



# Monthly Executive Meeting

- November 25, 2019 @ 7pm - WMC - Meeting Room #2
- Chair: Barry Keen, Secretary: Brett Bickerton

## 1. Attendance

Officers				Quorum: President or VP + 3 Officers + 50% Directors	
Barry Keen	Y	Rob Moyer	N	Mike Birmingham	Y
Jeff McDowell	Y	Zack Barriage	Y	Jeff MacGregor	Y
Brett Bickerton	Y	Katie Hackert	Y		
Directors					
Kristy Allen	N	Kevin Brown	Y	Nadia Elmasry Weiss	Y
Gail Gowing	Y	Josh Gruhl	N	Mike Heckendorn	Y
Grady Keen	N				
Staff					
Jasmine Roth	Y	Lori Moser	Y		
Guest(s)					
Alex Martin	N				

## 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

- 7:03 pm

## 5. Guest(s) have the floor

- Alex Martin - EDHRA
  - No report

## 6. Previous Minutes

- Motion to approve the previous minutes - Mike Birmingham
  - 2nd: Barry Keen
  - Vote: Pass

## 7. Reports

- Any items pulled from the Reports into Old Business
- Motion to approve the reports - Jeff McDowell
  - 2nd: Gail Gowing
  - Vote: Pass

### 7.1. President - Barry Keen

- Have not received the signs I ordered about 4 weeks ago from the Omha regarding the Shortage of Refs. Sent an email for an eta a couple days ago with no response yet.
- Have been working with the WGMHA and Tara Gutscher from the Canadian Red Cross about promoting the Hockey Gives Blood campaign. The WMHA and WGMHA will be promoting the Dec. 27th donor clinic on the website as well as social media. We will also ask our teams to help support also. Since most of our players are not of age to give blood(17) each team can bring their parents. The Red Cross staff will keep them entertained while the parents give blood. At the end the team and parents have a group picture that will include the banner of "Team Liam". I asked if Liam would be able to attend, but because of the treatments breaking down his immune system, he will not be able to attend.
- The Vp's, Katie, Brett and I have had a few meetings to update the 2019-2020 budget. The reason was to get a better understanding of where we are at financially to be able to produce a more accurate budget for 2020-2021. I will be presenting the budget for approval.
- Lori and I had a meeting with Jenn and Jodi of the township and Chris and Jacinta of the WGMHA regarding extra ice. Jenn and Jodi are working on a "Splash Page" for the

township website. The intention is that if either association has ice that was we cannot give back to the township or give to a team, it will be placed on this splash page for the public to pick up for a very reasonable rate, through the township. We will not be charged for this ice if it is purchased.

## 7.2. Immediate Past President - Rob Moyer

- No report

## 7.3. Vice-President - Representative Teams - Mike Birmingham

- Rep Report:
  - Most teams are 2/3 of the way through their regular season with few issues to date.
  - Dairy patches are currently being placed on rep jerseys.
  - 2019 OMHA banners turned over to Twp for hanging. Not up as of meeting time. OMHA Trophies returned with exception of Juveniles who still have to return it to the hockey office.
  - Only 1 coach still requiring evaluation. Will invite assistant coaches who want to get evaluated to set up times starting in December.
  - Playoff pools will start to show up by mid-December.
- Tri-County Report:
  - Still an issue with refs & score keepers missing the code for majors. Coaches are responsible for confirming a suspension if they know a major has been called regardless of gamesheet app error.
  - Gamesheet working to block team/player stats as this was never intended to be shared below the TC level.
  - Modification to TC playoffs passed at the meeting. Now teams are required to play 1 TC playoff game prior to the end Sunday for OMHA qtr finals. Any team that does not play 1 game will forfeit the right to return to the TC playoffs after the exit OMHA playoffs.
  - OMHA - confirmed the move to the "U" system for age level names for the 2020-2021 season (ie Major Bantam will now be U15).
  - OMHA - Novice/Minor Novice Championship day still being worked out. Woolwich has put its name forward as a possible host. Will fall on the weekend before or weekend after the March break – TBD.
  - OMHA – Atom pathway to be resolved at this weekend's OHF meetings. Current plan is to move Atom tryouts to the fall but looking to ensure other organizations are on board before confirming.
  - OMHA – Strongly encourages associations to review risk management and specifically the Head Trainer position.
  - OMHA – OHF weekend dates set. Will send out notice for first eligible dates for spring try outs – 7 day trickle-down effect from AAA-AA-A etc.

- OMHA – Fan issues – OMHA position is that suspending/banning a fan from the arena is a municipality function not association function. Associations are encouraged to develop a plan with their municipality to handle such events. If escalation occurs the police should be the next step. Some associations have expressed that their municipality has stated the rental gives them the building for the duration of the rental and as such the power to determine who can or can't attend. This should be confirmed with WMHA and the Twp.

#### 7.4. Vice-President - Local League Teams - Jeff McDowell

- Local League
  - No report
- Select
  - No report

#### 7.5. Vice-President - Coaching - Zack Barriage

- No report

#### 7.6. Vice-President - Player Development - Jeff MacGregor

- With IP 6, they had a travel permit cancelled still waiting for Paul Wilson to get back to us as why. When I read novice and below a month and half ago. It said they could play up to 8 games before Christmas and a max of 20 games for the year. With 2 jamborees after Jan.

#### 7.7. Coach Selection Committee - Zack Barriage

- No report

#### 7.8. Player Safety Committee - Kristy Allen

- Nothing to report

#### 7.9. Equipment Committee - Kevin Brown

- I will be looking for help to go through the old jerseys to keep some and get rid of some.
- I will also be looking for help to man the table during the Woolwich weekend in January to sell the jerseys and goalie gear.

#### 7.10. Photo Committee - Gail Gowing

- Are complete
- Went smoothly for the most part

- Lots of issues with scheduling, 37 teams scheduled, 17 teams wanting to be rescheduled for various reasons,
- 2 teams did not get photos done, one was a no show, and the other was scheduling issues, those teams have been directed to contact photographer directly, and she will set something up.
- Photographer was contacted by a select team manager, so I'm going to offer to all select teams the option, if they're interested.
- Nov 1 and 2nd photos had to be done at calla studio, township was NOT very accommodating after a scheduling error on their part, ended up working out very well.
- Overall feedback has been very positive.
- Will be ready before Christmas

#### 7.11. Woolwich Weekend - Grady Keen

- Nothing to report

#### 7.12. Woolwich Cup - Jeff McDowell

- No report

#### 7.13. Woolwich Juvenile Weekend - Mike Birmingham

- 1 team dropped out late. Trying to find a replacement to get back up to 6.
- Ice time confirmed to township.
- Will be using Gamesheet app for score keeping

#### 7.14. 4 on 4 - Gail Gowing

- Nothing to report

#### 7.15. Spiritwear Committee - Grady Keen

- Talked to Jeremy: He's got a cheque and is adding it to the fundraiser money. He just needs an invoice for the total amount.
- Talked to Vince: Made sure he was aware of the product rules.
  - He's checking with bookkeeper to make sure he is up to date with payments.

#### 7.16. Constitution Committee - Rob Moyer / Brett Bickerton

- Committee members:
  - Brett Bickerton (chair)
  - Nadia Elmasry Weiss
  - Mike Birmingham
  - Mike Misener
- Two (2) meetings held so far, November 6 and 13th.

- Gone partway through Constitution and Bylaws. Some changes impact Policies and Procedures.
- Drafts can be found here:
  - [WMHA - Constitution 2020](#)
  - [WMHA - Bylaws 2020](#)
  - [WMHA - Policies & Procedures 2020](#)
- Next scheduled meeting is November 27th @ 7 pm

#### 7.17. Nomination Committee - Brett Bickerton

- Request sent out to all executive members and staff to indicate whether they will be returning next year by November 20th.
- Received information from 9 people.

#### 7.18. Sponsorship Committee - Nadia Elmasry Weiss

- Barry joined the committee and successfully secured the following additional sponsors.
  - Bonnie's
  - Leroy's
  - Rosendale
  - Harvey's Swiss Chalet
  - Kumpfort
  - Good's Garage
- Website has been updated.

#### 7.19. Fundraising Committee - Kristy Allen

- Spiritwear Fundraiser orders have been placed and orders will be handed out by mid-December. There were 62 orders placed and 176 items ordered.
- Waiting for a handful of teams to return cash calendar stubs and money.

#### 7.20. Communications Committee - Mike Heckendorn

- No report

#### 7.21. First Shift Committee - Nadia Elmasry Weiss

- Jordan Moore has agreed to be lead on ice.
- Additional communication to follow for volunteers on ice helpers.

#### 7.22. Volunteer Committee - Nadia Elmasry Weiss

- Nothing to report

### 7.23. Initiation Program Committee - Jeff MacGregor

- See [7.6](#)

### 7.24. Goalie Development Committee - Josh Gruhl

- No report

### 7.25. Treasurer - Katie Hackert

- Profit & Loss and Balance Sheet supplied in [Appendix A - Financial Statements](#)

### 7.26. Website - Brett Bickerton

- A variety of articles have been posted
- Spare iPads currently in Hockey Office at WMC and Attendant Office in St. Jacobs
- Updated process documentation sent to coaches
- Added another email alias for IP coaches.
- Sponsor list cleaned up
- Waiting on "Message from the ": President, VPs

### 7.27. Office - Jasmine Roth

- Having a very frustrating year with timekeepers. Constant switching and not blocking off times. Just telling me they can't cover a game the day of. They are the same kids every time.
- Some of the new timekeepers just are not catching on. They are making easy mistakes and ref's and other timekeepers have requested to not work with them.
- Just had an incident where a timekeeper got in a fight with the opposing team. Will be discussing how to proceed and if there should be disciplinary action. This is an experience timekeeper who has been with us for over 2 years.

### 7.28. Registrar - Jasmine Roth

- All rosters have been approved but still adding coaches on as they get their credentials. This is a slow process but at least all players have been approved and we are good to go that way.
- There needs to be much more communication and details and timelines outlined with the Coaches and Managers. I am not too sure what the solution is but it has been very frustrating arguing with the managers over things that are not in our control. It is just going to move forward into Atom for next year.
- Just finishing up collecting all paperwork from LL teams.
- Need to send reminders to all teams to get the AP forms in ASAP.

## 7.29. Scheduler - Lori Moser

- One game has been cancelled due to weather so far
- I have been giving all extra ice back to the township
- Township has created a splash page that will show available ice to be purchased by teams wanting more ice, email will be sent with details shortly
- Having a meeting with VP of LL to go over playoff formula for WCWLL
- Rep playoffs will start as early as Jan 2, 2020
- Coaches should never contact another centre to switch a game they are unhappy with, requests are to go through the scheduler

## 8. Old Business

- Equipment
  - Selling old jerseys/gear at the Woolwich Cup. Priority to empty and sort soon.
  - Request sent to Kidney Clothes.
  - Barry to arrange transportation.
- Timekeepers
  - Given feedback to make sure they update their blocked time and only have timekeepers in the box.
- IP Communication
  - Office to create a new document for managers and coaches.
  - Will loop in IP people to get specifics.

## 9. New Business

- 2019/2020 Esso Medals of Achievement - Jasmine Roth
  - 3 Medals of Achievement (Most Sportsmanlike, Most Improved, Most Dedicated)
  - 18 Certificates of Participation autographed by the 2018-19 Canadian World Junior Team Captains and Canadian Women's National Team Captains
  - 1 Coach's Whistle
  - 20 Price Privileges™ Fuel Discount Cards
  - <https://www.essomedals.com/>
  - Decision: Yes, from Novice to Peewee
- Metals for LL - Barry Keen
  - Last year they were given to the finalists and champions- something to carry on?
  - Decision: Deferred
- Metals for IP - Mike Heckendorn
  - Decision: Yes. Mike Heckendorn to follow up.
- [2019/2020 Budget](#) - Katie Hackert
  - Elmira Jr. Kings commitment - Mike Birmingham to follow up with the Kings
  - Motion to approve the budget: Katie Hackert

- Second: Jeff McDowell
  - Pass
- New Business from the Floor
  - Communication - Mike Heckendorn
    - Potential use of additional tools for communication
    - We'll be posting more information on the website
    - Beginning of year and end of year articles
    - Communication strategy to be established

## 10. Adjourned

- 9:03 pm
- Next meeting scheduled for December 30, 2019, @ 7 pm, WMC Meeting Room #2

# 11. Appendices

## 11.1. Appendix A - Financial Statements

### 11.1.1. Financial Statements up to Previous Month

9:05 AM

11/09/19

Accrual Basis

#### Woolwich Minor Hockey Profit & Loss Budget vs. Actual April through October 2019

	Apr - Oct 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4 on 4	37,567.00	37,500.00	67.00
BOARD REVENUE	0.00	0.00	0.00
CLOTHING SALES	0.00	900.00	-900.00
Development Fees Income	7,010.00	8,375.00	-1,365.00
ELIMINATION DANCE INCOME	0.00	1,050.00	-1,050.00
Fundraising			
Cash Calender Fundraising	0.00	14,000.00	-14,000.00
Fundraising - Other	0.00	0.00	0.00
Total Fundraising	0.00	14,000.00	-14,000.00
Misc Income	340.00	500.00	-160.00
OHF Tournament	632.95		
Registration	289,958.71	310,000.00	-20,041.29
Representative Fees	41,690.00	88,155.00	-46,465.00
Select Fees	0.00	16,000.00	-16,000.00
Sponsorship Revenue			
IP Jersey Sponsorship	0.00	3,000.00	-3,000.00
Sponsorship Revenue - Other	13,750.14	14,000.00	-249.86
Total Sponsorship Revenue	13,750.14	17,000.00	-3,249.86
Tournament Fees Paid back	17,780.00	45,000.00	-27,220.00
Try out Fee Select	2,605.00	1,800.00	805.00
Try Out Fees	7,680.00	11,000.00	-3,320.00
Woolwich Cup	0.00	0.00	0.00
Woolwich Cup Tournament	18,500.00	23,800.00	-5,300.00
Woolwich Weekend Tournament	0.00	12,600.00	-12,600.00
Total Income	437,513.80	587,680.00	-150,166.20
Gross Profit	437,513.80	587,680.00	-150,166.20
Expense			
4 on 4 tournament			
Ice	12,740.23	12,750.00	-9.77
Pay Pal Fees	0.00	1,200.00	-1,200.00
Ref Expenses	1,935.00	1,700.00	235.00
Shirt Expense	6,351.54	6,000.00	351.54
Time Keepers	914.00	840.00	74.00
4 on 4 tournament - Other	-20.00	0.00	-20.00
Total 4 on 4 tournament	21,920.77	22,490.00	-569.23
Accounting Fees	0.00	1,000.00	-1,000.00
Advertising and Promotion	0.00	250.00	-250.00
Bank Service Charges	183.72	250.00	-66.28

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9:05 AM

11/09/19

Accrual Basis

**Woolwich Minor Hockey**  
**Profit & Loss Budget vs. Actual**  
 April through October 2019

	Apr - Oct 19	Budget	\$ Over Budget
Cash Calendar Fundraising	0.00	10,500.00	-10,500.00
Coaches Clinic	718.80	1,500.00	-781.20
Coaches Dinner	0.00	2,000.00	-2,000.00
Computer and Internet Expenses	0.00	0.00	0.00
Concussion testing	750.00	750.00	0.00
Development Fees			
Development Instruction - Power	0.00	7,000.00	-7,000.00
Goalie Development	0.00	2,000.00	-2,000.00
Ice	0.00	4,200.00	-4,200.00
Instruction	0.00	0.00	0.00
Development Fees - Other	0.00	0.00	0.00
Total Development Fees	0.00	13,200.00	-13,200.00
Electronic Game Sheets			
Annual Fee	0.00	0.00	0.00
Equipment	687.09	700.00	-12.91
Game Fees Cost	0.00	750.00	-750.00
Electronic Game Sheets - Other	546.92		
Total Electronic Game Sheets	1,234.01	1,450.00	-215.99
Entry Fees	3,245.00	3,480.00	-235.00
Equipment			
Shirt Expense	0.00	3,000.00	-3,000.00
IP Jerseys			
Shirt Expense - Other	10,845.08	5,000.00	5,845.08
Total Shirt Expense	10,845.08	8,000.00	2,845.08
Sock Expense	7,144.83	7,500.00	-355.17
Equipment - Other	311.28	4,000.00	-3,688.72
Total Equipment	18,301.19	19,500.00	-1,198.81
Executive Travel Expense	113.00	1,000.00	-887.00
Hockey Banquet Expense	0.00	0.00	0.00
Ice costs			
October	52,864.89		
September	39,967.30		
Ice costs - Other	0.00	330,000.00	-330,000.00
Total Ice costs	92,832.19	330,000.00	-237,167.81
Ice Scheduler	3,073.50	10,500.00	-7,426.50
Insurance Expense	31,568.25	32,000.00	-431.75
Interest Expense	0.00	0.00	0.00
Internet Services & Website	180.80	1,500.00	-1,319.20
Junior Sugar Kings Expense	0.00	0.00	0.00
Misc Expense	260.75	100.00	160.75

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9:05 AM

11/09/19

Accrual Basis

**Woolwich Minor Hockey**  
**Profit & Loss Budget vs. Actual**  
 April through October 2019

	Apr - Oct 19	Budget	\$ Over Budget
Office Manager	4,661.25	10,000.00	-5,338.75
Office Manager Assistant	540.00	0.00	540.00
Office Rent Expense	1,242.64	1,350.00	-107.36
Office Supplies	773.48	1,100.00	-326.52
OHF Tournament Expenses	632.95		
Playdown fees	0.00	1,000.00	-1,000.00
Professional Fees	0.00	0.00	0.00
Referee Expense			
April	691.00		
September	3,121.00		
Referee Expense - Other	0.00	40,000.00	-40,000.00
Total Referee Expense	3,812.00	40,000.00	-36,188.00
Registration refunds & NSF cheq	0.00	0.00	0.00
Rent Expense	0.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00
Timekeepers Expense			
March	0.00		
May	44.00	0.00	44.00
October	1,416.00		
September	618.00		
Timekeepers Expense - Other	0.00	9,000.00	-9,000.00
Total Timekeepers Expense	2,078.00	9,000.00	-6,922.00
Tournament Fees Paid	38,969.00	44,000.00	-5,031.00
Trophies	315.27	4,000.00	-3,684.73
Try Outs			
Body Checking Clinics	300.00	300.00	0.00
Ice Costs	6,862.73	1,200.00	5,662.73
Pay Pal Fees	0.00	450.00	-450.00
Ref's	0.00	2,000.00	-2,000.00
Timekeepers	0.00	260.00	-260.00
Try Outs - Other	0.00	0.00	0.00
Total Try Outs	7,162.73	4,210.00	2,952.73
Woolwich Cup Expenses			
Misc Expenses	225.00		
Woolwich Cup Expenses - Other	0.00	8,000.00	-8,000.00
Total Woolwich Cup Expenses	225.00	8,000.00	-7,775.00
Woolwich Weekend			
Miscellaneous	555.00		
Woolwich Weekend - Other	0.00	0.00	0.00
Total Woolwich Weekend	555.00	0.00	555.00

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9:05 AM  
11/09/19  
Accrual Basis

**Woolwich Minor Hockey**  
**Profit & Loss Budget vs. Actual**  
April through October 2019

	Apr - Oct 19	Budget	\$ Over Budget
Total Expense	235,349.30	574,130.00	-338,780.70
Net Ordinary Income	202,164.50	13,550.00	188,614.50
Net Income	202,164.50	13,550.00	188,614.50

5:28 PM

11/16/19

Accrual Basis

**Woolwich Minor Hockey**  
**Balance Sheet**  
 As of October 31, 2019

	Oct 31, 19
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
Woolwich Minor Hockey Ass	199,574.18
Woolwich Minor Hockey Raffle Ac	95.36
Total Chequing/Savings	199,669.54
Accounts Receivable	
Accounts Receivable	4,750.14
Total Accounts Receivable	4,750.14
Total Current Assets	204,419.68
Other Assets	
Misc Accounts Receivable	-18.00
Total Other Assets	-18.00
<b>TOTAL ASSETS</b>	<b>204,401.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	61,772.84
Total Accounts Payable	61,772.84
Total Current Liabilities	61,772.84
Total Liabilities	61,772.84
Equity	
Opening Balance Equity	102,005.84
Unrestricted Net Assets	-153,954.50
Net Income	194,577.50
Total Equity	142,628.84
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>204,401.68</b>

## 11.1.2. 2019/2020 Budget

4:53 PM  
11/20/19  
Accrual Basis

### Woolwich Minor Hockey Profit & Loss Budget Overview April 2019 through March 2020

	Apr '19 - Mar 20
Ordinary Income/Expense	
Income	
4 on 4	37,500.00
Development Fees Income	8,375.00
Elimination Dance Income	1,050.00
Fundraising	
Cash Calendar Fundraising	14,000.00
Total Fundraising	14,000.00
Misc Income	500.00
Registration	310,000.00
Representative Fees	88,155.00
Select Fees	16,000.00
Sponsorship Revenue	
IP Jersey Sponsorship	3,000.00
Spirit Wear Sponsorship	900.00
Sponsorship Revenue - Other	17,000.00
Total Sponsorship Revenue	20,900.00
Tournament Fees Paid back	45,000.00
Try out Fee Select	1,800.00
Try Out Fees	11,000.00
Woolwich Cup Tournament	23,800.00
Woolwich Weekend Tournament	9,108.48
Total Income	587,188.48
Gross Profit	587,188.48
Expense	
4 on 4 tournament	
Ice	12,750.00
Pay Pal Fees	1,200.00
Ref Expenses	1,700.00
Shirt Expense	6,000.00
Time Keepers	840.00
Total 4 on 4 tournament	22,490.00
Accounting Fees	1,000.00
Advertising and Promotion	250.00
Bank Service Charges	250.00
Cash Calendar Fundraising	10,500.00
Coaches Clinic	1,500.00
Coaches Dinner	2,000.00
Concussion testing	750.00

**Woolwich Minor Hockey**  
**Profit & Loss Budget Overview**  
April 2019 through March 2020

	Apr '19 - Mar 20
Development Fees	
Development Instruction - Power	7,000.00
Goalie Development	2,000.00
Ice	4,200.00
Total Development Fees	13,200.00
Electronic Game Sheets	
Equipment	700.00
Game Fees Cost	750.00
Total Electronic Game Sheets	1,450.00
Entry Fees	3,480.00
Equipment	
Shirt Expense	
IP Jerseys	3,000.00
Shirt Expense - Other	5,000.00
Total Shirt Expense	8,000.00
Sock Expense	7,500.00
Equipment - Other	4,000.00
Total Equipment	19,500.00
Executive Travel Expense	1,000.00
Ice costs	330,000.00
Ice Scheduler	10,500.00
Insurance Expense	32,000.00
Internet Services & Website	1,500.00
Misc Expense	100.00
Office Manager	10,000.00
Office Rent Expense	1,350.00
Office Supplies	1,100.00
Playdown fees	1,000.00
Referee Expense	40,000.00
Timekeepers Expense	9,000.00
Tournament Fees Paid	44,000.00
Trophies	4,000.00

Woolwich Minor Hockey  
**Profit & Loss Budget Overview**  
April 2019 through March 2020

	Apr '19 - Mar 20
Try Outs	
Body Checking Clinics	300.00
Ice Costs	1,200.00
Pay Pal Fees	450.00
Refs	2,000.00
Timekeepers	250.00
Total Try Outs	4,210.00
Woolwich Cup Expenses	8,000.00
Woolwich Weekend	7,582.49
Total Expense	591,712.49
Net Ordinary Income	5,475.99
Net Income	5,475.99