



Monthly Executive Meeting

- July 27, 2020 @ 7pm - [Virtual Meeting](#)
- 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		Zack Barriage	Y	Jeff MacGregor	N						
Brett Bickerton	Y	Katie Hackert	N								
Directors											
Kristy Allen	Y	Kevin Brown	Y	Nadia Elmasry Weiss	Y						
Gail Gowing	Y	Josh Gruhl	N	Mike Heckendorn	Y						
Grady Keen	N										
Staff											
Donna Harrington	Y	Lori Moser	N								
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

- 7:00 pm - No quorum
- 7:12 pm - Zack Barriage joined, officer requirement of quorum met
- 7:14 pm - Gail Gowing joined, director requirement of quorum met
- 7:45 pm - Mike Heckendorn joined

5. Guest(s) have the floor

- Alex Martin - EDHRA
 - N/A

6. Previous Minutes

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

7. Reports

- Any items pulled from the Reports into Old Business
- Motion to approve the reports - Barry Keen
 - 2nd: Zack Barriage
 - Vote: Pass

7.1. President - Barry Keen

- Not much has changed as far as Return to Play. I am hoping for something to get moving soon, so we can start planning for the start of the season.
- Unfortunately for WMHA, our Ice Scheduler, Lori Moser, has had a change of plans which means that she will not be able to continue as Ice Scheduler. Her resignation is effective July 31st. The Executive is sad to see her go, she did a great job and will be missed.

7.2. Immediate Past President - Rob Moyer

- No report

7.3. Vice-President - Representative Teams - Mike Birmingham

- Rep Report:
 - No new information or guidance provided by OMHA, OHF or Hockey Canada

- OMHA will move to virtual AGM in August covering only essential business
- Try-outs, non-resident passports, permission to skate forms and exceptional player movement applications are all on hold until further information is received by governing bodies.
-
- Tri-County Report:
 - No new information or guidance provided by Tri-County

7.4. Vice-President - Local League Teams - Barry Keen

- Local League
 - No report
- Select
 - No report

7.5. Vice-President - Coaching - Zack Barriage

- No report

7.6. Vice-President - Player Development - Jeff MacGregor

- No report

7.7. Coach Selection Committee - Zack Barriage

- See [Section 7.5](#)

7.8. Player Safety Committee - Kristy Allen

- Nothing to report

7.9. Equipment Committee - Kevin Brown

- Started collecting the equipment from last year.
- What are going to do with the old jerseys?
- Should I be ordering socks? If so how many?

7.10. Photo Committee - Gail Gowing

- No report

7.11. Woolwich Weekend - Grady Keen

- No report

7.12. Woolwich Cup - Brett Bickerton

- Nothing to report

7.13. Woolwich Juvenile Weekend - Mike Birmingham

- All tournaments on hold for OMHA and very unlikely to happen this season

7.14. 4 on 4 - Gail Gowing

- No report

7.15. Spiritwear Committee - Grady Keen

- No report

7.16. Constitution Committee - Rob Moyer / Brett Bickerton

- Putting the final version together to be presented at the Annual Meeting

7.17. Nomination Committee - Brett Bickerton

- Email sent to the Membership informing them of the Annual Meeting and the final call for nominees
- Call for nominees closes July 24th
- Slate of nominees to be presented in New Business

7.18. Sponsorship Committee - Nadia Elmasry Weiss

- A letter has been sent out thanking previous sponsors for last season and advising we currently don't know the status of the upcoming season but when we do we will be in touch.

7.19. Fundraising Committee - Kristy Allen

- Nothing to report

7.20. Communications Committee - Mike Heckendorn

- Nothing to report

7.21. First Shift Committee - Nadia Elmasry Weiss

- We have applied for next winter session. Unsure if the program will run at this time but hopeful as it's a non contact activity.

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

- Financial statements supplied in [Appendix A - Financial Statements](#)

7.26. Website - Brett Bickerton

- COVID 19 FAQ page updated
- Will be rolling over the season on August 1st
- All teams will be renamed to the "U" name. Ex. U16

7.27. Office - Donna Harrington

- Outstanding invoices report sent to Barry / Katie

7.28. Registrar - Donna Harrington

- Pre-Novice: 26
- U7 (Initiation (IP4/IP5): 22
- U9 (Minor Novice): 27
- U9 (Major Novice): 22
- U11 (Minor Atom): 33
- U11 (Major Atom) : 29
- U13 (Minor Peewee): 33
- U13 (Major Peewee): 37
- U15 (Minor Bantam): 40
- U15 (Major Bantam): 35
- U18 (Minor Midget): 23

- U18 (Major Midget): 34
- U21 (Juvenile): 6
- Total: 367

7.29. Scheduler - Lori Moser

- Spoke with Jodi Young from the Township on July 9, 2020.
 - I asked if the Township was going to impose changes to the time in between ice times – response; not at this time
 - I asked when the ice buy meeting would be – response; hoping for early August
 - Tentative plan is to put St. Jacobs ice in first around August 17 and WMC would follow after Labour Day (this is not set in stone)
- I want to thank everyone on the executive for the support as scheduler, I have my binder of notes ready to pass on to the new scheduler on July 31, 2020

7.30. Secretary - Brett Bickerton

- Started first draft on Annual Report
- Annual Reports are due July 31, 2020
- Currently 20 people have signed up for the Virtual Annual Meeting

8. Old Business

- Items from the Consent Agenda
 - Jerseys
 - Old jerseys will be taken to Barry's
 - Minimal fundraising
 - Socks
 - Currently no existing inventory
 - Lead time is about a month
 - Hold off on ordering

9. New Business

- Present the Slate of Nominees for the Annual Meeting - Brett Bickerton

#	President (1)	VP of Rep (1)	VP of LL (1)	VP of Coaching (1)	VP of Player Development (1)	Director (up to 10)	Treasurer (1) Appointment	Secretary (1) Appointment
1	Barry Keen (last)	Mike Birmingham	Chris Taylor	Nathan Woods	Mike Heckendorn	Kevin Brown	Katie Hackert	Meghan Ruiz
2				Nadia Elmasry-Weiss	Nadia Elmasry-Weiss	Josh Gruhl		
3				Mike Heckendorn		Mark Trimble		
4						Zack Barriage		
5						Nadia Elmasry-Weiss		
6						Mike Heckendorn		
7						Aaron Hardy		
8						Brett Bickerton		

- Name change - VP of U8 or VP of Initiation
- Voting - President is the tiebreaker? Look into the bylaws
- Motion: To have the books reviewed - Mike Heckendorn

- This is a mandatory item in the constitution/bylaws
- Finance Committee:
 - Chair: Mike Birmingham
 - Members
 - Mike Heckendorn
 - Donna Harrington
 - Katie Hackert
 - To be done immediately
- Motion: To have Donna take over the Ice Scheduler position - Barry Keen
 - Second: Brett Bickerton
 - Vote: Pass
- Motion: [Previous Fiscal Year - Profit and Loss](#) - Barry Keen
 - Second: Brett Bickerton
 - Discussion:
 - Questions that can't be answered without access to the books.
 - Vote: No vote. To be reviewed by the Finance Committee.
- Motion: [2020/2021 Proposed Budget](#) - Barry Keen
 - Second: Brett Bickerton
 - Discussion:
 - Likely no tournaments or Select, remove income and expense
 - More development programs
 - Put forward two budget scenarios:
 - Best case: 10% reduction
 - Worst case: 25% reduction, no tournaments and Select tournaments
 - Vote: No vote. To be reviewed by the Finance Committee.
- Player Development
 - Mike Heckendorn to lead up development options before season start
 - Perhaps recruit newly appointed rep coaches
 - Put together Return to Play documentation
 - Need a Return to Play committee / chair:
 - Donna

10. Adjourned

- 8:55 pm
- Next meeting scheduled for August 31, 2020, @ 7 pm, Virtual Meeting

11. Appendices

11.1. Appendix A - Financial Statements

11.1.1. Financial Statements up to Previous Month

7:30 AM
07/24/20
Accrual Basis

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April through June 2020

	Apr - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 on 4	0.00	0.00	0.00	0.0%
Development Fees Income	0.00	0.00	0.00	0.0%
Fundraising				
Cash Calendar Fundraising	0.00	0.00	0.00	0.0%
Total Fundraising	0.00	0.00	0.00	0.0%
Misc Income				
Registration	62,281.57	0.00	62,281.57	100.0%
Representative Fees	0.00	0.00	0.00	0.0%
Try Out Fees	0.00	0.00	0.00	0.0%
Woolwich Weekend Tournament	0.00	0.00	0.00	0.0%
Total Income	62,281.57	0.00	62,281.57	100.0%
Gross Profit	62,281.57	0.00	62,281.57	100.0%
Expense				
Advertising and Promotion	0.00	0.00	0.00	0.0%
Bank Service Charges	177.28	0.00	177.28	0.0%
Cash Calendar Fundraising	0.00	0.00	0.00	0.0%
Coaches Clinic	0.00	0.00	0.00	0.0%
Coaches Dinner	0.00	0.00	0.00	0.0%
Concussion testing	0.00	0.00	0.00	0.0%
Development Fees	0.00	0.00	0.00	0.0%
Equipment	0.00	0.00	0.00	0.0%
Executive Travel Expense	0.00	0.00	0.00	0.0%
Hockey Banquet Expense	0.00	0.00	0.00	0.0%
Ice costs	0.00	0.00	0.00	0.0%
Ice Scheduler	17.00	0.00	17.00	100.0%
Insurance Expense	0.00	0.00	0.00	0.0%
Internet Services & Website	0.00	0.00	0.00	0.0%
Misc Expense	76.84	0.00	76.84	100.0%
Office Manager	0.00	0.00	0.00	0.0%
Office Rent Expense	0.00	0.00	0.00	0.0%
Office Supplies	272.42	0.00	272.42	100.0%
Playdown fees	0.00	0.00	0.00	0.0%
Referee Expense	0.00	0.00	0.00	0.0%
Registration refunds & NSF cheq	0.00	0.00	0.00	0.0%
Timekeepers Expense	0.00	0.00	0.00	0.0%

7:30 AM
07/24/20
Accrual Basis

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April through June 2020

	<u>Apr - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Tournament Fees Paid	0.00	0.00	0.00	0.0%
Trophies	0.00	0.00	0.00	0.0%
Try Outs	0.00	0.00	0.00	0.0%
Total Expense	<u>543.54</u>	<u>0.00</u>	<u>543.54</u>	<u>100.0%</u>
Net Ordinary Income	<u>61,738.03</u>	<u>0.00</u>	<u>61,738.03</u>	<u>100.0%</u>
Net Income	<u>61,738.03</u>	<u>0.00</u>	<u>61,738.03</u>	<u>100.0%</u>

Woolwich Minor Hockey
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Chequing/Savings	
Woolwich Minor Hockey Ass	52,428.86
Woolwich Minor Hockey Raffle Ac	85.61
Total Chequing/Savings	<u>52,514.47</u>
Accounts Receivable	
Accounts Receivable	500.00
Total Accounts Receivable	<u>500.00</u>
Total Current Assets	<u>53,014.47</u>
TOTAL ASSETS	<u>53,014.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	26.04
Total Accounts Payable	<u>26.04</u>
Total Current Liabilities	<u>26.04</u>
Total Liabilities	26.04
Equity	
Opening Balance Equity	102,005.84
Unrestricted Net Assets	-110,755.44
Net Income	61,738.03
Total Equity	<u>52,988.43</u>
TOTAL LIABILITIES & EQUITY	<u>53,014.47</u>

11.1.2. Proposed Budget

Budget Draft for Season 202-2021

Income

Proposed budget for 2020-2021

4 on 4	37,567.00	0
Clothing Sales		0
Development Fees	11,408.57	10,268
Elimination Dance		0
Cash Calendar Fundraising	16,230.00	14,607
		0
Junior Sugar Kings	0.00	0
OHF Tournament	632.95	570
misc.	970.00	873
Registration	297,054.71	267,349
Representative Fees	87,755.00	78,980
Select Fees	16,000.00	14,400
Sponsorship	19,288.71	17,360
Tournament Fees paid back	35,944.00	32,350
Tryout Fees	10,285.00	9,257
Woolwich Cup Tournamnet	33,212.00	29,891
Woolwich Weekend Tournament	8,550.00	7,695
		0
Total Income	574,897.94	483,598
		0
		0
		0
		0
Expenses		0
		0
4 on 4		0
Ice	12,740.23	0
Ref Expense	1,935	0
Shirt Expense	6,351.54	0
Time Keepers	914.00	0

4 on 4 tournament- other	-20.00		0
			0
Total 4 on 4 Expenses		21,920.77	6,500
			0
Advertising and Promotion		0	0
Bank Service Charges		739.93	666
Cash Calaendar Charges		10,760.00	9,684
Coaches Clinic		1,284.02	1,156
Coaches Dinner		0.00	0
Concussion testing		750.00	675
Development fees			0
Development Instruction-power	6,600.00		0
Goalie Development	0.00		0
Ice	2,558.38		0
Development fees - other	-305.00		0
			0
Total Development		8,853.38	7,968
			0
Electronic Game Sheets Annual Fee	0		0
Equipment	687.09		0
Game Sheets Cost	546.92	1,234.01	1,111
			0
			0
Entry Fees		3,817.62	3,436
Equipment -m IP jerseys		2,743.66	2,469
sock expense		7,144.83	6,430
Shirt expense		8,101.42	7,291
equipment other		311.28	280
Executive Travel Expense		113.00	102
Hockey Banquet Expense		0.00	0
			0
Total Ice Costs		292,173.60	262,956
			0
Ice Scheduler		7,608.50	6,848

Insurance Expense	30,741.40	27,667
Internet Services and Website	361.60	325
Junior Sugar Kings Expense	0.00	0
Misc. Expense	464.89	418
Office Manager	7,765.25	6,989
Office rent	2,494.21	2,245
Office Manager Assist.	540.00	486
OHF Tournament Expenses	632.95	570
Office Supplies	963.77	2,867
Reconcliation Discrepancies	0.00	0
Book keeping 3hrs x 40wks x \$30/hr		3,600
Accounting Review		8,000
Total Referee Expense	38,575.00	34,718
		0
Registration refunds and NSF cheques	0.00	0
		0
Total Timekeepers Expense	9,105.00	8,195
		0
Tournament Fees Paid	35,944.00	32,350
Trophies	762.19	686
Tryouts	7,162.73	6,446
		0
Total Woolwich Cup Expenses	20,605.69	18,545
		0
Total Woolwich Weekend Expenses	7,855.13	7,070
		0
Total Expenses	531529.83	478,748
		0
		0
Net Income	43,368.11	4,850

11.1.3. Last Fiscal Year - Profit and Loss

2:57 PM
06/25/20
Accrual Basis

Woolwich Minor Hockey Profit & Loss April 2019 through March 2020

	Apr '19 - Mar 20	Apr '18 - Mar 19
Ordinary Income/Expense		
Income		
4 on 4	37,567.00	45,594.63
Development Fees Income	11,408.57	12,815.37
Elimination Dance Income	0.00	1,042.00
Fundraising		
Cash Calendar Fundraising	16,230.00	14,810.00
Total Fundraising	16,230.00	14,810.00
Junior Sugar Kings	0.00	6,424.18
Misc Income	970.00	1,884.00
OHF Tournament	632.95	11,570.63
Registration	297,054.71	303,472.32
Representative Fees	87,755.00	85,000.00
Select Fees	16,000.00	0.00
Sponsorship Revenue		
Spirit Wear Sponsorship	0.00	550.00
Sponsorship Revenue - Other	19,288.71	17,009.07
Total Sponsorship Revenue	19,288.71	17,559.07
Tournament Fees Paid back	35,944.00	43,423.31
Try out Fee Select	2,605.00	0.00
Try Out Fees	7,680.00	11,222.82
Woolwich Cup Tournament	33,212.00	21,241.52
Woolwich Weekend Tournament	8,550.00	22,795.30
Total Income	574,897.94	598,855.15
Gross Profit	574,897.94	598,855.15
Expense		
4 on 4 tournament		
Ice	12,740.23	15,402.15
Ref Expenses	1,935.00	2,300.00
Shirt Expense	6,351.54	6,203.88
Time Keepers	914.00	1,010.00
4 on 4 tournament - Other	-20.00	0.00
Total 4 on 4 tournament	21,920.77	24,916.03
Bank Service Charges	739.93	237.11
Cash Calendar Fundraising	10,760.00	9,320.00
Coaches Clinic	1,284.02	1,487.05
Coaches Dinner	0.00	2,680.22
Concussion testing	750.00	9,100.00

Woolwich Minor Hockey
Profit & Loss
 April 2019 through March 2020

	Apr '19 - Mar 20	Apr '18 - Mar 19
Development Fees		
Development Instruction - Power	6,600.00	6,900.00
Goalie Development	0.00	1,975.00
Ice	2,558.38	4,134.76
Development Fees - Other	-305.00	0.00
Total Development Fees	8,853.38	13,009.76
Electronic Game Sheets		
Equipment	687.09	0.00
Electronic Game Sheets - Other	546.92	0.00
Total Electronic Game Sheets	1,234.01	0.00
Entry Fees	3,817.62	3,399.00
Equipment		
Shirt Expense		
IP Jerseys	2,743.66	0.00
Shirt Expense - Other	8,101.42	4,288.74
Total Shirt Expense	10,845.08	4,288.74
Sock Expense	7,144.83	8,259.39
Equipment - Other	311.28	12,261.78
Total Equipment	18,301.19	24,809.91
Executive Travel Expense	113.00	372.09
Hockey Banquet Expense	0.00	239.20
Ice costs		
April / May	0.00	9,840.17
December	36,001.43	42,889.71
February	53,467.90	46,626.80
January	46,757.76	51,142.20
March	17,406.59	40,113.56
November	45,707.73	45,762.90
October	52,864.89	52,470.28
September	39,967.30	33,740.97
Total Ice costs	292,173.60	322,586.59

Woolwich Minor Hockey
Profit & Loss
April 2019 through March 2020

	Apr '19 - Mar 20	Apr '18 - Mar 19
Ice Scheduler	7,608.50	9,038.00
Insurance Expense	30,741.40	31,456.65
Internet Services & Website	361.60	1,610.25
Junior Sugar Kings Expense	0.00	5,000.00
Misc Expense	464.89	2,078.22
Office Manager	7,765.25	9,758.00
Office Manager Assistant	540.00	300.00
Office Rent Expense	2,494.21	0.00
Office Supplies	963.77	953.10
OHF Tournament Expenses	632.95	-262.73
Reconciliation Discrepancies	0.00	767.27
Referee Expense		
April	691.00	0.00
December	5,159.00	7,351.00
February	8,679.00	5,319.00
January	6,378.00	7,947.00
March	915.00	1,354.00
May	0.00	1,925.00
November	7,069.00	4,995.00
October	6,563.00	6,780.00
September	3,121.00	2,468.00
Referee Expense - Other	0.00	50.00
Total Referee Expense	38,575.00	38,189.00
Registration refunds & NSF cheq	0.00	0.00
Timekeepers Expense		
December	1,263.00	1,350.00
February	1,841.00	1,344.00
January	1,668.00	1,546.00
March	502.00	1,119.00
May	44.00	260.00
November	1,660.00	1,182.00
October	1,509.00	1,236.00
September	618.00	538.00
Timekeepers Expense - Other	0.00	0.00
Total Timekeepers Expense	9,105.00	8,575.00
Tournament Fees Paid	35,944.00	41,278.34
Trophies	762.19	3,844.14
Try Outs		
Body Checking Clinics	300.00	0.00
Ice Costs	6,862.73	0.00
Try Outs - Other	0.00	300.00
Total Try Outs	7,162.73	300.00

Woolwich Minor Hockey
Profit & Loss
April 2019 through March 2020

	Apr '19 - Mar 20	Apr '18 - Mar 19
Woolwich Cup Expenses		
Ice Cost	10,725.73	8,406.96
Misc Expenses	5,907.96	0.00
Refs	2,712.00	1,866.00
Timekeepers	1,260.00	512.00
Total Woolwich Cup Expenses	20,605.69	10,784.96
Woolwich Weekend		
Ice Cost	2,980.53	10,236.86
Miscellaneous	3,522.60	360.00
Referees	1,022.00	7,576.00
Timekeeps	330.00	1,858.00
Total Woolwich Weekend	7,855.13	20,030.86
Total Expense	531,529.83	595,858.02
Net Ordinary Income	43,368.11	2,997.13
Net Income	43,368.11	2,997.13