



## **CDMHA Board Meeting Report: 21 August 2017**

**Present:** Paul Makey, Jeff MacDonald, Dave Pickering, Heather Letendre, Chris Daye, Jeremy Misner, Jason Clark, Michael Kichinko, Brent Fehrman, Leanne Tinebra, Traciann Fisher  
**Regrets:** Jamie McMaster, Jenn Fess, Don Sauve, Kent Chapman, Beth Wise, Connie Scott, Kevin McQueen, Chuck Cooper, Shawn Swayze

**Absent:**

**Late:**

**Left Early:**

**Members:**

**Meeting Called to Order:** 6:32 pm

**Meeting Chair & Time Keeper:** Paul Makey, VP of Business

### **Agenda & Meeting Minutes:**

- **Motion** to accept Aug 2017 meeting agenda by; Jeff MacDonald  
Seconded by; Michael Kichinko  
Motion Carried.
- **Motion** to accept July 2017 meeting minutes by; Michael Kichinko  
Seconded by; Chris Daye  
Motion Carried.
  - Errors and Omission:

### **Reports:**

#### **Ice Scheduler's Report – John:**

- No Report Issued

#### **Registrar's Report – Mike:**

- See Appendix B
- Local League - Novice – 2 teams and 2 goalies; Atom 3 teams and 1 goalie; PeeWee 3 teams and 3 goalies; Bantam 3 teams and 2 goalies (but there could possibly be 3); Midget 2 teams and 4 goalies (potentially as the Rep/AE teams have not been picked at this time)

#### **VP of Rep/AE Report – Kevin:**

- No Report Issued

#### **VP of Local League Report – Jason:**

- Jason has sent an e-mail regarding the issues facing the Convenor and Coaching positions for the upcoming season.
- We will run the LL evaluations and even go so far as to pick the teams but the teams will not be able to have scheduled practices until there are coaches in place
- Shawn Swayze has agreed to take on the Bantam LL Convenor position and will be at the August meeting (sent his regrets just prior to the meeting).
- In Camera – 6:49 p.m. Out of Camera – 6:58 p.m.
- We will need to have the Open House within the next two weeks. We will run the Coaching Clinic on Oct 7<sup>th</sup> here in Caledonia and will be put on the website and e-mailed out; Jason

motioned to allow spending up to \$1000 for the Coaching Open House in September; seconded by Heather Letendre – carried.

- Jason will put together a schedule for assistance with evaluations and give it out to the board.

#### **Tyke Convenor/Coordinator Report – Leanne/Brent:**

- Jerseys ordered for 10 teams (4 Tyke, 4 IP2 and 2 IP1)
- There is a coach at all 4 Tyke teams, Convenors in place for IP1 and IP2, looking for a convenor for Tyke
- We need to confirm that Tykes can play full ice and have referees scheduled for their games; the half ice is pertaining to IP1 and IP2 only (Wayne King)
- In Camera – 7:22 pm Out of Camera 7:26 p.m.
- Motion by Michael Kichinko to waive the late fee for Mr. Dunigan. Jeff MacDonald – seconded. Carried.
- Police checks and Gender Identification course is required to be done as well as Parent Speak Out.

#### **Equipment Manager's Report – Jeremy:**

- All the socks are in and started to be handed out to the Rep/AE teams
- There are 17 missing Jerseys from all levels (Midget being the most prevalent); we will need to get approx.. 10 jerseys
- Rep Jerseys are good with the exception of one Jersey for a goaltender which is too small
- Jeremy motioned to purchase jerseys as required for both LL and Rep/AE teams. Seconded by Chris Daye. Carried

#### **Treasurer's Report – Jeff:**

- See Appendix A
- Motion by Heather Letendre to approve/accept the budget, seconded by Jason Clark. Carried.
- There was a meeting with the Robertson's (referees) regarding their payment. We can no longer cut cheques for them as we have done in the past, our proposal to them was to cut them a cheque at the beginning of the month for them and reconcile at the end of the year; we have not heard back from the Referee Association with regard to this as well;

#### **Website – Chris:**

- The arena monitors now have the feed from the website, Chris believes that it is too small and has contacted the website people to see how they can increase the font and format it; he is awaiting a response;
- Only 2 team managers have contacted Chris so far – the other team Managers should contact him to learn the ropes

#### **Challenge Cup – Beth:**

- We have 56 teams registered so far
- We could have 64 teams – there is a wait list
- We do have time on Friday morning that we could use if wanted to increase the teams
- The Ford Drive Event has been approved by Ford
- There will 2 vendors in Hagersville and 3 in Cayuga and a full ReMax Room in Caledonia

#### **VP of Business Report Paul:**

- See Appendix D – CDMHA will review the spreadsheets created by the VP of Business to determine if this is the route to take regarding future team budgets for both local league and Rep/AE
- There was a lot of positive feedback from the Board regarding this and can be out for next year

- The budget spreadsheet will be issued this year to all the LL and Rep/AE teams and approved; Paul will work with VP Rep/AE and LL for the roll out
- There was also feedback regarding not having the local businesses flooded with sponsorship requests
- There was a discussion about going back to Fall tryouts as there seems to be an issue this will be moved to new business for next meeting.

**President's Report – Jamie:**

- No Report Issued

**Open Business:**

- **Action:** Photography Quotes – Appendix C
- **Discussion:** I have only received one quote so far and this is from Future Stars. The other two places have not gotten back to me. Do we want to proceed with Future Stars? Please advise.
- Motion to go forward with Future Stars for pictures with regards to the quote below. Seconded by Michael Kichinko. Carried.

**New Business:**

- **Action:** Development Information
- **Discussion:**
  - We have an extra hour on Wednesday nights (not every Wednesday night) and 2 hours on Mondays; proposal to have the Tykes and Novice on Wednesday nights and the rest of them for the Monday evenings.
  - Goalie development is an issue and we need to help the shortage; we will look at running an open house for one hour a night and sending out an e-mail survey to see who will commit to attending in house goalie development
  - Heather will follow up with the details.
  - See Appendix E
- **Action:** Atom AE player that attended the AE tryouts but did not attend the Rep tryouts.
- **Discussion:**
- Paul will send an e-mail to follow up based on the information from the last meeting.
- **Action:** River Cats asked about female players at the Atom level to allow them to have an Atom level team.
- **Discussion:**
  - We currently have 4 girls at the Novice LL and 6 girls registered in the Atom level and this would be detrimental to us to push them in that direction as we do not have an abundance of players.
- **Action:** Coach Liaison – there was a proposal put forth by Chris Daye and a discussion that was had during the Rep/AE coaching selection about this.
- **Discussion:** This will be brought up at the next meeting.

- **Action:** Hockey Canada Development Program at the Christmas break
- **Discussion:**  
Will we do this again? Can we subsidize it? Jason will e-mail and confirm times and then we will need to get some volunteers.

### **E-Mail Votes**

There were no e-mail votes.

### **Deferred to Next Meeting:**

**Motion** to adjourn by; Chris Daye  
Seconded by; Jeremy Misner  
Motion Carried.

**Meeting Adjourned** –9:00 pm

## Caledonia and District Minor Hockey Association

### PROFIT AND LOSS

May - July, 2017

	TOTAL
<b>INCOME</b>	
4200 Registration	124,633.65
<b>Total Income</b>	<b>\$124,633.65</b>
<b>GROSS PROFIT</b>	<b>\$124,633.65</b>
<b>OTHER INCOME</b>	
5700 Interest Income	205.97
<b>Total Other Income</b>	<b>\$205.97</b>
<b>EXPENSES</b>	
5050 Bookkeeping Fees	356.83
5080 Bank/QE Fees	1,955.23
5100 Team Parties	1,690.95
5160 Equipment	
5161 House League Jerseys & Socks	350.87
5164 Supplies	232.91
<b>Total 5160 Equipment</b>	<b>583.78</b>
5185 Hockey Development	
5180 Coach/Trainer Development	240.00
<b>Total 5185 Hockey Development</b>	<b>240.00</b>
5200 Ice Rental - Hockey	6,704.58
5220 Ice Scheduler	2,000.00
5260 Office Expense	322.22
5910 Other Expenses	308.83
<b>Total Expenses</b>	<b>\$14,162.42</b>
<b>PROFIT</b>	<b>\$110,677.20</b>

Appendix A  
Financial Reports

## Caledonia and District Minor Hockey Association Budget 2017-2018

	Total
<b>Income</b>	
4140 Gate Income	45,000.00
4200 Registration	225,000.00
4240 Sponsorships/Donations	8,050.00
4290 Rep Team Fees	28,025.00
4300 Rep Tryout Fees	1,300.00
4310 Other Income	0.00
4320 Team Extra Ice Payments	16,000.00
4500 Challenge Cup Tournament	
Total 4500 Challenge Cup Tournament	<b>\$ 15,849.59</b>
4800 Player Development	10,000.00
<b>Total Income</b>	<b>\$ 349,224.59</b>
<b>Gross Profit</b>	<b>\$ 349,224.59</b>
<b>Other Income</b>	
5700 Interest Income	1,100.00
<b>Total Other Income</b>	<b>\$ 1,100.00</b>
<b>Expenses</b>	
5040 Audit Fees	6,215.00
5050 Bookkeeping Fees	1,000.00
5060 Awards & Trophies	1,600.00
5080 Bank/QE Fees	7,200.00
5100 Team Parties	5,000.00
5160 Equipment	
5161 House League Jerseys & Socks	1,500.00
5162 Rep Jerseys & Socks	2,000.00
5163 Protective Equipment	96.04
5164 Supplies	3,500.00
Total 5160 Equipment	<b>\$ 7,096.04</b>
5185 Hockey Development	
5170 Player Development	19,500.00
5180 Coach/Trainer Development	3,500.00
Total 5185 Hockey Development	<b>\$ 23,000.00</b>
5200 Ice Rental - Hockey	210,000.00
5220 Ice Scheduler	6,000.00
5230 Referee Scheduler	1,824.00
5235 Other Miscellaneous Service Cost	89.83
Total 5230 Referee Scheduler	<b>\$ 1,913.83</b>
5260 Office Expense	2,538.29

5265 Copier		1,533.47
5270 Website		1,201.76
<b>Total 5260 Office Expense</b>	<b>\$</b>	<b>5,273.52</b>
5280 OMHA Fees		23,843.36
5360 Photography		2,222.28
5380 Referees		25,241.00
5390 Registration Expense		2,220.00
5401 Southern Counties Reg - Rep		855.00
5460 Timekeepers		12,324.50
5540 Gatekeepers		7,708.00
5910 Other Expenses		1,644.14
<b>Total Expenses</b>	<b>\$</b>	<b>350,356.67</b>
<b>Profit</b>	<b>-\$</b>	<b>32.08</b>

Appendix B



**2017-2018 Registration Break Down**  
(As of August 19, 2017)

TEAM / DIVISION	PLAYERS	GOALIES	TOTAL	# OF TEAMS LAST YEAR (2016-2017)
INITIATION	35	N/A	<b>35</b> (32)	4
TYKE	51	3	<b>54</b> (57)	4
NOVICE REP. (TEAM PICKED)	13	2	<b>15</b> (14)	1
NOVICE L.L.	22	2	<b>24</b> (21)	2
ATOM REP. (TEAM PICKED)	13	2	<b>15</b> (15)	1
ATOM AE (TEAM PICKED)	15	1	<b>16</b> (15)	1
ATOM L.L.	31	1	<b>32</b> (31)	3
PEE-WEE REP. (TEAM PICKED)	14	2	<b>16</b> (16)	1
PEE-WEE AE (TEAM PICKED)	15	2	<b>17</b> (16)	1
PEE-WEE L.L.	36	3	<b>39</b> (38)	3
BANTAM REP. (TEAM PICKED)	14	2	<b>16</b> (17)	1
BANTAM AE (TEAM PICKED)	13	2	<b>15</b> (17)	1
BANTAM L.L.	33	2	<b>35</b> (49)	4
<b>MIDGET TOTALS FOR DIVISION</b>	62 (33 Signed Up for REP Try-out)	8 (4 Signed Up for REP Try-out)	<b>70</b> (55)	1 REP., 1AE, and 3 L.L.
<b>TOTAL REGISTRATION</b>	<b>367</b> (356)	<b>32</b> (37)	<b>399</b> (393)	

Please note: Numbers in brackets represent totals for this time last year (2016-2017 season)



## FUTURE STARS PHOTOGRAPHIC AGREEMENT

This service agreement between Future Stars and the Caledonia Minor Hockey Association (Organization) is for the 2017/2018, 2018/19 and 2019/20 seasons. Organization's photographic needs are for approximately 500 individual members.

### EACH INDIVIDUAL MEMBER WILL RECEIVE:

A Premium Combo (a team and individual photo customized with league colours and logo) for the stated price of \$3.95 + HST plus shipping to be paid for by the organization.

### AGREEMENT LENGTH AND PROMOTIONAL OFFERS:

You may choose one or all of the following Special Promotions for your league:

- 1) 1 Free 6x2.6' Vinyl Banner, customized for your league
- 2) 5% of the net order form sales (excluding HST) ordered via our Order Form on Photo Day(s)
- 3) 15% off sponsorship plaques and posters

Please choose one of the following Agreement Options:

- A) 1 Year Agreement – you may choose 1 of the promotions listed above
- B) 2 Year Agreement – you may choose 2 of the promotions listed above
- C) 3 Year Agreement – you may choose all of the promotions listed above

### CONDITIONS OF CONTRACT

1. Organization agrees to hand out an order form envelope to each individual member at least 1 week prior to photo day, allowing each individual member to select and pay for products of their choice.  
NOTE: all players MUST submit an envelope regardless of whether they are purchasing extra photos.
2. Organization agrees to provide a table or spreadsheet of all teams in the association listing the Division, Team number, Sponsor Name and colour of jersey as well as a schedule to be used on Photo Day. Teams should be scheduled no more than 15 minutes apart.
3. Organization understands that 12 Photographer Hours are included in the Price per Premium Combo detailed above. Any Photography Hours greater than 12 will be charged at our cost of \$33 per hour. In order to avoid extra charges be sure to schedule your teams no more than 15 minutes apart and no less than 10-12 teams for any scheduled photo session (Photographer). One 3 hour retake session is included for no additional charge.
4. Organization will receive 2 free coach's pictures per team. Any additional photos will be charged at \$ 0.99 per picture.
5. Sponsor photos will be:  
A) 5x7 photo (free of charge) for each team  
B) 7x9 plaque with a 5x7 photo with a 1x6 message plate - \$14.95 + HST ea.  
C) 9x12 plaque with a 5x7 photo with a 4x6 message plate - \$19.95 + HST ea.
6. Organization will provide artwork (Logo or Letterhead).
7. Future Stars agrees to provide the incentives, promotions and commissions as laid out in this proposal.
  - ✓ Free CD containing all Teams Photographed (Web size Images)
  - ✓ Free League Executive Group Photo
  - ✓ 10% off all other products and services offered to your league, including spirit items, team wear and team gear and uniforms.
8. Payment of invoice will be due upon receipt. Organization will be notified of full amount prior to delivery of photographic products.

I, the undersigned on behalf of the "Organization", fully understand and agree to the terms and conditions of this contract.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

FUTURE STARS: SarahArsenault | \_\_\_\_\_ DATE: June 21, 2017

\*\*\* Please return signed Agreement with Requested Photo Dates ASAP! Photo Dates will be booked on a first come first served basis. Fax: 905-943-4386



## Appendix D

June 17, 2017

Caledonia Minor Hockey Association

Team Budgets

In order to ensure the best possible season for our teams and to balance fundraising, the CDMHA has compiled the following guidelines as it pertains to fundraising and team financials.....

All teams (REP and AE) must provide a budget for the team's season outlining both revenue and expenditures to be approved by the board (or Sub committee) within 3 weeks of team selection. This budget will be in the following format (see attached).

When submitting the proposed budget, the following will be considered/adhered to;

1. The budget must have that each player (family) is investing no less than \$XXXX in player fees and no more than \$XXXX. These numbers will ensure to make rep hockey affordable to most and leave it up to a team to fundraise if so desired or not. The player fee will not change and no repayment will occur throughout the season.
2. What should be covered in the budget will be the following items. These can be covered in the Rep fees or additional funds raised via fundraising or sponsorship.
  - a. Additional ice time outside of what is allotted by the CDMHA. Please keep in mind that there is only so much ice time available in Caledonia and if a budget greater than \$XXXX is carried this must be to purchase ice at an outside facility.
  - b. Tournaments, we recommend 3 with at least 1 being an away tournament. Funds for tournaments will only cover registration fees. They will not cover team meals, lodging or entertainment.
  - c. Garment Bags for jerseys
  - d. Warm up T-shirt and shorts
  - e. Warm up Suits only if being worn as the team uniform for travel to and from the games/arenas. Warm up suits are not required if the team is only using for dryland or pregame warm ups.
  - f. Team Coats, includes all players, coaches, trainer and manager.
  - g. One team party, supplement on top of CDMHA funds to a maximum of \$XXXX.
  - h. On and off training for players and/or goalies including dry land to a maximum of \$XXXXX
  - i. Player Gear Bags
  - j. Mouth Guards
  - k. ?
  - l. ?
3. Financial reports must be kept by each team for the entire season. These must be shared with the team and CDMHA after the budget has been approved, by January 31 of each season and a closing financial statement (see attached) by no later than June 30<sup>th</sup> of each season. The final report will be reviewed and approved by the board prior to accounts being closed and any remaining funds dispersed.
4. Any funds raised via fundraising or sponsorship above your approved budget will need to be reported to CDMHA. If there is practical purpose for these funds they will remain with the team, this may include year end party etc, if not then they become property of CDMHA for use or dispersal as required.

## Appendix E Coach Liaison

### Coach Liaison

To better the recruitment, training and retention of all levels of CDMHA coaches;  
to further the goals of the CDMHA Board with regard to coaching;  
and to assist with the on-ice skill training of CDMHA players;  
it is recommended that the position of CDMHA Coach Liaison be created.

It is intended the Coach Liaison be a non-executive, unpaid position. However, the duties and title of this position can be assigned to a CDMHA Board Member, provided the Board Member is not currently: President; VP Rep/AE; VP LL; or Development Convenor.

The Coach Liaison will report to the VP's of Rep/AE and VP Local League. The term of the position is for two years. Elected by majority vote of Board.

The duties of the Coach Liaison will be ....

- To liaise with VP Rep/AE and VP LL and present coach issues and/or concerns.
- To make regular reports to the CDMHA Board
- Be a member of the Coach Selection Committee
- To construct Coach evaluation forms
- To help recruit, train and keep coaches
- To assist first time head-coaches
- To ensure that team officials have minimum required qualifications and certifications.
- To organize and help book and arrange courses for team officials requiring certification (i.e. training, coaching, certification, prevention courses etc.)
- To assist Player Development co-ordinator on training clinics for players
- To assist Player Development co-ordinator develop an age-appropriate book of drills
- To assist coaches implement the Drill Book.
- Keep team officials informed and updated on all relevant Executive decisions.
- Keep team officials informed and updated on new or pertinent OMHA and/or Southern Counties decisions or rules.

### Qualifications

All applicants must ...

- Possess the qualifications needed to coach any team for the Association and have a minimum of three years of minor hockey head-coach experience
- be able to offer any assistance or direction to resources, tournament sites, books, videos, web sites or other knowledgeable people.
- Be available to assist with any team that may require assistance on the bench during a game or for a practice due to suspensions, work, illness, etc.
- Be a reputable member of the community and in good standing with CDMHA.