



CDMHA Board Meeting Report: 10 September 2018

Present: Traciann Fisher, Jenn Fess, Paul Robertson, Brent Fehrman, Michael Kichinko, Lisa Turner, Beth Wise, Jeff McDonald, Jason Clark, Jamie McMaster, Candace Adams, Connie Scott, Leanne Tinebra, Shawn Swayze, Erin Noble, Paul Makey

Regrets: Dave Pickering, Don Sauve

Absent:

Late:

Left Early:

Members:

Meeting Called to Order: 6:30 pm

Meeting Chair & Time Keeper: Paul Makey, President

Agenda & Meeting Minutes:

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

Reports:

Ice Scheduler's Report – John:

- Updated Certificate of Insurance submitted to Haldimand County
- Challenge Cup ice contract needs to be firmed up by September 10 – Beth will follow up
- Season(October 1/18 - March 31/19) needs to be firmed up by September 15
- Haldimand LL meeting on September 19 @ 7:30pm in Caledonia
- October ice schedule will be updated for the first 2 weeks once Rep/AE schedule is received

Registrar's Report – Mike:

- Rosters for Rep/AE are being approved along with travel permits.
- In Camera 6:36 p.m. Out of Camera 6:41 p.m.

VP of Rep/AE Report – Jason:

- Haldimand County Amalgamation meeting – the recommendation is to decline after having met a few times; Cayuga is far along with their membership at this time, Dunnville has not approached the membership yet and Hagersville has opted out altogether. Our membership would need to vote only if the board decided to move forward with a proposal. Should something change in the future, we can revisit this.
- Goalie Shortage – Currently have 4 LL Bantam goalies and 29 skaters which begs the question of do we go with 3 teams or 2 teams based on the level? We have 1 goalie for 3 LL Midget teams so would we ask one of the Bantam goalies (or 2) if they would like to move up – keeping in mind these are first year Bantam goalies playing up. There is a Goaltender Relief Policy 3.2 from OMHA. Bantam will have 2 teams and therefore, the goalies will be given the option to try out for Hagersville Rep based on the Goaltender Relief Policy.

- Gender Identity – according to what they said at the SC meeting, coaches should be having these discussions with parents and players, the OMHA has stated that we do not need to do this; again we will revisit this once the OMHA makes a final policy decision.
- There is no obligation for CDMHA to hold any spots on the Rep/AE teams for any players who are trying out at different centres.
- Coaches Handbook – there is currently a difference from our policy and that of OMHA on the AP's. CDMHA has the right to do this and make their own policies. There were issues in the past of coaches getting feedback (negative) by bringing up AP's due to the ice time. Question becomes if the coach felt that the player could be developed, why did they not take them on their team to begin with? But, there is an AP policy for a reason to assist with absences and therefore, those AP players do need to learn the drills as well. Reality is, AP's are not used that often.
- Motion to approve the addition of Mark D'Angela and Mike Forbes to the Pee Wee Rep roster by Jason Clark, seconded by Jamie McMaster. Motion passed.
- In Camera at 7:12 pm, out of camera 7:19 pm.

VP of Local League Report – Shawn:

- Local League Draft and Jersey ordering
- LL coaches - 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.
- There will be 1 Novice, 3 Atom, 3 PeeWee, 2 Bantam and 3 Midget LL teams this year.
- We are still short a Novice, PeeWee and Midget convenor. Midget usually sorts itself out once the Rep/AE draft is complete. The remainder of the seasons will not start without a convenor.

Tyke Convenor/Coordinator Report – Candace/Brent:

- Candace and Brent attended a meeting in Norwich with other Tyke convenors and an OMHA rep who confirmed that the Tyke program is in line with the policies; Novice will go to ½ ice next year until January when they will be allowed to move to full off if that is the decision by the Organization. Atom will be ½ ice by 2020.
- Coaches and convenors are all good at the current time.
- Evaluations will be Sunday 16th of September.
- There will be different game sheets from the OMHA for signatures but there will be no place for scoring.
- Candace will attend a meeting on 10 Oct to discuss game scheduling moving forward.
- There will be 30 in the Discovery pgm, 25 in IP2, 30 in IP1 and 30 in Tyke this year so far.

Development Convenor Report – Vacant:

- Sandy Velonosi to report after 7:30 pm. Sandy will forward his plan to Paul Makey.

Equipment Manager's Report – Leanne:

- The cage continues to be cleaned and organized along with the old goalie equipment, some pieces have been thrown away due to safety issues.
- New white boards need to be purchased as some of what we have are cracked and stained - Paul Makey made a motion to allow coaches to purchase their own white boards to a \$40 maximum and be reimbursed by CDMHA, the white boards will then become property of CDMHA, a receipt will be required. Seconded by Jenn Fess. Motion passed.
- A new lock will be acquired for the cage.

Treasurer's Report – Jeff:

- See Annex A .
- Our numbers are down for registration;

- The auditor, Brownlow would like to increase the fee by \$250, Jeff will discuss with them doing a rotation of shallow/deep audits and discuss price

Website – Beth:

- The e-mail addresses are proving difficult, Beth will be talking directly the MBS Website to determine if this is going to work for us and provide some information moving forward.

Challenge Cup – Beth:

- There are 56 teams registered; hotels are exhausted at this time.

VP of Business Report – Lisa:

- Bantam Rep needs AP jerseys
- Remainder of jerseys for Rep/AE ordered and are in but there was an issue with a few sets regarding the sponsors and this will be rectified;
- LL jerseys will be ordered this week. Colours are as follows: 1 – Blue, 2 – Grey, 3 – White and 4 – Black. Shawn and Lisa will work on numbers for each team.

President’s Report – Paul:

- Motion to accept the resignation of Heather Letendre from the board. Jamie McMaster second – motion passed.
- 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.
- New Referee’s: - information provided by the Referee in Chief at the last SC meeting indicating that we need to encourage new referees. CDMHA will speak to their parents about positive behaviours.
- Rules Changes – penalty in the attacking zone, puck moved to defensive zone; 3 head contact penalties will result in ejection from the game; slew foot is a double minor.
- Final days will be 30 Mar in Tavistock for B Division and 31 Mar in Hagersville for A division.
- Jump Start will attend our next meeting to provide some more information.
- SC will allow Rep teams to play in the AE loop as long as they apply prior to 23 Sep 2018. If a team has not applied by then, they will also not be allowed to move during playoffs.

Open Business:

- **Action:** Picture Day
- **Discussion:** Picture day will be booked for either 20 or 21 Oct 2018.
- **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:** 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. Upon further discussion, we will not run one this year but will revisit for next year.

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; This is on the County budget for next year along with the hand dryers.

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.

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
Policy and Procedure update – Financials
Water Bottle Filling Stations

Deferred to Next Meeting:

Policy and Procedure update – Financials

Motion to adjourn by: Jeff McDonald

Seconded by; Jason Clark

Motion Carried.

Meeting Adjourned – 9:30 pm

Appendix A
Financial Reports

**Caledonia and District Minor Hockey Association
Budget 2018-2019**

As of September 10th, 2018

	<u>Budgeted</u>	<u>Actual</u>
Income		
4140 Gate Income	45,000.00	0.00
4200 Registration	218,000.00	203250.00
4240 Sponsorships/Donations	8,000.00	600.00
4250 Coaching Clinic Fees	0.00	0.00
4290 Rep Team Fees	27,400.00	0.00
4300 Rep Tryout Fees	1,300.00	0.00
4320 Team Extra Ice Payments	13,000.00	744.26
4500 Challenge Cup Tournament		
4504 Prize Table Revenue Challenge Cup	3,500.00	0.00
4505 Tournament Registration- Challenge Cup	60,000.00	0.00
4506 Challenge Cup Misc Revenue	5,600.00	0.00
4507 Challenge Cup - Sponsorship Revenue	2,000.00	0.00
4510 Ice Costs Challenge Cup	-17,500.00	0.00
4515 Challenge Cup - Program Advertising Exp	-1,750.00	0.00
4520 Refs Challenge Cup	-7,200.00	0.00
4525 Challenge Cup Donation	-600.00	0.00
4530 Registration Exp Challenge Cup	-700.00	0.00
4535 Prizes and Trophies Exp- Challenge Cup	-5,700.00	2801.65
4540 Timekeepers Challenge Cup	-1,800.00	0.00
4545 Prize Table Exp Challenge Cup	-1,500.00	0.00
4550 Other Expense Challenge Cup	-73.45	0.00
Total 4500 Challenge Cup Tournament	\$ 36,376.55	2801.65
4800 Player Development	10,000.00	0.00
Total Income	\$ 359,076.55	
Gross Profit	\$ 359,076.55	207395.91
Other Income		
5700 Interest Income	850.00	0.00
Total Other Income	\$ 850.00	
Expenses		
5020 Advertising		0.00
5040 Audit Fees	6,465.00	0.00
5050 Bookkeeping Fees	900.00	113.85
5060 Awards & Trophies	1,600.00	0.00
5080 Bank/QE Fees	7,400.00	2196.43
5081 QE Fees		673.73
5100 Team Parties	5,500.00	1673.25

5160 Equipment		411.32
5161 House Leage Jerseys & Socks	9,300.00	0.00
5162 Rep Jerseys & Socks	23,000.00	20223.86
5163 Protective Equipment	96.04	
5164 Supplies	7,500.00	
Total 5160 Equipment	\$ 39,896.04	20635.18
5185 Hockey Development		
5170 Player Development	15,000.00	600.00
5180 Coach/Trainer Development	7,000.00	379.95
Total 5185 Hockey Development	\$ 22,000.00	979.95
5200 Ice Rental - Hockey	192,000.00	5717.10
5220 Ice Scheduler	6,000.00	2000.00
5230 Referee Scheduler	2,200.00	0.00
5235 Other Miscellaneous Service Cost	0.00	-16.96
Total 5230 Referee Scheduler	\$ 2,200.00	
5260 Office Expense	1,700.00	15.26
5265 Copier	0.00	0.00
5270 Website	1,700.00	1604.60
Total 5260 Office Expense	\$ 3,400.00	1619.86
5280 OMHA Fees	22,000.00	25419.25
5360 Photography	1,700.00	0.00
5380 Referees	27,000.00	0.00
5390 Registration Expense	2,220.00	0.00
5401 Southern Counties Reg - Rep	855.00	900.00
5460 Timekeepers	12,000.00	0.00
5540 Gatekeepers	10,000.00	0.00
5910 Other Expenses	1,500.00	24.95
Total Expenses	\$ 364,636.04	61953.55
Profit	-\$ 4,709.49	145442.36

Annex A
Financial Reports

Caledonia and District Minor Hockey Association

PROFIT AND LOSS

May 2018 - April 2019

	TOTAL	
	MAY 2018 - APR 2019	MAY 2017 - APR 2018 (FY)
INCOME		
4140 Gate Income		46,108.30
4200 Registration	203,250.00	218,231.99
4240 Sponsorships/Donations	600.00	9,458.10
4250 Coaching Clinic Fees		3,520.00
4290 Rep Team Fees		27,400.00
4300 Rep Tryout Fees		1,550.00
4310 Other Income	20.00	
4320 Team Extra Ice Payments	744.26	13,705.28
4500 Challenge Cup Tournament		26,166.99
4800 Player Development		10,680.00
Total Income	204,614.26	356,820.66
GROSS PROFIT	204,614.26	356,820.66
EXPENSES		
5020 Advertising		57.99
5040 Audit Fees		6,215.00
5050 Bookkeeping Fees	113.85	921.85
5060 Awards & Trophies		1,370.69
5080 Bank Fees	2,196.43	6,095.31
5081 OE Fees	673.73	1,348.06
Total 5080 Bank Fees	2,870.16	7,443.37
5100 Team Parties	1,673.25	5,714.46
5160 Equipment	411.32	7,345.00
5161 House League Jerseys & Socks		4,491.20
5162 Rep Jerseys & Socks	20,223.86	2,866.81
5164 Supplies		1,112.04
Total 5160 Equipment	20,635.18	15,815.05
5185 Hockey Development		
5170 Player Development	600.00	14,991.49
5180 Coach/Trainer Development	379.95	9,011.25
Total 5185 Hockey Development	979.95	24,002.74
5200 Ice Rental - Hockey	5,717.10	200,872.39
5220 Ice Scheduler	2,000.00	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
5260 Office Expense	15.26	1,995.73
5265 Copier		745.80
5270 Website	1,604.60	1,610.25
Total 5260 Office Expense	1,619.86	4,351.78
5280 OMHA Fees	25,419.25	21,947.36
5360 Photography		1,705.76
5380 Referees		26,004.00
5390 Registration Expense		0.00
5401 Southern Counties Reg - Rep	900.00	900.00
TOTAL		
	MAY 2018 - APR 2019	MAY 2017 - APR 2018 (FY)
5460 Timekeepers		10,295.12
5540 Gatekeepers		9,766.46
5910 Other Expenses	24.95	768.17
Total Expenses	61,936.59	346,177.19
OTHER INCOME		
5700 Interest Income		860.35
Total Other Income		860.35
OTHER EXPENSES		
8000 Ask My Accountant		0.00
Total Other Expenses		0.00
PROFIT	\$142,677.67	\$11,503.82

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.