



Monthly Executive Meeting

- May 27th, 2024 7PM WMC
- Chair: Nadia Elmasry Weiss
- Secretary: Nicole Balog

Attendance

Officers						Quorum: President or VP + 3 Officers + 50% Directors					
Nadia Elmasry Weiss	Y	Barry Keen	N	Cindy Holland	N						
Brad Shantz	Y	Gavin White	N	Sal Abate	N						
Nicole Balog	Y										
Directors											
Mark Trimble	Y	Jenna Abate	Y	Lisa Backman	Y						
Rikki Stott	N	Sheryl Martin	Y	Catherine Stiles	N						
Staff											
Michelle Blake	Y	Kyle Cadeau	Y								
Guest(s)											

1. Agenda

- [Call to order](#)
- [Guest\(s\) have the floor](#)
- [Previous Minutes](#)
- [Reports](#)

- [Old Business](#)
- [New Business](#)
- [Adjourned](#)

2. Appendices

- A. [Financial Statements](#)

3. Call to Order

Start time – 7:00 PM

4. Guest(s) have the floor

Provides an opportunity for invited guests or external individuals to address the executive committee, share updates, or present relevant information.

5. Staff Updates

Allows the office staff, bookkeeper, and scheduler to provide updates on their respective areas, discuss any ongoing projects, share important information, and address any concerns or questions from the executive committee.

5.1 Office/Registration – Michelle Blake

- Things are coming along with the registration numbers we still have registrations coming in weekly.
- Tryouts ran smoothly with no big hiccups. All A and BB players have been selected. (I have received all except the U16A roster from the coaches)
- We need to update the OMHA contacts and roles for Woolwich by End of May
- We also need to submit and pay for the teams that we are hoping to have for next season by the end of May.

5.2 Schedule – Kyle Cadeau

- I am pleased to report the successful conclusion of the tryouts for the upcoming 2024-2025 season. The process was well-organized, and we saw a strong turnout from players across all age groups.
- I would like to extend my thanks to all our volunteers, coaching staff, and participants for their dedication and commitment to the sport. Your efforts made the tryout process smooth and efficient.

5.3 Bookkeeper – Kyle Cadeau

- 2024-2025 registration – 67,306.75
- 2024-2025 sponsorship -2,166.66
- Current AR is 3,611.30

The recent audit has been successful and is in the final stages of completion. This reflects the hard work and diligence of everyone involved in maintaining our financial records.

There have been some adjustments to the numbers previously reported, primarily due to write-offs of bad debt and stale cheques. The amount initially reported was \$60,628.79. After the audit, the current number stands at \$59,888. This reduction is attributable to the write-offs of stale cheques and bad debts.

Thank you for your attention to this matter, and I appreciate everyone's continued commitment to maintaining our financial integrity is greatly appreciated.

WMHA needs emphasize the importance of moving forward with the ONCA (Ontario Not-for-Profit Corporations Act) implementation timeline that was shared previously. Ensuring we adhere to this timeline is crucial for our ongoing compliance and operational efficiency. The timeline previously reported by the Constitution committee is as follows with updated on the Audit Completion as well as the addition of due dates for some critical items.

Jan 2024 – First Draft of New or Amended By-Laws and Articles

Jan 29- Copy Draft By-Laws provided to the Executive.

Feb 2024 – Directors Review of Drafts

March 2024 – Second Draft of New or Amended By-Laws and Article.

April 2024 – Directors Approval of ONCA Complaint Governing Documents

April – May 2024 – Financial Audit –

Audit Completed week of May 20, 2024

May 31, 2024 – Notice to Members Re: Meeting (must be 5 business before the members meeting) therefore must happen no later than May 31, 2024. Appendices need to include the audited financial statements and updated by-laws.

June 10, 2024 – Members Meeting (AGM)

July 2024 – September 2024

Access to Ontario Business Registry (OBR)

Update Corporate Filings (Articles of Amendment)

File Transition Documents

Review and Revise Other Documents

Effective Date – Documents become Effective once they are issued by the ministry, The new By-Laws become effective when the Articles of Amendment become effective.

October 2024 – ONCA compliant

6. Previous Minutes

The minutes of the previous executive meeting are reviewed, discussed, and any necessary amendments or corrections are addressed by the executive committee. A motion is then presented and seconded to officially approve the minutes of the previous executive meeting.

Motion to approve the reports

1St Jenna Abate

2Nd Sheryl Martin

7. Reports

Reports serve to keep the committee informed about the ongoing projects, initiatives, and any pertinent information related to their roles within the association.

7.1 President - Nadia Elmasry Weiss

- Nothing to report

7.2 Vice-President - Representative Committee –

- Peter Harmsen will be the new President
- AGM in June
- We will need to send in our new contact info as soon as possible (For Woolwich VP of Rep, President)
- Make sure all screening is complete for coaches and rosters.
- 26 Game Season
- Playoffs Semis and Finals to be Series format
- Christmas no league play same as last year
- Owen Sounds last year in TC
- Sept-Oct Exhibition games and Early Bird Tournaments same as last year

7.3 Vice-President - Local League Teams – Cindy Holland

I want to extend my gratitude to Jenna for attending the year-end GRLL meeting and AGM on my behalf. While I'm awaiting the detailed minutes from the meeting, here are the summarized highlights:

- Discussions were held regarding the official start dates for the upcoming season.
- There were deliberations on the minimum number of players required on a U18 roster.
- Considerations were made regarding the lengths of games for the upcoming season.
- Dates for submitting team rosters were discussed and finalized.

Several changes to the rules were proposed and discussed, including:

- Short-notice game cancellation protocols.
- Officiating standards for 2-3-man officiating crews.
- Implementation of a three-penalty game ejection rule.
- Tiebreaker rules in round-robin formats.

7.4 Vice-President - Coaching - Brad Shantz

- All Coaching positions filled for BB teams and U13 A
- All tryouts and teams from U10A up to U16 A have been selected, including U11BB, U13BB, U15BB
- U18BB & U18A to be completed in September.

7.5 Vice-President - Player Development – Gavin White

- Nothing to report

7.6 Vice-President – U9 & Below – Sal Abate

- Nothing to report

7.7 Coach Selection Committee - Brad Shantz

- Nothing to report

7.8 Coach Selection Committee - LL/Select Committee - Lisa Backman

- Nothing to report

7.9 Budget Committee – Tracey Williams

- Nothing to report

7.10 Constitution Committee – Kyle Cadeau

- Nothing to report

7.11 Fundraising Committee –

- Nothing to report

7.12 Sponsorship Committee – Rikki Stott

- Nothing to report

7.13 Tournament Committee – Jenna Abate & Cindy Holland

- Nothing to report

7.14 4on4 Committee – Lisa Backman & Gavin White

- Nothing to report

7.15 Equipment Committee – Mark Trimble

- All equipment from the 2023-24 season has been collected
- REP teams, with the exception of U18BB have their equipment for the upcoming season
- RFQ issued for WMHA socks for 2024-25 and handed out early September
- RFQ issued for WMHA replacement jerseys for 2024-25, with intentions of ordering mid-June for late August/early September delivery

7.16 Player Safety Committee –

- Nothing to report

7.17 Communication Committee – Catherine Stiles

- Nothing to report

7.18 Spirit Wear Committee – Mark Trimble

- Nothing to report

7.19 HR/Administrative Committee – Tracey Williams

- Nothing to report

7.20 Inclusion and Diversity Committee – Nadia Elmasry Weiss & Lisa Backman

- Nothing to report

7.21 Photography Committee – Mark Trimble

- Nothing to report

7.22 Website - Catherine Stiles

- Nothing to report

7.23 WMC Concession Stand - Tracey Williams

- Nothing to report

7.24 Treasurer – Nicole Balog

- In assisting with the audit, it was brought to my attention that official bank statements along with the cleared cheques have not been accessible through online banking, and had been cancelled by mail on the account. Until we can grant access to Kyle for official online statements, I turned on the bank statements to be mailed to the hockey office so they are ready for the 2025 audit, as that is a must.
- In a conversation with Kyle, and given how difficult it was to work with the TD through the audit, it may be time to have a discussion on a possible bank switch. I will add this into new business for discussion.

7.25 First Shift – Nadia Elmasry Weiss

- First Shift has been approved to run
- Registration opens June 1st, 2024 for winter session
- Gavon has been informed

8. New Business

Discussing and addressing any new topics, proposals, or issues that have arisen since the previous executive meeting.

TD Bank & Possibility of switching banks

- There was a discussion on the possibility of switching banks from the TD.
- Reasons for the discussion were, extremely difficult to make changes to the account in regards to signing officers, online banking and the customer service is lacking.
- There was also a discussion regarding closing the second bank account with the TD that was opened as an account for raffles.
- Kyle and Nicole to seek out local banks, and bring proposals to the board in the fall for consideration

Statements Approval prior to AGM

- The audit has been completed
- The next steps to becoming compliant by October 1st, is to send these documents off to the lawyer
- Kyle will send all the paperwork to Catherine to post on the website prior to the AGM with is June 10th, at 7PM on McLeod

Mental Health Event

- The event went well and was well attended and the weather cleared up in time for the outdoor events
- There were hockey players in attendance from other organizations.

WMH Rep Teams

- Brad mentioned that Tri-County would like to have our REP teams submitted by the end of May
- Sal is still working on the coaches for U7MD, U8MD and U9MD for the fall

Concession Booth

- Nadia has put a concession booth committee together. That committee consists of, herself, Liz Fisher, Amy Forwell, Sheryl Marting and Jane Walker
- Kyle will be doing all the financials for the concession booth.

Non-Parent Coaches

- Michelle has been receiving inquiries on how to budget properly for the teams with non-parent coaches
- Michelle did some research from other associations and will pass along to Nicole and Brad to go over and create a guideline for those teams.
- Once it has been reviewed by the board, it will be posted to the website.

10. Adjourned

Time Adjourned: 7:43PM

11. Appendices

11.1. Appendix A - Financial Statements

Woolwich Minor Hockey Association

Budget vs. Actuals: Budget_FY25_P&L FINAL - FY25 P&L Classes

April 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Revenue			
401 Registration Fees	67,306.75	337,000.00	269,693.25
402 Representative Fees		135,000.00	135,000.00
404 Tryout Fees	19,145.00	28,000.00	8,855.00
405 Development Fees	5,350.00	22,500.00	17,150.00
406 Fundraising	60,425.00	52,000.00	-8,425.00
407 Sponsorship	2,166.66	11,900.00	9,733.34
408 Tournament Fees	2,925.00	47,750.00	44,825.00
Total Revenue	157,318.41	634,150.00	476,831.59
Total Income	\$157,318.41	\$634,150.00	\$476,831.59
Cost of Goods Sold			
Cost of Revenue			
501 Ice Cost	32,036.15	390,200.00	358,163.85
502 Referee Cost	4,826.50	70,700.00	65,873.50
505 Game-sheet Cost		4,200.00	4,200.00
507 Coaching Cost	1,955.99	4,000.00	2,044.01
509 Jersey Expense	9,156.60	30,000.00	20,843.40
510 Sock Expense		9,000.00	9,000.00
512 Development Cost	3,500.00	10,000.00	6,500.00
513 Insurance Expense		35,550.00	35,550.00
514 Tournament Cost	933.56	8,000.00	7,066.44
515 Scheduler	650.00	7,800.00	7,150.00
516 Miscellaneous Cost of Revenue	762.75	11,000.00	10,237.25
Total Cost of Revenue	53,821.55	580,450.00	526,628.45
Total Cost of Goods Sold	\$53,821.55	\$580,450.00	\$526,628.45
GROSS PROFIT	\$103,496.86	\$53,700.00	\$ -49,796.86
Expenses			
Selling, General, and Administrative Expenses			
601 Accounting Fees	0.00	6,000.00	6,000.00
602 Advertising and Promotion Expenses		500.00	500.00
603 Executive Travel		500.00	500.00
604 Office Staff	1,500.00	18,000.00	16,500.00
605 Internet & Web Services	-1,283.04	1,600.00	2,883.04
606 Office Rental Expense	-177.02	1,600.00	1,777.02
607 Office Supplies		500.00	500.00
609 Miscellaneous SG&A Expense	96.00	2,000.00	1,904.00
610 Bank Expense	243.20	1,000.00	756.80
Total Selling, General, and Administrative Expenses	379.14	31,700.00	31,320.86
Total Expenses	\$379.14	\$31,700.00	\$31,320.86
NET OPERATING INCOME	\$103,117.72	\$22,000.00	\$ -81,117.72
NET INCOME	\$103,117.72	\$22,000.00	\$ -81,117.72