



CDMHA Board Meeting Report: 14 August 2018

Present: Jenn Fess, Beth Wise, Paul Robertson, Candace Adams, Leanne Tinebra, Michael Kichinko, Lisa Turner, Traciann Fisher, Brent Fehrman

Regrets: Paul Makey, Jamie McMaster, Jason Clark, Shawn Swayze, Dave Pickering, Connie Scott, Jeff McDonald

Absent: Don Sauve

Late:

Left Early:

Members:

Meeting Called to Order: 6:30 pm

Meeting Chair & Time Keeper: Traciann Fisher, Secretary

Agenda & Meeting Minutes:

- **Motion** to accept Aug 2018 meeting agenda by; Beth Wise
Seconded by; Brent Fehrman
Motion Carried.
- **Motion** to accept July 2018 meeting minutes by; Paul Robertson
Seconded by; Jenn Fess
Motion Carried.
 - Errors and Omission:

Reports:

Ice Scheduler's Report – John:

- September Ice contract firmed up.
- September Ice schedule is updated on website. LL scheduling for September based on the same number of teams in each division as last year. If that changes then the schedule will need to be adjusted as CDMHA is committed to September ice
- Ice User meeting was held on August 1 in Cayuga
- Updated certificate of insurance is required by August 31 - (Responsibility Paul Makey)
- Challenge Cup ice contract needs to be firmed up by September 10
- Season(October 1/18 - March 31/19) needs to be firmed up by September 9
- Number of LL teams needs to be decided by September 3 - (Responsibility Paul Makey, Shawn Swayze, Mike Kichinko)
- Did we try to take advantage of ice time that was given up by the Corvairs?

Registrar's Report – Mike:

- Michael will send out the reports 16 Aug as the numbers will be close for the Novice and above. The late fee kicks in 15 Aug. There are a lot of discovery sign ups. There hasn't been too many from the new sub-division. He will keep the list updated.
- Rosters can be submitted after 15 August as well.
- A lot of travel permit requests are waiting OMHA approval at this time. This probably won't happen until Labour Day weekend.

VP of Rep/AE Report – Jason:

- Jason would like to propose a motion to update the Bantam Rep coaching staff to include Jaden Brownell. Jaden comes highly recommended from coaching the previous year and is very reliable. Second by Brent Fehrman – motion passed.

VP of Local League Report – Shawn:

- Local League Jersey Sizing and mouth guards
- LL coaches, coming down to the crunch on filling these roles. Shawn has details of who is needed, Board will need to decide if we will hold season and team selection till all positions are filled. I will post news article and ask Mike to send email to all parents. The consensus is that if a level has all their coaches, then they can go ahead and complete the draft and move forward, if there is a level that is short we can do the draft but if there is a level that has no coaches, we will not move forward with that.
- Could we look at moving the late fee to 1 Aug? This could facilitate in the future having a LL sizing. We could also put out information at the end of the season putting out the dates for registration and what our intentions are regarding sizing and make up of teams.

Tyke Convenor/Coordinator Report – Candace/Brent:

- New half ice boards are picked up and currently at Pauls' house, awaiting OK from Arena staff to deliver. Will need 2-3 to assist Brent in unloading and set up.
- A flyer was created for the new discovery program and it will be distributed via social media and the website and mass e-mail
- Jerseys are all ordered and should be here by evaluations
- Doug in Waterford organizes a meeting to start scheduling some games so Candace will reach out as we were not included last year; IP 2's will do a little bit of travelling as we won't have enough teams to play eachother.

Development Convenor Report – Vacant:

- No Report Issued

Equipment Manager's Report – Leanne:

- The equipment cage got cleaned out and there were a lot of jerseys that were moldy and dirty, we will make sure that every level has a conflict set before we get rid of anything. There are a lot of socks and a few Thunder jerseys that we thought we could sell at the Challenge Cup or offer up to the teams for practice socks. The money can be put back into new equipment.
- The goalie gear is sorted and Jacob Makey has offered to assist to look at them
- The first aid kits are still out and will need to be back by 24 August for the rep/ae teams.
- Will e-mail all the Rep/AE coaches to let them know she will be here on a specific date to pick up the pucks etc.

Treasurer's Report – Jeff:

- See Annex A
- Please e-mail Jeff if there are any specific questions.

Website – Beth:

- Are all the e-mails set up and when can we get this organized? Beth has the instructions to get it set up and the decision needs to be made as to who gets what address; at the September meeting we will firm this up – bring your device that you wish to receive e-mails on

Challenge Cup – Beth:

- There are 53 teams registered for the Challenge Cup; everything is going really well
- Meeting 6 September to get a committee together – if there is anyone interested in putting in an ad or donating items for the prize table, let Beth know. Pins are in (2 years worth), an apparel company is coming in and we will order shirts for the Board that say staff on them.

VP of Business Report – Lisa:

- Sponsorship is going fine, need any one on board who has personal contacts at Caledonia business to please take time and canvass. All information can be received from Paul or Lisa.
- Jerseys are ordered and there are some that will need to have the sponsors put on after as they are not firmed up
- Lisa has been talking to some of the garages regarding sponsorship, they are not generally interested in jersey sponsorship but boards or the tv and some of the restaurants would like to sponsor on the tv to have families come in and maybe get a free appetizer or percentage off.
- Could we put sponsorship on the half boards?
- Lisa is going to work on her contact for vinyl graphics for a sponsorship package

President's Report – Paul:

- Motion to accept the resignation of Heather Letendre from the board. (move to September)
- Need to fill Development role. Either internal or if anyone has any ideas on a non current board member who would be good at this.
- Town of Haldimand has reminded us to recognize 1 minute of silence November 11 at 11:00 am. All arena staff will be doing the same. Asked we stop the game and make announcement (if we are on the ice even). I believe we need to let Johnny know and ask Connie to inform all Time Keepers.
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Open Business:

- **Action:**
- **Discussion:**
- **Action:** Tryout Jerseys
- **Discussion:**
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- **Action:** Development Plan
- **Discussion:** Heather will provide something more to her proposal in writing
- **Action:**
- **Discussion:**

New Business:

Action: Coaching Certification/Training

- **Discussion:** Jason and Shawn are looking at this and should we run another clinic this year? There are limits like we need 20 people or they cancel and we also need the staff; then we must choose the certification (last year we chose the LL certification). We could decide to do this either every other year or every three years but this could help with the lower levels such as Tyke and Novice. We could also reach out to the other centres to see if they are thinking of running one and maybe work with them. Paul Makey will send out an e-mail to those other centres. We will wait for a reply on that to determine whether we will do this or not.

Action: Future Positions on the Board

- **Discussion:** We are still short a Novice, PeeWee and Midget convenor for LL.
- **Action:** P&P Update – Financial Policy
- **Discussion:** See attached Annex B – will defer to next meeting
- **Action:** Refillable water bottle stations at the arena
- **Discussion:** Need to bring this up at the upcoming meeting and we can at the bring it up again at the next meeting with the county; 10 Aug will meet with Ringette, Girls Hockey and Figure Skating in regards to this as well;
- **Action:** Ice User Group Meeting
- **Discussion:** As all aware I attended the Users group meeting last week with Haldimand County. Most user groups present. From the county was Linda Kissner and Cheryl Wittle. A last minute cancellation was Sheila Wilson who was on the agenda to address the user fee reduction, our concerns and of course the Mayors comments. Sheila is the one who truly has the power to address concerns and was I evolved in the decision making. Linda was asked to address this portion and did so with little notice or info.

Here is what was relayed to all...

A study was conducted by the county to determine if rates were in line with neighbouring communities, determine how to attract more users for non prime time like weekdays and early mornings and lastly how to attract more users from within Haldimand and non resident. Study was not shared with staff at least with Lynda and lower and went direct to council who decided to lower the rates.

Non resident rates went down as well however Linda assured us we have first right for all ice time before non residents. This means once our contracts and ice times are confirmed they will put all unused times out for the public.

Linda did not know the real reason for the cancellation of the 15 year premium charge for ice time. She told us staff agreed it should be kept in place for all and funding put towards continuous improvements at the facilities like water bottle filling stations. She said staff was not in agreement with council on this and were not provided details.

She also stated they wanted to work with us on improvements like water filling stations and she will put those in the 2019 capital budget.

Overall I was very careful what I said and how much we pushed. In fairness it was obvious she was just a messenger, didn't support the decisions completely and was on our side. I thanked her and Cheryl for their ongoing support and assured them we as well looked forward to working together to make things better.

It is also obvious we are by far the largest user group and thanks to Johnny and current and past CDMHA volunteers the most organized. Thank you all for making me proud to represent us at such meetings!

- **Discussion:** The Christian Family Fire
- **Action:** In Camera 7:50 pm Out of Camera 7:55 pm

E-Mail Votes

As many of you are probably aware, CDMHA lost one of our members to cancer in late July. I didn't know Jeff Ruddy but he had been a coach in LL and Rep/AE for a number of years. Jeff had agreed to be an assistant coach

with Stu Oxley for the Midget AE team this upcoming season. From everything I've heard, Jeff was a really well liked guy and a highly respected coach with the kids he had worked with over the years.

Through a number of discussions between Paul, Stu Oxley and I and Paul and the Ruddy family, we would like to honour Jeff by having his initials (JR) sublimated on all of the CDMHA jerseys for the upcoming season. This would include the jerseys for rep/ae and LL. Jack Badge, the rep from our jersey supplier has agreed that this can be done in time for our order.

I would like to make a motion to have the initials "JR", commemorating Jeff Ruddy, sublimated on all of the CDMHA jerseys for the 2018/19 season. Motion by Jason Clark and seconded by Jamie McMaster. Motion passed.

Deferred from last Meeting:

Rep/AE teams in the playoffs
Future Positions on the Board
Coaching Certification/Training

Deferred to Next Meeting:

Policy and Procedure update – Financials
Rep/AE teams in the playoffs
Future Positions on the Board
Coaching Certification/Training
Water Bottle Filling Stations

Motion to adjourn by: Jenn Fess

Seconded by; Lisa Turner

Motion Carried.

Meeting Adjourned – 8:03 pm

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association

PROFIT AND LOSS

May 1 - July 10, 2018

	TOTAL	
	MAY 1 - JUL 10, 2018	MAY 1 - JUL 10, 2017 (PY)
INCOME		
4200 Registration	89,333.49	90,850.17
4310 Other Income	20.00	
4320 Team Extra Ice Payments	67.66	
Total Income	89,421.15	90,850.17
GROSS PROFIT	89,421.15	90,850.17
EXPENSES		
5050 Bookkeeping Fees	64.69	325.46
5080 Bank Fees	790.40	1,188.97
5081 QE Fees	296.91	
Total 5080 Bank Fees	1,087.31	1,188.97
5100 Team Parties	1,403.25	1,690.95
5160 Equipment		
5164 Supplies		232.91
Total 5160 Equipment		232.91
5185 Hockey Development		
5170 Player Development	600.00	
5180 Coach/Trainer Development		240.00
Total 5185 Hockey Development	600.00	240.00
5200 Ice Rental - Hockey	5,040.52	6,704.58
5220 Ice Scheduler	2,000.00	2,000.00
5230 Referee Scheduler		
5235 Other Miscellaneous Service Cost	52.64	
Total 5230 Referee Scheduler	52.64	
5260 Office Expense	15.26	
5270 Website	1,625.40	
Total 5260 Office Expense	1,640.66	
5910 Other Expenses	24.95	308.83
Total Expenses	11,914.02	12,691.70
OTHER INCOME		
5700 Interest Income		138.90
Total Other Income		138.90
OTHER EXPENSES		
8000 Ask My Accountant	1,351.00	
Total Other Expenses	1,351.00	
PROFIT	\$76,156.13	\$78,297.37

Annex B Policy and Procedure Update - Financials

Section 14 – Financials

In an effort to ensure that every child and family has access to Caledonia Minor Hockey and that we are fair and balanced in leveraging our local and outside communities with regards to sponsorship funds the following policies are being implemented as part of all team finances.

The purpose of the policy is to ensure that the amount of sponsorship received from our local and other sponsors is fair and balanced and being used responsibly to fund development, that a team's main goal is the betterment of the sport of hockey and not focused on fundraising but on team and player development and to ensure that all teams report responsibly their team spending. It is our responsibility as an Association to ensure that all players and families in our community can afford whatever level of hockey they choose to play by keeping both registration and Team fees at an affordable level and that each family equally contributes to the team via affordable fees and fair fundraising and sponsorship expectations.

In order to ensure the best possible season for our teams and to balance fundraising, CDMHA has compiled the following guidelines as it pertains to fundraising and team financials. Going forward, all Rep/AE and Local League teams must follow these guidelines with regard to team finances.

- a) All teams must provide a budget for the team's season outlining both revenue and expenditures to be approved by the board within 3 weeks of team selection. See Appendix 10 for the format. This spreadsheet will also be sent electronically to the teams once the head coach selection is complete.
- b) The team must provide an updated mid-season budget for review and approval by January 30th. This will be reviewed to ensure that the financials are on target.
- c) A closing financial statement must be provided to the VP of the respective league once the team's season is complete. This will include all transactions and a zero balance statement from the bank. This must be submitted NLT 30 June. Once this is reviewed, approval will be provided to close the bank account. Any funds remaining at the end of the season will become property of CDMHA and used for future development or equipment requirements.

When submitted the proposed budget, the following must be considered/adhered to:

- a) The budget must have each player (family) investing no less than \$300 and no more than \$600 in player fees. This will ensure that that Rep/AE hockey is affordable to most and leave it up to a team to fundraise or not. The player fee will not change throughout the year and no repayment will occur throughout the season.
- b) What may be covered in the budget will be the following items. These can be covered in the Fees or via additional funds raised through fundraising or sponsorship.
 - i. Additional ice time outside of what is allotted by CDMHA. Keeping in mind that there is only so much ice time available in Caledonia and you may be required to purchase ice at an outside facility;
 - ii. Tournaments. We recommend three (3) with at least one (1) being an away tournament. Funds for tournaments will only cover registration fees and will not cover team meals, lodging or entertainment;
 - iii. Warm up t-shirts and shorts;

- iv. Warm up suits only if being worn as the team uniform to travel to and from the games/arenas. Warm up suits are not required if the team is only using them for dryland or pre-game warm-ups;
- v. Team jackets includes all players, coaches, trainer and manager;
- vi. One team party to a maximum of \$500 on top of what CDMHA reimburses;
- vii. On and off training (development) for players and/or goalies including dry land;
- viii. A maximum of 2 exhibition games, one of which will be reimbursed by CDMHA (should be a home exhibition game);
- ix. Team supplies such as tape, game sheet labels, game cards;
- x. Any other required items outside of this list must be approved within your budget by CDMHA.

Financial reports must be kept by each time for the entire season and must be shared with CDMHA and the team. The final report will be reviewed and approved by the board prior to accounts being closed. Any funds that are raised either via fundraising or sponsorship which is above your approved budget must be reported to CDMHA. If there is a practical purpose for these funds, they will remain with the team, if not, they will become property of CDMHA for use or dispersal as required for equipment or development. The team manager, head coach or delegate will be responsible for keeping the team finances. The head coach will be ultimately responsible and will be required to support CDMHA in any inquiries into the team's budget or in obtaining the budget or financials at the end of the season.

Local league teams are asked to complete a budget only if they plan to have sponsorship, fundraising or ask their families for additional funds. Local League teams are encouraged to consider a fundraiser or sponsorship for warm-up suits for the players.

If no extra funds are being considered, an e-mail from the coach to the VP of Local League and VP of Business will be considered sufficient notification.

Bank Accounts:

CDMHA highly recommends that a team bank account be set up to manage the team finances. No personal accounts should be used. The Bank of Montreal in Caledonia will open a team account with no fees.

There should be a minimum of 2 signatures required on each account to complete any withdrawal or other transaction on this account i.e. cheque signatures. These should not be two people who are spouses, family or cohabiting.

An information night will be held for all team coaches and managers to review the expectations, budget sheet and ask any questions.

Team Financial Assistance:

CDMHA may choose to financially assist the Midget Rep and AE teams by providing funds upfront due to the late tryouts in the fall for these teams. The funds are for tournament entry fees only. CDMHA may choose to make payment for up to three (3) tournaments per team. Payment will be made directly to the tournaments, not the teams. CDMHA will invoice the teams accordingly and the teams must pay back CDMHA NLT 1 November of the current season. CDMHA reserves the right to recoup these costs as the board sees fit from any team who does not make the necessary repayment.