



Monthly Executive Meeting

- Feb 28, 2022 @ 7pm - Virtual
- Chair: Nadia Elmasry Weiss, Secretary: Cindy Holland

Attendance

Officers						Quorum: President or VP + 3 Officers + 50% Directors					
Nadia Elmasry Weiss	Y	Barry Keen	N	Nathan Woods	N						
Chris Taylor	Y	Brad Shantz	Y	Mike Heckendorn	Y						
Josh Gruhl	N	Cindy Holland	Y	Katie Hackert	Y						
Directors											
Kevin Brown	Y	Mark Trimble		Aaron Hardy	Y						
Luke Baleshta	N	Jenna Abate	Y	Mike Stiles	Y						
Staff											
Tracey Williams	Y	Catherine Stiles	Y								
Guest(s)											

2. Agenda

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

3. Appendices

A. [Financial Statements](#)

4. Call to Order

Start time – 7:03pm

5. Guest(s) have the floor

6. Previous Minutes

- Motion to approve the reports – Chris
- 2nd - Mike

7. Reports

- Are there any items that need to be discussed tonight for the reports submitted?
 - Items discussed have been posted below in new business.
- Motion to approve the reports
 - 1st – Chris
 - 2nd – Mike Stiles

7.1. President - Nadia Elmasry Weiss

Office staff

- Tracey Williams and Catherine Stiles have been hired effective March 2022 office staff. Pay structure based on 1000 hours - \$15000 total for year.
- Mike Heckendorn hired effective May 2022 ice scheduler.
- Pay structure still under negotiation looking at based on 300-400 hours for year. When confirmed will provide details.

Covid Cases

- Since return January 31 we have had 4 reported cases in players and two impacts to team play.

7.3. Vice-President - Representative Teams - Nathan Woods

- OMHA is having its meeting this weekend to talk about 2022 tryouts among other topics. Tri County meeting is 3/7.

7.4. Vice-President - Local League Teams - Chris Taylor

- Regular season for LL has completed Feb 27.
- Playoffs are starting Feb 28 with finishing touches still in progress at the time of writing.
- I am having a call with Greg Best (pres Waterloo MHA) to discuss expectations of Woolwich joining Waterloo and next steps. (Feb 25)

7.5. Vice-President - Coaching - Brad Shantz

- Nothing to report

7.6. Vice-President - Player Development - Josh Gruhl

- Nothing to report

7.7. Vice-President - U9 & Below - Mike Heckendorn

- U9 year end tournament is for March 25/26
- Medallions ordered for all U9 and below participants (U9 A??)

7.8. Coach Selection Committee - Nathan Woods & Brad Shantz

- Nothing to report

7.9. Player Safety Committee – Josh Gruhl

- Nothing to report

7.10. Equipment Committee - Mark Trimble

- Nothing to report

7.11. Photo Committee - N/A

- No committee this year

7.12. Woolwich Weekend - N/A

- Nothing to report.

7.13. Woolwich Cup - N/A

- Nothing to report.

7.15. 4 on 4 - Tracey Williams / Catherine Stiles

- Catherine and Tracey met with the Township to secure the ice for the 4 on 4 Spring League
- Have confirmed we will use approx. 95 hours of ice for the Tournament
- Goal is to field 8 teams, in 4 separate divisions - U10/U11, U12/U13, U14/U15, U16/U18
- Team composition is ideally, 8 skaters + 1 goalie
- teams will play 6 games over approx. 3.5 weeks
- Registration - would like to open registration on Sat., March 5th (before March Break) - form on website to register - payment via e-transfer only (exceptions will be made in some cases to accept a cheque)
- Will initially restrict registration to Woolwich residents - open up to all on Wed, March 9th (96 hours later)
- Cost is \$150 per player, \$100 per goalie (includes jersey)
- Mike H. to confirm with PK total cost of jerseys (Mark had asked and was provided with a \$9500+ number, but Mike H. said he spoke to PK and the agreement was they would sponsor the screening on the jersey would should lower the total cost to approx. \$6500)
- Once registration is up, we will reach out to those Exec Members who offered to assist, to form teams, communication, etc.

7.16. Spiritwear Committee - Aaron

- Nothing to report

7.17. Constitution Committee – Mike Stiles

- Nothing to Report

7.18. Nomination Committee – Cindy Holland

- Nothing to Report

7.19. Sponsorship Committee - Kevin Brown/ Mike Heckendorn

- Spreadsheet seems to be updated.
- Straightline flooring name bars are now ordered.

7.20. Fundraising Committee - Aaron Hardy

- Nothing to Report

7.21. Communications Committee - Mike Stiles

- Nothing to Report

7.22. First Shift Committee - Nadia Elmasry Weiss

- Successful welcome event and the 28 players have been on the ice 3 times. Thanks so much to Luke B for running the ice times and all our volunteers on the ice.

7.23. Volunteer Committee - N/A

- No committee this year

7.24. Risk Management – Cindy Holland

- Nothing to Report

7.25. Goalie Development Committee - Josh Gruhl

- Nothing to Report

7.26. Treasurer - Katie Hackert

- Financial statements supplied in [Appendix A - Financial Statements](#)
- 2019 registration was 293,294.71
- 2019 sponsorship was 18,350.14
- Outstanding AR is Forbes Motors and Pro Hockey Life I resent the invoices today

7.27. Website - Tracey Williams / Catherine Stiles

- No report

7.28. Office - Tracey Williams / Catherine Stiles

- lots of cleanup of administrative duties has been completed over the last few months - including all rosters, AP's and Coaches/Bench Staff qualifications
- next season, which will hopefully be a bit more "normal", policies will be in place on how to submit rosters, paperwork, AP forms, Travel Permits, etc so we can successfully meet deadlines while ensuring we have assisted teams with their requests in an accurate and timely fashion
- our next big project, will be registration receivables - working with Katie to ensure the HCR is updated properly and all funds accounted for in our system

7.29. Registrar - Tracey Williams / Catherine Stiles

- No report

7.30. Scheduler –Mike Heckendorn

- All rep games have been rescheduled
- Local league playoffs scheduled
- Tri county weekend scheduled (March 25/26, U11A, U13AE, U13A, U13AA)

7.31. Secretary – Cindy Holland

- Nothing to report

7.32. Finance Committee

- Nothing to report

7.33. Player Safety – Luke Baleshta

- Nothing to report

8. Old Business

9. New Business

1. Executive positions that will be vacant in the upcoming year?

- a. At this point the only person who will not be returning is Kevin Brown. Cindy Holland has requested all executive let her know the status of their return no later than March 25, 2022.
2. Any leads on new executive/directors to take over empty spots?
 - a. It was suggested to post something on the website about the available volunteer positions. Mike Stiles has offered to post something that would list what some of the roles involve.
 - b. It was requested that if any of the executive have any personal contacts, to reach out and consider asking for new members to join.
3. Approve Budget for next season
 - a. The budget that was sent out prior to the executive meeting which will be attached to next month's meeting minutes and will be brought forth to the annual AGM meeting for formal approval.
 - b. In the meantime, it has been unanimously approved by all attending members, and will be submitted to Katie on the accounting side.
4. Should WMH apply to host First Shift next season?
 - a. Executive has agreed to continue running the First Shift program again in the 2022-2023 season.
5. Discussion of 2021/2022 U11A going AA in 2022/2023
 - a. Executive sees no reason why the U11A team can't move forward with the process to consider becoming a AA team. Discussion was had about keeping kids in Woolwich, recognizing it requires Admin work on the association level and OMHA level. Only con to going through the process would be having to apply and step back down to a A center in Tri-County if the decision needs to be reversed.
6. Tryouts
 - a. OHF has indicated that the U14-16 teams would in fact have tryouts in the spring. The assumption is that Tri-County will follow suite for that age group. The estimated day for A and AE/MD tryouts would be around May 9th. More details of what this looks like for Woolwich will follow. listed tryout structure for the U14-16 team
 - b. Mike H, will be able to use these approximate dates to be able to connect with the Township about Ice times and what that will look like for May.
 - c. Tryouts for the U13 and below will be in the fall of 2022.
7. Need to start thinking about tournament structure sooner then later. (Mike H)
 - a. It was agreed we should start planning this in early spring. Once spring tryouts are complete Managers/Coaches will be looking to book early birth tournaments. We should consider getting registration open for early summer.
 - b. Plan to discuss in a further detail at next executive meeting about distributing roles to get started on the planning on this event.

8. Equipment room (Mike H)
 - a. It was noted that as the equipment room gets re-packed away for the summer it would be helpful to clean house. There is a number of old jersey sets that could be sold for profit. It was agreed that as sets become available for sale they would be posted on the WMH site to get in contact with Mark Trimble.
9. Jersey discussion (Mike H)
 - a. Executive agreed to budget over the next number of years to replace a set of jersey's for each age group every year. Starting with the older groups and moving down the line.

10. Adjourned

Time – 8:15pm

11. Appendices

11.1. Appendix A - Financial Statements

11.1.1. Financial Statements up to Previous Month

12:43 PM

02/02/22

Accrual Basis

**Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April 2021 through January 2022**

	Apr '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 on 4	0.00	0.00	0.00	0.0%
Development Fees Income	29,020.00	9,710.00	19,310.00	298.9%
Fundraising				
Cash Calendar Fundraising	9,770.00	14,000.00	-4,230.00	69.8%
Pepperettes	5,017.50			
Fundraising - Other	922.50			
Total Fundraising	15,710.00	14,000.00	1,710.00	112.2%
Misc Income	936.10	500.00	436.10	187.2%
Registration	280,637.56	280,000.00	637.56	100.2%
Representative Fees	75,495.00	83,305.00	-7,810.00	90.6%
Select Fees	4,500.00	16,000.00	-11,500.00	28.1%
Sponsorship Revenue	14,300.00	17,000.00	-2,700.00	84.1%
Tournament Fees Paid back	9,805.00			
Try out Fee Select	1,151.00	1,800.00	-649.00	63.9%
Try Out Fees	6,490.00	11,000.00	-4,510.00	59.0%
Woolwich Weekend Tournament	32,725.00			
Total Income	470,769.66	433,315.00	37,454.66	108.6%
Gross Profit	470,769.66	433,315.00	37,454.66	108.6%
Expense				
Accounting Fees	0.00	750.00	-750.00	0.0%
Advertising and Promotion	0.00	250.00	-250.00	0.0%
Bank Service Charges	1,719.59	250.00	1,469.59	687.8%
Cash Calendar Fundraising	4,870.00	10,500.00	-5,630.00	46.4%
Coaches Clinic	1,800.89	2,875.00	-1,074.11	62.6%
Coaches Dinner	0.00	2,000.00	-2,000.00	0.0%
Concussion testing	565.00	750.00	-185.00	75.3%
Development Fees				
Development Instruction - Power	4,500.00			
Goalie Development	0.00	2,000.00	-2,000.00	0.0%
Ice	0.00	4,200.00	-4,200.00	0.0%
Instruction	0.00	7,000.00	-7,000.00	0.0%
Development Fees - Other	5,675.00	0.00	5,675.00	100.0%
Total Development Fees	10,175.00	13,200.00	-3,025.00	77.1%
Electronic Game Sheets				
Equipment	0.00	809.00	-809.00	0.0%
Game Fees Cost	0.00	0.00	0.00	0.0%
Electronic Game Sheets - Other	1,209.10	809.25	399.85	149.4%
Total Electronic Game Sheets	1,209.10	1,618.25	-409.15	74.7%

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02/02/22
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Woolwich Minor Hockey
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April 2021 through January 2022

	Apr '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Entry Fees	2,686.00	3,480.00	-794.00	77.2%
Equipment				
Shirt Expense				
IP Jerseys	0.00	3,000.00	-3,000.00	0.0%
Shirt Expense - Other	101.70	5,000.00	-4,898.30	2.0%
Total Shirt Expense	101.70	8,000.00	-7,898.30	1.3%
Sock Expense	7,972.42	7,500.00	472.42	106.3%
Equipment - Other	2,198.96	9,480.00	-7,281.04	23.2%
Total Equipment	10,273.08	24,980.00	-14,706.92	41.1%
Executive Travel Expense	0.00	500.00	-500.00	0.0%
Ice costs				
December	34,170.52			
November	40,934.74			
October	53,176.99			
September	30,216.75			
Ice costs - Other	0.00	280,000.00	-280,000.00	0.0%
Total Ice costs	158,499.00	280,000.00	-121,501.00	56.6%
Ice Scheduler	5,315.14	6,337.50	-1,022.36	83.9%
Insurance Expense	16,224.03	29,855.00	-13,630.97	54.3%
Interest Expense	0.00	750.00	-750.00	0.0%
Internet Services & Website	0.00	0.00	0.00	0.0%
Junior Sugar Kings Expense	2,500.00			
Misc Expense	615.76	100.00	515.76	615.8%
Office Manager	6,951.30	6,337.50	613.80	109.7%
Office Manager Assistant	0.00	0.00	0.00	0.0%
Office Rent Expense	0.00	1,350.00	-1,350.00	0.0%
Office Supplies	270.81	500.00	-229.19	54.2%
Pepperette Fundraising	3,501.76			
Playdown fees	0.00	500.00	-500.00	0.0%
Referee Expense				
December	3,320.00			
January	114.00			
November	9,926.00			
October	2,144.00			
Referee Expense - Other	0.00	29,139.25	-29,139.25	0.0%
Total Referee Expense	15,504.00	29,139.25	-13,635.25	53.2%

12:43 PM
02/02/22
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Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April 2021 through January 2022

	Apr '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Timekeepers Expense				
December	740.00			
January	54.00			
November	1,980.00			
October	360.00			
Timekeepers Expense - Other	0.00	7,275.25	-7,275.25	0.0%
Total Timekeepers Expense	3,134.00	7,275.25	-4,141.25	43.1%
Tournament Fees Paid	12,073.98			
Trophies	0.00	3,500.00	-3,500.00	0.0%
Try Outs				
Body Checking Clinics	0.00	300.00	-300.00	0.0%
Ice Costs	0.00	1,200.00	-1,200.00	0.0%
Refs	0.00	2,000.00	-2,000.00	0.0%
Timekeepers	0.00	260.00	-260.00	0.0%
Try Outs - Other	0.00	450.00	-450.00	0.0%
Total Try Outs	0.00	4,210.00	-4,210.00	0.0%
Woolwich Weekend				
Ice Cost	11,308.53			
Miscellaneous	5,268.55			
Total Woolwich Weekend	16,577.08			
Total Expense	274,465.52	431,007.75	-156,542.23	63.7%
Net Ordinary Income	196,304.14	2,307.25	193,996.89	8,508.1%
Net Income	<u>196,304.14</u>	<u>2,307.25</u>	<u>193,996.89</u>	<u>8,508.1%</u>