



AGM MEETING

- Monday May 29 @ @ 7pm – McLeod Pad
- Chair: Nadia Elmasry Weiss, Secretary: Cindy Holland

Officers						Quorum: President or VP + 3 Officers + 50% Directors
Nadia Elmasry Weiss	Y	Barry Keen	N	Tracey Williams	Y	
Chris Taylor	Y	Brad Shantz	Y	Josh Gruhl	Y	
Cindy Holland	Y	Katie Hackert	Y	Trent Brown	Y	
Directors						
Mark Trimble	Y	Aaron Hardy	Y	Jenna Abate	Y	
Staff						
Catherine Stiles	Y	Mike Heckendorn	N	Kyle Cadeau	Y	
Linnea Snelling	N					
Guest(s)						
Number of Guests	3					

1.0 Agenda

- Call to order
- Previous Minutes
- Reports
- New Business
- Adjourned

2.0 Appendices

- A. 2022-2023 Profit & Loss Statements
- B. 2023 Bookkeeper Notes to Financials
- C. 2023 Independent Practitioners Review Engagement Report
- D. 2023-2024 WMHA Budget

3.0 Call to order

Meeting start time	7:00pm
Is quorum met? Executive plus two members?	YES
# of guests upon start time	3

AGM Decorum Rules

Please note the following guidelines for tonight's Annual General Meeting:

- When an information item is presented by an Executive Member, please allow the presenter to finish before asking any questions;
- Once the floor is open for questions, it is asked that any Member having a question, state their name for record keeping;
- Once the question is posed all members are to refrain from further questions, until the posed question is answered;
- Upon answering the posted question, the floor will be consulted again for further questions following the same procedure in an effort to get all questions addressed;
- All AGM participants are expected to treat each other with respect and any comments or questioning that is confrontational or abusive in nature, will not be tolerated;
- Such behaviour, as described above will result in a Member being asked to leave the AGM and will be duly recorded in the official minutes

4.0 Previous minutes

Last year's AGM minutes serve as a comprehensive record of our previous discussions, decisions, and actions. We encourage all members to review the minutes, provide any

necessary amendments or clarifications, and participate actively in ensuring the accuracy of our organizational records.

Requesting a motion to formally approve and second the minutes of the 2021-2022 AGM Meeting.

Motion:	Tracey W.
Second:	Aaron H.

5.0 Reports

The reports focus on providing a high-level overview of the activities performed by our dedicated paid staff, officers, and directors through their respective committees over the course of the season. These reports serve as a valuable opportunity to reflect upon the collective efforts and achievements of our organization.

As we dive into these reports, we encourage everyone to recognize the significant contributions made by our paid staff, officers, and directors, as well as the invaluable teamwork exhibited within their respective committees. Together, their efforts have shaped the course of our organization and enhanced the experience of our members.

5.1. President - Nadia Elmasry Weiss

We have just completed another successful year of Minor Hockey in Woolwich and I would like to take this opportunity to thank our executive, coaching staff, refs, timekeepers, volunteers, sponsors and of course our players for making this year a great one.

We will always have some challenges and we deal with them to the best of our abilities and as all of you know we are all volunteers that do the best we possibly can and without the people putting in the time and effort, we would not have the strong association we do. Woolwich Minor Hockey is always looking for ways to improve our ability to ensure our players continue to develop and have fun playing the sport of hockey.

We do have some members of our executive moving on/changing roles and I want to thank them for their contribution to our association. We also look forward to new members joining and helping us in making our association a great one!

5.2. Vice President of Representative Teams – Tracey Williams

Another extremely successful Woolwich hockey season is now behind us! Thank you to all our volunteers – our Coaches, Managers, Trainers, and Executive Members for all that you do. Special thanks to Catherine Stiles for all your hard work in the Office! Thank you to Mike Heckendorn for keeping us all scheduled & organized on the ice. And to Linnea Snelling and Kyle Cadeau– welcome aboard and thank you for all that you have done in your first months with the WMHA.

To those Executive Members moving on – thank you for your dedication to our Association. Your contributions are immeasurable and please know that our children benefited from your volunteer time with the WMHA.

We saw some changes in the Tri County season since the pre-COVID years, with teams participating in a record number of league games (anywhere from 28-32 per division) with a reduced number of playoff games. The forecast for 2023-24 will be a reduced number of league games and an increase to the number of playoff games based on feedback from participating Centres.

On the ice, our representative teams had another extremely successful season – we had many teams competing for the Tri County Championship with our U15BB winning the title. We had our U14A, U15A, U15BB, U16A, U18A and our U21A team advance to the OMHA Championship weekend – with our U15A and U21A teams awarded the Red Hats! Our U15A team competed in the OHF Championship weekend, representing the OMHA all the way to the Finals! We had many, many teams participate in finals and win tournaments all over Ontario and the US!

Off the ice, we had teams contribute to the Community and the Association in many ways – including assisting at our Early Bird Rep Tournament in September, donating time to collect contributions to the FoodBank of Waterloo, raising funds for Friends of Hockey and participating in our first ever “Hockey for All” Challenge.

Congratulations to all teams on a very successful season!

As I write this report, we have just concluded Spring tryouts for U10 – U16 A and BB teams. A change for next season will occur at the BB Level, with the OMHA removing body checking at U14 and above. This removal allows the OMHA teams to greater align with equivalent teams at other member partners (i.e. – GTHL and the ALLIANCE). We trust this will be a positive change for our players, providing more opportunity for tournaments and championship play.

We have reintroduced a BB team at U11 and for the first time ever, will enter a U16 BB team to the Tri County Loop. We are excited for those changes and appreciate Member’s feedback and participation in making these decisions. The return of Spring tryouts for these ages, has been meant with positive feedback and we hope this is the structure the OHF chooses to follow in the future.

We will continue with tryouts for our U8 and U9MD teams and our U18 A and U18BB teams in the Fall.

We look forward to more success in the 2023-24 Season!

Have a great summer and we will see you back at the rink in no time!

5.3 Vice President of Local League - Chris Taylor

The 2022/2023 Local League season was a huge success!

Our return to Grand River Local League was flawless with overwhelming positive feedback from our members. This union provided Woolwich with plenty of competition, and a voice at the table that governs the league. Work is already underway for the next season as the league continues to improve on previous successes.

Finding LL coaches in time for player evaluations can be difficult for many reasons, but this year we filled all positions with quality staff in good time. I would like to thank all LL coaches + staff for the countless hours they spent making better small humans.

This season marked the first year the Local League used electronic game sheets. It was a bumpy start and nearly all coaches preferred this approach vs the paper copy. The visibility of this tool is huge for the coaching staff, the executive, and the league. A big thanks to the Woolwich executive for making this possible with the provided hardware!

We created Rostered Select teams for U11, U13, and U15 this year. This program is very successful, providing players with additional programming and a second team of comradery. Teams played up to 12 games, up to two tournaments, and extra practices. A shout to those coaches and also our ice scheduler for accommodating all these extra ice times.

We struggled to find convenors for the last few years, we are always looking for someone to assist at each age group. Be sure to reach out, even if just to ask what this role is all about. Overall, a great season and I hope everyone is looking forward to the next one!

5.4 Vice President of Coaching - Brad Shantz

I would like to thank all the coaches and volunteers for all of their hard work making WMHA a successful year, We have a very strong association with our great members, coaches and volunteers that put in countless hours developing & mentoring our young people into great hockey players as well as individuals. This has been shown with great success our teams had this year! Happy to share for the upcoming 2023-2024 season we have had great success

recruiting non-parent coaches at the Rep A level for the majority of our teams. We have had a lot of positive feedback on having the tryouts completed in the spring vs the fall as it has allowed coaches to do some planning for the season. Would like to thank all the members for there continued support to association & our great community.

Thanks Again & Looking forward to another successful upcoming season!

5.5 Vice President of Player Development– Josh Gruhl

This season was another success with our development groups both with Tony Code and Steve Sumka. Many thanks for your dedication working with our Woolwich Minor hockey players and staff. The development and forward moving of the game of hockey is always improving in it's way to teach our players. With the game faster than ever I feel it's important to continue with the development of our players beyond what a normal team practice looks like. Individual skills mixed with game awareness through team play is the balance of what makes great players. The Woolwich Minor hockey goaltending program has offered our goalies an avenue to hone and strengthen their individual game play as well. With the practice makes perfect mentality and the dedication of its players this season has made it a success as well. Always looking for fresh and new content to offer our goalies, mixed with the older peers helping with the younger sessions giving the opportunity for all to see different developments of the ages. Again I'd like to thank all involved and especially a big applause to those who attended. Without participants you're left with an empty room.

5.6 Vice President of U9 and Below - Trent Brown

On behalf of the Woolwich Minor Hockey Association, we want to express appreciation to Trent Brown, the Vice President (VP) of U9 and Below. We are grateful for your efforts in coordinating teams, supporting coaches, and creating an inclusive environment.

5.7 Sponsorship Committee - Jenna Abate

Thank you to all our generous and supportive sponsors. Our program would not run without this additional support. Please visit our website to see a list of our amazing sponsors. Our sponsors consist of local businesses that have continued to support our hockey association. This demonstrates that we are a hockey community. This year we raised \$8,000 in sponsorship funds. We have also had some businesses sponsor our IP jerseys and tournaments. We have many repeat sponsors year after year and our families truly appreciate your support. We look forward to your continued support in the future.

5.8 Equipment – Mark Trimble

Thank you to our coaches and volunteers for taking on the responsibility of looking after our equipment & jerseys and returning everything promptly and in good condition.

This year WMHA started the process of replacing full sets of REP jerseys. We altered our jersey design slightly, to take advantage of a stock design, allowing for quicker production time and decreased costs. In total, we invested in 2 new sets, while filling in some holes in other sets from jerseys that were damaged, had gone missing and to accommodate for increased roster sizes and the U9 and below ages.

Our plan moving forward will be to continue to replace 2 – 3 sets of jerseys per season based on the current conditions of each set.

We also replaced several missing LL jerseys to make complete sets and ordered extra (and larger sized) goalie jerseys to ensure enough and proper fit.

The majority of LL jersey sets are in good condition, and we will not be ordering more sets unless there is a demand/increase in registration for 2023/24.

New trainers bags were donated for all REP teams this past season and based on feedback, these will become our standard trainers bags for IP, LL, Select and REP teams moving forward.

WMHA will be seeking sponsors to help offset the cost of these bags.

Along with basic medical/1st aid supplies, WMHA will continue to provide 1 set of socks for ages U9 and above at both the LL & REP levels and an appropriate number of new and good condition pucks for each team. Older aged teams and REP teams are encouraged to build some extra funds into their team budgets for additional pucks and medical supplies vs returning empty bags.

A large portion of our old, outdated and unsafe goalie equipment was either donated or thrown away to clear some much needed space in our equipment room. We are in need of more current goalie equipment at the U9 and below level to ensure proper fit and safety. WMHA is appreciative of any donations of usable goalie equipment.

With the exception of REP teams who's tryouts start in the fall, all REP teams have been given their equipment & jerseys for the season. IP & LL equipment and jerseys will be handed out in September once coaches & evaluation schedules are in determined.

5.9 Photography – Mark Trimble

- All team's, from IP4 – U21, LL & REP were assigned a photo time slot.
- Many reached out to Calla Studio directly to reschedule

- It is suggested that the U18LL teams poll their families in advance to gauge interest in team photos as many players did not show up
- Photos took place over the weekend of Oct 28 th at Calla Studio
- All photos were delivered on time and before Christmas
- WMHA would recommend using Calla Studio in the future

5.10 Spiritwear – Aaron Hardy

2022-2023 Spiritwear contracts were signed by both of our approved Vendors PK Sportswear and SportZone.

This season we increased our rate by 50% from \$500 to \$750 and both parties accepted and paid as agreed at the beginning of the season. 2023-2024 season we will be asking for a 10% increase based on inflation and market conditions to increase this amount to \$825 per vendor.

The Branding guide was updated to include both the white and navy name bars as options, otherwise no changes were requested or made to the current policy.

5.11 Fundraising – Aaron Hardy

Due to a lack of support and participation from the individual teams as a collective group in 2022 the decision was made to move away from Association provided fundraising activities that compete for resources with team sanctioned fundraisers other than cash calendars. Cash calendars were unfortunately canceled by the Elmira Sugar Kings this season as well so there was 0\$ in fundraising revenue for the 2022-2023 season as the budget amount was for the cash calendars program.

With the potential approval of a lottery license research has begun to assess whether a WMHA lottery/raffle would be a potential benefit if available and replace the loss of cash calendars to the fundraising committee. A few ideas have been tabled as to how that would look but no decisions at this time.

5.12 4 on 4 Committee – Aaron Hardy

2022/2023 Season Four on Four was a very successful program this year. We had a total of 28 teams and over 300 registrants. Both up from the previous year. We had registrants from various centres in the area including Kitchener, Waterloo, Twin Centres, New Hamburg and Drayton.

Generally the programming was well received and successful with 0 major incidents and only a handful of complaints from parents and coaches which were all quickly resolved. Feedback from players and parents was very positive and the new shootout rules were well received with multiple games being decided by 3 player shootout victory which was exciting for all.

The committee, with the help of our staff Kyle, Catherine and Linnea and our group of volunteers did an amazing job of working together as a team to deliver an awesome experience to our players and we look forward to offering and growing this program even more in years to come.

Progress is ongoing to create a template and drive file for use moving forward with all 4 on4 documentati up on, contact names, checklists and templates and we are also working to review the registration forms to integrate with our master lists and age group based registration to ensure future success of the program and an efficient onboarding of new committee chairs and volunteers.

Financials results are summarized below and can also be seen in the annual financial statements in the 4on4 special projects section

Revenue	\$51412.50
Expenses	\$25291.48
Net Profit	\$26121.02

Based on 450 player registrants for the upcoming year that is approximately \$58 per player of funds to go towards operations for the upcoming season.

This year's profit represents an increase in profits of approximately \$55% from the previous year.

5.12 Tournament Committee - Cindy Holland

I am pleased to provide an update on the tournaments organized by WMHA during the past year. Our association successfully hosted two exciting tournaments, showcasing the talent and dedication of our teams.

Fall 2022 Tournament:

In Fall 2022, we organized a representative team tournament, featuring four divisions: U14A, U15A, U16A, and U18. This multi-day event took place from Friday to Sunday and brought together a total of 21 teams. We are immensely grateful for the tremendous support of our volunteers from each group, whose contributions were instrumental in making the tournament a success. Additionally, we implemented a small discount for teams that provided volunteers, fostering a sense of community and collaboration within our association. I would like to extend a special thank you to Tracey Williams for her outstanding assistance in managing penalties and suspensions throughout the tournament.

Winter 2023 Tournament:

In February 2023, we hosted a winter tournament specifically designed for our Local League teams. The tournament focused on three age groups: U11, U13, and U15. While we were able to secure sufficient ice time for these divisions, we acknowledge the desire to include the U9 and U18 age groups as well. If more ice time becomes available in the future, we will strive to accommodate these divisions and provide an inclusive tournament experience.

Looking Ahead:

As we move forward, we will continue working diligently to organize outstanding tournaments that bring our hockey community together and showcase the talent and passion of our players. We value the feedback and suggestions of our members, and we remain committed to delivering exceptional events that promote camaraderie, sportsmanship, and the joy of the game.

Thank you to all the volunteers who have expressed their eagerness to contribute to the upcoming tournaments. Your enthusiasm and dedication are truly valued, and we look forward to working together to create extraordinary experiences for our teams.

5.13 Treasurer - Katie Hackart

We would like to extend our heartfelt thanks to Katie, our former Treasurer, for her invaluable support and guidance in training Kyle, our new bookkeeper. Her dedication and expertise played a crucial role in preparing Kyle for his role and ensuring a smooth transition. We are grateful for her contributions to the Woolwich Minor Hockey Association and wish her all the best in her future endeavors.

5.14 Hockey Office – Catherine Stiles/Linnea Snelling

Thank you to everyone for the support provided to the WMHA Executive. Thank you to all the Executive members for their hard work this season.

The Registration numbers for the 2022-23 season was approximately 508 members (up from the 2021-22 season – which was 487). Woolwich Minor Hockey rostered 35 teams this season. We look forward to the 2023-24 season. Our Registration opened for the 23-24 Season on April 1st and everything appears to be going smoothly so far.

Congratulations to ALL of our Teams this past season on all your successes and thank you to our Volunteers and Coaches for providing an amazing experience for our Players.

Wishing everyone a great off season and we will see you at the rink.

5.15 Bookkeeping - Kyle Cadeau

Since starting my bookkeeping position in January 2023, I have focused on understanding the finances of the Woolwich Minor Hockey Association. After careful analysis, it became clear that updating the accounting system was necessary. Therefore, I led the transition from QuickBooks for Desktop (2015 version) to QuickBooks Online, which was implemented from February to March 2023 and will be used in the next fiscal year.

This transition has resulted in significant improvements, particularly in terms of making the Profit and Loss (P&L) statements more transparent. The financials for the upcoming year, 2024, will be presented in a way that provides the executive team with easily understandable information, enabling them to make informed decisions more effectively.

Additionally, Catherine kindly trained me on various other systems, such as our website and the Hockey Canada Registry (HCR). This additional knowledge will allow me to contribute more effectively during the 2023-24 season and provide comprehensive support to the association.

The key takeaways from the 2023 fiscal year are as follows:

We achieved a surplus thanks to Tracey Williams' hard work in securing a grant early in the year. Without this grant, we would have been under budget.

Currently, the association has 4-5 months' worth of operating expenses. However, as a non-profit, I recommend maintaining cash reserves to cover at least 6-12 months of operating expenses. We will monitor this closely on a monthly basis to avoid any issues during the season.

Finally, an audit engagement took place in May, and the reviewed P&L can be found in the appendix.

Regarding scheduling, I have started training on the necessary software, which includes the WMHA website and One DB scheduling software. In May, I had a meeting with Mike Heckendorn to discuss the details of the position and begin training. However, I couldn't fully explore the One DB software as it was not available for the previous season. Nevertheless, I intend to continue my training in preparation for the 2023-2024 season.

5.16 Scheduling – Mike Heckendorn

On behalf of the Woolwich Minor Hockey Association, we extend appreciation to Mike Heckendorn for his service as our scheduler. As his resignation on May 31, 2023 approaches, we want to express gratitude for the countless hours he has invested in balancing schedules over the years.

6.0 New Business

6.1. Executive Election

Let us now proceed with the nominations and acclamation process of new executive members for the upcoming season. We are pleased to present the executive roster, which includes the nominations received prior to the AGM meeting and the current executives who wish to continue their valuable contributions for another term.

Proposed 2023-2024 Executive

1. President – Nadia Elmasry Weiss (elected by acclamation)
2. Immediate Past President – Barry Keen
3. Vice President of Representative – Tracey Williams (2nd year of 2-year term)
4. Vice President of Local League – Cindy Holland (elected by acclamation)
5. Vice President of Coaching – Brad Shantz (elected by acclamation)
6. Vice President of Player Development - Gavin White (nominated)
7. Vice President of U9 and Below – Sal Abate (nominated)
8. Treasurer – Nicole Balog (nominated)
9. Secretary – Nicole Balog (nominated)
10. Directors
 - a. Mark Trimble (elected by acclamation)
 - b. Aaron Hardy (elected by acclamation)
 - c. Jenna Abate (elected by acclamation)
 - d. Daniel Smith (nominated)
 - e. Rikki Stott (nominated)
 - f. Lisa Backman (nominated)

External Nominations

We have received a number of outside nominations for individuals to join the executive team. To proceed with their election, I kindly request all members of the executive vote by a show of hands. Please indicate your support by raising your hand in favor of each nominee.

The nominated individuals are as follows:

Role	Name	Approved
Vice President of Player Development	Gavin White	All in favour
Vice President of U9 and Below	Sal Abate	
Secretary	Nicole Balog	

Treasurer	Nicole Balog	All in favour
Director	Daniel Smith	All in favour
Director	Rikki Stoot	All in favour
Director	Lisa Backman	All in favour

The executive team plays a crucial role in guiding our association and improving the hockey experience for players, coaches, and families. We extend our gratitude to all nominees for their willingness to serve and contribute to our association's growth and success.

6.2 2023-2024 Proposed Budget

The floor is now open for discussions regarding the upcoming 2023-2024 budget.

Name	Question
Tim M.	How many months of surplus is currently in Woolwich's Bank account? <ul style="list-style-type: none"> Currently, Woolwich Association has 4-5 months,; worth of operating expenses in the bank.
	How much cash is that? Will financials be posted on the Website? <ul style="list-style-type: none"> Cash Flow will be provided on the statements which will be available with the minutes report. Financials will be presented on one page for transparency.
	What does Woolwich take into consideration when creating the budget? <ul style="list-style-type: none"> The conversation revolved around Woolwich's financial planning for the upcoming year. We also need to consider rising expenses like ice rental, referee fees, office costs, staff wages, and equipment expenses. Sponsorship revenues can also vary from year to year, so we can't always count on consistent support.
	Do we budget based on Rep or LL? Could Woolwich separate the budget and financials for Rep and LL? <ul style="list-style-type: none"> Woolwich Minor Hockey is an Association which offers both Rep and LL. The Financials are to be kept together as one.
Cat B.	Can teams be given more than 1 colour of socks? Is this something that the Association would provide? <ul style="list-style-type: none"> WMHA is currently budgeting one pair of socks for each team. If teams would prefer multiple colours of socks then this is something

	that the team can discuss and add to their individual team budget.
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Requesting a motion to formally approve and second the budget for the 2023-2024 season. Once the motion is moved and seconded, I will please request all members of the executive to vote all in favour.

Motion:	Brad S.
Second:	Mark T.
Vote:	All in favour

6.3. New Business

The floor is now open for any new business items you would like to discuss. This is an opportunity to bring forth any additional topics, ideas, or concerns that are not already on the agenda.

Name	Question
Rob K.	<p>Why did the Sugar Kings not offer the cash calendars this year?</p> <ul style="list-style-type: none"> • Conversation was had about the Sugar Kings running this fundraiser in the past. It would be up to them to move this item forward.
Tim M.	<p>Why did U8MD have 32 games and U8LL only had 18 games?</p> <ul style="list-style-type: none"> • Woolwich Minor Hockey acknowledged that they would monitor and ensure teams have equal ice times for all ages groups. • Scheduler emails coaches with extra ice times in which teams can sometimes increase the extra time one team is allocated. Scheduler will ensure this is reviewed regularly.
Jeremey L.	<p>Why are Local League teams not allowed to take part in more than 2 Tournaments?</p> <ul style="list-style-type: none"> • It was stated that this policy is set by the OMHA and all Associations in Ontario that fall under the OMHA umbrella follow this policy. If your player plays LL and wants more ice time, playing on the Select team is an option to participate in 2 more tournaments.
Rob K.	Is there an application process that members can present to their

	<p>Associations and the Associations can request to participate in more Tournaments?</p> <ul style="list-style-type: none"> The WMHA policy for the 22-23 season stated that LL and Select teams would participate in 2 Tournaments.
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7.0 Meeting Adjourned

Meeting adjourned time	8:53
# of guests upon start time	3

The new executive will commence starting in June of 2023. These meetings will be held on the last Monday of every month.

8.0 Appendices

A. 2022-2023 Profit & Loss Statements

B. 2023 Bookkeeper Notes to Financials

	2022 Approved Budget	Actual	
Surplus by segment			
Revenue	569,175	596,491	27,316
General	426	23,158	22,732
Development	1	- 1,383	- 1,384
Spring 4V4	15,010	14,171	- 839
Tryouts	- 4,421	- 4,066	355
Woolwich Cup (Winter)	22,725	6,924	- 15,801
Woolwich Weekend (Fall)	22,725	21,553	- 1,172
Total	56,466	60,357	3,891
	10%	10%	0.20%
			≤ 1%

Key Notes:

- Registration was higher than expected so there were variable costs (Ice, Ref etc.)
- Grant Income Saved Budget for this year if not for that surplus would be 28k under budget.
- 28K Over Budget for Jerseys.
- Purchase of Ipads was large budget overage
- Large Portion of "general" surplus was due to 1 Grant income. Without this segment it would have been in a deficit position. a system clean up and write offs of stale cheques
- Extra Programs run by WMHA made up over half of the surplus (4V4 and tournaments)
- Office Staff Expense will grow in future years
- Surplus was within 1% of target. Well done in budget but again without that grant we would have been in an unfavorable position
- Balance Sheet Review
- Balance Sheet is simple. Cash Position sits at just about 4-5 months expenses (normalized over 12 month period)
- Bookkeeper comment
- The need for surpluses is echoed by the accounting principle of "going concern" though we are a non-profit it is important to have
- contingencies in place as we have learned from the Covid Pandemic. If any single program does not happen in a year there is high risk
- of a deficit that would reduce cash reserves, & as noted the current cash reserve is under the 5 month threshold. a close eye will be
- kept on this for the 2024 year