



CDMHA Board Meeting Report: 11 September 2017

Present: Jamie McMaster, Connie Scott, Traciann Fisher, Kevin MacQueen, Jeremy Misner, Jason Clark, Beth Wise, Jeff McDonald, Dave Pickering, Kent Chapman, Michael Kichinko, Chris Daye, Leanne Tinebra, Jenn Fess, Heather Letendre

Regrets: Don Sauve, Brent Fehrman, Shawn Swayze, Paul Makey, John Kichinko

Absent:

Late:

Left Early:

Members:

Meeting Called to Order: 6:33 pm

Meeting Chair & Time Keeper: Jamie McMaster, President

Agenda & Meeting Minutes:

- **Motion** to accept Sep 2017 meeting agenda by; Michael Kichinko
Seconded by; Jenn Fess
Motion Carried.
- **Motion** to accept Aug 2017 meeting minutes by; Michael Kichinko
Seconded by; Jeff McDonald
Motion Carried.
 - Errors and Omission:

Reports:

Ice Scheduler's Report – John:

- September Ice contract is confirmed
- Season Ice Contract needs to be confirmed by **September 15**
- Coaching clinic ice needs to be confirmed by **September 15**
- Challenge Cup contract needs to be confirmed by **October 12**
- Rep/AE season starts **October 1** & ends **December 23**
- Returned 2 hours of ice for season due to one less Bantam LL team
- Ice Breakdown for the season is 60.75 hours of ice per week as follows:
 - Rep/AE Games - 11 hours
 - Tyke Games - 2 hours
 - LL Games - 14.75 hours
 - Development - 3 hours
 - Tyke Practices - 6 hours
 - LL Practices - 7 hours
 - Rep/AE Practices - 9 hours
 - Extra Team Ice Purchase - 3 hours
 - Weekly ice overage - 5 hours
 - LL Meeting on **September 20** to determine teams for each centre

Registrar's Report – Mike:

- Updating the LL lists, there were some issues with people registering and paid, but it didn't show on the Hockey Canada Registration – Michael has contacted Hockey Canada
- Rosters and travel permits being completed.

VP of Rep/AE Report – Kevin:

- Season starts 1 Oct ends 23 Dec 2017
- Final days are in Cayuga for B Final Saturday, Simcoe A Final – Sunday.
- Gate fees will stay the same \$4 and \$3
- Novice Rep division will be scheduled more appropriately
- Centres have to have declaration in for teams by 17 Dec 2017 – schedule out by 27 Dec 2017
- Linda – there will be no mileage next year for NRP's

VP of Local League Report – Jason:

- Evaluation Review - we were lacking a number of positions for the evaluations and the board really stepped up to help out, it wouldn't have been possible to do this without that assistance
- The coach night has been cancelled as we only had one person e-mail to say he would like to attend
- Suggest that evaluations are not held until Convenors are in place next year and that they be pushed back one weekend due to soccer finals
- Novice - has 2 coaches, no convenor and has advised that the season will not start until there is a convenor in place, this includes practices
- Atom - is all sorted at this time; Suzy Duncan has agreed to be the convenor in a non-voting position
- PeeWee – is in need of one coach and the season will not start until all three coaches are in position
- Bantam – is all sorted at this time. They are short one goalie at this time.
- Midget – evaluations have not taken place, Brad Archibald has agreed to take on the position of convenor part time and Kent Chapman will assist him in this position; two coaches are required for this level
- In Camera 6:47 p.m. Out of Camera 6:54 p.m.
- Motion to accept the resignation of Chuck Cooper from the Board position of Midget Convenor; seconded Michael Kichinko. Carried.
- Motion to accept Suzy Duncan as a non-voting Atom Convenor Position, seconded Heather Letendre. Carried.

Tyke Convenor/Coordinator Report – Leanne/Brent:

- Everything is good in Tyke at this time except that we have finally gotten confirmation that 6 year olds are not allowed to play full ice and therefore, some of the teams had to be adjusted; we had asked for confirmation of this prior but had gotten information that we were good with our program but this is not the case;
- Jerseys have been ordered for all the teams and they will all be organized so that they are used appropriately;
- There was some issue with coaches as the credentials are different from level to level and Brent Fehrman spoke to the coaches to confirm that they are separated in regards to credentials and appropriate levels.
- There will be 12 teams overall;
- The IP 5 and 6 levels will be evaluated to ensure consistency;

Development Convenor Report – Heather:

- Spoke with Velonosi who has confirmed he is available for all 19 days; will decide if three blocks of 6 or 4 blocks of 4;
- Wednesday is Tyke and LL Novice
- Monday is first hour LL and second hour Rep/AE
- Start date for Wednesday is Oct 4, Monday is Oct 2

- Previous there was some difficulty filling the last block and we have confirmed we can cancel this ice if need be
- The proposed goaltender development will be put on the back burner for now – it seems that everyone likes their own goalie coach and therefore we will continue with how it is now, this goes for the goaltender information night as well
- Hoping to have the open registration on the website by the end of this week for next week

Equipment Manager's Report – Jeremy:

- All supplies will go Friday to the LL teams
- All Jerseys ordered and guaranteed to be here by picture day
- There are 4 sets of the smallest equipment (one set has been issued already)
- We might need to order another set of goalie equipment for the Tyke/IP level
- One player broke his collar bone and his away jersey had to be cut off and we will need to order another jersey for this

Treasurer's Report – Jeff:

- See Appendix A
- Last year there was a scam where MSE sports got hacked and an e-mail was sent from the President asking the Treasurer to pay an invoice; this was eventually flagged and Brownlow has asked what our plan moving forward is to catch this and deal with it; we will need to formally have a plan in place and we will look at updating the P&P as we should have a paper copy of the invoice; we will decide on a number (dollar amount) that after that dollar amount, it needs to be confirmed verbally
- The printer contract is done as of Oct 2017 and we will be returning both printers; we will purchase our own printer for the hockey office; Michael will look into new printers and provide information to the board

Website – Chris:

- Chris is unhappy with the feed on the monitor above the hockey office; it looks good on a small screen but not on the bigger screen; Chris likes what Cayuga does and Catherine Headley is the contact there, so we will contact them to see what we do to make ours look like that.

Challenge Cup – Beth:

- Registration is going well, 54 teams registered (+2 for the Midget Rep/AE teams; want 58
- We need a Midget Rep and one Atom AE, but we can run the tournament with the Atom, not the Midget Rep
- Some teams had to back out because hotels are an issue, some teams cannot find hotels
- Vendors - there 14 confirmed for Caledonia, photographer, on spot Apparel company
- Player giveaways – we are not purchasing anything as it is not cost effective, Paul has been working with businesses to get items
- Trophies will be similar to last year and the baseball caps will be retained as well
- John will start scheduling and ice has been confirmed; Jenn will do a schedule for board members so it doesn't conflict with when children might be playing
- Thursday evening for local teams and not too early of a start for Friday

VP of Business Report Paul:

- No Report Issued

President's Report – Jamie:

- Proposal for a Tyke Select Coach this year – Head Coach – Brad Vandenburg and there are other people who have volunteered; it is difficult to say no to people who would like to volunteer their time,
- There were three issues from last year – game conflicts, (he is clear about this not happening), practice times i.e. not attending LL practice because of a Select game in the afternoon; didn't have a full time convenor (this has to happen) for game sheets and other issues;
- Should there be a parent meeting and a contract signed? Should they have to have their schedule set prior to the Tyke schedule being completed?
- Motion to decline a Tyke Select team based on the route that the OMHA is taking with the age limitations moving forward for the Tyke and Novice teams, within CDMHA this year by Traciann Fisher. Seconded Heather Letendre; 8 in favour 5 against. Motion is carried.
- There was a previous discussion regarding following of the Policies and Procedures and we need to be consistent in following these Policies. We need to take a hard line in these policies in order to ensure fairness across the board.

Open Business:

- **Action:** Photography Quotes
- **Discussion:** Photographs are booked for Saturday 30 September and Sunday October 1st 2017. I will have a schedule out shortly, John Kichinko is working on making it mesh to the best of his ability with the practice schedule.
- **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.
 - Contacted both Coach and Manager to discuss with parents and if there were any issues, to be directed to Kevin.
- **Action:** Coach Liaison – there was a proposal put forth by Chris Daye and a discussion that we had during the Rep/AE coaching selection about this.
- **Discussion:**

This will be brought up at the next meeting. See Appendix B.

It's important to recruit coaches and the right coaches and have consistency within the programs and the coaches;

If this is an effort to recruit coaches, did we discuss an incentive but the question of where to draw the line comes up

Should we have a coach appreciation night? Did we stop doing this as attendance was dwindling?
- **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.

The board feels like this has declined and we will not pursue it at this time, it can be looked at again next year – we have increased our in house development at this time.

New Business:

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

E-Mail Votes

There was an e-mail motion made by Kevin MacQueen, VP of Rep/AE to allow the Bantam Rep and Bantam AE teams to add one more player to each of their teams in light of both teams losing a player recently. This motion was seconded by Jeremy Misner and motion carried.

Deferred to Next Meeting:

Motion to adjourn by; Connie Scott
Seconded by; Jeff McDonald
Motion Carried.

Meeting Adjourned – 8:19 pm

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association		
Budget 2017-2018		
	Total	Actual
Income		
4140 Gate Income	45,000.00	
4200 Registration	225,000.00	200323
4240 Sponsorships/Donations	8,050.00	
4290 Rep Team Fees	28,025.00	
4300 Rep Tryout Fees	1,300.00	1325
4310 Other Income	0	
4320 Team Extra Ice Payments	16,000.00	1996
4500 Challenge Cup Tournament		
4504 Prize Table Revenue Challenge Cup	2,048.19	
4505 Tournament Registration- Challenge Cup	44,450.00	
4506 Challenge Cup Misc Revenue	845	
4507 Challenge Cup - Sponsorship Revenue	1,000.00	
4510 Ice Costs Challenge Cup	-15,519.15	
4515 Challenge Cup - Program Advertising Exp	-1,659.97	
4520 Refs Challenge Cup	-6,848.00	
4530 Registration Exp Challenge Cup	-1,395.00	
4535 Prizes and Trophies Exp- Challenge Cup	-6,338.03	
4540 Timekeepers Challenge Cup	-660	
4550 Other Expense Challenge Cup	-73.45	
Total 4500 Challenge Cup Tournament	\$15,849.59	44880
4800 Player Development	10,000.00	
Total Income	\$349,224.59	
Gross Profit	\$349,224.59	248524
Other Income		
5700 Interest Income	1,100.00	
Total Other Income	\$1,100.00	
Expenses		
5040 Audit Fees	6,215.00	
5050 Bookkeeping Fees	1,000.00	357
5060 Awards & Trophies	1,600.00	
5080 Bank/QE Fees	7,200.00	2935
5100 Team Parties	5,000.00	1690
5160 Equipment		
5161 House League Jerseys & Socks	1,500.00	351
5162 Rep Jerseys & Socks	2,000.00	
5163 Protective Equipment	96.04	

5164 Supplies	3,500.00	233
Total 5160 Equipment	\$7,096.04	
5185 Hockey Development		
5170 Player Development	19,500.00	
5180 Coach/Trainer Development	3,500.00	240
Total 5185 Hockey Development	\$23,000.00	
5200 Ice Rental - Hockey	210,000.00	8700
5220 Ice Scheduler	6,000.00	2000
5230 Referee Scheduler	1,824.00	
5235 Other Miscellaneous Service Cost	89.83	
Total 5230 Referee Scheduler	\$1,913.83	
5260 Office Expense	2,538.29	
5265 Copier	1,533.47	
5270 Website	1,201.76	
Total 5260 Office Expense	\$5,273.52	
5280 OMHA Fees	23,843.36	21947
5360 Photography	2,222.28	
5380 Referees	25,241.00	
5390 Registration Expense	2,220.00	
5401 Southern Counties Reg - Rep	855	
5460 Timekeepers	12,324.50	
5540 Gatekeepers	7,708.00	
5910 Other Expenses	1,644.14	
Total Expenses	\$350,356.67	38453
Profit	-\$32.08	210071

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.