



## **CDMHA Board Meeting Report: 12 July 2017**

**Present:** Jamie McMaster, Leanne Tinebra, Jenn Fess, Jeff McDonald, Jason Clark, Michael Kichinko, Beth Wise, Chris Daye, Traciann Fisher, Paul Makey

**Regrets:** Connie Scott, Dave Pickering, Kevin MacQueen, Don Sauve, Jeremy Misner, Chuck Cooper, Kent Chapman

**Absent:**

**Late:** Brent Fehrman

**Left Early:**

**Members:**

**Meeting Called to Order: 6:30 pm**

**Meeting Chair & Time Keeper:** Jamie McMaster

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

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

### **Reports:**

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

- No Report Issued

#### **Registrar's Report – Mike:**

- See Appendix B

#### **VP of Rep/AE Report – Kevin:**

- PeeWee AE (2016/2017) In Camera 6:34 p.m. Out of Camera 6:59 pm
- See Information on e-mail vote
- All Rep/AE teams have submitted financials for the 2016/2017 year and the books are now closed

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

- Coaching clinic has been booked in Caledonia for October 7<sup>th</sup> 2017
- There has still been no takers for the Open Convenor positions and Jason would like to have an Open House to provide information on the coaching and convenor positions to give potential volunteers information on what the positions entail; Jason will look into dates and venues for the first week of September

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

- Contacted the rep for Tim Hortons regarding Jerseys and website should be up and going by the end of next week for ordering; we will project the same team numbers for this year from last

- The tyke division will be looking for someone to take over the Off Ice Tyke Convenor role in the future and they think it is a good idea for someone to assist this year to take over the role next year

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

- No Report Issued

#### **Treasurer's Report – Jeff:**

- See Appendix A
- The Libro account has been closed and there are a few cheques outstanding and once they are cashed, we will close the Scotiabank Acct; the credit card limits will need to be established \$2500 is the recommended amount

#### **Website – Chris:**

- County said there was a technical issue with the monitor to get our information on it, it has been fixed and we can start projecting on as of mid-August

#### **Challenge Cup – Beth:**

- 29 teams are registered; 5 are Caledonia teams
- Room roster is working out well
- Banking is set up, we can accept e-transfers but has mostly been cheques
- Have been contacted by On Spot Apparel who will set up for the three days and a portion of the proceeds will be given back to the Association; we will send them the Challenge Cup Logo
- Working on something new for the 50/50

#### **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
- Paul was looking into doing the Ford Drive Event in conjunction with the Atom Rep team, they will run this in conjunction with CDMHA. The Atom Rep team would only like to take out of the fundraiser approx.. \$2200 which is the cost of their warm up suits. Motion to accept running the Ford Drive Event in conjunction with Atom AE team on a date to be determined, made by Paul Makey, seconded by Michael Kichinko – carried.

#### **President's Report – Jamie:**

- Motion to allow a Tyke Convenor and an IP Convenor one vote each for the remainder of the season, moving forward with a Constitution change in the Spring. Paul Makey, seconded by Michael Kichinko – carried.
- All team party reimbursements were in on time
- We will need to create a budget, Jeff has started and is waiting on some information
- In Camera 8:07 pm Out of Camera 8:35 p.m.
- Discussion regarding tryouts – players must attend the Rep tryouts prior to attending the AE tryouts as per the P&P

#### **Open Business:**

- **Action:** Photography Quotes – Appendix C
- **Discussion:** I have only received one quote so far, I will bring back the issue for the August 2017 meeting.

### **New Business:**

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

### **E-Mail Votes**

Appendix E - Information is attached regarding the Rep and AE coaching staff lists, this list was e-mailed for comments and concerns and the vote was conducted at the July 2017 meeting. Jason Clarke – motion to accept the Rep/AE coaching staff lists, Beth Wise - seconded- carried.

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

Photography Quotes

**Motion** to adjourn by; Beth Wise  
Seconded by; Chris Daye  
Motion Carried.

**Meeting Adjourned – 8:44 pm**

## Caledonia and District Minor Hockey Association

### PROFIT AND LOSS

May - June, 2017

	TOTAL
<b>INCOME</b>	
4200 Registration	90,850.17
<b>Total Income</b>	<b>\$90,850.17</b>
<b>GROSS PROFIT</b>	<b>\$90,850.17</b>
<b>OTHER INCOME</b>	
5700 Interest Income	138.90
<b>Total Other Income</b>	<b>\$138.90</b>
<b>EXPENSES</b>	
5050 Bookkeeping Fees	325.46
5080 Bank/QE Fees	1,183.42
5100 Team Parties	1,690.95
5160 Equipment	
5164 Supplies	232.91
<b>Total 5160 Equipment</b>	<b>232.91</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
5910 Other Expenses	308.83
<b>Total Expenses</b>	<b>\$12,686.15</b>
<b>PROFIT</b>	<b>\$78,302.92</b>



**2017-2018 Registration Break Down**  
**(As of June 21, 2017)**

TEAM / DIVISION	PLAYERS	GOALIES	TOTAL	# OF TEAMS LAST YEAR (2016-2017)
INITIATION	23	N/A	23	4
TYKE	26	2	28	4
NOVICE REP. (TEAM PICKED)	13	2	15	1
NOVICE L.L.	18	2	20	2
ATOM REP. (TEAM PICKED)	13	2	15	1
ATOM AE (TEAM PICKED)	15	1	16	1
ATOM L.L.	24	1	25	3
PEE-WEE REP. (TEAM PICKED)	14	2	16	1
PEE-WEE AE (TEAM PICKED)	15	2	17	1
PEE-WEE L.L.	18	2	20	3
BANTAM REP. (TEAM PICKED)	14	2	16	1
BANTAM AE (TEAM PICKED)	13	2	15	1
BANTAM L.L.	19	2	21	4
<b>MIDGET TOTALS FOR DIVISION</b>	25 (17 Signed Up for REP Try-out)	3 (2 Signed Up for REP Try-out)	28	1 REP., 1AE, and 3 L.L.
<b>TOTAL REGISTRATION</b>	<b>250</b>	<b>25</b>	<b>275</b>	

## Team List 2016-2017 Season

TeamName	Division	Category	Status	Player Count	Goalie Count	Total
CALEDONIA AT AE3 1	Atom	AE3	Approved	13	2	15
CALEDONIA AT BB 1	Atom	BB	Approved	13	2	15
CALEDONIA AT LL 1	Atom	LL	Approved	11	2	13
CALEDONIA AT LL 2	Atom	LL	Approved	12	1	13
CALEDONIA AT LL 3	Atom	LL	Approved	12	1	13
CALEDONIA BT AE3 1	Bantam	AE3	Approved	15	2	17
CALEDONIA BT BB 1	Bantam	BB	Approved	15	2	17
CALEDONIA BT LL 1	Bantam	LL	Approved	13	1	14
CALEDONIA BT LL 2	Bantam	LL	Approved	13	1	14
CALEDONIA BT LL 3	Bantam	LL	Approved	13	1	14
CALEDONIA BT LL 4	Bantam	LL	Approved	13	1	14
CALEDONIA IN HL 1	Initiation	HL	Approved	17	0	17
CALEDONIA IN HL 2	Initiation	HL	Approved	17	0	17
CALEDONIA IN HL 3	Initiation	HL	Approved	16	0	16
CALEDONIA IN HL 5	Initiation	HL	Approved	16	0	16
CALEDONIA MD AE3 1	Midget	AE3	Approved	16	2	18
CALEDONIA MD BB 1	Midget	BB	Approved	15	2	17
CALEDONIA MD LL 1	Midget	LL	Approved	13	1	14
CALEDONIA MD LL 2	Midget	LL	Approved	13	1	14
CALEDONIA MD LL 3	Midget	LL	Approved	14	1	15
CALEDONIA NO BB 1	Novice	BB	Approved	13	1	14
CALEDONIA NO LL 1	Novice	LL	Approved	15	1	16
CALEDONIA NO LL 2	Novice	LL	Approved	15	1	16
CALEDONIA PW AE3 1	Peewee	AE3	Approved	14	2	16
CALEDONIA PW BB 1	Peewee	BB	Approved	14	2	16
CALEDONIA PW LL 1	Peewee	LL	Approved	13	1	14
CALEDONIA PW LL 2	Peewee	LL	Approved	12	1	13
CALEDONIA PW LL 3	Peewee	LL	Approved	12	2	14
CALEDONIA TK HL 1	Tyke	HL	Approved	14	0	14
CALEDONIA TK HL 2	Tyke	HL	Approved	15	0	15
CALEDONIA TK HL 3	Tyke	HL	Approved	15	0	15
CALEDONIA TK HL 4	Tyke	HL	Approved	15	0	15
				<b>447</b>	<b>34</b>	<b>481</b>

## 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

Novice Rep	Head Coach –	Roger Long Matt Richardson Jason Cattle Brent Fehrman Paul Hozjan
Atom AE	Head Coach	Rob Eagles Darren Duff Dave Fess Dan Wright Jeff Myke
Atom Rep	Head Coach	Andrew Guidolin Chris Weston Eric Davison Steven Murray Bryan Edge
PeeWee AE	Head Coach	Jeremy Misner Tom Howard Kevin MacQueen Cody Scott Carter Misner
PeeWee Rep	Head Coach	Shawn Decoste Martin Decoste Colin Sewell Mike Everetts Jason Meisel
Bantam AE	Head Coach	Aaron Ebert Mark Simington Kevin Rupert Ron Dekoninck Brad McNiven
Bantam Rep	Head Coach	Chris Hagan Jay McColman Jay Klaver Dave Wide Tyler Chute