



Monthly Executive Meeting

- Mon Oct 28th, 2024 7PM WMC
- Chair: Brad Shantz
- Secretary: Nicole Balog

Attendance

Officers					
Quorum: President or VP + 3 Officers + 50% Directors					
Brad Shantz	Y	Nadia Elmasry Weiss	N	Gavin White	N
Cindy Holland	Y	Sal Abate	Y	Josh Gruhl	Y
Zack Barriage	N	Nicole Balog	N		
Directors					
Mark Trimble	N	Jenna Abate	Y	Lisa Backman	N
Sheryl Martin	N	Katrina Berger	N	Creg Metcalfe	Y
Nick Horrigan	N	Lisa Thaler	Y	Amy Ray	N
Staff					
Michelle Blake	Y	Kyle Cadeau	Y		
Guest(s)					
Charlie President of EDHRA	Y				

1. Agenda

- [Call to order](#)
- [Guest\(s\) have the floor](#)
- [Previous Minutes](#)
- [Reports](#)

- [Old Business](#)
- [New Business](#)
- [Adjourned](#)

2. Appendices

A. [Financial Statements](#)

3. Call to Order

Start time – 7:00am

4. Guest(s) have the floor

Provides an opportunity for invited guests or external individuals to address the executive committee, share updates, or present relevant information.

Charlie Pavanel

U11 Boys House League

Discussion on the need for timekeepers; typically, there is a request for them in the system and that hasn't been happening.

- **Action Item:** Kyle will investigate the backend system to verify timekeeper settings. He plans to create a phantom game to test this functionality.

U7/U8 Reffs No fees are associated with their games, are refs required?

- o **Discussion:** U7/U8 LL Games should proceed without any fees, coaches are responsible for refing those games. U7/U8 Medium Division (MD), should have the baseline fee attached to them and include refs.
- o **Action Item:** Kyle will confirm the fees and their amounts for this division.

U18 League (LL) It was noted that there need to be a discussion with coaches about game time issues not being reflected the same in the iPad as in the coaches manuals.

- o **Action Item:** Cindy will send an email to the LL coaches requesting that they verify the game times on their iPads. Once a game is locked, the time cannot be changed. Please ensure to follow the game times as indicated in the manual.

New Rule Implementation A new rule states that if pucks go out of play in the end zone, the play will remain inside the zone.

- o **Action Item:** Charlie will send an update regarding this rule for distribution to coaches.

5. Staff Updates

Allows the office staff, bookkeeper, and scheduler to provide updates on their respective areas, discuss any ongoing projects, share important information, and address any concerns or questions from the executive committee.

5.1 Office/Registration – Michelle Blake

Still working on getting all player accounts confirmed.

All Rep rosters are complete and approved. Just been added AP players as I get them.

U9 and U8 MD Rosters are complete and approved.

U7 MD roster is completed but need a few players to have Proof of address uploaded to be approved.

Working on getting all our Local League team Rosters completed and Rosters sent into the OMHA for approval.

Still waiting on some player accounts to be updated and some coaching staff to complete their qualification and police checks approved. U11 Team 1 is Approved.

All travel permits are entered. All are approved to mid December.

5.2 Schedule – Kyle Cadeau

1. All Game Schedules are now live
2. Practice Schedules: October to end-of-December practice schedules have been released
3. Some unusable ice time has been returned specifically the weekend where most teams are in a tournament in November

Note: All schedules are always subject to change.

Reminder: There is a lot of scheduling activity going on, so for any scheduling-related questions, please reach out directly to the applicable VP for Scheduling related issues or requests.

5.3 Bookkeeper – Kyle Cadeau

July 2024 Data.

- 2024-2025 registration \$290,182.70
- 2023-2024 sponsorship \$5,916.66
- Current AR is \$900

Note: The bookkeeping role has grown substantially over the past couple months to include the concession stand

I have attached the preliminary Profit and Loss (P&L) statement for review

6. Previous Minutes

The minutes of the previous executive meeting are reviewed, discussed, and any necessary amendments or corrections are addressed by the executive committee. A motion is then presented and seconded to officially approve the minutes of the previous executive meeting.

Motion to approve the reports

1St Jenna Abate

2Nd Josh Gruhl

7. Reports

Reports serve to keep the committee informed about the ongoing projects, initiatives, and any pertinent information related to their roles within the association.

7.1 President – Brad Shantz

All teams are set for the season, I hope everyone has an exciting season from development, league play and tournaments.

Thank you to all coaches, managers and volunteers that are helping out with WMHA

All the best this season 2024-2025.

7.2 Vice-President - Representative Committee – Gavin White

Season is in full swing– things are progressing nicely. It's good to see most teams are doing well in there leagues so far.

- We have had a few suspensions so far, and all have been reported. Thank you to the coaches and managers for staying on top of these reports
- We have had some great showings at tournaments already this season. Congrats to the U11A who recent won the Kitchener Oktoberfest tournament this past weekend
- Tri County Meeting for the month of October was held on October 17th
- Reminder to all coaches that APs cannot be used until fully approved. Coaches should communicate the AP request with the other team's head coach before asking the player or the players family
- Our 7AM development session with Tony Code has begun. We have completed registration for the LL players as well and have include both U11LL and U13LL teams in the development program
- Thank you to the executive for working hard during the first partition of this season, well done.

7.3 Vice-President - Local League Teams – Cindy Holland

The season has successfully kicked off, and all teams have begun their first games. There were a few challenges for some of our U11 teams, particularly with timekeepers not showing up. We have a protocol in place to contact EDRA in such situations, but overall, there have been no significant issues so far.

A big thank you to Michelle, who is close to finalizing all of the LL rosters. We are on track to have these approved in the coming week.

7.4 Vice-President - Coaching – Sal Abate

- Nothing to report

7.5 Vice-President - Player Development – Josh Gruhl

- Nothing to report

7.6 Vice-President – U9 & Below – Zack Barriage

- Nothing to report

7.7 Coach Selection Committee – Sal Abate

- Nothing to report

7.8 Coach Selection Committee - LL/Select Committee - Lisa Backman

- There is no ice for "Select" to run fully and properly so it's officially not going to happen. Some of the remaining ice has already been allocated to LL teams, and will continue to be distributed evenly.
- U11 LL development has started with their first session on October 22 with 10 players and 1 goalie
- U13 LL development will start on October 30th with 13 players and 1 goalie
- Total registration numbers both groups is 23 players and 2 goalies

7.9 Budget Committee – Gavin White

- Nothing to report

7.10 Constitution Committee – Gavin White

- Nothing to report

7.11 Fundraising Committee – Lisa Thaler

- Nothing to report

7.12 Sponsorship Committee – Creg Metcalfe

Tony Code Sponsorship / fundraising

- Will donate 2 spots for his March break 4 on 4
- Charges \$100.00 per spot for 4 games Mon to Thurs
- Must be between years 2010 to 2017
- Registration opens in January

Rural Roots Sponsorship / fundraising

- I have 2 posters, any ideas where they can be put up?
- Has email been sent out to team managers asking them to let their parent groups know about the event?

7.13 Tournament Committee – Jenna Abate & Cindy Holland

We are thrilled to announce that both tournaments are completely full!

- The U11/U13 group will feature 24 teams, with the schedule set to be released next week. I've been coordinating with Kyle regarding any unused ice, and we will return the remainder to the township.
- The U15/U18 group will have 28 teams since it's in February we will release the schedule in January.

Our tournament committee has been hard at work organizing player gifts, securing sponsors, and coordinating with teams on gift baskets.

7.14 4on4 Committee – Lisa Backman & Gavin White

- Nothing to report

7.15 Equipment Committee – Mark Trimble

- Nothing to report

7.16 Player Safety Committee – Nick Horrigan

All managers/coaches have been informed about the process to file injury reports. We have had a handful of injuries come through and most have returned to play

Michelle and I have also devised a system to ensure that we are on the same page for filing the injury reports while preserving Michelle's capacity.

7.17 Communication Committee – Katrina Berger

- Nothing to report

7.18 Spirit Wear Committee – Mark Trimble

- Nothing to report

7.19 HR/Administrative Committee –

- Nothing to report

7.20 Inclusion and Diversity Committee – Nadia Elmasry Weiss & Lisa Backman

- Right to Play sticker fundraiser good feedback. We have stickers that can be given away and we can continue to sell at concession throughout the season. Thanks for participation

7.21 Photography Committee – Lisa Thaler

- All teams who wanted photos have had them done or have a date for rescheduling.

7.22 Website – Katrina Berger

- Nothing to report

7.23 WMC Concession Stand – Nadia Elmasry Weiss & Sheryl Martin

- We have trained new employees and volunteers. Our hours have remained same as last season. September was slow due to late start to season games. We aim to raise 500\$ plus each month. Committee is a great way to run concession as it does take a lot of time ongoing.

7.24 Treasurer – Nicole Balog

- Nothing to report

7.25 First Shift – Nadia Elmasry Weiss

- Registration 40 participants out of 45. Welcome event in February and ice times start in March. Luke B will be running ice times. Please let me know if you would like to volunteer to help.

8. New Business

Discussing and addressing any new topics, proposals, or issues that have arisen since the previous executive meeting.

1. The Development Session on November 16th needs to be rescheduled to January 18th, 2024, for the younger group.
 - a. Action: Kyle will draft a communication to announce this change, asking participants to inform Josh if they are unable to attend.
2. Rural Roots Fundraiser update, all is set and ready to go.

- a. Action : Michelle will distribute it to the Rep teams, and Cindy will send out an additional blast. Cindy will also check the global calendar to see if it can be added. The email will be sent out the Thursday prior.
3. Extra Ice time scheduled on November 16th for McLeod from 7:30 to 9:00 AM.
 - a. Action: Cindy will send an email an email will be sent to the LL coaches to inform them.
4. Four-on-four fundraiser with Tony Code talks about beinging the preprations for that.
 - a. Action: Lisa will reach out to Tony regarding this. We will offer two spots for the program, and Kat may collaborate with Lisa to develop promotions for these spots. We need to determine when Tony Code will start promoting.
5. The Sugar Kings will once again sponsorfor the Jr. Sugar Kings - \$2,500 sponsorship, which would include game passes for players and coaches, equipment, and mentorship opportunities. There are ongoing discussions about the responsibilities of the Jr. Kings with these tickets, and their role as Jr. Sugar Kings and the representation that it holds.
 - a. Action: Gavin or Sal can possibly get in touch with this age group about this news and the feedback from the Sugar King Staff.

10. Adjourned

Time Adjourned: 7:59PM

11. Appendices

11.1. Appendix A - Financial Statements

Woolwich Minor Hockey Association

Budget vs. Actuals: Budget_FY25_P&L FINAL - FY25 P&L Classes

April 2024 – September 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Revenue			
401 Registration Fees	290,182.70	337,000.00	46,817.30
402 Representative Fees	126,035.00	135,000.00	8,965.00
404 Tryout Fees	46,525.00	28,000.00	-18,525.00
405 Development Fees	22,395.00	22,500.00	105.00
406 Fundraising	72,102.11	52,000.00	-20,102.11
407 Sponsorship	5,916.66	11,900.00	5,983.34
408 Tournament Fees	8,425.00	47,750.00	39,325.00
409 Miscellaneous Income	120.00		-120.00
Total Revenue	571,701.47	634,150.00	62,448.53
Total Income	\$571,701.47	\$634,150.00	\$62,448.53
Cost of Goods Sold			
Cost of Revenue			
501 Ice Cost	76,307.14	390,200.00	313,892.86
502 Referee Cost	7,096.50	70,700.00	63,603.50
504 Registration Cost	6,570.00		-6,570.00
505 Game-sheet Cost		4,200.00	4,200.00
507 Coaching Cost	2,928.16	4,000.00	1,071.84
509 Jersey Expense	12,613.27	30,000.00	17,386.73
510 Sock Expense	-3,375.00	9,000.00	12,375.00
511 Other Equipment Expense	6,301.20		-6,301.20
512 Development Cost	5,946.15	10,000.00	4,053.85
513 Insurance Expense	33,760.66	35,550.00	1,789.34
514 Tournament Cost	295.00	8,000.00	7,705.00
515 Scheduler	3,900.00	7,800.00	3,900.00
516 Miscellaneous Cost of Revenue	1,022.75	11,000.00	9,977.25
517 Concession Food and Beverage Supplies	5,119.99		-5,119.99
518 Concession Staff	3,703.10		-3,703.10
Total Cost of Revenue	162,188.92	580,450.00	418,261.08
Total Cost of Goods Sold	\$162,188.92	\$580,450.00	\$418,261.08
GROSS PROFIT	\$409,512.55	\$53,700.00	\$ -355,812.55
Expenses			
Selling, General, and Administrative Expenses			
601 Accounting Fees	715.00	6,000.00	5,285.00
602 Advertising and Promotion Expenses	394.08	500.00	105.92
603 Executive Travel		500.00	500.00
604 Office Staff	9,000.00	18,000.00	9,000.00
605 Internet & Web Services	-1,283.04	1,600.00	2,883.04
606 Rental Space at WMC	4,572.98	1,600.00	-2,972.98
607 Office Supplies	623.73	500.00	-123.73
609 Miscellaneous SG&A Expense	199.00	2,000.00	1,801.00
610 Bank Expense	476.70	1,000.00	523.30
620 Bad Debts Expense	-1,258.00		1,258.00
Total Selling, General, and Administrative Expenses	13,440.45	31,700.00	18,259.55
Total Expenses	\$13,440.45	\$31,700.00	\$18,259.55

Woolwich Minor Hockey Association

Budget vs. Actuals: Budget_FY25_P&L FINAL - FY25 P&L Classes

April 2024 – September 2024

		TOTAL	
	ACTUAL	BUDGET	REMAINING
NET OPERATING INCOME	\$396,072.10	\$22,000.00	\$ -374,072.10
NET INCOME	\$396,072.10	\$22,000.00	\$ -374,072.10