



CDMHA Board Meeting Report: 4 December 2017

Present: Jamie McMaster, Chris Daye, Kent Chapman, Jason Clark, Michael Kichinko, Brent Fehrman, Dave Pickering, Jeff MacDonald, Kevin MacQueen, Connie Scott, Beth Wise, Leanne Tinebra, Paul Makey, Traciann Fisher

Regrets: John Kichinko, Don Sauve, Jeremy Misner

Absent: Shawn Swayze

Late: Heather Letendre

Left Early:

Members:

Meeting Called to Order: 6:38 pm

Meeting Chair & Time Keeper: Jamie McMaster, President

Agenda & Meeting Minutes:

- **Motion** to accept Dec 2017 meeting agenda by; Paul Makey
Seconded by; Jenn Fess
Motion Carried.
- **Motion** to accept Nov 2017 meeting minutes by; Jeff MacDonald
Seconded by; Leanne Tinebra
Motion Carried.
 - Errors and Omission:
- **Motion** to accept 2017 AGM meeting minutes by;
Seconded by;
Motion Carried.
-

Reports:

Ice Scheduler's Report – John:

- Rep/AE regular season games need to be completed by December 23
- LL regular season schedule needs to be completed by January 7
- Practices over Christmas have been added for teams interested
- All LL teams will have a minimum of 2 full ice practices scheduled by December 23
- REP/AE TBS Games(0)
- LL TBS Games(0)
- Updates to practice schedule for January will not happen until late December pending when Rep/AE playoff schedules are completed & OMHA playoffs are determined

Registrar's Report – Mike:

- NCCP D1 Field Evaluator (See Appendix C)
this is optional and we are not going to look at it at this time

VP of Rep/AE Report – Kevin:

- Regular season winding down;
- Playdown groupings should be out by mid-December.
- Playoffs could start as early as 2 Jan 2018.
- In Novice they will try to match up the playoffs better

VP of Local League Report – Jason:

- Haldimand LL Meeting Update - Tykes next year will be cross ice and then Novice the year after for half a season (2011 children). It gets really complicated when you have a mixture. We have kept our kids segregated by years so we should be fine. We did drop some kids down, so we shouldn't have an issue with that. Will we have a Novice Rep team after this? We feel that we should have a Novice Rep team next year.
- Midget Discipline Issues - there was a complaint from the Convenor who is concerned about the number of fights. It comes down to it being really one player. Most of the coaches are doing a good job and sitting kids if they do something intentionally.
- In Camera – 8:02 p.m. Out of Camera 8:08 p.m.

Tyke Convenor/Coordinator Report – Leanne/Brent:

- Initiation/Tyke Registration Fees – policy states that if you're born 2011 you are tyke but they aren't and therefore they would have had to pay \$25 less. There are about 30 players who are affected. This will be in line with our fee schedule.
- The Southern Counties tyke committee roundtable is 17 Dec 2017 which is for scheduling games. They want to schedule across all of Southern Counties. Leanne has scheduled after Jan but didn't know she wasn't supposed to. It's hard because she feels that most parents won't want to drive all the way to Langton/Tillsonburg/Delhi for next year with half ice games. She feels that parents are happy to play within our loop. You can come to Caledonia, but we are unsure if we would travel out to you.
- There are a few delinquent parents who have not completed the speak out. There are still 4 still. Brent said that he advised them they will not allow the kids to play if they are not completed by this weekend (9 Dec 2017).
- Leanne will purchase a gift card for the person who is Santa Claus for the Tykes for \$100 as a prepaid Visa.

Development Convenor Report – Heather:

- Heather would like to look into the cost of purchasing some equipment for development and the board is fine with her bringing us prices.
- She might have to give back one hour of development ice time come the third block
- Everyone is getting the development time they are requesting.

Equipment Manager's Report – Jeremy:

- No Report Issued

Treasurer's Report – Jeff:

- See Appendix A
- We have resigned the paperwork for the investment and we are getting 1% for this.

Website – Chris:

- No Report Issued

Challenge Cup – Beth:

- To approve hosting the Challenge Cup on October 11, 12, 13 and 14th 2018. Seconded by Michael Kichinko – motion passed.
- Approve the attached 2018 CC budget. – Kent Chapman, seconded Dave Pickering – motion passed.

- To accept continuation of the Challenge Cup Bank account, which would going forward include having 3 Challenge Cup committee members, two of which must sit on the CDMHA board have signing authority to release funds from the account to cover CC expenses, repayments and other necessary banking transactions. At the end of each CC all profits from the CC would be transferred to CDMHA. Motion Jeff MacDonald, seconded Connie Scott – motion passed.
- Allow the CC committee to retain \$1,500.00 in funds in the account at the end of each CC as seed money for the following CC. This money would be used for registration of the CC with the OMHA and other expenses until revenues from registration began to be received. Motion Jason Clark, seconded Jenn Fess – motion passed.
- Motion 2 and 3 will allow the CC to run somewhat autonomous from CDMHA relieving the treasurer of accepting and remitting transfers and cheques. It further allows the CC registrar to more efficiently receive and verify payments from registering teams. We would also be able to manage the entire approved budget for the CC.
- We will transfer \$58,746.90 to the CDMHA and keep the agreed upon \$1500. Profit is \$28,897.99.
- Because the Atom Reps volunteered their time, what if others came up and asked to do this next year? Paul will put together a percentage together but they will still be required to fill their volunteer time.

VP of Business Report Paul:

- We have been asked for a renewal for the Caledonia Chamber of Commerce, \$108. Motion – renew the membership with the Caledonia Chamber of Commerce for \$108. Seconded by Michael Kichinko – motion passed.
- Dodge Caravan Kids – we are still waiting on some parents to do their electronic permission for the photo. Paul is making this happen. The deadline for this is 15 Dec 2017.

President's Report – Jamie:

- The following was missed previously and needs to be voted on as per Constitution Section 6.15:
 - Motion to accept Kevin MacQueen on the coaching staff of the PeeWee AE team;
Seconded – Connie Scott
Approved -
 - Motion to accept Brent Fehrman on the coaching staff of the Novice Rep team;
Seconded – Jenn Fess
Approved -
 - Motion to accept Jeff MacDonald on the coaching staff of the Bantam LL 2 team;
Seconded - Brent Fehrman
Approved -
 - Motion to accept Michael Kichinko on the coaching staff of the Midget Rep team;
Seconded – Kevin MacQueen
Approved -
- Updating the Articles of Incorporation – a constitution change will need to be added to ensure this gets done every year. All old members were taken off and Jeff MacDonald, Jamie McMaster and Traciann Fisher.

Open Business:

- **Action:** Coach Liaison Position
- **Discussion:** Appendix B

- **Action:**
- **Discussion:**
- **Action:**
- **Discussion:**
- **Action:**
- **Discussion:**

New Business:

- **Action:** Referee Assigner – pay raise
- **Discussion:** This discussion started a number of years ago when we moved from cash to cheques; we are basically doing the payroll for the HRA and CRA does not like this and probably cut approx.. 35 cheques per month for them. We would like to get away from doing their payroll. We have discussed cutting them a cheque once a month when they invoice us and they pay themselves. At the original meeting, we discussed them getting their own bank account and it was agreed upon that they would get a bank account and pay themselves, but now, we have cut them cheques for all of their refs for the last two months. Jamie has talked with a person regarding the referees. Dave Wedlake and Gord Morris said that every HRA is set up like ours, and every member pays an association fee either annually or per game. Our association is the only one who is not collecting for their own referees. We currently paid Eric \$3.00 per game that he schedules and we advised that we don't want to do their payroll anymore. He said he will do it but he wants to be paid more. If the referees are benefiting then they should be getting money from their association and not our association.
- There had been several conversations previous with the Assigner who had agreed to start on the bank account but then when he got told there would be no cheques cut for November and there would be no pay raise, he said, no agreement had been made and therefore, he was not going to do any banking this month. He feels that his association should not pay anything and we originally agreed that we would cover any bank fees. Then we got an email from Simplii that everything was free and then the HRA said that the bank would work but he wants to get paid more money. Currently he makes approx.. \$1800 from Caledonia and also makes money from Cayuga and Hagersville and he told Jeff that he would not go to the referees for any money at all.
- Dave Robertson – Referee in Chief and Eric Robertson – Referee Assigner explained how the process works – they assign on the website and if changes they need to make the changes. He feels he is working about 15 – 20 hours per week. Playoffs increase the amount of changes/work. He feels they did 1200 games which is approx.. 2800 slots to fill. He receives \$3.00 per games to assign. He pulled numbers from Caledonia 618 games for the previous season.
- He has polled some other centres, Glanbrook gets \$2500 plus \$750 for their website = \$3135; St. Catherines receives %10 of all game fees which is about \$9.00/game; Niagara covers only their local arenas and they have less people and one rink so they don't need as many people.
- Cayuga and Hagersville is cash, Rep/AE is cash, LL is one cheque/month. Southern Counties out of town officials is cash; local can be used until later into the playdowns.
- The pros to getting one cheque is that they can pay more frequently; no risk to having cash on hand; CONS – all the risk that CDMHA doesn't want; time, responsibility, have to get a treasurer and therefore they have agreed to take on the monthly payment but it is contingent on receiving a raise to the assigning fee; he feels his time will increase with adding the payment structure.

- **Option is \$4.50/game (increase of \$912), second option is flat fee \$2750 or a percentage is %10 or about \$2600** (it does not include them going on the road as they don't have a \$ fee). It could potentially be more than that. They are open to negotiation.
- Michael Kichinko asked if the referees pay into the association he said no, St. Catherines does charge \$25/pp. The funds cover development, meetings, parties etc.
- Jamie has done some homework (notes above) in the past referees did pay and they came to us as they couldn't get the money from them and we took on the responsibility. The referees also benefit so why can't they pay the extra \$1.50 out of their fees? There are small centres where refs don't pay fees but any association that has group centres together, their referees do pay a fee (Dave mentioned some of them pay quite a bit). Would they consider approaching the referees for that pay increase. Eric says the discussion has come up and the association feels that their officials pay enough i.e. registration, equipment and they don't want to take away from them.
- Jason is not following the logic as he feels that we also have children in our association. They feel that a young referee makes \$80 and pays all that fees and would be making not enough money to do this. There is also the time it takes to get here, the ½ hour prior to the game and time after the game to write up any incidents that they are not being paid for. Mileage has been removed to get the \$2.00 pay rate in. When Kevin was doing the assigning in the past and was complaining about not getting the money, they feel it was from the younger officials. Minor sports took \$1.00 at the gate from the referees in order to get this money and did try to compensate him but it didn't really work.
- What are the referees preference on how they get paid? They want cash, but this is not going to happen, they are happy with getting the money from a e-transfer. Eric wants to get compensated for his time and feels that someone else will want to get paid as well.
- We can search elsewhere for officials if we don't want to pay their association costs – Eric is passionate about officiating and assigning but feels his time is worth it; Jamie says he is doing an excellent job but they need to understand as well that we as an association cannot incur these costs. From previous – moving to cheques was not handled well and was not discussed as a board and the person who did it did not have permission to speak on our behalf.
- The discussion came up about paying the Rep/AE referees and that we felt that we didn't want to have more than \$1000 in cash in the hockey office at any given time.
- The Simplii bank cannot be put into an Organizations name; other banks can be put into an organizations name; Simplii banking will only work as honest as the person is.
- Michael asks did we offer to pay the banking fees? We said yes we did. We could go with the TD option for approx.. \$20/mth. Even if going with something like that, they can only pay if they have a bank account. Even going with that, they would still want to have more than one person to verify. Even if they went Simplii, they would need someone else to look at it and they are not thinking that this will be good for their association.
- As an association, we can also issue them T4A if we continue to pay them.
- We could agree to meet them half way and pay him a \$.75 increase if the Referees will pay into their Association. They need to get in line with the rest of the Associations in the Province. We would need to have a contract in place.
- Michael says that we should say that we agree that he is doing a good job but that we feel that he needs to go back to his association for fees.
- Motion - CDMHA agrees to an increase of \$.75/per game with the understanding that you collect the remainder of the requested money of \$.75 per game from the Referees Association. This is about the administration costs for your association. If this is agreed to then we will draw up a three year contract. There will be a deadline of 15 Dec 2017 for this to be accepted by them. This will start effective 1 Jan 2018. Seconded by Kent Chapman. Motion Carried.
- **Action:** Jerseys Tender for 2018/2019
- **Discussion:** This will be brought up for the next meeting.

E-Mail Votes

There were no e-mail votes for this meeting.

Deferred to Next Meeting:

Jersey Tender for 2018/2019 Season

Motion to adjourn by: Jeff MacDonald

Seconded by; Connie Scott

Motion Carried.

Meeting Adjourned – 8:41 pm

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association
Budget 2017-2018

	Budgeted	Actual
Income		
4140 Gate Income	45,000.00	6497.65
4200 Registration	225,000.00	219234.99
4240 Sponsorships/Donations	8,050.00	7315.60
4250 Coaching Clinic Fees	0.00	3520.00
4290 Rep Team Fees	28,025.00	27400.00
4300 Rep Tryout Fees	1,300.00	1550.00
4310 Other Income	0.00	313.00
4320 Team Extra Ice Payments	16,000.00	5721.28
4500 Challenge Cup Tournament		
4504 Prize Table Revenue Challenge Cup	2,048.19	3516.35
4505 Tournament Registration- Challenge Cup	44,450.00	57000.00
4506 Challenge Cup Misc Revenue	845.00	4812.50
4507 Challenge Cup - Sponsorship Revenue	1,000.00	1000.00
4510 Ice Costs Challenge Cup	-15,519.15	-16241.79
4515 Challenge Cup - Program Advertising Exp	-1,659.97	-1683.70
4520 Refs Challenge Cup	-6,848.00	-7257.00
4525 Challenge Cup Donation		-700.00
4530 Registration Exp Challenge Cup	-1,395.00	-3000.00
4535 Prizes and Trophies Exp- Challenge Cup	-6,338.03	-5301.85
4540 Timekeepers Challenge Cup	-660.00	-1782.00
4545 Prize Table Exp Challenge Cup		-2471.75
4550 Other Expense Challenge Cup	-73.45	-32.77
Total 4500 Challenge Cup Tournament	\$ 15,849.59	27857.99
4800 Player Development	10,000.00	5375.00
Total Income		\$ 349,224.59
Gross Profit	\$ 349,224.59	304785.51
Other Income		
5700 Interest Income	1,100.00	313.00
Total Other Income		\$ 1,100.00
Expenses		
5040 Audit Fees	6,215.00	6215.00
5050 Bookkeeping Fees	1,000.00	682.28
5060 Awards & Trophies	1,600.00	158.00
5080 Bank/QE Fees	7,200.00	4803.81
5081 QE Fees		1031.30
5100 Team Parties	5,000.00	1690.95
5160 Equipment		
5161 House League Jerseys & Socks	1,500.00	4451.65
5162 Rep Jerseys & Socks	2,000.00	2514.25
5163 Protective Equipment		96.04

5164 Supplies	3,500.00	982.09
Total 5160 Equipment	\$ 7,096.04	7947.99
5185 Hockey Development		
5170 Player Development	19,500.00	5242.75
5180 Coach/Trainer Development	3,500.00	8038.74
Total 5185 Hockey Development		\$ 23,000.00
5200 Ice Rental - Hockey	210,000.00	58530.50
5220 Ice Scheduler	6,000.00	4000.00
5230 Referee Scheduler		1,824.00
5260 Office Expense	2,538.29	754.07
5265 Copier	1,533.47	745.80
5270 Website	1,201.76	1610.25
Total 5260 Office Expense		\$ 5,273.52
5280 OMHA Fees	23,843.36	21947.36
5360 Photography	2,222.28	1705.76
5380 Referees	25,241.00	9920.00
5390 Registration Expense	2,220.00	0.00
5401 Southern Counties Reg - Rep	855.00	900.00
5460 Timekeepers	12,324.50	2650.25
5540 Gatekeepers	7,708.00	1342.25
5910 Other Expenses	1,644.14	2360.75
Total Expenses	\$ 350,356.67	150225.80
Profit	-\$ 32.08	154559.71

Appendix B 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.

SUBJECT: Call for NCCP D1 Field Evaluator Candidates/Upcoming Training

With the ongoing need to fulfil the requirements of Hockey Canada policy and the Revised NCCP for Hockey, the OMHA has confirmed the next training session for Development 1 Field Evaluator training. These evaluators will be responsible for completing the field evaluation requirement for their respective Coaches.

All Local MHAs are encouraged to identify at least one person from your respective Centre to complete the training. Smaller Centres are encouraged to work cooperatively with neighbouring Centres to identify an individual who could potentially work with multiple Centres.

Details on the next upcoming training for NCCP Development 1 Field Evaluators have been confirmed as:

Date: Saturday, January 13, 2018

Location: OMHA Offices, Richmond Hill, ON

This will be an in-person training session.

Specifics on details for the training, including links to registration will be communicated to candidates on an individual basis, once they have been identified by your Association.

Following this training, additional, web-based remote training sessions will be scheduled, details of which will be communicated as soon as confirmed.

A Hockey Canada/OMHA/Local MHA Evaluator should have:

- Credibility with peers within the HOCKEY CANADA/OMHA community
- Certification, for a minimum of 5 years, at the context at which they are evaluating
- High ethical standards and leadership skills
- Recognized hockey technical and coaching expertise
- Recognized hockey coaching experience
- A desire to see the coach education system as well as the sport of hockey grow
- A commitment of time and energy to the evaluation process
- Proven guiding and facilitation skills
- The ability to be critically reflective and ask questions
- The ability to listen actively to a coach candidate
- Although desirable, it is not critical that the Hockey Canada/OMHA Evaluator have a higher gradation and significantly greater coaching experience than the coach candidate.

Please complete and submit the attached to identify Field Evaluator candidates from your association and submit to my attention on or before **DECEMBER 15, 2017**.

Appendix D
Challenge Cup Budget

2017 Challenge Cup Tournament Budget

2017 Budget

Revenue:

Tournament Entry Fees (64)	\$58,600.00
CDMHA Teams (9 X \$300)	\$3,600.00
Early Bird (@ \$900)	
Regular Registration (55 @ \$1,000)	\$55,000.00
Program Advertising	\$3,500.00
Sponsorship Donations	
Draw Prize Table	\$3,000.00
Vendors	\$1,000.00
Photographer \$0.00	
50/50 \$600.00	
Room Roster (\$5 per room X 100 rooms)	\$500.00
Miscellaneous	
Total Revenue	\$67,200.00

Expenses:

Ice Costs	\$17,000.00
Referees	\$7,000.00
In Town	
Out of Town	
Timekeepers	\$1,800.00
OMHA Fee	\$650.00
Draw Table Expenses	\$1,500.00
Player Give Away's	\$1,200.00
MVP Awards	\$400.00
Program Costs	\$1,500.00
Trophies	\$4,200.00
Hats	\$3,200.00
Trophies	\$1,000.00
Supplies	\$100.00
Donation	\$600.00
Misc	\$0.00

Total Expenses	\$40,150.00
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Net Income(Loss)	\$27,050.00
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