



Monthly Executive Meeting

- November 29, 2021 @ 7pm - Virtual and In Person
- 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	Y
Chris Taylor	Y	Brad Shantz	Y	Mike Heckendorn	Y
Josh Gruhl	N	Cindy Holland	Y	Katie Hackert	Y
Directors					
Kevin Brown	N	Mark Trimble	Y	Aaron Hardy	Y
Luke Baleshta	N	Jenna Abate	N		
Mike Stiles	Y				
Staff					
Tracey Williams	Y				
Guest(s)					
Catherine Stiles	Y				

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 – 7:09pm

5. Guest(s) have the floor

No Guests

6. Previous Minutes

- Motion to approve the reports – Mike Stiles
- 2nd- Mark Trimble

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 Taylor
 - 2nd – Mike Stiles

7.1. President - Nadia Elmasry Weiss

- As of November 17, 2021 Donna Harrington is no longer employed by WMH.
- In the interim, Tracey Williams will be filling in as a paid employee and training Catherine Stiles for position office manager as previously discussed. Thank you to Tracey and Catherine.
- As of November Mike Hechendorf is taking on the ice scheduling role for WMH on a volunteer basis.
- We will plan to post the positions to be filled later this month after we get things back on track.

7.3. Vice-President - Representative Teams - Nathan Woods

- All 14 Rep team rosters (including proof of full vaccination for participants 12 and up) were submitted to OMHA Nov 1st
- Woolwich Memorial Tournament for U13, U15 and U21 was a success spanning 26 teams and 59 games. Woolwich U13 and U21 were tournament champions while Woolwich U15 made it to the semi finals. Tournament generated over \$12K in profit to the Association
- Woolwich is planning to host U13 Tri County Championship weekend for AA, A and AE. OMHA is expected to announce the number of participants per division/category by early December so WMHA can confirm what ice we need with the Township. U11A has also expressed interest in hosting the Tri County Championship weekend. However, there is the possibility U11A moves to AA after December and U11AA has already been spoken for from a Tri County Championship Weekend perspective (A and AE is still available)
- Reclassification deadline is Sat Dec 18. If a Woolwich team is looking to reclassify it needs to send an email to Paul Wilson and Glen Davis providing reasons and justification. Tri County executive with OMHA Regional Directors will look it over and get back to each application
- OHF will meet Dec 8 to collect information from each member on whether we continue with Fall tryouts or go back to Spring tryouts. The current plan of record is to stick to Fall tryouts. If anything changes, we will be notified in Jan or Feb
- Rep Player Suspensions so far this season:
 - U14A: 1 player with 1 carryover from 2020
 - U15A: 2 players each with 3 games
 - U18AE: 1 player with 3 games
- New schedule for 2nd half of the season will be made available shortly after Christmas
- There is a discussion around what to do if a team is impacted by Covid an unable to play all of its games in the 1st half of the season. There should be a resolution to this within the week
- Reminder to U8 & U9 to maintain half ice programming; station to station, small area games (some teams within Tri-County have been running full ice scrimmages)

- Reminder there is to only be a maximum of 5 bench staff (some teams within Tri-County have had >5)
- Reminder coaches need their credentials by Nov 30
- Reminder to respect on and off the ice
- Reminder that Timeouts are allowed. There was a centre mailing dated Dec 12, 2019 that permitted Timeouts in all games. This was then later ratified at the OMHA AGM June 2020. Timeouts are permitted as per Hockey Canada rules
- Reminder that any Covid cases need to be reported to OMHA through the process provided

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

Local League

- Games are underway with CW, and most teams have games scheduled til Christmas
- Teams have mostly been rostered and are booking tournaments
- There has been some friction and undesirable behaviour with our U18 games against CW, OMHA has been involved but is not resolved yet
- U11 LL is struggling with attendance and has decided to not enter any tournaments due to shortage of players
- We are short some goalie jerseys in U18, Mark is ordering more

Rostered Select

- U18 Select coach came forward and has selected a team, leaving us with U13/15/18 select teams
- Some concern about fitting in 12 games with the late start due to covid and OMHA regulations say they can play at most 3 games per month.
- Jerseys for Select teams require some discussion, I believe Mark will be bringing this up

7.5. Vice-President - Coaching - Brad Shantz

- Nothing to report

7.6. Vice-President - Player Development - Josh Gruhl

- Tony Code development skates have been started at 7am Monday, Wednesday and Thursdays. I have heard good feed back from teams that are participating.
- Goalie clinics are running with great turn out from teams. Positive feed back as well
- Myself and Chris Taylor are currently trying to get a local league development up and running for this season. The format will be a 6 week 50 mins/skate for U9 and above players. Depending on the numbers that could possibly register for these sessions we may have to look at running it twice a week. I have reached out to a few instructors to run these ice times and will be held at 7 am. I'm really looking forward to get this program off the ground and implement it as a evening skate in the following seasons.

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

U9 and below

- IP6 exhibition games have been added to the schedule
- U8 LL exhibition games have also been added along with U8 MD Tri county games
- All teams have been reminded to follow U9 and U7 pathway guidelines from the OMHA website. So far things seem to be running smoothly with very few issues.

Scheduling

- A very busy start to my new chore, but happy to be involved and I really enjoy working with all teams to create the best use of our ice times.
- A big thanks to Donna for her help setting me up and explaining how the system works as well as to Tracey and Catherine for their guidance and assistance to make things run as smooth as possible.

Additional comments

- I really want to thank Tracey and Catherine for stepping in to help Donna and take over her duties. This year has had a really tough start, with the lack of communication as well with the additional items that we are dealing with the fall start and of course covid.
- Everyone on our executive has stepped up and I hope you continue to.
- I am sure we have all been more then frustrated at numerous times, but I think things are finally moving in the right direction within our executive. Welcome back Tracey and welcome Catherine. It is great to have both of you on board!

7.8. Coach Selection Committee - Nathan Woods & Brad Shantz

- Nothing to report

7.9. Player Safety Committee – Josh Gruhl

- We have had 1 concussion reported through the website this season so far from the U15 AE team. This was reported after the player had been to see a doctor and had returned to play before we had been informed that this had occurred. After speaking with the parent and the coach the player has suffered no other returning symptoms from the incident.

7.10. Equipment Committee - Mark Trimble

WMHA report; equipment

- Select – 3 select programs running, we were able to provide current jerseys for 2. U13 & U15. With 4-U18 LL teams, and a U18AE team there were no extra sets to hand out. U18 Select are using an old set of RED WMHA with the old Wildcats logo.
- If the select program is going to be offered by WMHA in the future, we need to address jerseys for these age groups. Currently we are using a mix of extra AE & LL sets for Select when possible.
- For a set of home & away (34 jerseys) we would be looking anywhere from \$2,000 - \$3,000/set.
- We could look at sponsors contributing specifically for Select hockey, with the jerseys remaining the property of WMHA and could also get creative and attempt to have only 1 non-conflicting jersey colour to eliminate the need for an additional set.
- There continues to be push back (from SOME of the LL group) from coaches regarding a deposit for equipment & jerseys. They feel it should not be their financial responsibility to collect and return all equipment & jerseys in good condition belonging to WMHA. To my knowledge our association has never deposited a CHQ for this reason but someone does need to be accountable.
- I would like to come up with a system to make all registered players who are using WMHA jerseys, responsible for their own jerseys, with the coaching staff collecting and returning to WMHA at the end of the season.
- If a player does not return their jersey to the coach to submit, they would be invoiced the appropriate fees which, if not paid in advance would be added to their total at registration the following season. There are still some outstanding jerseys from LL which were never returned from last season.
- Here is a link to the WGMHA's jersey loan agreement, which we could tweak to make our own.
- https://woolwichwild.com/Forms/1293/2021_-_Jersey_Loan_Agreement/
- This agreement is completed following team selection and is for all players (LL & REP)

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 - N/A

- Nothing to report.

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

- Nothing to report

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

- No committee this year

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](#)

7.27. Website - Donna Harrington

- No report

7.28. Office - Donna Harrington

- No report

7.29. Registrar - Donna Harrington

- No report

7.30. Scheduler - Donna Harrington

- Nothing to Report

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

Nathan

- One important item of new business is to discuss how we handle the replacement of Donna. Currently we brought in Tracey and Catherine under emergency measures (thankfully they were willing and able to immediately step in). The discussion will be whether we go through the process of posting this role or we simply look to confirm Tracey and Catherine as immediate members to the executive - and from there we need to figure out what is volunteer and what/when these roles would be paid.
 - Put something together that indicates that we are doing this for emergency situation– to keep us going. Then posting something for more in the future.
 - Mike S. to put something on the website to regarding the status of the temporary role of Tracey & Catherine
 - Moving forward in the new year we should look at posting the actual job descriptions, and look to hire for these roles in a more formal capacity.
- Sportsheadz
 - What are teams using for contact tracing?
 - (Cindy) I'm assuming that the coach is keeping track of who wasn't there and who was in terms of kids.
 - (Mike S) Instead of asking all the coaches to take attendance, and we should use the sports app. The sports app is there already and it works and people are familiar with it so if we can get it working, let's use it.
 - (Tracey) We will looking into uploading the names to the app, or worst case scenario the managers of each team have to add their own team details to the app.

Start booking regular financial updates with some information about the following areas.

- (Nathan) What stemmed from this was just, it was a bit of a messy start to the season. I think we still have some cleaning up to do in terms of, you know who's paid and who's still outstanding and just understanding what those numbers are and how we did with the tournament and sponsorship. Then comparing it to last year and just getting everybody on the same page and understanding the numbers that are, uh, at the back of this report every month.

- (Nathan) Tracy in your experience with the HCR are we able pull reports out?
 - (Tracey) We can definitely run some reports. My only concern would be is that I'm not confident the inputs are clean an organized.
 - (Katie) Would like to work with Tracey & Catherine to go over some things as well to ensure the data is all updated.

Jerseys for Select teams require some discussion, I believe Mark will be bringing this up.

Consciences is to leave the jersey conversation until another meeting once WMHA has determined what direction local league hockey will go. The options are as follows

- Stay with CW and look at adding budget to purchase new jersey's for select
- Move to Waterloo and look at adding budge to purchase new jersey's for select
- Head back to GRLL and then discuss what and if we want to have a select team, and what that would look like in terms of scheduling.

Local League

- (Aaron) Aaron to put together a poll to send out to LL members in January about the LL and the direction that members want to head in.
- (Aaron) to reach out to Waterloo and find more info out about possibly joining them.
- (Mike H) Noted that the downside to playing the same groups is that a lot of the teams are lopsided, and not placed fairly. He realized that some families prefer the no travel portion, but it leaves the season very repetitive and not exciting or challenging.
- (Brad S) Asked about adding an additional team to CW and that can't be done unless someone creates and formalizes a new "league" that comes with extra fees and needs to be run by someone.

Cindy

- Propose moving next meetings to Dec 20 vs 27th
 - Okay to move meeting to the 20th.

10. Adjourned

Time – 7:46

11. Appendices

11.1. Appendix A - Financial Statements

11.1.1. Financial Statements up to Previous Month

4:17 PM

11/23/21

Accrual Basis

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
 April through October 2021

	Apr - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 on 4	0.00	0.00	0.00	0.0%
Development Fees Income	17,060.00	9,710.00	7,350.00	175.7%
Fundraising				
Cash Calendar Fundraising	0.00	14,000.00	-14,000.00	0.0%
Total Fundraising	0.00	14,000.00	-14,000.00	0.0%
Misc Income	178.55	500.00	-321.45	35.7%
Registration	279,845.47	280,000.00	-154.53	99.9%
Representative Fees	12,330.00	83,305.00	-70,975.00	14.8%
Select Fees	0.00	16,000.00	-16,000.00	0.0%
Sponsorship Revenue	7,900.00	17,000.00	-9,100.00	46.5%
Tournament Fees Paid back	2,160.00			
Try out Fee Select	951.00	1,800.00	-849.00	52.8%
Try Out Fees	6,190.00	11,000.00	-4,810.00	56.3%
Woolwich Cup Tournament	5,125.00			
Woolwich Weekend Tournament	25,000.00			
Total Income	356,740.02	433,315.00	-76,574.98	82.3%
Gross Profit	356,740.02	433,315.00	-76,574.98	82.3%
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	1,461.23	250.00	1,211.23	584.5%
Cash Calendar Fundraising	0.00	10,500.00	-10,500.00	0.0%
Coaches Clinic	535.62	2,875.00	-2,339.38	18.6%
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	2,550.00	0.00	2,550.00	100.0%
Total Development Fees	7,050.00	13,200.00	-6,150.00	53.4%
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	0.00	809.25	-809.25	0.0%
Total Electronic Game Sheets	0.00	1,618.25	-1,618.25	0.0%
Entry Fees	1,931.00	3,480.00	-1,549.00	55.5%

Page 1

4:17 PM
11/23/21
Accrual Basis

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April through October 2021

	Apr - Oct 21	Budget	\$ Over Budget	% of Budget
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	1,996.03	9,480.00	-7,483.97	21.1%
Total Equipment	10,070.15	24,980.00	-14,909.85	40.3%
Executive Travel Expense	0.00	500.00	-500.00	0.0%
Ice costs				
October	53,176.99			
September	30,216.75			
Ice costs - Other	0.00	280,000.00	-280,000.00	0.0%
Total Ice costs	83,393.74	280,000.00	-196,606.26	29.8%
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%
Misc Expense	0.00	100.00	-100.00	0.0%
Office Manager	4,351.30	6,337.50	-1,986.20	68.7%
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	172.45	500.00	-327.55	34.5%
Playdown fees	0.00	500.00	-500.00	0.0%
Referee Expense				
October	2,144.00			
Referee Expense - Other	0.00	29,139.25	-29,139.25	0.0%
Total Referee Expense	2,144.00	29,139.25	-26,995.25	7.4%
Timekeepers Expense				
October	360.00			
Timekeepers Expense - Other	0.00	7,275.25	-7,275.25	0.0%
Total Timekeepers Expense	360.00	7,275.25	-6,915.25	4.9%
Tournament Fees Paid	9,805.00			
Trophies	0.00	3,500.00	-3,500.00	0.0%

4:17 PM
11/23/21
Accrual Basis

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April through October 2021

	Apr - Oct 21	Budget	\$ Over Budget	% of Budget
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	3,246.75			
Total Woolwich Weekend	14,555.28			
Total Expense	157,933.94	431,007.75	-273,073.81	36.6%
Net Ordinary Income	198,806.08	2,307.25	196,498.83	8,616.6%
Net Income	<u>198,806.08</u>	<u>2,307.25</u>	<u>196,498.83</u>	<u>8,616.6%</u>