



CDMHA Board Meeting Report: 5 June 2018

Present: Heather Letendre, Paul Robertson, Beth Wise, Traciann Fisher, Paul Makey, John Kichinko, Lisa Turner, Connie Scott, Don Sauve, Leanne Tinebra, Shawn Swayze, Jason Clark, Michael Kichinko

Regrets: Jeff MacDonald, Jamie McMaster, Jenn Fess, Dave Pickering, Brent Fehrman

Absent:

Late:

Left Early:

Members:

Meeting Called to Order: 6:34 pm

Meeting Chair & Time Keeper: Paul Makey, President

Agenda & Meeting Minutes:

- **Motion** to accept June 2018 meeting agenda by; Shawn Swayze
Seconded by; Beth Wise
Motion Carried.
- **Motion** to accept May 2018 meeting minutes by; Shawn Swayze
Seconded by; Don Sauve
Motion Carried.
 - Errors and Omission:

Reports:

Ice Scheduler's Report – John:

- Ice Request form for September 2017 submitted to County
- Ice Request form for season ice(October/18-March/19) submitted to County
- Ice Request form for Challenge Cup submitted to County
- Remax Room Request for September/18-March/19 monthly Board meetings submitted & confirmed. Website updated with meetings
- Ice Rate change decision delayed to June 19 – based on some rough calculations if we get 60 hours a week, we could save \$10/hr and maybe more depending on if the base rate is lowered
- September Ice confirmation extended to August 15
- Discussion on ice requirements for Development – last year we had three hours – 5:30-7:30 p.m. on Monday and 5:30 pm on Wednesday. There are a few proposals and we could be asking for anywhere from 1 -3 hours more; 50% of our ice time is on the weekends but we need to think about when the teams are available so would probably be taking Monday – Thursday ice time; slots of ice that are used for games during the week are used for teams to make up what they miss for tournaments and could therefore leave less options for teams who might have a lot of ice time over the weekends; if we start in September our normal ice does not start until Oct – September ice is not standardized and we won't know until we get the September contract what actual ice time we have
- John will look at the booking for the ReMax room as it is currently booked for 7 p.m. for the summer months, but we want to start at 6:30 p.m.
- John will look at the ice time for the Tyke as there was discussion regarding the early ice time on the weekend; they will probably look at rotating the timings

- John has signed a contract for the ice scheduler for another year

Registrar's Report – Mike:

- Due to confidentiality, I did not include any of the reports as they have listed player names, DOB which should not be posted to a public website.
- We currently have 134 registered players for all divisions of LL.
- There is not much signing up going on right now;
- In Camera 6:55 p.m. Out of Camera 6:58 p.m.

VP of Rep/AE Report –: Jason

- Rep/AE tryouts and how they went.
- Decide how we should deal with angry/disrespectful emails in the future (from parents). I would suggest zero tolerance going forward and any correspondence that breaches the parent code of conduct go straight to Discipline to be dealt with. This will stop the back and forth emails that often seem to escalate. I would email all parents with kids trying out next spring prior to tryouts making them aware of this policy if we agree as a board.
- CDMHA is not consistent with how we select teams. We leave it up to the coaches and only ask that they follow the coaches code of conduct and the P&P's for tryouts. This leaves a lot of flexibility. I found that the differences between how coaches select teams was one of the main sources of parent anxiety. If we had a more consistent approach between age divisions and regardless of who the coach is, parents would come to know what to expect.
- There was a discussion about using independent evaluators moving forward; will this change the issues? Is the issue about who chooses the team? Should we be picking the teams for CDMHA? Will this effect who volunteers to coach? Should we be asking for an evaluation from the end of the year to be used moving forward? Who would be doing this? Is it the coach? We will need take into consideration that there will be differences between a LL player evaluation and a Rep/AE evaluation. Section E of the P&P has information regarding coaches putting in a standard evaluation form;
- Motion to accept the following coaching staff for the 2018/2019 season for the Novice Rep, Atom AE and Atom Rep teams: Jason Clark, seconded: Connie Scott Motion passed.
Novice Rep – Brent Fehrman – Head Coach, Brad Vanderburg. Tom Neilson – Asst Coaches, Steve Gibson – Trainer, Ian Hunter – Manager
- Atom AE – Tim Melanson – Head Coach, Wes Pauls, Brian Osborne and Paul Hozjan – Asst Coaches, Jay Snell – Trainer
- Atom Rep – Roger Long – Head Coach, Ryan VanSickle, Dave Fess – Asst Coaches, Brian Edge – Trainer, Kyle Pickett – Manager
- PeeWee Rep – John Love – Head Coach, Paul Hozan – Asst Coach, Dan Wright – Trainer
- Bantam AE – Andrew Guidolin – Head Coach, Chris Weston, Steven Murray – Asst Coaches, Joe Falcioni – Trainer
- Still waiting on PeeWee AE
- We have a request from a coach to move to the Niagara league as they feel there is not enough teams to play and they are more competitive; a few years ago a Bantam AE team went to the Niagara loop because there were not enough teams in the SC loop, and they played minor teams (AE and Minor A); it will also hurt the Southern Counties if we move our teams out of this loop; Southern Counties is open to a recommendation regarding the teams moving during the playoffs; OMHA might not be open to only moving one team but they could be open to moving all the AE teams;
- Team budgets have come up a few times and coaches are complaining about the caveat that no money will go back to the team but will instead come back to CDMHA if there is anything left, **but there shouldn't be anything left;**
- In Camera 7:16 pm Out of Camera 7:46 p.m.

VP of Local League Report – Shawn:

- Shawn has gotten his e-mail set up and has 2 Novice, 1 Atom, 2 PeeWee, 1 Bantam and a helper for Novice in regards to coaching applications

- If we don't get enough coaching applications, we will need to stick hard and fast to our decision that no team will go on the ice until all coaching and convenor positions are filled.
- We will look into running an information session in early September if need be.

Tyke Convenor/Coordinator Report – Candace/Brent:

- No Report Issued

Development Convenor Report – Heather:

- Looking at keeping the same times and mixing the Rep/AE with the LL in the same time frames
- Partnership with Girls Hockey
- Extra hour with 2 goalie mentor nights a month, 1 shooting clinic and 1 coach clinic
- Rotating development through the LL practices first and then through Rep/AE; therefore, not using any extra ice time just paying for the accredited person and give them the schedule to see what they could attend
- Could there be a mixture of both of these?
- Development – we will not be opening this to Bantam and Midget in LL or Rep/AE nor to the Rep/AE teams at this time
- We will run another checking clinic in late August or early September

Equipment Manager's Report – Leanne:

- We will be looking at replenishing the first aid kits
- Leanne will be looking into the inventory in the cage; we will be looking at the goalie equipment
- Michael will look into getting a lock and keys; does a lock box work?
- The McAtom jerseys should be here tomorrow
- The rest of the jerseys will be ordered and the logos and sponsors on them with the jersey tender
- Leanne will inventory the practice jerseys

Treasurer's Report – Jeff:

- See Annex A
- Plus Column : We had a surplus of \$11,503.82 which I would attribute most of it to the two year jerseys savings as we had an approximate savings of \$25,000 for the season, Challenge Cup did really well, ran a successful Coaches Clinic, spent more on Development this year for our kids and coaches,
- Minus Column: Down In Registration (approx 7% decrease), Ice Costs will increase by 1.7% for 2018 (our costs decreased this year even with extra ice time for LL teams)
- Spends for the Upcoming season: bought the boards for half ice for the upcoming season
- There may be some changes to the 2018-2019 budget as development \$\$\$ may increase plus jersey costs are undetermined right now.

Website – Beth:

- Met with Chris to get the transition underway; we need to get the e-mails working as we are paying for this; there is a "cheat sheet" for everyone
- We can only have 20 addresses and we are using 19 right now so we need to figure out what else we need; we need to set up the groups for executive, coaches etc. we will need to eliminate some addresses at this time; the executive will redefine the list;
- We are looking at a Privacy Policy and this should be in conjunction with the Counties policy as well.

Challenge Cup – Beth:

- Two teams have asked if the Challenge Cup can be free for our teams to free up some money for them; there is a discount provided to our teams already and therefore, we will not be changing this

VP of Business Report - :

- Who will be approving the budget? Motion to have the Executive Members of the Board approve the budgets for each team by Michael Kichinko; seconded Connie Scott; motion passed.
- Lisa Turner has expressed interest becoming the VP of Business, she has previous experience in running a business; we can vote someone into the position when there is a requirement to fill the position with someone who has not been on the board; Motion to accept Lisa Turner as the VP of Business for the 2018/2019 season for a one year term by Michael Kichinko; seconded Paul Robertson. Motion carried.

President's Report – Paul:

- Introduction of Lisa Turner as she is interested in being a part of the board
- Don Sauve has agreed to take on the position of Discipline

Open Business:

- **Action:** Team Financials
- **Discussion:** see discussion under Rep/AE
- **Action:** Jersey Tender
- **Discussion:** Is still out and will be discussed at the next meeting
- We will put together a committee to review the two jersey tenders that we received and make a decision; we will need to get back to the supplier to provide a presentation by 15 Jun 2018; the committee will be comprised of Shawn Swayze, Jason Clark, Leanne Tinebra, Paul Makey, Lisa Turner and Traciann Fisher
- We will also need to discuss the purchase of more tryout jerseys
- **Action:** Development Plan
- **Discussion:** Heather will provide something more to her proposal in writing
- **Action:**
- **Discussion:**

New Business:

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

E-Mail Votes

There were no e-mail votes.

Deferred from last Meeting:

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

Deferred to Next Meeting:

Rep/AE teams in the playoffs
Future Positions on the Board - Convenor
Coaching Certification/Training
Refillable water bottle filling stations

Motion to adjourn by: Beth Wise

Seconded by; Paul Robertson

Motion Carried.

Meeting Adjourned –9:28 pm

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association Budget 2018-2019

	Total
Income	
4140 Gate Income	45,000.00
4200 Registration	218,000.00
4240 Sponsorships/Donations	8,000.00
4290 Rep Team Fees	27,400.00
4300 Rep Tryout Fees	1,300.00
4310 Other Income	0.00
4320 Team Extra Ice Payments	13,000.00
4500 Challenge Cup Tournament	23,000.00
Total 4500 Challenge Cup Tournament	\$ 38,849.59
4800 Player Development	10,000.00
Total Income	\$ 361,549.59
Gross Profit	\$ 361,549.59
Other Income	
5700 Interest Income	850.00
Total Other Income	\$ 850.00
Expenses	
5040 Audit Fees	6,215.00
5050 Bookkeeping Fees	900.00
5060 Awards & Trophies	1,600.00
5080 Bank/QE Fees	7,400.00
5100 Team Parties	5,500.00
5160 Equipment	
5161 House Leage Jerseys & Socks	9,300.00
5162 Rep Jerseys & Socks	23,000.00
5163 Protective Equipment	
5164 Supplies	3,000.00
Total 5160 Equipment	\$ 35,300.00
5185 Hockey Development	
5170 Player Development	15,000.00
5180 Coach/Trainer Development	7,000.00
Total 5185 Hockey Development	\$ 22,000.00
5200 Ice Rental - Hockey	210,000.00

5220 Ice Scheduler		6,000.00
5230 Referee Scheduler		2,200.00
5235 Other Miscellaneous Service Cost		0.00
Total 5230 Referee Scheduler	\$	2,200.00
5260 Office Expense		1,700.00
5265 Copier		0.00
5270 Website		1,700.00
Total 5260 Office Expense	\$	3,400.00
5280 OMHA Fees		22,000.00
5360 Photography		1,700.00
5380 Referees		27,000.00
5390 Registration Expense		0.00
5401 Southern Counties Reg - Rep		900.00
5460 Timekeepers		12,000.00
5540 Gatekeepers		10,000.00
5910 Other Expenses		1,500.00
Total Expenses	\$	375,615.00
Profit	-\$	13,215.41

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association

PROFIT AND LOSS
May 2017 - April 2018

	TOTAL		
	MAY 2017 - APR 2018	MAY 2016 - APR 2017 (FY)	% CHANGE
INCOME			
4140 Gate Income	46,108.30	44,527.40	3.55 %
4200 Registration	218,231.99	234,230.00	-6.83 %
4240 Sponsorships/Donations	9,458.10	8,050.00	17.49 %
4250 Coaching Clinic Fees	3,520.00		
4290 Rep Team Fees	27,400.00	27,225.00	0.64 %
4300 Rep Tryout Fees	1,550.00	1,760.00	-11.93 %
4310 Other Income		1,970.00	-100.00 %
4320 Team Extra Ice Payments	13,705.28	15,566.69	-11.96 %
4500 Challenge Cup Tournament			
4504 Prize Table Revenue Challenge Cup	3,516.35	2,048.19	71.68 %
4505 Tournament Registration - Challenge Cup	57,000.00	44,450.00	28.23 %
4506 Challenge Cup Misc Revenue	3,121.50	845.00	269.41 %
4507 Challenge Cup - Sponsorship Revenue	1,000.00	1,000.00	0.00 %
4510 Ice Costs Challenge Cup	-16,241.79	-15,519.15	-4.66 %
4515 Challenge Cup - Program Advertising Exp	-1,683.70	-1,659.97	-1.43 %
4520 Refs Challenge Cup	-7,257.00	-6,848.00	-5.97 %
4525 Challenge Cup Donation	-700.00		
4530 Registration Exp Challenge Cup	-3,000.00	-1,395.00	-115.05 %
4535 Prizes and Trophies Exp- Challenge Cup	-5,301.85	-6,338.03	16.35 %
4540 Timekeepers Challenge Cup	-1,782.00	-660.00	-170.00 %
4545 Prize Table Exp Challenge Cup	-2,471.75		
4550 Other Expense Challenge Cup	-32.77	-73.45	55.38 %
Total 4500 Challenge Cup Tournament	26,166.99	15,849.59	65.10 %
4800 Player Development	10,680.00	8,140.00	31.20 %
Total Income	356,820.66	357,318.68	-0.14 %
GROSS PROFIT	356,820.66	357,318.68	-0.14 %
EXPENSES			
5020 Advertising	57.99		
5040 Audit Fees	6,215.00	6,215.00	0.00 %
5050 Bookkeeping Fees	921.85	1,007.71	-8.52 %
5060 Awards & Trophies	1,370.69	1,548.27	-11.47 %
5080 Bank Fees	6,095.31	7,148.49	-14.73 %
5081 QE Fees	1,348.06		
Total 5080 Bank Fees	7,443.37	7,148.49	4.13 %
5100 Team Parties	5,714.46	5,650.22	1.14 %
5160 Equipment	7,345.00		
5161 House League Jerseys & Socks	4,491.20	8,480.56	-47.04 %
5162 Rep Jerseys & Socks	2,666.81	24,160.53	-88.13 %
5163 Protective Equipment		96.04	-100.00 %
5164 Supplies	1,112.04	4,863.62	-77.14 %
Total 5160 Equipment	15,815.05	37,600.75	-57.94 %
5185 Hockey Development			
5170 Player Development	14,991.49	12,650.90	18.50 %
5180 Coach/Trainer Development	9,011.25	3,463.56	160.17 %
TOTAL			
	MAY 2017 - APR 2018	MAY 2016 - APR 2017 (FY)	% CHANGE
Total 5185 Hockey Development	24,002.74	16,114.46	48.95 %
5200 Ice Rental - Hockey	200,872.39	204,367.85	-1.71 %
5220 Ice Scheduler	6,000.00	6,000.00	0.00 %
5230 Referee Scheduler	2,025.00	1,824.00	11.02 %
5235 Other Miscellaneous Service Cost		89.83	-100.00 %
Total 5230 Referee Scheduler	2,025.00	1,913.83	5.81 %
5260 Office Expense	1,995.73	2,538.29	-21.38 %
5265 Copier	745.80	1,533.47	-51.37 %
5270 Website	1,610.25	1,201.76	33.99 %
Total 5260 Office Expense	4,351.78	5,273.52	-17.48 %
5280 OMHA Fees	21,947.36	23,843.36	-7.95 %
5360 Photography	1,705.76	2,222.28	-23.24 %
5380 Referees	26,004.00	25,241.00	3.02 %
5390 Registration Expense	0.00	2,220.00	-100.00 %
5401 Southern Counties Reg - Rep	900.00	855.00	5.26 %
5460 Timekeepers	10,295.12	12,324.50	-16.47 %
5540 Gatekeepers	9,766.46	7,708.00	26.71 %
5910 Other Expenses	768.17	783.14	-1.91 %
Total Expenses	346,177.19	368,037.38	-5.94 %
OTHER INCOME			
5700 Interest Income	860.35	3,271.96	-73.71 %
Total Other Income	860.35	3,271.96	-73.71 %
OTHER EXPENSES			
8000 Ask My Accountant	0.00		
Total Other Expenses	0.00		
PROFIT	\$11,503.82	\$ -7,446.74	254.48 %

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association Budget 2017-2018

	Budgeted	Actual
Income		
4140 Gate Income	45,000.00	46108.30
4200 Registration	225,000.00	218231.99
4240 Sponsorships/Donations	8,050.00	9458.10
4250 Coaching Clinic Fees	0.00	3520.00
4290 Rep Team Fees	28,025.00	27400.00
4300 Rep Tryout Fees	1,300.00	1550.00
4320 Team Extra Ice Payments	16,000.00	13705.28
4500 Challenge Cup Tournament		
4504 Prize Table Revenue Challenge Cup	2,048.19	3516.35
4505 Tournament Registration- Challenge Cup	44,450.00	57000.00
4506 Challenge Cup Misc Revenue	845.00	3121.50
4507 Challenge Cup - Sponsorship Revenue	1,000.00	1000.00
4510 Ice Costs Challenge Cup	-15,519.15	-16241.79
4515 Challenge Cup - Program Advertising Exp	-1,659.97	-1683.70
4520 Refs Challenge Cup	-6,848.00	-7257.00
4525 Challenge Cup Donation		-700.00
4530 Registration Exp Challenge Cup	-1,395.00	-3000.00
4535 Prizes and Trophies Exp- Challenge Cup	-6,338.03	-5301.85
4540 Timekeepers Challenge Cup	-660.00	-1782.00
4545 Prize Table Exp Challenge Cup		-2471.75
4550 Other Expense Challenge Cup	-73.45	-32.77
	\$	
Total 4500 Challenge Cup Tournament	15,849.59	26166.99
4800 Player Development	10,000.00	10680.00
	\$	
Total Income	349,224.59	
	\$	
Gross Profit	349,224.59	356820.66
Other Income		
5700 Interest Income	1,100.00	860.35
	\$	
Total Other Income	1,100.00	
Expenses		
5020 Advertising		57.99
5040 Audit Fees	6,215.00	6215.00
5050 Bookkeeping Fees	1,000.00	921.85
5060 Awards & Trophies	1,600.00	1370.69
5080 Bank/QE Fees	7,200.00	6095.31
5081 QE Fees		1348.06

5100 Team Parties	5,000.00	5714.46
5160 Equipment		7345.00
5161 House League Jerseys & Socks	1,500.00	4491.20
5162 Rep Jerseys & Socks	2,000.00	2866.81
5163 Protective Equipment	96.04	
5164 Supplies	3,500.00	1112.04
	\$	
Total 5160 Equipment	7,096.04	15815.05
5185 Hockey Development		
5170 Player Development	19,500.00	14991.49
5180 Coach/Trainer Development	3,500.00	9011.25
	\$	
Total 5185 Hockey Development	23,000.00	24002.74
5200 Ice Rental - Hockey	210,000.00	200872.39
5220 Ice Scheduler	6,000.00	6000.00
5230 Referee Scheduler	1,824.00	2025.00
5235 Other Miscellaneous Service Cost	89.83	
	\$	
Total 5230 Referee Scheduler	1,913.83	
5260 Office Expense	2,538.29	1995.73
5265 Copier	1,533.47	745.80
5270 Website	1,201.76	1610.25
	\$	
Total 5260 Office Expense	5,273.52	4351.78
5280 OMHA Fees	23,843.36	21947.36
5360 Photography	2,222.28	1705.76
5380 Referees	25,241.00	26004.00
5390 Registration Expense	2,220.00	0.00
5401 Southern Counties Reg - Rep	855.00	900.00
5460 Timekeepers	12,324.50	10295.12
5540 Gatekeepers	7,708.00	9766.46
5910 Other Expenses	1,644.14	768.17
	\$	
Total Expenses	350,356.67	345316.84
	-\$	
Profit	32.08	11503.82

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association

PROFIT AND LOSS

May 1 - June 3, 2018

	TOTAL
INCOME	
4200 Registration	57,225.00
4320 Team Extra Ice Payments	67.66
Total Income	57,292.66
GROSS PROFIT	57,292.66
EXPENSES	
5100 Team Parties	1,164.66
5185 Hockey Development	
5170 Player Development	600.00
Total 5185 Hockey Development	600.00
5200 Ice Rental - Hockey	1,995.87
5230 Referee Scheduler	
5235 Other Miscellaneous Service Cost	-107.36
Total 5230 Referee Scheduler	-107.36
Total Expenses	3,653.17
PROFIT	\$53,639.49