



## **CDMHA Board Meeting Report: 6 November 2017**

**Present:** Paul Makey, Kent Chapman, Chris Daye, Brent Fehrman, Jason Clark, Jeff MacDonald, Kevin MacQueen, Dave Pickering, Leanne Tinebra, Beth Wise, Traciann Fisher

**Regrets:** Connie Scott, Jenn Fess, Michael Kichinko, Jeremy Misner, Jamie McMaster

**Absent:** Don Sauve, Shawn Swayze

**Late:** Heather Letendre

**Left Early:**

**Members:**

**Meeting Called to Order: 6:33 pm**

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

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

- **Motion** to accept Nov 2017 meeting agenda by; Jeff MacDonald  
Seconded by; Kent Chapman  
Motion Carried.
- **Motion** to accept Oct 2017 meeting minutes by; Beth Wise  
Seconded by; Brent Fehrman  
Motion Carried.
  - Errors and Omission:
- **Motion** to accept May 2017 AGM meeting minutes by; Will be postponed to next meeting  
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
- Practice schedule has been updated to December 23 - there could be changes pending any game schedule changes. Teams should check website regularly
- All LL teams will have a minimum of 2 full ice practices scheduled by December 23
- Have emailed all teams to see which ones are interested in a practice between Christmas & New Year's
- REP/AE TBS Games(2) - Home(0) Away(2)
- LL TBS Games(0)

#### **Registrar's Report – Mike:**

- No Report Issued

#### **VP of Rep/AE Report – Kevin:**

- No Report Issued

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

- Game Sheets – there have been some challenges as some of the new convenors didn't understand they were to put the scores in, Jason was attempting to up date this and couldn't

find green/white copies. When they did get found, they were in the wrong folder. Jason is asking who should file these as there are potential issues with not having them or them being incorrect. Paul has heard some issues with the quality of the game sheets and would like to have a refresher with the time keepers on how to do this correctly, be more neat etc. This will be brought up again at the next meeting when Connie is in attendance at the meeting.

- Code of Conduct – there have been a number of challenges at the midget level which stem from uneven teams. All coaches should have the players read the player code of conduct and have a plan as to what they are going to do in regards to discipline. The board is here to assist in any way that is required.

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

- The tyke Christmas party is coming up and Leanne is looking at water bottles (although everyone got one last year) and is looking at blue water bottles or ball caps with the Thunder logo. The consensus is to go with hats.
- The two tyke rosters have been approved. 6 year olds have to play IP and there are two different prices for this, the board will need to investigate this in detail.
- The Tyke/Initiation Program Guide will need to be updated.
- A tyke coach made some practice guides (equipment) and is wondering if there is space to store this?

#### **Development Convenor Report – Heather:**

- Registration for the second session has started, the Rep/AE and Tyke is full and LL is taking longer to fill up. Heather will be sending out an e-mail with regards to this.
- There was a suggestion that we would need more equipment for practice such as cones, dividers, nets.
- Good feedback so far.

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

- No Report Issued

#### **Treasurer's Report – Jeff:**

- See Appendix A
- We are down some money this year which we knew as registration is down and we went with two year jerseys.
- We have put more money into our emergency fund.

#### **Website – Chris:**

- Please let Chris know if there is anything that needs to be updated
- Access to the equipment room – there has been some conflicts and will require conflict jerseys
- We are looking at getting a calendar that we can put things onto such as when it is time to order items and reminders, Chris has some options but it includes logging into a different program, Jamie has this information at this time.
- There is an option to store information on the website but it needs to be reviewed in more depth.

#### **Challenge Cup – Beth:**

- See Appendix C
- The rules need to be changed to reflect what is on the website for less confusion
- A Challenge Cup bank account was created this year which allowed the Chair to track everything; that account was not set up to take money out just to put money in; motion to allow the account to stay, and have three members of Association on the account for signing

purposes – these motions will be sent out via e-mail and reviewed and voted on by the entire board.

- The date for next year that is proposed is 11 – 14 Oct 2018. Beth Wise will confirm with Johnny Kichinko regarding scheduling.

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

- CDMHA via Challenge Cup will be donating \$700 to JumpStart. No one has taken any money out of JumpStart Haldimand in a number of years. Caledonia Cdn Tire matches this and then Cdn Tire Corporate also matches this. Can CDMHA look into the families that might need some assistance? We need to brainstorm ideas for how to get this information out and allow the families to access these programs. We can put stuff on the website and send out an e-mail blast and we can post stuff on the board in the lobby of the arena. Paul will also look into how we can put stuff out through the school board. We will take a look at the criteria for JumpStart as well.
- We need to discuss social media ideas.
- We are finishing up the sponsorship for Dodge Caravan and for the Bantam LL teams as well.
- We will need to make Jersey decisions shortly regarding one year vs two year jerseys and what we are going to do moving forward.

#### **President's Report – Jamie:**

- No Report Issued

#### **Open Business:**

- **Action:** Coach Liaison Position (See Appendix B)
- **Discussion:** This position is not about someone who understands the qualifications required.
  - We would hope to provide a program that will positively influence coaches for the future and provide consistency amongst all the teams. They are to encourage, provide positive feedback as well as resources etc.
  - Communication will be the key. This person would be viewing practices, games and providing advice and resources that coaches can access.
  - The challenge will be in choosing the right person; someone with experience and taking the job for the right reasons;
  - Should the association be putting together some coaching guidelines?
  - Is this a position for one person or multiple people? Is this a coach liaison committee?
  - Chris is open to receiving feedback and will compile some new information based on discussion and feedback and will have something put together for the next meeting.
- **Action:** Pictures are in. I will need some time to sort them and then will put them in the hockey office for teams for pick up.
- **Discussion:**
- **Action:**
- **Discussion:**

#### **New Business:**

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

## **E-Mail Votes**

To cover the costs of the HRA Assigner managing the refs monthly payments. We would be covering the cost of the monthly banking fees to allow him to e-transfers to the refs.

I believe this should be looked at the cost of doing business.

The amount that we would save would be as follows, plus the headaches of managing their payroll:  
- we currently cut approximately 30 cheques a month for each ref at an approximate cost of \$2 (lower estimate) per cheque which is \$60 a month X 7 months is \$420 a year. If we pay for the monthly fees of \$16 a month for the year, we would save (\$16/month X 12 months = \$192) which is a savings of \$228 a year PLUS our time of getting cheques cut and chasing the refs down to cash the cheques.

This will create a clean cut between us and the refs as they manage their payroll with us cutting one cheque per month to the HRA.

In a perfect world, CDMHA shouldn't be paying the HRA's admin costs.

If the HRA need more to cover their costs down the road they need to ask.

Example: A ref wants to be paid twice a month CDMHA should not pay 2 e transfer fees.

Example: The HRA messes up a payment or two, CDMHA should not pay for that.

If down the road their costs goes up they can ask for an increase and justify it.

The HRA and refs gave us three options for them to do their payroll:

- 1) the motion put on the floor (see above);
- 2) increase the costs per game paid to the HRA to schedule so that it covers his costs for handling the payroll to \$3.50 a game from the current \$3 a game which would costs \$304 a year in costs;
- 3) or we pay per e-transfer each month at \$1.50 a pop which would be 30 X \$1.50 = \$45 a month X approximately 7 months for our season which works out to be approximately \$315 a season.

As mentioned previously in the motion, we currently pay \$2 a cheque to be cut, picked up, doubled signed, left for refs to pick up, hopefully they cash them, then we pay BMS to reconcile the account each month and all of that X 30 refs so roughly \$60 a month currently.

The motion to cover \$16/mth fee to the Referee Association was passed.

**Deferred to Next Meeting:**

- 1) AGM Minutes Approval
- 2) Initiation/Tyke Registration Fee

**Motion** to adjourn by: Heather Letendre

Seconded by; Jeff MacDonald

Motion Carried.

**Meeting Adjourned** – 8: 35 pm

Appendix A  
Financial Reports

<b>Caledonia and District Minor Hockey Association</b>		
<b>Budget 2017-2018</b>		
	<b>Total</b>	Actual
<b>Income</b>		
4140 Gate Income	45,000.00	1388.65
4200 Registration	225,000.00	219159.99
4240 Sponsorships/Donations	8,050.00	4750.00
4250 Coaching Clinic Fees	0.00	3360.00
4290 Rep Team Fees	28,025.00	6225.00
4300 Rep Tryout Fees	1,300.00	1550.00
4310 Other Income	0.00	313.00
4320 Team Extra Ice Payments	16,000.00	4391.00
<b>4500 Challenge Cup Tournament</b>		
4504 Prize Table Revenue Challenge Cup	2,048.19	3516.00
4505 Tournament Registration- Challenge Cup	44,450.00	
4506 Challenge Cup Misc Revenue	845.00	
4507 Challenge Cup - Sponsorship Revenue	1,000.00	
4510 Ice Costs Challenge Cup	-15,519.15	-16242.00
4515 Challenge Cup - Program Advertising Exp	-1,659.97	
4520 Refs Challenge Cup	-6,848.00	-7257.00
4525 Challenge Cup Donation		-700.00
4530 Registration Exp Challenge Cup	-1,395.00	
4535 Prizes and Trophies Exp- Challenge Cup	-6,338.03	-5302.00
4540 Timekeepers Challenge Cup	-660.00	-1782.00
4550 Other Expense Challenge Cup	-73.45	-32.77
<b>Total 4500 Challenge Cup Tournament</b>	<b>\$ 15,849.59</b>	54175.00
4800 Player Development	10,000.00	2870.00
<b>Total Income</b>	<b>\$ 349,224.59</b>	
<b>Gross Profit</b>	<b>\$ 349,224.59</b>	298182.64
<b>Other Income</b>		
5700 Interest Income	1,100.00	313.00
<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	533.00
5060 Awards & Trophies	1,600.00	158.00
5080 Bank/QE Fees	7,200.00	5742.00
5100 Team Parties	5,000.00	1690.95
5160 Equipment		
5161 House Leage Jerseys & Socks	1,500.00	6965.90
5162 Rep Jerseys & Socks	2,000.00	
5163 Protective Equipment	96.04	
5164 Supplies	3,500.00	982.00
<b>Total 5160 Equipment</b>	<b>\$ 7,096.04</b>	
5185 Hockey Development		
5170 Player Development	19,500.00	2372.00
5180 Coach/Trainer Development	3,500.00	6225.00
<b>Total 5185 Hockey Development</b>	<b>\$ 23,000.00</b>	
5200 Ice Rental - Hockey	210,000.00	58530.50
5220 Ice Scheduler	6,000.00	2000.00
5230 Referee Scheduler	1,824.00	
5260 Office Expense	2,538.29	740.28
5265 Copier	1,533.47	745.80
5270 Website	1,201.76	1610.25
<b>Total 5260 Office Expense</b>	<b>\$ 5,273.52</b>	
5280 OMHA Fees	23,843.36	21947.36
5360 Photography	2,222.28	
5380 Referees	25,241.00	3626.00
5390 Registration Expense	2,220.00	5795.00
5401 Southern Counties Reg - Rep	855.00	900.00
5460 Timekeepers	12,324.50	1096.50
5540 Gatekeepers	7,708.00	1342.25
5910 Other Expenses	1,644.14	309.00
<b>Total Expenses</b>	<b>\$ 350,356.67</b>	123311.79
<b>Profit</b>	<b>-\$ 32.08</b>	174870.85
Sunday, May 07, 2017 09:30:10 AM GMT-7 - Accrual Basis		

## 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.



Appendix C  
Challenge Cup

## 2017 Challenge Cup Tournament Budget

	<u>2017</u> <u>Budget</u>	<u>2017</u> <u>Actual</u>
<b>Revenue:</b>		
<b>Tournament Entry Fees</b>	<b>\$53,400.00</b>	<b>\$54,000.00</b>
CDMHA & 1 Discounted Teams (10 X \$600)	\$5,400.00	\$6,000.00
Regular Registration (54 @ \$1,000)	\$48,000.00	\$48,000.00
<b>Program Advertising</b>		<b>\$700.00</b>
<b>Sponsorship Donations (Cash &amp; Donated Prizes)</b>	<b>\$3,500.00</b>	<b>\$1,100.00</b>
<b>Drive Your Ford</b>	<b>\$2,000.00</b>	<b>\$1,865.60</b>
<b>Draw Prize Table</b>	<b>\$3,000.00</b>	<b>\$3,516.35</b>
<b>Vendors</b>	<b>\$1,200.00</b>	<b>\$2,175.00</b>
<b>Photographer</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>50/50</b>	<b>\$600.00</b>	<b>\$700.00</b>
<b>Room Roster (\$5 per room X 196 rooms)</b>	<b>\$500.00</b>	<b>\$960.00</b>
<b>On Spot Apparel</b>		<b>\$71.90</b>
<b>Miscellaneous</b>		
<b>Total Revenue</b>	<b>\$64,200.00</b>	<b>\$65,088.85</b>
<b>Expenses:</b>		
<b>Ice Costs</b>	<b>\$17,000.00</b>	<b>\$16,241.79</b>
<b>Referees</b>	<b>\$7,000.00</b>	<b>\$7,257.00</b>
<b>Timekeepers</b>	<b>\$1,800.00</b>	<b>\$1,782.00</b>
<b>OMHA Fee</b>	<b>\$650.00</b>	<b>\$720.00</b>
<b>Draw Table Expenses</b>	<b>\$1,500.00</b>	<b>\$1,571.75</b>
<b>Player Give Away's</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>MVP Awards</b>	<b>\$400.00</b>	<b>\$900.00</b>
<b>Program Costs</b>	<b>\$1,500.00</b>	<b>\$1,543.58</b>
<b>Ballots for Raffle</b>		<b>\$140.12</b>
<b>Hats</b>	<b>\$4,590.00</b>	<b>\$4,468.02</b>
<b>Trophies</b>	<b>\$850.00</b>	<b>\$833.83</b>
<b>Supplies</b>	<b>\$100.00</b>	<b>\$32.77</b>
<b>Donation</b>	<b>\$600.00</b>	<b>\$700.00</b>
<b>Misc</b>	<b>\$0.00</b>	
<b>Total Expenses</b>	<b>\$35,990.00</b>	<b>\$36,190.86</b>
		<b>-\$1,100.00</b>
<b>Net Income(Loss)</b>	<b>\$28,210.00</b>	<b>\$28,897.99</b>