



CDMHA Board Meeting Report: 3 December 2018

Present: Jamie McMaster, Lisa Turner, Jason Clark, Jenn Fess, Jeff MacDonald, Connie Scott, Paul Robertson, Kim Lichty, Leanne Tinebra, Candace Adams, Traciann Fisher, Shawn Swayze

Regrets: Michael Kichinko, Brent Fehrman, Beth Wise, Dave Pickering, Don Sauve, Erin Noble

Absent:

Late:

Left Early:

Members:

Meeting Called to Order: 6:31 pm

Meeting Chair & Time Keeper: Jason Clark, VP Rep/AE

Agenda & Meeting Minutes:

- **Motion** to accept Dec 2018 meeting agenda by; Lisa Turner
Seconded by; Jamie McMaster
Motion Carried.
- **Motion** to accept Nov 2018 meeting minutes by; Shawn Swayze
Seconded by; Jamie McMaster
Motion Carried.
 - Errors and Omission:

Reports:

Ice Scheduler's Report – John:

- Practice schedule updated to December 23
- Practices over Christmas scheduled for those teams responding that they would like one
- Local League TBS Games - 0
- Rep/AE TBS Games - 0
- Rep/AE Regular Season games to be completed by December 23
- LL Regular Season games to be completed by January 13
- Practices in 2019 will be added asap on a week by week basis while OMHA playoff series are scheduled, Rep/AE Playoff schedules are completed & LL Playoff schedules are completed....teams need to check the website on a regular basis as changes to the schedule will be required & there will be additions/changes to the schedule with short notice

Registrar's Report – Mike:

- Michael will be resigning in the New Year. We will need to have someone shadow Michael starting in the new year as the Registrar position is a big position and will need a handover. Information will be e-mailed to all board members to make a decision if they are interested in the position by 15 Dec 2018.

VP of Rep/AE Report – Jason:

- Southern Counties Meeting – Port Dover, Simcoe and Waterford becoming an A Centre – what effects will this have on CDMHA? The membership needs to vote and there is a lot of questions as to where they will play as it is doubtful that they will go into the Niagara loop based on distance;
- The SC plaques will need to be returned for the upcoming play offs.

- Teams had into 15 Nov to be reclassified but none of teams put in to do that;
- SC is considering doing away with the Coach passes for next year and just going with a sign in sheet but this might be an issue for Caledonia due to the lower level not being manned and people already bypassing the payment table; admission is a SC and LL rule;
- Game sheets are not being filled out properly and there has been a coach who has accumulated 7 suspensions for this – tell the coaches to ensure the forms are being filled out

VP of Local League Report – Shawn:

- Local League Meeting discussion around participants not paying the gate fees and rudeness; it was discussed that something should be posted on our website and other centres will do the same explaining that it is the rules; once the posting goes up at the other centres, we will post something up on our website; currently Glanbrook does not charge as they are in the Greater City of Hamilton but the other centres still want to charge a fee as per the SC and LL rules; Hagersville and Glanbrook seem to be the biggest culprits for not paying the fees and if Hagersville truly needs the fees, they will need to push this to their parents; Glanbrook will need to start following the rules as they are laid out – Shawn will bring this up at the next LL meeting.
- Shawn will also speak to Randy Barber about following up with these centres;
- As for the gate fees, there are a number of teams from both Rep/AE and LL that refuse to pay the gate fees and in our arena having the downstairs is a hindrance as often spectators will go downstairs and sneak into the arena; convenors can try to help if they can and if other board members are here they can also attempt to assist;

Tyke Convenor/Coordinator Report – Candace/Brent:

- There have been some struggles with the half ice boards due to the benches not being accessible, we might have to move to the Almas side.
- We will get Santa a \$100 gift card for the Santa skate;
- There are still more kids signing up but we are pretty much full now;
- All teams for Tyke need a travel permit for every game and it has been clarified that it is the rules but it seems ridiculous and there is no explanation;
- They will be working on making sure that there is someone at the arena for every game for this level and they are working on the qualifications for all the coaches in every level; we will need to make sure we have the correct coaches on the rosters and that all police checks are valid;

Development Convenor Report – Jeff:

- We are down for development in the second block and we would like to open it up to the River Cats. It costs us approx.. \$11 per kid for this and we are charging \$10 so CDMHA is covering the cost of the players that are registered with CDMHA. We will charge the River Cats \$20.
- There was good response for IP, Tyke and Novice for first and second block, not for Atom and PeeWee but good for Rep/AE; would we consider opening the second block to Bantam LL and we will post something for this;

Equipment Manager's Report – Leanne:

- No Report Issued.

Gate and Time Keeper Convenor Report – Connie:

- No Report Issued.

Treasurer's Report – Jeff:

- See Annex A.
- Do we want to renew the GIC? It was due Dec 1, motion to renew it by Jeff MacDonald, second Shawn Swayze – motion passed;
- The accrued liabilities need to be updated;
- In Camera 7:23 pm Out of Camera 7:30 pm

- We owe \$17000 (approx.) in Jerseys. We have spent \$37,900 and we still owe \$17000 but there is a discrepancy at this time as the VP of Business is only tracking \$20000 with \$17000 owing which puts us over approx.. \$5000 from what we budgeted, Jeff is going to look into this to ensure our report is correct and figure out what we need;
- Rep try-out fees are different this year but this is not the case as when a player pays on line the it was automatically dumped into registration fees

Website – Beth:

- Currently working on cleaning up the documents section inside the website. I've created a Team Manager tab under Coach's Corner and am working on adding relevant documents to that section for quick reference.

Challenge Cup – Beth:

- The money has not yet been transferred to CDMHA yet as I am still waiting for the cheque from RoomRoster for the hotel revenue. I should have that this month and will transfer the money by the end of the year for sure, one way or the other.
- See Appendix C

VP of Business Report – Lisa:

- See Annex B
- Dairy Queen (Corporate) has reached out with regard to how they can support our players and we can support Dairy Queen; options for player of the game and Lisa will get these out to the board to review for moving forward;
- We need to renew our Chamber of Commerce membership, motion to renew this and pay the \$140 by Lisa Turner, seconded by Jamie McMaster – this will be submitted to Jeff for payment
- Lisa will look at sponsorship for the half ice boards that we currently own and since the boards only fit on the Almas Side we will not purchase another set of these boards since they will only really work on one side
- Some of the teams will need new socks as these ones are somewhat falling apart but we like this style of sock and would like to stay with one set;
- The new tender will be put out in the new year and there will be hard deadlines put into this new tender; Lisa will look into some of the suppliers to look at the sublimated jersey style;
- We will consider asking for the size of the player when they register and then finalize once the team is picked;

Past - President's Report – Jamie McMaster:

- Would we consider holding Midget Tryouts in the Spring? Not picking their teams as this is against the rules but assisting with Jersey orders and other requirements before the fall; we could offer 4 hours before the fall and then the final two hours in September once the other tryouts are complete;
- Music room is being looked into as it is not working at this time;
- Keys – there is a key list and the Tyke off ice convenor will look into who still has keys and who needs keys for the office – Jamie provided a key for Ian Garson, Ryan Eagles and Geoff Dunnigan at this time;

Open Business:

- **Action:** Picture Day
- **Discussion:** Picture day is complete. The Make up day was 1 December 2018 for the Midget Rep Team. Sponsorship plaques are in and we ordered collages of pictures which will need to get hung up in the arena. We will need to approach the County.

- **Action:** Tryout Jerseys
- **Discussion:** Leanne will figure out how many we need for each division and will come back to the next meeting with a number. Our current supplier has offered to do them for \$10/each. Novice has 27, Atom has 31, we need to order more, PeeWee we have 28 need more, Bantam 27 need more, Midget we have 23, we need more. Leanne is going to go “Bobby Budget style” and order what we need;
- **Action:** Registrar Position
- **Discussion:** Michael Kichinko mentioned that consideration should be taken to getting someone to shadow him in the Registrar position and to make this an executive position with a two year term. A constitution amendment will be proposed for the AGM.
- **Action:** Police Checks
- **Discussion:** The process for volunteer police checks has changed and now includes a requirement for finger prints. Can we look into having a police check day at the arena in the fall? They would need to come to the arena, have a secure connection and I am unsure if it will cost any money.

New Business:

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

E-Mail Votes

There were no e-mail votes.

Deferred from last Meeting:

Deferred to Next Meeting:

Motion to adjourn by: Shawn Swayze

Seconded by; Jeff MacDonald

Motion Carried.

Meeting Adjourned – 8:12 pm

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association
Profit and Loss
May 1 - November 28, 2018

	Total		Budget
	May 1 - Nov 28, 2018	May 1 - Nov 28, 2017 (PY)	
INCOME			
4140 Gate Income	8,476.00	6,497.65	45,000.00
4200 Registration	213,045.00	219,159.99	218,000.00
4240 Sponsorships/Donations	7,255.75	7,315.60	8,000.00
4290 Rep Team Fees	27,225.00	27,400.00	27,400.00
4300 Rep Tryout Fees	9,400.00	1,550.00	1,300.00
4310 Other Income	40.00		
4320 Team Extra Ice Payments	4,535.41	4,390.98	13,000.00
4500 Challenge Cup Tournament			
Total 4500 Challenge Cup Tournament	\$ 2,639.00	\$ 34,954.51	27,300.00
4800 Player Development	9,590.00	5,215.00	10,000.00
Total Income	\$ 282,206.16	\$ 240,094.71	350,000.00
GROSS PROFIT	\$ 282,206.16	\$ 240,094.71	
EXPENSES			
5040 Audit Fees	6,497.50	6,215.00	6,215.00
5050 Bookkeeping Fees	269.10	533.28	900.00
5060 Awards & Trophies	109.61	158.20	1,600.00
5080 Bank Fees	4,821.98	4,750.08	7,400.00
5081 QE Fees	1,339.66	1,031.30	
Total 5080 Bank Fees	\$ 6,161.64	\$ 5,781.38	16,115.00
5100 Team Parties	3,423.25	1,690.95	5,500.00
5160 Equipment	411.32		
5161 House League Jerseys & Socks	13,028.07	4,451.65	9,000.00
5162 Rep Jerseys & Socks	24,942.17	2,514.25	23,000.00
5164 Supplies	383.89	982.09	3,500.00
Total 5160 Equipment	\$ 38,765.45	\$ 7,947.99	35,500.00
5185 Hockey Development			
5170 Player Development	2,453.20	5,242.75	15,000.00
5175 Goalie Development	300.00		
5180 Coach/Trainer Development	2,016.34	7,288.36	7,000.00
Total 5185 Hockey Development	\$ 4,769.54	\$ 12,531.11	22,000.00
5200 Ice Rental - Hockey	65,524.05	58,530.50	192,000.00
5220 Ice Scheduler	4,000.00	4,000.00	6,000.00
5230 Referee Scheduler			2,200.00
5235 Other Miscellaneous Service Cost	-16.96		
Total 5230 Referee Scheduler	-\$ 16.96	\$ 0.00	2,200.00
5260 Office Expense	15.26	740.28	1,700.00
5265 Copier		745.80	
5270 Website	1,604.60	1,610.25	1,700.00
Total 5260 Office Expense	\$ 1,619.86	\$ 3,096.33	3,400.00
5280 OMHA Fees	25,419.25	21,947.36	22,000.00
5380 Referees	4,910.00	6,491.00	27,000.00
5390 Registration Expense		0.00	
5401 Southern Counties Reg - Rep	900.00	900.00	900.00
5460 Timekeepers	2,885.92	2,650.25	12,000.00
5540 Gatekeepers	2,713.39	2,360.75	10,000.00
5910 Other Expenses	204.62	545.00	1,500.00
Total Expenses	\$ 168,156.22	\$ 135,379.10	73,400.00
OTHER INCOME			
5700 Interest Income		313.16	
Total Other Income	\$ 0.00	\$ 313.16	
PROFIT	\$ 114,049.94	\$ 105,028.77	

Caledonia and District Minor Hockey Association

BALANCE SHEET As of December 1, 2018

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1112 Bank of Montreal	139,075.23
1140 Petty Cash	0.00
1149 Float - Prize Table	0.00
1150 Float - Gate	575.00
Float - Challenge Cup	1,500.00
1200 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$141,150.23
Accounts Receivable (A/R)	
1200 Accounts Receivable	3,892.37
Total Accounts Receivable (A/R)	\$3,892.37
1217 Prepaid Expenses & Licences	1,673.90
1225 Returned Cheques	0.00
1310 Investments	149,818.00
Advanced Funds-Midget AE	0.00
Total Current Assets	\$296,534.50
Total Assets	\$296,534.50
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2200 Accounts Payable	0.00
Total Accounts Payable (A/P)	\$0.00
2100 Deferred Revenue	0.00
2115 Goalie Equip - Green Donations	0.00
2201 Accounts Payable - JV's	8,215.00
Accrued Liabilities	4,410.84
Total Current Liabilities	\$12,625.84
Total Liabilities	\$12,625.84
Equity	
3000 Opening Balance Equity	0.00
Retained Earnings	169,368.55
Profit for the year	114,540.11
Total Equity	\$283,908.66
Total Liabilities and Equity	\$296,534.50

FOURTEEN FOODS **FOURTEEN FOODS & DAIRY QUEEN** **DQ Grill & Chill**

99¢ BLIZZARD treat
with purchase of blizzard treat at equal or greater value

4-PIECE chicken strip BASKET \$1 off
EXCLUDES \$5 BUCK LUNCH

\$3 off ANY DQ Cake 8" OR LARGER

COMMUNITY APPRECIATION

DQ COMMUNITY PROGRAMS

Achievement awards:
Whether it's for perfect attendance, honor roll, good behavior or anything your school/church organization may need, use this program to reward your participants with DQ treats!

Frequent Reader Cards:
Reward your readers with a DQ treat for every milestone they hit! This card can be customized based on number of books, pages or minutes read.

Doctor/Dentist Rewards:
Reward your brave patient with a DQ treat!

Player of the Game Award:
Reward your athletes for their great sportsmanship with DQ! These rewards can be used for any athletic setting.

Fundraiser Nights:
Host a fundraiser for your nonprofit organization right here at your local Dairy Queen and earn 10% of total sales for the time period! These fundraisers are typically held Mon-Thurs for a 3-hour time period.

Other Ideas:
Have other ideas? Let us know. We'd love to hear them!

Appendix C
Fundraising Opportunity



Be Part of Something Special... We've created a first time fundraising model that allows parents to support their kids sports teams to fundraise for their goals and customers to enjoy fresh roasted coffee while supporting a great cause.

Our Goal... is to change the way people buy their coffee by providing an easy, delicious and more philanthropic choice for their daily coffee routine. Make a positive impact on your community with every pot you brew.

Be with your kids... Sell a great product and help your community

Home Deliver Service- Support your local amateur athletes, sports teams and youth organizations pursuing their goals and dreams by changing the way you buy coffee. Once you've tasted our superior custom-roasted blends, we hope you'll change the way you buy coffee for good! Each delivery helps impact a greater number of kids in your community.

All Star Coffee is the new way to fundraise... Lets Coaches focus on their athletes and kids spend more time on developing their skills instead of selling door to door

Nothing to Buy, Nothing to Store, Nothing to deliver and no door to door... With All Star Coffee FUNdraising, there is nothing to buy up front and no door-to-door required!

Our FUNdraising platform offers/sells Premium Fresh Roasted Coffee, custom crafted to emulate some of North America's best-selling coffees, roasted FRESH and shipped direct to your sponsor's door and every pound of bag of coffee has a message of thanks with your team logo on it!

All STAR Coffee is thrilled to offer Superior Coffee products – **five custom roasted blends to be shipped right to your own door** through our unique Fundraising platform

We Believe it should be easier for teams to fundraise for community sports and that their customers deserve a quality product that they will keep coming back to.

*Fun Facts from the Coffee Association of Canada

Two thirds of adult Canadians enjoy at least one cup of coffee a day with the average at 3 cups/day
Coffee is the most popular beverage amongst adult Canadians and has many health benefits