



Monthly Executive Meeting

- Mon Sep 23/24 7PM WMC
- Chair: Brad Shantz
- Secretary: Nicole Balog

Attendance

Officers					
Quorum: President or VP + 3 Officers + 50% Directors					
Brad Shantz	Y	Nadia Elmasry Weiss	N	Gavin White	Y
Cindy Holland	Y	Sal Abate	Y	Josh Gruhl	N
Zack Barriage	N	Nicole Balog	Y		
Directors					
Mark Trimble	N	Jenna Abate	N	Lisa Backman	Y
Sheryl Martin	N	Katrina Berger	Y	Creg Metcalfe	Y
Nick Horrigan	Y	Lisa Thaler	Y	Amy Ray	Y
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 – 7PM

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

I have been working diligently trying to get these rosters approved.

We have run into an issue where a bunch of our member accounts have been missing certain documents required to be Rostered. I am working closely with teams to get this completed and roster submitting again to the OMHA.

We currently have 4 approved rosters back!

All submitted travel permits are entered into the OMHA system and I have received back those required for September and into October.

Working on rostering our MD teams and Local league teams this weekend and making sure all required documents on their accounts. Hoping to have more rosters approved by Monday!

5.2 Schedule – Kyle Cadeau

1. REP Game Schedules: All REP game schedules are now live.
2. Practice Schedules: October to end-of-January practice schedules will be released once all team schedules are finalized.

3. Local League Game and Practice Ice: These have been set up in the backend of the website. Games are pending the Grand River Local League Schedule release. Weekly practice schedules will be released along with Rep Practices.
4. Some unusable ice time has been returned. Either all teams had ice time that day or by adding ice it would create a 4-5 day in a row scenario and therefore was returned for cost savings.

Note: All schedules are always subject to change.

Reminder: There is a lot of scheduling activity going on, so for any scheduling-related questions, please reach out directly to Gavin White or Brad Shantz.

5.3 Bookkeeper – Kyle Cadeau

July 2024 Data.

- 2024-2025 registration \$243,323.79
- 2023-2024 sponsorship \$4,666.66
- Current AR is \$900

As of September 2024, WMHA will be reporting financial information including the concession. Therefore, next month you will see the revenue on the “Fundraising” line item and the expenses on new PL Line items (Concession Staff, Concession Food and Beverage, Concession Maintenance)

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 Lisa Backman
- 2Nd Cindy Holland

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 – Brad Shantz

Looking forward to seeing all the teams coming together for the 2024-2025 season, as all teams are finalized to kick off another great year with WMHA. Thankyou to all the WMHA executive, coaches, volunteers helping out to make 2024-2025 another memorable season for our 500+ members.

7.2 Vice-President - Representative Committee – Gavin White

- Roster for the Rep teams are almost complete. U21, U18A, U18BB, U9MD, U8MD & U7MD not yet rostered. Hoping to have those finished in the next week.
- Development skates are set to start Oct 1st
- Development has been arranged for U11 – U15 local league for those players wishing extra development. Kat to post on website for those LL players wanting to register. There will be 50 spots available. Will talk to Tony regarding LL goalies.
- If Rep teams can't make goalie clinic, they were asked to reach out to Josh. He will reach out to U8 and U9 MD teams if there is room.

7.3 Vice-President - Local League Teams – Cindy Holland

As we approach the start of the 2024-2025 season, I'm pleased to report that we are in great shape! Here are a few important updates for our members:

- This season, we will have 1 U8 team, 2 U9 teams, 2 U11 teams, 2 U13 teams, 2 U15 teams, and 4 U18 teams. Coaching staff has been selected, and evaluations are now complete.
- Managers/Coaches meeting will be held on Thursday Sept 26, 2024.
- We will continue to work on finalizing rosters over the next few weeks. Our goal is to have them entered into the system and approved within three weeks of our first games.
- Season Start Date: The season will officially begin on October 9th.
- Please note that there have been slight adjustments to the playoff rules, which can be found on the GRLL website. These updates will help limit the number of tiebreakers in the final rounds.
- I will be attending an online Zoom meeting for U9 and below, ensuring that all centers are aligned for a better-organized season.

A big thank you to all the coaches and staff who have stepped up to assist, both on and off the bench, for this upcoming season. Your support is greatly appreciated!

7.4 Vice-President - Coaching – Sal Abate

- Looking forward to the start of another Woolwich minor hockey season!
- I have been working a long with Zack Barriage to get the U9 and Below team evaluations completed.
- I have assisted coaching staffs to help meet the requirements for roster approvals.
- I have attended and participated in evaluations for U9MD, U8 MD and U7 MD teams.
- Attended two OMHA meetings to discuss U9 MD Full Ice Pilot Program changes.
- Met with Mike Stiles coach of U9 MD and Zack Barriage to discuss OHF Full Ice Pilot Program for Tri County.

7.5 Vice-President - Player Development – Josh Gruhl

- Player development, the goalie clinic had it first ice session. Still looking for more on ice help for goal instruction.
- Prep skates completed and were well received by participants. In future we will need to schedule these skates all back-to-back to back. Without other ice between Tony's skates.
- Starting in early October the morning development skates will begin.

7.6 Vice-President – U9 & Below – Zack Barriage

- Nothing to report

7.7 Coach Selection Committee – Sal Abate

- Nothing to report

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

- Nothing to report

7.9 Budget Committee – Gavin White

- Nothing to report

7.10 Constitution Committee – Gavin White

- Nothing to report

7.11 Fundraising Committee – Lisa Thaler

- Nothing to report

7.12 Sponsorship Committee – Creg Metcalfe

Reached out and sent all contacts the sponsorship letter on Friday Sep 13, 2024. total 34 companies so far.

Two have confirmed & sent a cheque.

Rytech Machine & Repair \$750.00 Gold

Sport Zone \$500.00 Silver

7.13 Tournament Committee – Jenna Abate & Cindy Holland

Registration for our upcoming tournaments has been open for a couple of weeks. While the pace has been a bit slower than anticipated, this is not surprising given that the Local League teams are just being finalized. We expect to see a significant increase in numbers over the next two weeks as the teams are officially set.

In the coming week or two, we plan to meet with our tournament crew to start preparations for the November tournament. Our goal is to align all items for reuse and to strategize for the February tournament.

We will need one representative from each team to join our tournament committee. Details regarding this will be shared with the coaches and managers during our meeting next week.

Current Registration Numbers:

- Winter Wildcats' Weekend - Junior Division (U11/13)
U11 - 4 Teams
U13 - 6 Teams

WINTER WILDCATS' WEEKEND - SENIOR DIVISION (U15/U18)

U15 - 4 Teams

U18 - 8 Teams

7.14 4on4 Committee – Lisa Backman & Gavin White

- Nothing to report

7.15 Equipment Committee – Mark Trimble

- Nothing to report

7.16 Player Safety Committee – Nick Horrigan

- Nothing to report

7.17 Communication Committee – Katrina Berger

- Nothing to report

7.18 Spirit Wear Committee – Mark Trimble

- Nothing to report

7.19 HR/Administrative Committee –

- Nothing to report

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

- Nothing to report

7.21 Photography Committee – Lisa Thaler

- The REP photo schedule went out and LL schedule will be out hopefully this week. Only a few teams need to reschedule and one team opted out of pictures at Calla altogether. Is that an option?
- There had been some pressure from the studio to have rosters submitted, which I could not get as quickly as they wanted them.
- The photography studio wanted these early dates but perhaps in the future the dates could be set a bit later in the season to allow time for rosters and calendars to be finalized. (maybe a new business discussion)

7.22 Website – Katrina Berger

- providing website access to all managers as requested
- posting website requests as requested
- moved around website tabs and menu options (last meeting take aways)
- updated Rep fees for U7 MD
- updated recipients for website Suspension Report
- proving credentials as requested through Michelle

7.23 WMC Concession Stand – Nadia Elmasry Weiss & Sheryl Martin

- Nothing to report

7.24 Treasurer – Nicole Balog

- Kyle has ensured that cheques to be signed are in the hockey office every Wed, therefore all signers are on the same page and we are turning those much quicker so far this season.
- There has been a steady stream of re-imbusement requests for certifications and courses, which is reassuring that our members are navigating the website.
- Along with the Treasurer & Secretary role this season, I have made myself available to all the team managers this season. This should eliminate some of the emails to Gavin and Cindy. Rep teams are aware of this. Cindy, if you could let the LL coaches know this as well.

7.25 First Shift – Nadia Elmasry Weiss

- Nothing to report

8. New Business

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

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Volunteer to support Gavin/Cindy - Suspension reporting

- Form online to fill out for suspension. Once the suspension is reported, the notification goes out to Brad, Gavin, Cindy and Michelle.
- Nicole to help with suspension assistance and her email will be added to the report filing.
- When the correspondence goes to the coaches, everyone was reminding the ensure the coaches are recording 1 of 2 or 2 of 2 based on the length of the suspension.
- APs to be listed in the document to keep track as they may be ineligible to play due to a LL suspension.
- Cindy will send Nicole the spreadsheet so she is involved in tracking suspensions.

Select / Available ice? - Approval for 3rd Tournament

- LL schedule has not yet been released from Grand River. Hoping to see that in the next week or so. As soon as the schedule is out, we can make a decision on Select.
- The executive was all in agreement that LL can register in 3 tournaments for the 2024/25 if they choose to.
- Will offer development for LL in the 2024/25 if players are interested.

Team photo time line for 2025/26 season

- Practice schedules will be up Sep 24th, so Lisa can schedule LL photos for the weekend of Oct 4/5 along with any Rep teams scheduled the weekend of a tournament.
- 2025/26 season photos should be later in October as it has been very pushed to get these rosters to Calla Studios.

Sponsorship

- Sent out email to businesses on the list. There have been some commitments, however they have not yet paid. There is no time line. WMH will accept money whenever.
- Kyle to run the GL to see what sponsor cheques have come in and get that information to Creg. Once he has that information, he will follow up.
- Creg priced out a banner with the Sponsor Logos. Extra Large Banner no more than \$125. It was suggested to hang under the concession booth. Deadline to make the banner would be Nov 1st as we would like the banner up by the first LL tournament.
- Kat would also make up a social media blast on the Instagram account. Kat will also update the website to ensure we are current with our sponsors.

Fundraising

- There was serious interest in running an association golf tournament. Nick is going to reach out to Elmira Golf Course to get the ball rolling on this.

10. Adjourned

Time Adjourned: 8:09PM

11. Appendices

11.1. Appendix A - Financial Statements

Woolwich Minor Hockey Association

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

Aug 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Revenue			
401 Registration Fees	243,323.79	337,000.00	93,676.21
402 Representative Fees		135,000.00	135,000.00
404 Tryout Fees	35,985.00	28,000.00	-7,985.00
405 Development Fees	9,525.00	22,500.00	12,975.00
406 Fundraising	60,425.00	52,000.00	-8,425.00
407 Sponsorship	4,666.66	11,900.00	7,233.34
408 Tournament Fees	4,025.00	47,750.00	43,725.00
409 Miscellaneous Income	120.00		-120.00
Total Revenue	358,070.45	634,150.00	276,079.55
Total Income	\$358,070.45	\$634,150.00	\$276,079.55
Cost of Goods Sold			
Cost of Revenue			
501 Ice Cost	32,036.15	390,200.00	358,163.85
502 Referee Cost	5,925.50	70,700.00	64,774.50
504 Registration Cost	6,570.00		-6,570.00
505 Game-sheet Cost		4,200.00	4,200.00
507 Coaching Cost	2,602.61	4,000.00	1,397.39
509 Jersey Expense	9,922.74	30,000.00	20,077.26
510 Sock Expense		9,000.00	9,000.00
511 Other Equipment Expense	878.90		-878.90
512 Development Cost	2,746.15	10,000.00	7,253.85
513 Insurance Expense	33,760.66	35,550.00	1,789.34
514 Tournament Cost	295.00	8,000.00	7,705.00
515 Scheduler	3,250.00	7,800.00	4,550.00
516 Miscellaneous Cost of Revenue	762.75	11,000.00	10,237.25
517 Food and Beverage Supplies	706.08		-706.08
Total Cost of Revenue	99,456.54	580,450.00	480,993.46
Total Cost of Goods Sold	\$99,456.54	\$580,450.00	\$480,993.46
GROSS PROFIT	\$258,613.91	\$53,700.00	\$ -204,913.91
Expenses			
Selling, General, and Administrative Expenses			
601 Accounting Fees	715.00	6,000.00	5,285.00
602 Advertising and Promotion Expenses		500.00	500.00
603 Executive Travel		500.00	500.00
604 Office Staff	7,500.00	18,000.00	10,500.00
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	321.75	1,000.00	678.25
620 Bad Debts Expense	-1,258.00		1,258.00
Total Selling, General, and Administrative Expenses	5,914.69	31,700.00	25,785.31
Total Expenses	\$5,914.69	\$31,700.00	\$25,785.31

Woolwich Minor Hockey Association

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

Aug 2024

		TOTAL	
	ACTUAL	BUDGET	REMAINING
NET OPERATING INCOME	\$252,699.22	\$22,000.00	\$ -230,699.22
NET INCOME	\$252,699.22	\$22,000.00	\$ -230,699.22