



# Monthly Executive Meeting

- September 30, 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	Y	Kevin Brown	Y	Nadia Elmasry Weiss	Y
Gail Gowing	Y	Josh Gruhl	Y	Mike Heckendorn	Y
Grady Keen	Y				
Staff					
Jasmine Roth	Y	Lori Moser	Y		
Guest(s)					
Alex Martin	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

- 7:02 pm

## 5. Guest(s) have the floor

- Alex Martin - EDHRA
  - 15 new young officials
  - Clinic in Listowel
  - EDHRA training session on the Sunday
  - Get a copy of the GM codes made

## 6. Previous Minutes

- Motion to approve the previous minutes - Jeff McDowell
  - 2nd: Brett Bickerton
  - Vote: Pass

## 7. Reports

- Any items pulled from the Reports into Old Business
- Motion to Approved the Reports - Mike Birmingham
  - 2nd: Brett Bickerton
  - Vote: Pass

### 7.1. President - Barry Keen

- As of Sept. 4th Tracey Williams resigned from her consulting position. She felt it was not working for her. We were sorry it didn't work out.

### 7.2. Immediate Past President - Rob Moyer

- No report

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

- Rep Report:
  - All tryouts are now complete just working on rostering final teams
  - Gamesheet app appears to be working well with only a minor number of issues to date
  - Juvenile (Beechy) league meeting coming up Oct. 3

- Need a plan to address the Dairy Farmer patches on rep jerseys as they are intended to be there for only 2 seasons and we reuse our jerseys so the iron on approach will be an issue.
- Still working on evaluations for coaches that require certification.
- Tri-County Report:
  - Reviewed novice entries and minor novice entries so Paul can form the pods. Only 4 Ae teams in TC so they will merge with A. OMHA still looking for centres to host the year end events for the different pods – Are we interested?
  - Gamesheet app codes handed out except for final midget teams. Centres with multiple teams in a category (ie Milton Blue/White) must go in and set those teams up with a proper name as the OMHA designates them as 1 or 2. Any problems forcing a game sheet to be used should be reviewed with TC Convenor who will contact Paul (OMHA) as they may not be able to be re-keyed.
  - Center Mailing has gone out (We need to make sure contact list is updated)
  - Midget AA and A have both had to merge the east/west divisions due to teams dropping out
  - New video review policy for OMHA coming out. NOT intended for wins/losses or goal scored but more for suspension review. Aloud up to 3/team/season with a \$250 non-refundable fee.
  - Coach evaluations – once submitted to HCR they are only reviewed every Tuesday by HC. If you need it earlier contact Paul and they can go in system to find it.
  - Playoff committee still reviewing proposal from Oakville regarding playoff format. They will make a recommendation at the next meeting.
  - Everyone should have Dairy Farmer patches for rep jerseys. OMHA strongly encourages these to be put on the jerseys asap. No penalty at this point but it may be possible by playdowns. This is intended to be a 2 year plan.

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

- Local League
  - Initial skates have all been completed, teams have all been picked. Only a few minor hiccups including an overlooked evaluation skate for Major Novice.
  - Team numbers landed as follows:
    - Major Novice - 2 teams
    - Atom - 3 teams
    - Peewee - 3 teams
    - Bantam - 3 teams
    - Midget - 4 teams
  - All teams have head coaches, some assistant coaches and trainers still needed.
  - Convenor role is critical to a smooth league startup. Going forward it is recommended that convenors be identified as early as spring tryouts.
  - In cooperation with Center Wellington, the following number of regular games played at each division have been agreed upon:

- Atom - 18
  - Peewee - 18
  - Bantam - 26
  - Midget - 32
- Bantam will receive more games in lieu of practices, and Midget will not practice at all. Games are 10-10-12 in length so that they fit into a standard 50 minute time slot.
- Playoffs will be an additional 6 to 8 games taking place in March (with a break for March Break)
- Center Wellington is not providing the expected amount of teams for Bantam and will only have 3 teams instead of 5 they initially advised. They overlooked the fact a new Bantam AE team was created that removed one team, and lower registration numbers are the cause of another lost team. Woolwich expressed its concern and asked CW to split their 3 teams into 4 if possible.
- Select
  - As of the time of writing Select tryouts are scheduled. Head coaches have been identified for Atom, Peewee and Bantam. Going forward it is recommended that this tryout happen a couple weeks after season start up.
  - There have been many questions regarding the tryout fee as parents feel it should be apart of the rep tryout pass. I don't think I can support this recommendation as ice times are clearly in addition to the rep tryout, and it would be tough to increase cost of rep tryout pass given those selected to A or AE would not require Select ice times. So my recommendation is that Select tryout fees remain separate, but as low as possible only to recover ice time costs.

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

- No report

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

- All IP programs off and running!
- IP 4 had a great turn out with parent helpers, have 3 fathers going to get their C1 this weekend. Already have a trainer and another parent is going to be the back up.
- IP 5 again all kinds of coaches and parent helpers as well. No issues at all.
- IP 6 lost a coach as he moved. Mike has stepped up to be the head coach and again all kinds of help.
- IP 7 everything is running smoothly with no issues.
- All teams have been handed off to their respective coaches. only issue we had was pucks and pylons which Kevin is working on.
- I would like to thank Barry and Amy for helping with the sign in.

## 7.7. Coach Selection Committee - Zack Barriage

- No report

## 7.8. Player Safety Committee - Kristy Allen

- The coaches/trainers concussion education sessions were held on Sept 17th and 26th. There were 34 bench staff that attended. We handed out a sheet to coach/trainer that had the updated Concussion Protocol on one side and the Pocket Concussion Recognition tool on the other side.
- The concussion session for the Minor PeeWee player/parent age group was held on Sept 21st. There were approx 80-90 players and parents that came out that morning.
- All sessions had similar content and started with an overview of Rowan's Law and the history behind it, followed by Concussion Education from Dr. Pat Bishop and finished with a review of the updated Concussion Protocol.
- We have updated the concussion resources on-line and replaced the Concussion Protocol with the updated version, added the Hockey Canada Concussion Card, removed the old player/parent resource that detailed the steps for baseline testing and added link to two more clinics in the area (The Armoury & MSK Centre).

## 7.9. Equipment Committee - Kevin Brown

- Pucks, socks and med kits have been given out.
- 3rd Midget set will arrive October 8
- 4th Midget set has been ordered
- Atom and Bantam Select teams will use the AE sets

## 7.10. Photo Committee - Gail Gowing

- Photos -finalizing the contract this weekend
- Photos are scheduled for:
  - Saturday oct 12
  - Friday November 1
  - Saturday November 2
- I have booked the community room, last year the cost approx \$450 was billed to WMHA, need to find out if that was then billed to photographer, or we paid it.
- Envelopes will be given to team managers next week to be distributed to their teams.

## 7.11. Woolwich Weekend - Grady Keen

- No report

### 7.12. Woolwich Cup - Jeff McDowell

- OMHA approved tournament permit.
- Open to Novice, Atom, Pee wee and Bantam LL/HL
- Fee: \$850
- Ice times currently reserved should handle the amount of games required but we will revisit numbers in December in the event we need more ice from township.

### 7.13. Woolwich Juvenile Weekend - Mike Birmingham

- 4 teams registered to date (juvenile try outs are just wrapping up around the league)

### 7.14. 4 on 4 - Gail Gowing

- Nothing to report

### 7.15. Spiritwear Committee - Grady Keen

- No report

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

- Invitation sent out to potential committee members
- 2 confirmed members so far
- Looking to initiate first meeting in early October

### 7.17. Nomination Committee - Brett Bickerton

- Nothing to report

### 7.18. Sponsorship Committee - Nadia Elmasry Weiss

- Sponsors Committed 2019-2020 season
  - Good Auto
  - Waters and Hastings Grainger
  - Bridgeland
  - Engineered Lifting Systems
  - Resurface
  - Forbes Motors
  - The Grind
  - Snyder Metal
  - Dan Snyder Foundation
  - Alles Drywall
  - Abate and Associates

- Elmira Lions
- Elmira Insurance Brokers
- AMI Attachments
- PIB
- Josselin Insurance
- Total Health Pharmacy
- Kraemer Woodcraft
- All rep teams that have sponsor should have received name plates. Still waiting to hear back from some additional sponsors and to assign sponsors to local league teams. If you are aware of other sponsors not on list please let me know as we are going to do a 'clean up' on website.
- Approximate total from sponsors - \$14,000

#### 7.19. Fundraising Committee - Kristy Allen

- Cash Calendars have been received from the ESK and will be distributed to teams the first week of October with a deadline of November 1 to return the stubs and money.
- In process of getting details to sell Woolwich Wildcats Merchandise as a fundraiser before Christmas. Currently looking at Cinch Bags and Socks, also may look to add one more product if there is room for a good profit.

#### 7.20. Communications Committee - Mike Heckendorn

- No report

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

- 45 participants registered
- Need to confirm ice time 1 pm Saturday Mcleod?
- Looking for a lead on the ice

#### 7.22. Initiation Program Committee - Jeff MacGregor

- See [7.6](#)

#### 7.23. Goalie Development Committee - Josh Gruhl

- No report

#### 7.24. Treasurer - Katie Hackert

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

## 7.25. Website - Brett Bickerton

- A variety of articles have been posted
- Some people now posting their own articles
- Adding new coaches/managers as they come in
- Sent out recommendations regarding GameSheet platform
- Have 3 “spare” iPads setup. Struggling to lock them down to prevent misuse.
- Will be leaving them in the Referees rooms in St. Jacobs and WMC once they can be physically secured.
- Setup Woolwich Cup Challenge Tournament website
- Waiting on “Message from the “: President, VPs

## 7.26. Office - Jasmine Roth

- Will schedule a managers meeting for the Local League and Midget managers shortly.
- Remember that if you need help or Tracey did something for you last year, that you need to ask me. Please don't assume that I automatically know. I have a guideline to follow but it may not be on there.

## 7.27. Registrar - Jasmine Roth

- All Rep Rosters with exception of Midget MD & Major Novice have been approved.
- Working on adding AP's to the Rep rosters.
- Need the lists for the IP teams, Minor Novice Teams, Novice, Pee Wee, Bantam & Midget after the teams are made.
- All paperwork has been provided to the Local League teams and is in their mailbox.
- Will work on Select after Local League is approved.

## 7.28. Scheduler - Lori Moser

- Met with CW regarding the new WCW LL, working on the schedule, this is quite time consuming
- All rep regular season games have been scheduled with the exception of a couple at the MD level
- The Juvenile scheduling meeting is early October
- Adding Select time slots
- Then will add additional practices for rep where needed

## 8. Old Business

- e-Motion: To change the Exceptional Player clause for clarity
  - Vote: Pass



- eMotion: To enter into a contract with Dynamic Sports Image to be the photographer for WMHA for the 2019/2020 and 202/2021 hockey seasons.
  - Vote: Pass
- eMotion: To set the Select program fee to be \$250 per player.
  - Vote: Pass
- eMotion: To run a box hockey pool as a fundraiser for WMHA using “officepools.com”
  - Vote: Withdrawn. Unsure of the legality of this fundraiser.
- Dairy Board Sponsorship
  - Some things to consider:
    - Only applies to rep teams not MD, select, or lower
    - OMHA stated this is a 2 yr program. They did not confirm if new patches will go out next year.
    - Patches are designed as iron on as most associations now have a “buy your own” program for rep jerseys. They could also be sewn on.
  - As one of the associations who reuses the jerseys (hopefully for a few more years) it’s a little more complicated.
    - Do we iron them on and leave them on? In 2 years we may get another directive with a different sponsor.
    - Do we trust teams to iron them on – may ruin a jersey?
    - Do we ask teams to sew them on? Likely easier than collecting them all back and trying to get it done via the association around each teams schedule.
  - Regardless of the route people are going to get upset about the implementation after the start of the season but we can’t control that. All we can control is the message we send out with reasoning and directions.
  - Decision from discussion:
    - Teams to get them stitched on themselves
- For Novice, we will not use the word “Evaluation”. Caused confusion. Pre-Season skate is to be used instead next season.

## 9. New Business

- SpiritWear:
  - PK - Grady to follow up with Zack as he has a cheque for last season
  - SportsZone - Grady to follow up with Vince. Cheque to be picked up for last season
  - Motion: To set the SpiritWear fee is now \$1000 - Jeff McGregor
    - 2nd: Jeff McDowell
    - Vote: Pass
- Motion to sell Woolwich Spiritwear before the holidays as a fundraiser - Kristy Allen
  - 2nd: Gail Gowing
  - Discussion:
    - Socks
    - Blankets

- Bags
    - Skate mats
  - Vote: Pass
- New Business from the Floor
  - Kevin - Sponsorship Bars. We will not pre-order bars in bulk.
  - Josh - IP nets - Township bought the nets. 3 sets. 4 sets in total. Another two sets can be donated.
  - Jeff McGregor - Pucks - Got more pucks.
  - Jeff McDowell - WCWLL - CW Bantam down to 3 teams, with no goalies

## 10. Adjourned

- 8:20 pm
- Next meeting scheduled for October 28, 2019, @ 7pm, WMC Meeting Room #2

## 11. Appendices

### 11.1. Appendix A - Financial Statements

Woolwich Minor Hockey Profit & Loss Budget vs. Actual - JAS April through August 2019				
Ordinary Income/Expense	Apr - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4 on 4	37,567.00	37,500.00	67.00	100.2%
CLOTHING SALES	0.00	900.00	-900.00	0.0%
Development Fees Income	0.00	8,375.00	-8,375.00	0.0%
ELIMINATION DANCE INCOME	0.00	1,050.00	-1,050.00	0.0%
Fundraising				
Cash Calender Fundraising	0.00	14,000.00	-14,000.00	0.0%
<b>Total Fundraising</b>	<b>0.00</b>	<b>14,000.00</b>	<b>-14,000.00</b>	<b>0.0%</b>
Misc Income	0.00	500.00	-500.00	0.0%
Registration	269,109.83	310,000.00	-40,890.17	86.8%
Representative Fees	0.00	88,155.00	-88,155.00	0.0%
Select Fees	0.00	16,000.00	-16,000.00	0.0%
Sponsorship Revenue				
IP Jersey Sponsorship	0.00	3,000.00	-3,000.00	0.0%
Sponsorship Revenue - Other	3,400.00	14,000.00	-10,600.00	24.3%
<b>Total Sponsorship Revenue</b>	<b>3,400.00</b>	<b>17,000.00</b>	<b>-13,600.00</b>	<b>20.0%</b>
Tournament Fees Paid back	0.00	45,000.00	-45,000.00	0.0%
Try out Fee Select	0.00	1,800.00	-1,800.00	0.0%
Try Out Fees	3,200.00	11,000.00	-7,800.00	29.1%
Woolwich Cup Tournament	0.00	23,800.00	-23,800.00	0.0%
Woolwich Weekend Tournament	0.00	12,600.00	-12,600.00	0.0%
<b>Total Income</b>	<b>313,909.78</b>	<b>587,680.00</b>	<b>-273,770.22</b>	<b>53.4%</b>
<b>Gross Profit</b>	<b>313,909.78</b>	<b>587,680.00</b>	<b>-273,770.22</b>	<b>53.4%</b>
<b>Expense</b>				
4 on 4 tournament				
Ice	12,740.23	12,750.00	-9.77	99.9%
Pay Pal Fees	0.00	1,200.00	-1,200.00	0.0%
Ref Expenses	1,935.00	1,700.00	235.00	113.8%
Shirt Expense	6,351.54	6,000.00	351.54	105.9%
Time Keepers	914.00	840.00	74.00	108.8%
4 on 4 tournament - Other	-20.00	0.00	-20.00	100.0%
<b>Total 4 on 4 tournament</b>	<b>21,920.77</b>	<b>22,490.00</b>	<b>-569.23</b>	<b>97.5%</b>
Accounting Fees	0.00	1,000.00	-1,000.00	0.0%
Advertising and Promotion	0.00	250.00	-250.00	0.0%
Bank Service Charges	171.24	200.00	-28.76	85.6%
Cash Calender Fundraising	0.00	10,750.00	-10,750.00	0.0%
Coaches Clinic	204.46	1,500.00	-1,295.54	13.6%
Coaches Dinner	0.00	3,000.00	-3,000.00	0.0%
Concussion testing	0.00	1,000.00	-1,000.00	0.0%

**Woolwich Minor Hockey**  
**Profit & Loss Budget vs. Actual - JAS**  
 April through August 2019

	Apr - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Development Fees</b>				
Ice	0.00	4,000.00	-4,000.00	0.0%
Instruction	0.00	5,000.00	-5,000.00	0.0%
<b>Total Development Fees</b>	0.00	9,000.00	-9,000.00	0.0%
<b>Electronic Game Sheets</b>				
Annual Fee	0.00	250.00	-250.00	0.0%
Equipment	0.00	750.00	-750.00	0.0%
Monthly cost	0.00	750.00	-750.00	0.0%
<b>Total Electronic Game Sheets</b>	0.00	1,750.00	-1,750.00	0.0%
<b>Entry Fees</b>	2,200.00	3,480.00	-1,280.00	63.2%
<b>Equipment</b>	0.00	3,000.00	-3,000.00	0.0%
<b>Executive Travel Expense</b>	113.00	500.00	-387.00	22.6%
<b>Ice costs</b>	0.00	278,000.00	-278,000.00	0.0%
<b>Ice Scheduler</b>	1,086.00	8,000.00	-6,914.00	13.6%
<b>Insurance Expense</b>	31,568.25	32,000.00	-431.75	98.7%
<b>Internet Services &amp; Website</b>	180.80	1,500.00	-1,319.20	12.1%
<b>Junior Sugar Kings Expense</b>	0.00	2,500.00	-2,500.00	0.0%
<b>Misc Expense</b>	50.00	500.00	-450.00	10.0%
<b>Office Manager</b>	3,653.25	4,000.00	-346.75	91.3%
<b>Office Manager Assistant</b>	540.00	5,000.00	-4,460.00	10.8%
<b>Office Rent Expense</b>	1,242.54	1,350.00	-107.36	92.0%
<b>Office Supplies</b>	725.73	1,000.00	-274.27	72.6%
<b>Playdown fees</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Referee Expense</b>	691.00	30,000.00	-29,309.00	2.3%
<b>Registration refunds &amp; NSF cheq</b>	1,120.00	6,000.00	-4,880.00	18.7%
<b>Shirt Expense</b>				
IP Jerseys	0.00	3,500.00	-3,500.00	0.0%
Shirt Expense - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total Shirt Expense</b>	0.00	5,500.00	-5,500.00	0.0%
<b>Sock Expense</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Timekeepers Expense</b>				
May	44.00	0.00	44.00	100.0%
Timekeepers Expense - Other	0.00	7,500.00	-7,500.00	0.0%
<b>Total Timekeepers Expense</b>	44.00	7,500.00	-7,456.00	0.6%
<b>Tournament Fees Paid</b>	31,119.00	45,000.00	-13,881.00	69.2%
<b>Trophies</b>	315.27	4,000.00	-3,684.73	7.9%

**Woolwich Minor Hockey**  
**Profit & Loss Budget vs. Actual - JAS**  
 April through August 2019

	Apr - Aug 19	Budget	\$ Over Budget	% of Budget
Try Outs				
Body Checking Clinics	300.00	300.00	0.00	100.0%
Ice Costs	6,852.73	1,200.00	5,652.73	571.9%
Pay Pal Fees	0.00	450.00	-450.00	0.0%
Refs	0.00	2,000.00	-2,000.00	0.0%
Timekeepers	0.00	260.00	-260.00	0.0%
<b>Total Try Outs</b>	<b>7,162.73</b>	<b>4,210.00</b>	<b>2,952.73</b>	<b>170.1%</b>
<b>Woolwich Cup Expenses</b>	<b>210.75</b>	<b>8,000.00</b>	<b>-7,789.25</b>	<b>2.6%</b>
<b>Woolwich Weekend</b>	<b>555.00</b>	<b>30,000.00</b>	<b>-29,445.00</b>	<b>1.9%</b>
<b>Total Expense</b>	<b>105,506.84</b>	<b>537,980.00</b>	<b>-432,473.16</b>	<b>19.6%</b>
<b>Net Ordinary Income</b>	<b>208,402.94</b>	<b>49,700.00</b>	<b>158,702.94</b>	<b>419.3%</b>
<b>Net income</b>	<b>208,402.94</b>	<b>49,700.00</b>	<b>158,702.94</b>	<b>419.3%</b>