2018 at 6:30 pm at the Davidson Centre – senior's meeting room (upper room).

Meeting adjourned at 7:25 p.m. in preparation for AGM at 7:30 p.m.

Minutes taken by:
K. Helm



ATTACHMENT A
KMHA BUDGET REPORT
2017/2018
Period Ending January 31, 2018

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Registration	\$208,000.00	209,158.31	\$1,158.31
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	25,548.89	(\$4,451.11)
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	(80.00)	(\$2,080.00)
Wade Simmons Tournament (net)	\$2,000.00	1,440.00	(\$560.00)
Silverstick	\$58,100.00	40,195.00	(\$17,905.00)
Interest & Investments	\$0.00	-	\$0.00
Releases	\$0.00	-	\$0.00
	\$377,100.00	310,840.43	(\$66,259.57)

<u>EXPENSES</u>			
Ice Rental	\$200,000.00	116,618.05	\$83,381.95
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	4,462.26	\$37.74
Registration/Insurance-OWHA	\$11,000.00	10,311.48	\$688.52
Advertising	\$200.00	90.40	\$109.60
Clinics & Meetings	\$10,000.00	2,438.66	\$7,561.34
Bank Charges	\$6,000.00	5,205.71	\$794.29
Office Supplies	\$2,100.00	2,127.32	(\$27.32)
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	18,291.70	\$11,863.30
Year end Banquet	\$15,000.00	-	\$15,000.00
Playoff Dues	\$2,000.00	-	\$2,000.00
Miscellaneous	\$4,100.00	35,419.44	(\$31,319.44)
Team Pictures	\$5,600.00	-	\$5,600.00
	\$376,655.00	240,801.37	\$135,853.63

\$445.00 **\$70,039.06**

Chequing A/C Balance to Feb 4/18 \$94,031.87
Lottery A/C Balance to Feb 4/18 \$90,548.01

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