



## **CDMHA Board Meeting Report: 1 October 2018**

**Present:** Traciann Fisher, Beth Wise, Paul Makey, Michael Kichinko, Candace Adams, Don Sauve, Dave Pickering, Jason Clark, Jeff McDonald, Lisa Turner, Kim Lichty, Jamie McMaster, Shawn Swayze, Brent Fehrman

**Regrets:** Connie Scott, Leanne Tinebra, Jenn Fess, Paul Robertson, Erin Noble,

**Absent:**

**Late:**

**Left Early:**

**Members:**

**Meeting Called to Order:** 6:31 pm

**Meeting Chair & Time Keeper:** Paul Makey, President

### **Agenda & Meeting Minutes:**

- **Motion** to accept Oct 2018 meeting agenda by; Michael Kichinko  
Seconded by; Candace Adams  
Motion Carried.
- **Motion** to accept Sep 2018 meeting minutes by; Jeff McDonald  
Seconded by; Beth Wise  
Motion Carried.
  - Errors and Omission:

### **Reports:**

#### **Ice Scheduler's Report – John:**

- Challenge Cup ice contract firmed up
- Challenge Cup game schedule completed
- Season (October 1/18 - March 31/19) firmed up
- Haldimand LL - games to start on October 9 with completion date for all games of January 13/19
- Rep/AE - games to start September 30 with all games completed by December 23
- meeting on September 19 @ 7:30pm in Caledonia
- Practice schedule updated to October 8
- October ice schedule will be updated for the balance of October once Rep/AE & LL game schedules are completed

#### **Registrar's Report – Mike:**

- As of today, 460 kids registered. Last year 453 – one of the reasons for the increase was the Discovery program of approx.. 36 kids.
- Linda Ralf is the OMHA representative and always had help from Peter G from Ancaster in approving rosters and Peter has retired so she is the only one approving rosters.
- In Camera 6:38 pm Out of Camera 6:40 pm

#### **VP of Rep/AE Report – Jason:**

- On Ice Volunteers: OMHA policy states a minimum of 2 years older than the division age limit they are associated with. CDMHA has always clarified this policy by stating it is two divisions higher i.e. if helping with PeeWee must be a Midget player. It ensures that we don't have an

issue with a PeeWee player in second year at 12 and a first year Bantam player who is 13 and means we don't have to police ages. Agreement that to help with Midget you must be 18 years of age or older, get a police check and have coach speak out. For the remainder, we will stay with the two divisions higher as the OMHA policy states a minimum of 2 years.

- SC Meeting - instead of waiting for playoffs to decide if kids were going to move up or down, the deadline was end of September. There were a lot of teams who decided to move – this was based on three years' worth of statistics. This does help the AE division as the loop is increased. Novice is divided into three groups – a motion was put on the floor to stop doing this but it was defeated.
- Gate fees – are they the same? Yes, we will keep ours the same at this time as we have had no contact from Southern Counties.
- There have been some issues with AP and coaches need to explain when they will be used as an AP. When the AP forms are signed, they need to be explained to the parents what the parameters will be.
- A player called Paul Makey asking to play at the Midget AE level as a goalie as he had been told that we require goalies, we do not require a goalie at the Midget AE level. Jason will follow up.
- In Camera 6:56 pm; out of camera 7:00 pm
- In Camera 8:49 pm ; out of camera Out of Camera 9:12 pm

#### **VP of Local League Report – Shawn:**

- Novice LL – Head Coach – Mark Annett  
Atom LL – Chris Turner, Steve Duncan, Ryan Verigan  
PeeWee LL – Kevin Burtis, Tim Lamb and Dennis Boyter  
Bantam – Shawn DeCoste and TJ Harley  
Midget – Kevin French, Paul Riley, Shawn Spence and Darren Hill  
Motion by Shawn Spence to accept and seconded by Don Sauve. Motion passed.
- Kim Lichty (voting member), Miranda Prince (non-voting) – Novice  
Erin Noble (voting), Suzy Duncan (non-voting) – Atom  
Kat Meahan (non-voting) – PeeWee  
Don Sauve (voting) – Bantam  
Ian Garson (non-voting) – Midget  
Motion to accept as non-voting convenors Miranda Prince, Ian Garson and Kat Meahan – Michael Kichinko, seconded by Jamie McMaster. Motion passed.
- A child in the Novice level that does not want to go on the ice and the coaches are recommending that he go down to the Tyke level, he has not played hockey before and the parents are agreeable to this. The issue is that next year, this child would need to go Atom due to the age.
- We have had someone request to sign up but we are currently at 16 players at this time. We will follow up and if they are a first year player, we could offer them to play at the Tyke level in order to allow them to play.
- We have also had a request for Tyke to move up to Novice – he has been evaluated and he does fall into the top 5% of the Tyke level. There will need to be another evaluation in order to determine if he falls in the 25% of the Novice level.
- There has been no other questions or requests at the Bantam LL level.

#### **Tyke Convenor/Coordinator Report – Candace/Brent:**

- Tyke and IP levels are under way, teams are being formed and helpers are being put together.
- There is an hour scheduled for 21 Oct 2018 to practice the half ice boards.
- Ryan Adams has agreed to take on the Discovery program and there will be more people required as helpers for this. Parents are also on the ice for this so this program will be capped at 40.
- The Novice coach has asked if they could use the boards at practice as he has some ideas for practices – the issue is that the Novice will practice with Atom as they are the only Novice team

and therefore we will stipulate that Novice can use these only when they have full ice practices. These will eventually fall into an equipment issue.

- Jerseys are in and the games will be schedule in the next few weeks. There will be some jamboree tournaments coming up as well.

#### **Development Convenor Report – Jeff:**

- Update on meeting with Sandy Velonosi – we will start Oct 15, 2018 for the development program. He is currently giving us a discounted rate as he is trying to get more business here. He does want 4 hours of ice time in one night but we can't get any more ice time. What is our mandate for development? Our mandate for development is to provide a program for the players to develop their skills. We should be helping Tyke and then LL should be the next priority and the gaps filled in by Rep/AE teams and then a partnership if needed with the River Cats. He would like to have 30 kids per session. Sometimes it is hard to fill the 3<sup>rd</sup> six week installment. We will have them sign up for the first installment and go 7 weeks (12 weeks will be 17<sup>th</sup> of December) and then we will have a second session. The payment will be e-transfer only.
- Sandy has offered up a Christmas or March Break week as an item on the table for Challenge Cup prize. At the year-end awards, he will offer up a week of camp for any nominees. He offered up pre-tryout camps, checking clinics (we should book him now for, at a minimum, – three checking clinics); we could look at more for next year and expanding this program.
- There would need to be a coach or two out at these and Sandy is inviting them out in order to ensure there is no horse play in the dressing rooms. We will extend this invite out to the coaches.
- Jeff will get something out on the website.

#### **Equipment Manager's Report – Leanne:**

- Both cages have been cleaned out.
- The locks will be changed and there will be a sign out register for keys – there is an issue with giving out keys to everyone as there was stuff taken out of the hockey office while convenors were in the hockey office.
- We need ice packs upstairs.

#### **Treasurer's Report – Jeff:**

- See Annex A.
- We are little bit below on the Rep/AE jerseys and up on LL – the quote didn't include freight but the tender did say that freight was to be included – we will need to go back to them and have that conversation. Lisa will follow up on this.
- The Midget Rep/AE jerseys were reordered due to size conflicts; we did get a discount on these reordered jerseys; this was a fast turnaround time, we need to make sure that we are communicating these issues and ensuring we are following policy and procedures when/if there are issues
- There was a question regarding how to read the Financials and what is being captured on the spreadsheet; as a non-profit we will need to be around the \$0 level at the end of the year; Is there a way to run financials so that we can cover from the previous year to the end of this current month? Trying to get a sense and track what is outstanding, what might be coming in and where we might be over from what was previously budgeted.

#### **Website – Beth:**

- Beth will get the LL convenors set up for the e-mails.
- The @cdmha emails have not been sorted yet but Beth will be on this once Challenge Cup is complete.
- We will be looking at a google calendar to get information on the calendar for reminders moving forward such as ordering parent passes, insurance and other items that need to be completed by certain time frames.

### **Challenge Cup – Beth:**

- Challenge Cup is full (64 teams) and will be taking place in 2 weeks; schedule is done and posted
- Lisa has gotten some great raffle prizes and Connie and Beth will get some more prizes with the budget
- There needs to be volunteers for Hagersville, Cayuga and Caledonia arenas – this will be on-line to sign up for volunteers. Kent Chapman offered to do Cayuga. Board members are strongly encouraged to volunteer their time.
- Challenge Cup is a big fundraiser for CDMHA

### **VP of Business Report – Lisa:**

- LL Apparel Offer – Lisa has been working with the sports store, Off the Bench, in town to provide clothing, hats, equipment bags to LL teams (Rep/AE have already ordered there apparel). Pants, sweater and a hat is what comes standard as \$69.99 and there can be embroidery for \$10 more. If the whole league were to be involved, there could be a better cost savings to the entire organization. This is the link:  
<https://otbse.gearware.com/Shop/Store.aspx?sid=11>
- Cage Sale and Equipment Swap – we will be selling off some of the old jerseys and socks at the picture day.
- One set of jerseys from AtoMC went to BC and they had one set of ours. We reached out to BC and they were amenable to getting these swapped over. McDonalds did reimburse us for the shipping costs.

### **President's Report – Paul:**

- Jump Start will come next year.
- Motion to accept Kim Lichty as a voting member of the CDMHA Board as the Novice LL convenor by Candace Adams. Seconded by Shawn Swayze. Motion passed.
- Paul has posted on the website about arena etiquette and there have been 243 views. Some parents have come and complained about parents actions at the games already and it will be up to the Convenors to ensure this isn't happening or is being discussed and dealt with.
- Parent passes are in. Connie has them and the gate keepers will be giving these out to the parents at the first games. There are only two parent passes and we can only give the passes to who we have on the list. If there are issues with who gets the passes, this can be dealt with at the convenor level.
- There should only ever be a maximum of two time keepers in the box. The schedule will tell you how many should be in there. Convenors can police this if need be.
- There is a new clock on the ALMAS side. There are instructions in Connie's file and the bulletin board.

### **Open Business:**

- **Action:** Picture Day
- **Discussion:** Picture day is 21 Oct 2018. Edge Imaging is our provider. A schedule will be out soon as it's feasibly possible to have one out. I will be relying on the convenors to be available for when their teams are to be photographed for organization.
- **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.
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- **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:**
- **Discussion:**

### **New Business:**

- **Action:** Future Positions on the Board
- **Discussion:** We have filled all vacancies on the board at this time.
- **Action:** P&P Update – Financial Policy
- **Discussion:** See attached Annex B – will defer to next meeting
- **Action:**
- **Discussion:**
- **Action:**
- **Discussion:**

### **E-Mail Votes**

There were two e-mail votes. The first vote was a motion to accept the Midget Rep coaching staff and the second was to accept the Midget AE coaching staff. Both motions were passed.

### **Deferred from last Meeting:**

Policy and Procedure update – Financials

### **Deferred to Next Meeting:**

Policy and Procedure update – Financials

**Motion** to adjourn by: Michael Kichinko  
Seconded by; Don Sauve  
Motion Carried.

**Meeting Adjourned** – 9:13 pm

Appendix A  
Financial Reports

## Caledonia and District Minor Hockey Association

### PROFIT AND LOSS

May - September, 2018

	TOTAL
<b>INCOME</b>	
4200 Registration	203,550.00
4240 Sponsorships/Donations	6,905.75
4300 Rep Tryout Fees	500.00
4310 Other Income	20.00
4320 Team Extra Ice Payments	744.26
<b>Total Income</b>	<b>211,720.01</b>
<b>GROSS PROFIT</b>	<b>211,720.01</b>
<b>EXPENSES</b>	
5050 Bookkeeping Fees	148.35
5060 Awards & Trophies	109.61
5080 Bank Fees	2,196.43
5081 QE Fees	673.73
<b>Total 5080 Bank Fees</b>	<b>2,870.16</b>
5100 Team Parties	1,673.25
5160 Equipment	411.32
5161 House League Jerseys & Socks	13,028.07
5162 Rep Jerseys & Socks	24,942.17
5164 Supplies	129.66

Annex A  
Financial Report

<b>Total 5160 Equipment</b>	<b>38,511.22</b>
5185 Hockey Development	
5170 Player Development	600.00
5180 Coach/Trainer Development	379.95
<b>Total 5185 Hockey Development</b>	<b>979.95</b>
5200 Ice Rental - Hockey	5,717.10
5220 Ice Scheduler	2,000.00
5230 Referee Scheduler	
5235 Other Miscellaneous Service Cost	-16.96
<b>Total 5230 Referee Scheduler</b>	<b>-16.96</b>
5260 Office Expense	15.26
5270 Website	1,604.60
<b>Total 5260 Office Expense</b>	<b>1,619.86</b>
5280 OMHA Fees	25,419.25
5380 Referees	83.00
5401 Southern Counties Reg - Rep	900.00
5460 Timekeepers	15.00
5910 Other Expenses	24.95
<b>Total Expenses</b>	<b>80,054.74</b>
OTHER EXPENSES	
8000 Ask My Accountant	350.00
<b>Total Other Expenses</b>	<b>350.00</b>
<b>PROFIT</b>	<b>\$131,315.27</b>

## 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 30<sup>th</sup>. 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.