



CDMHA Board Meeting Report: 5 November 2018

Present: Paul Robertson, Beth Wise, Dave Pickering, Traciann Fisher, Jeff MacDonald, Jamie McMaster, Candace Adams, Jenn Fess, Michael Kichinko, Kim Lichty, Leanne Tinebra, Lisa Turner, Brent Fehrman, Shawn Swayze

Regrets: Connie Scott, Jason Clark, Don Sauve, Erin Noble

Absent:

Late:

Left Early:

Members:

Meeting Called to Order: 6:34 pm

Meeting Chair & Time Keeper: Jamie McMaster, Past President

Agenda & Meeting Minutes:

- **Motion** to accept Nov 2018 meeting agenda by; Brent Fehrman
Seconded by; Beth Wise
Motion Carried.
- **Motion** to accept Oct 2018 meeting minutes by; Shawn Swayze
Seconded by; Jenn Fess
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 - 1 Home(0) Away(1)
- Rep/AE TBS Games - 4 Home(0) Away(4)
- Rep/AE Regular Season games to be completed by December 23
- LL Regular Season games to be completed by January 13

Registrar's Report – Mike:

- All the rosters have been approved and the AP forms are coming in, all the ones received have been approved and travel permits have been approved, there are a few outstanding and Michael is working on a few Tyke rosters/ travel permits.

VP of Rep/AE Report – Jason:

- Jerseys - these are not in yet and there are teams who are going without either their second set (away) or in some instances their first one.

VP of Local League Report – Shawn:

- ref complaints - everyone is complaining about the referees, there is a shortage of referees; no one should be confronting the referees after a game, coaches can discuss on the ice but nothing should be happening after the game.

- equal teams in divisions – this was brought to Shawn's attention and Shawn has been reviewing this; it would seem that all of our teams are fairly even in our centre and we cannot control other centres;
- AP issue – every coach seems to think that they can borrow from the other teams at their same level – Shawn has explained that they should be AP'ing from the level below
- conflict jerseys – we have been addressing the issue with conflicts but it would seem that the other centres are not stepping up and taking care of this; at the Midget level the homework has been done to ensure that we have jersey's available; Shawn has sent out an e-mail to the other LL VP's and can bring it up at the next LL meeting. It has been suggested that Shawn contact Randy Barber and get him involved with this.
- We are mailing the game sheets to Randy Barber moving forward.
- We might have to have teams start locking their dressing rooms there was an issue in Hagersville that is being addressed at this time. Checking the doors and other entrances as required.

Tyke Convenor/Coordinator Report – Candace/Brent:

- Christmas present invoice is in. Motion by Candace to accept the invoice of \$1750 for the purchase of toques for their Christmas Party; second by Paul Robertson. Motion passed.
- The Discovery program has started and there has been some good feedback so far;
- There was an hour of ice allotted for the new ½ ice boards and there was a little set back as these boards do cover one of the doors in the Clark Pad but they are fine on the Almas side;
- Motion by Brent Fehrman to purchase a storage box that can be locked and get permission from the County to keep it at the arena to store props for the IP level. Seconded by Paul Robertson. Motion passed.

Development Convenor Report – Jeff:

- 30 players for IP, Tyke and Novice, 9 for next block, 29 for Rep/AE 5 signed up for next. Atom and PeeWee did not fill up but we had 5 from River Cats.
- Goalie development has come up again and the problem with having one person come up to Caledonia and run it is that people have their preferences; the rate was set approx.. 8 years and it might be a good idea to increase the amount for goalie development. Jeff will do some accounting to see where we stand to make a decision to increase this in the future.
- Velonosi suggested we should run three hitting clinics and we should book it now for the spring, Jeff will look into this for April time frame right before tryouts. It will be mandatory for all Bantam age players to attend this.

Equipment Manager's Report – Leanne:

- Every division for Rep and LL has conflict jerseys
- Socks are being inventoried at this time and Leanne is collecting the money and providing to Jeff for deposit; there are still a number of large pairs which might be put forward for the Bantam/Midget levels for next year; the other socks are slowly being sold off;
- Goalie throat protectors are in and an invoice should be sent to Jeff asap;

Gate and Time Keeper Convenor Report – Connie:

- The County has said that the gate keeper table cannot be blocking the doors to the arena and therefore we have moved it facing sideways for the time being.

Treasurer's Report – Jeff:

- See Annex A.
- There were 4 sets of jerseys re-purchased (Midget Rep and AE), Lisa did get the price of these lowered a little, as well as 1 LL Midget team; we are disputing the shipping costs and we had to purchase the A and C's for the jerseys and we ordered extra socks; the tender will need to be put out again for next year, we only did a one year contract for these jerseys;
- Met with Brownlow over the financials and the cost of the two year jersey's pretty much evened out

- Can we do a comparison for May – Dec and then compared with last year for the same timeframe it would seem easier to make the comparisons;
- Roughly 53% of our costs is ice

Website – Beth:

- The google calendar for reminders moving forward such as ordering parent passes, insurance and other items that need to be completed by certain time frames has been set up.
- Beth will look into the “task” feature through our website as well
- Beth has instructions for the emails and to get those on your cellular device

Challenge Cup – Beth:

- See Appendix E – Financials for Challenge Cup
- If we are going to run the Challenge Cup next year, we need to look at finalizing the dates which would be 17-20 Oct 2019 (weekend after Thanksgiving);

VP of Business Report – Lisa:

- There are a few outstanding jerseys due a mechanical breakdown, it effected other teams as well as us. We are waiting for 6 jerseys and three name bars at this time; Lisa will be going over the invoices as well;
- 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;

Past - President’s Report – Jamie McMaster:

- The first order of business will be to accept the resignation of Paul Makey as President of the CDMHA. There was some frustration on both parts in regards to communication and being unable to move forward with a number of items.
- Motion by Jeff MacDonald and second by Lisa Turner to accept the resignation. Motion passed.
- There was a meeting that took place last night and it was a majority decision to move forward with the rest of the season and not fill the President position until the AGM. We have a strong executive and those who have a role can sort the business that comes to them. The President is usually the person who breaks a tie. We feel that instead of having only one person make a decision and break a tie, we can come back to the table with more information and have a vote for a decision. The President email has been forwarded to the Secretary at this time that will filter and forward these to the appropriate person. If we start out the year moving people around, we will then need to do more shuffling within the board. There will be something posted on the website in the immediate future.

Open Business:

- **Action:** Picture Day
- **Discussion:** Picture day is complete. There will be a make up day. Thank you to everyone who helped out. This is a lot of work not only to set up but to have the actual day.
- **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.
- **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. The Executive will review.

- **Action:** P&P Update – Financial Policy
- **Discussion:** See attached Annex B Seconded by Shawn Swayze – Motion passed.

New Business:

- **Action:** P&P Update for goaltender reimbursement
- **Discussion:** Would like to add examples of receipts for completed training for reimbursement. See Appendix C. Motion Jeff MacDonald, Second Paul Robertson – Motion Passed
- **Action:** P&P Update - Section F – Rep/AE Evaluation Process – Second Shawn Swayze, Motion Passed
- **Discussion:** See Appendix D.
- **Action:** P&P Update - Affiliate Player Policy
- **Discussion:** See Appendix D (this is the current policy) what are the proposed changes? If any. Motion to accept the changes as below by Traciann Fisher, Second Jeff MacDonald. Motion passed.
- **Action:**
- **Discussion:**

E-Mail Votes

There were no e-mail votes.

Deferred from last Meeting:

Policy and Procedure update – Financials

Deferred to Next Meeting:

Motion to adjourn by: Shawn Swayze

Seconded by; Brent Fehrman

Motion Carried.

Meeting Adjourned – 6:21 pm

Appendix A
Financial Reports

Caledonia and District Minor Hockey Association
Profit and Loss
May 2018 - April 2019

	Total		Budget
	May 2018 - Apr 2019	May 2017 - Apr 2018 (PY)	
INCOME			
4140 Gate Income	1,900.00	46,108.30	45,000.00
4200 Registration	213,530.00	218,231.99	218,000.00
4240 Sponsorships/Donations	6,905.75	9,458.10	8,000.00
4250 Coaching Clinic Fees		3,520.00	
4290 Rep Team Fees	27,225.00	27,400.00	27,225.00
4300 Rep Tryout Fees	9,400.00	1,550.00	9,000.00
4310 Other Income	40.00		
4320 Team Extra Ice Payments	4,535.41	13,705.28	13,000.00
4500 Challenge Cup Tournament			
4504 Prize Table Revenue Challenge Cup	2,850.00	3,516.35	
4505 Tournament Registration- Challenge Cup		57,000.00	
4506 Challenge Cup Misc Revenue	900.00	3,121.50	
4507 Challenge Cup - Sponsorship Revenue		1,000.00	
4510 Ice Costs Challenge Cup		-16,241.79	
4515 Challenge Cup - Program Advertising Exp		-1,683.70	
4520 Refs Challenge Cup		-7,257.00	
4525 Challenge Cup Donation		-700.00	
4530 Registration Exp Challenge Cup		-3,000.00	
4535 Prizes and Trophies Exp- Challenge Cup		-5,301.85	
4540 Timekeepers Challenge Cup	-1,111.00	-1,782.00	
4545 Prize Table Exp Challenge Cup		-2,471.75	
4550 Other Expense Challenge Cup		-32.77	
Total 4500 Challenge Cup Tournament	\$ 2,639.00	\$ 26,166.99	-
4800 Player Development	7,110.00	10,680.00	10,000.00
Total Income	\$ 273,285.16	\$ 356,820.66	330,225.00
GROSS PROFIT	\$ 273,285.16	\$ 356,820.66	
EXPENSES			
5020 Advertising		57.99	

5040 Audit Fees		6,215.00	6,215.00
5050 Bookkeeping Fees	178.53	921.85	900.00
5060 Awards & Trophies	109.61	1,370.69	1,600.00
5080 Bank Fees	4,699.63	6,095.31	
5081 QE Fees	1,293.06	1,348.06	
Total 5080 Bank Fees	\$ 5,992.69	\$ 7,443.37	7,400.00
5100 Team Parties	1,673.25	5,714.46	5,500.00
5160 Equipment	411.32	7,345.00	
5161 House Leage Jerseys & Socks	13,028.07	4,491.20	9,300.00
5162 Rep Jerseys & Socks	24,942.17	2,866.81	23,000.00
5164 Supplies	383.89	1,112.04	3,500.00
Total 5160 Equipment	\$ 38,765.45	\$ 15,815.05	
5185 Hockey Development			
5170 Player Development	2,453.20	14,991.49	15,000.00
5180 Coach/Trainer Development	1,695.29	9,011.25	7,000.00
Total 5185 Hockey Development	\$ 4,148.49	\$ 24,002.74	
5200 Ice Rental - Hockey	26,164.45	200,872.39	192,000.00
5220 Ice Scheduler	2,000.00	6,000.00	6,000.00
5230 Referee Scheduler		2,025.00	
5235 Other Miscellaneous Service Cost	-16.96		
Total 5230 Referee Scheduler	-\$ 16.96	\$ 2,025.00	2,200.00
5260 Office Expense	15.26	1,995.73	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	\$ 4,351.78	3,400.00
5280 OMHA Fees	25,419.25	21,947.36	22,000.00
5360 Photography		1,705.76	1,700.00
5380 Referees	3,721.00	26,004.00	27,000.00
5390 Registration Expense		0.00	
5401 Southern Counties Reg - Rep	900.00	900.00	900.00

5460 Timekeepers	1,490.71	10,295.12	12,000.00
5540 Gatekeepers	1,304.64	9,766.46	10,000.00
5910 Other Expenses	204.62	768.17	1,500.00
Total Expenses	\$ 113,675.59	\$ 346,177.19	358,115.00
OTHER INCOME			
5700 Interest Income		860.35	
Total Other Income	\$ 0.00	\$ 860.35	
OTHER EXPENSES			
8000 Ask My Accountant		0.00	
Total Other Expenses	\$ 0.00	\$ 0.00	
PROFIT	\$ 159,609.57	\$ 11,503.82	(27,890.00)

Annex A
Financial Report

Caledonia and District Minor Hockey Association

BALANCE SHEET

As of November 4, 2018

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1112 Bank of Montreal	165,504.76
1140 Petty Cash	0.00
1149 Float - Prize Table	0.00
1150 Float - Gate	575.00
Float - Challenge Cup	1,500.00
12000 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$167,579.76
Accounts Receivable (A/R)	
1200 Accounts Receivable	22,562.30
Total Accounts Receivable (A/R)	\$22,562.30
1217 Prepaid Expenses & Licences	1,742.90
1225 Returned Cheques	0.00
1310 Investments	149,818.00
Advanced Funds-Midget AE	0.00
Total Current Assets	\$341,702.96
Total Assets	\$341,702.96
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	7,232.00
Total Current Liabilities	\$7,232.00
Total Liabilities	\$7,232.00
Equity	
3000 Opening Balance Equity	0.00
Retained Earnings	174,831.39
Profit for the year	159,639.57
Total Equity	\$334,470.96
Total Liabilities and Equity	\$341,702.96

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 team 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.

Annex C

P&P Update – Goaltender Reimbursement – Section D – Development Policy

I would like to include a few of the following examples in the P&P in order to avoid confusion moving forward with the Goaltender Reimbursement process.


PKGoaltending			
<div></div>			
BALANCE DUE			Upon Receipt
			\$0.00
Notes: Balance paid in full.			
Item Description	Quantity	Price Per	Total
Six (6) Semi Private Training Sessions	6	\$50	\$300
- Nov 14, 2017			
- Dec 10, 2017			
- Dec 12, 2017			
- Dec 19, 2017			
- Jan 23, 2018			
- Jan 30, 2018			

On Ice Goaltending School

70 Hempstead Dr Unit C
Hamilton, ON
L8W 2E7
905 574 4148

Sales Receipt

Date	Sale No.
1/22/2018	10973

Sold To


Cheque No.	Payment Method	Project

Description	Qty	Rate	Amount
5 PRIVATE PACK GOALIE NOV 27, DEC 4, 11, 2017 JAN 22, 29, 2018		350.00	350.00
HST on Sales		13.00%	45.50
Total			\$395.50

Annex D
P&P Update – Section F – Rep/AE Evaluation Process

Current Wording:

f. The Rep / AE team coaches shall submit their roster names to the VP of Rep/AE Operations and Convenor within 48 hours of the final respective player evaluation session. The Executive Board reserves the right to stipulate the number of players a Rep or AE team may carry. After the roster is submitted, any further movement is on a player per player basis. Player movement after the Local League draft shall follow the Player Reassignment Policy.

Proposed Wording:

f. The Rep / AE team coaches shall submit their roster names to the VP of Rep/AE Operations and Convenor within 48 hours of the final respective player evaluation session. The Executive Board reserves the right to stipulate the number of players a Rep or AE team may carry. **CDMHA is stipulating that all Representative and Additional Entry teams will take 2 goaltenders when at least 2 goaltenders sign up for the Rep/AE team evaluations.** After the roster is submitted, any further movement is on a player per player basis. Player movement after the Local League draft shall follow the Player Reassignment Policy

Section J - Affiliate Player Policy

In addition to the Affiliated Player Policy as outlined in this section, the rules as set out from time to time by the OMHA and the Haldimand County Local League pertaining to Affiliated Players will be adhered to.

It is the philosophy of the CDMHA that the Affiliated Player (AP) system is an essential component of our program especially at higher age levels. We also believe that any opportunity for additional development of our players is welcome. As such, AP players are free to attend any and all practices with their affiliated team as determined by the coach(s).

- (a) A team may sign up to 19 players on their AP list. Players at the Rep level may affiliate with Rep teams at their next level or above. Players at the AE level may affiliate with Rep or AE teams at their level or above. Local League players may affiliate with house league teams in a higher age level or for their division's Rep or AE team.

E.g. #1 - An Atom house/local league player may affiliate with Atom AE, Atom Rep, or any Peewee team

E.g. #2 - An Atom AE player may affiliate with Atom Rep, Peewee AE or Peewee Rep

E.g. #3 - An Atom Rep player may affiliate with the Peewee Rep team only

- (b) Coaches must identify each AP player on an approved OMHA form as provided by the Rep Convenor, VP Rep or VP House, as applicable.
- (c) ~~Until November 1, a coach may evaluate AP players without restrictions.~~
- (d) ~~From November 1 to the end of the season,~~ AP's may only be used in **a practice** or game to cover the absence of a player due to illness, injury, vacation or suspension. Any special requests must be reviewed and approved by the Board. Note: under Haldimand League Local League Rules, teams in Novice and Atom divisions may only affiliate players up to a maximum of 12 skaters. For PeeWee through Midget, teams may affiliate up to a maximum of 15 skaters.
- (e) An AP may not be used if there is a conflict in schedule with the player's regular carded team.
- (f) No player can be signed to more than one (1) AP list. **No player can be added as an AP to play in games until they are on an approved roster.**
- (g) The Rep/AE Convenor, VP Rep or VP Local League as applicable must be notified in advance of the use of AP players. Any special requests must be reviewed and approved by the Board.

Coaches are responsible to obtain permission from parents and the carded team coach for the player to be signed as an AP.