

Mon May 26, 2025 - Meeting Room at 7PM
Chair: Brad Shantz Secretary: Cindy Holland



May 2025 - WMHA Executive Meeting

Officer Attendance

Name	Name	Name
<input checked="" type="checkbox"/> Brad Shantz	<input checked="" type="checkbox"/> Nadia Elmasry Weiss	<input checked="" type="checkbox"/> Cindy Holland
<input checked="" type="checkbox"/> Gavin White	<input checked="" type="checkbox"/> Sal Abate	<input checked="" type="checkbox"/> Josh Gruhl
<input checked="" type="checkbox"/> Zack Barriage	<input type="checkbox"/>	<input type="checkbox"/>

Director Attendance

Name	Name	Name
<input type="checkbox"/> Jenna Abate	<input checked="" type="checkbox"/> Lisa Backman	<input checked="" type="checkbox"/> Sheryl Martin
<input checked="" type="checkbox"/> Katrina Berger	<input checked="" type="checkbox"/> Creg Metcalfe	<input checked="" type="checkbox"/> Nick Horrigan
<input checked="" type="checkbox"/> Lisa Thaler	<input checked="" type="checkbox"/> Amy Ray	<input type="checkbox"/>

Staff Attendance

Name	Name	Name
<input checked="" type="checkbox"/> Michelle Blake	<input checked="" type="checkbox"/> Kyle Cadeau	<input type="checkbox"/>

Guest Attendance

Name	Name	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Agenda

1. Call to order
2. Guest(s) have the floor
3. Staff Updates
4. Previous Minutes
5. Reports
6. New Business
7. Adjourned

2. Appendices

- A. [Financial Statements](#)
- B. [Coaching Mentorship Program](#)
- C. [Restructuring of the U9](#)
- D. [Senior Hockey](#)
- E. [Exceptional Player](#)
- F. [Secretary/Treasurer](#)
- G. [2025/2026 Budget](#)

3. Call to Order

Start Time

6:58PM

4. Guest(s) have the floor

Guest	Update
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No Guests

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

The Month of May was a busy one for the hockey office. With the new open Borders rule in place this year there were a lot of questions and concerns from our members.

The tryouts from my end seemed to go off without any hiccups. Mostly everyone paid the fees before showing up to the tryouts. There was the exception of a few last-minute registrations the day of the first or second tryout.

Throughout the A and BB tryouts I have had a real mixture of feedback from the members that reached out to me. I had a few families who had never tried out in Woolwich before say that it was a pleasant experience and a lot more stress free than the tryouts they had attended in the bigger cities. On the flip side of this we have a lot of unhappy Woolwich members due to the number of NRPs that we have on our teams.

When it comes to our Representative teams. All teams are formed and I am working on getting them all Rostered and the Rosters sent into the OMHA for approval. Coaches are working on their coaching courses! We have a few A players who have not yet registered with their team. We will put some urgency in getting them to register so we can finalize rosters.

LL registrations are starting to come in. I did not see anything letting out members know that it is now open. I may have missed it as I have been away this past week. But posting something may help people to register their players.

- U10A - Rostered 15 players with 1 NRP
- U11A - Rostered 17 players with 5 NRPs
- U12A - Rostered 17 players with 3 NRPs
- U13A - Rostered 17 players with 5 NRPs
- U14A Rostered 17 players with 6NRPs
- U15A - Rostered 17 players with 6 NRPs
- U16 A - Rostered 18 players with 6 NRPs

- U11BB - Rostered 15 players with 3 NRPs
- U13BB - Rostered 17 players with 1 NRP
- U15BB - Registered 17 players with 3 NRPs

5.1.1 Office/Registration - Questions

Question	Feedback
A suggestion was made to separate A and BB tryout registrations, each with a \$60 fee, to better manage player numbers and reduce crowding on the ice—especially at the BB level where many players drop down from A tryouts.	The idea will be revisited in August, with consideration for implementing separate costs for BB tryouts, potentially set at 50% of the full tryout fee.
A few parents have requested refunds for tryouts their children did not attend due to various reasons.	Tryout fees are non-refundable, and this policy will be clearly stated in bold on the website during next season's registration.

5.1.2 Office/Registration - Next Steps

Assigned to:	Item
Kat	<ul style="list-style-type: none"> Post to the website that the LL Registration is open
Cindy	<ul style="list-style-type: none"> Reach out to all LL members letting them know Registration is open.
Secretary	<ul style="list-style-type: none"> Add separate payment fee for tryouts to August agenda

5.2 Schedule – Kyle Cadeau

Thanks everyone for their patience while some minor adjustments were made to try out scheduled away games.

Ice has been taken out so the scheduling cycle will restart once we receive the ice contract from Township. I am hoping to keep ice times consistent from year to year but this is always dependent on game schedules.

5.3 Bookkeeper – Kyle Cadeau

April 2025 Data.

- 2025-2026 registration \$0 (will start to show next month as registration payments come in)
- 2025-2026 sponsorship \$2,435.66
- Current AR is \$0

I have attached the Profit and Loss (P&L) statement for review.

Note: I am still working closely with the audit firm regarding the need for HST filing for concession as well as how to handle payroll on a go forward basis.

5.3 Bookkeeper - Discussion

Question

Kyle noted that he's still working closely with the audit firm to determine whether HST filing is required for concession operations, as well as how payroll should be handled going forward. While these details are still under discussion and may change, he shared some preliminary considerations for the Executive.

To help cover costs and simplify tax reporting, WMHA may need to slightly increase concession prices while keeping HST included in the sale price. Kyle noted that he can run a report afterward to calculate the appropriate HST amount. Charging an additional 15% at the counter, especially on small items like candy, doesn't make practical sense, particularly for younger players paying in cash.

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

1st - Sal Abate

2nd - Zach Barriage

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

- WMHA had a great successful season and looking forward to getting ready for 2025-2026 season,
- Wishing all our members a safe and enjoyable summer

7.2 Vice-President - Representative Committee – Gavin White

Our Coaches and volunteer appreciation banquet was a success. Thank you to everyone who helped organize it, to everyone who attended, and to Rural Roots for hosting it again this year.

As we wrap up our 2025 evaluation season, we want to share insight into the process and extend our sincere thanks to all involved. Evaluations are never easy for players, families, or coaches, and we recognize the effort, emotion, and time that goes into them. We always aim to make the process fair, transparent, and balanced. This season was especially significant for WMHA. With many of our coaches stepping into new roles and some returning to the bench with fresh energy, the

professionalism, dedication, and collaboration demonstrated were nothing short of exceptional. We are grateful for the respect and positivity our community brought to this process, and we're excited for what lies ahead. Thank you for your continued support of Woolwich Minor Hockey – here's to another great season!

Thank you to Our Coaches. On behalf of the WMHA Executive, I want to extend a heartfelt thank you and congratulations to our coaches. Your commitment to thorough evaluations, consistent communication, and teamwork stood out and helped ensure we had one of the smoothest evaluation periods to date.

7.3 Vice-President - Local League Teams – Cindy Holland

Attended the Grand River Local League meeting this past week and learned that Mike Thibeau will be stepping down as Lead and OMHA Convenor for GRLL. The organization will be seeking to fill both the OMHA Convenor and President roles. Ideally, they're looking for individuals who are not currently serving on an association board or directly involved with GRLL.

No other major updates were shared, aside from a few minor rule changes and adjustments, which GRLL plans to post in the coming weeks.

7.4 Vice-President - Coaching – Sal Abate

Thank you to all the coaches and staff for the 2024-2025 hockey season. We appreciate all the volunteers who made this season a straightforward success. We had a great turnout for the coaches and staff banquet. Thank you to the award presenters, and congratulations to the recipients. Thank you to the executive members who planned this event and to Rural Roots for hosting.

The spring evaluation for the upcoming 2025-2026 season has been completed for the majority of our Rep teams. Thank you to our members for the feedback on the process, as we handled some new tasks with the new OHF open borders ruling. The evaluation process was one of the best I have seen, with many non-biased evaluators for each team. Coaches ran a very fair and well-planned evaluation for all ages. WMHA executives continue to strive for success, which starts with a great spring evaluation. Thank you to the members for the feedback after the evaluations. The WMHA executive will be working to clarify some of these new policies.

Congratulations to the U11A team for the OMHA championship! I am looking forward to the 2025-2026 season.

7.5 Vice-President - Player Development – Josh Gruhl

- Nothing to report

7.6 Vice-President – U9 & Below – Zack Barriage

- Nothing to report

7.7 Coach Selection Committee – Sal Abate

- Nothing to report

7.8 Budget Committee – Gavin White

- Nothing to report

7.9 Constitution Committee – Gavin White

- Nothing to report

7.10 Fundraising Committee – Lisa Thaler

- Nothing to report

7.11 Sponsorship Committee – Creg Metcalfe

- Nothing to report

7.12 Tournament Committee – Jenna Abate & Cindy Holland

- Nothing to report

7.13 4on4 Committee – Lisa Backman & Gavin White

This year, we had a total of 263 players and 28 goalies registered. While we initially had 265 player registrations, unfortunately, two players had to withdraw due to injuries and external commitments and subsequently received full refunds.

We proactively checked the dates for the girls' provincials to ensure our game schedule avoided any conflicts for teams with girls on their rosters. This preventative measure helped avoid the challenges we faced last year with girls missing games or withdrawing.

During the first week, we addressed a couple of minor issues, including overly aggressive play in the older divisions and extended shifts in the younger divisions. Thanks to the swift action of the committee and clarifying emails, these issues were quickly resolved.

The teams seemed well-balanced this season, which we believe was positively influenced by the "no friend requests" rule during team formation.

Overall, the 4 on 4 Spring League was a great success and a lot of fun!

Thank you once again to the committee and all the volunteers for your invaluable help in making it such a positive experience.

Financial results are summarized below:

Revenue \$57,315.00

Expenses \$26,636.72

Net Profit \$30,678.28

Woolwich Minor Hockey Associat

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

April 2025 - March 2026

	SPRING 4V4		
	ACTUAL	BUDGET	REMAINING
Income			
Revenue			
406 Fundraising	57,315.00		-57,315.00
Total Revenue	57,315.00		-57,315.00
Total Income	\$57,315.00	\$0.00	\$ -57,315.00
Cost of Goods Sold			
Cost of Revenue			
501 Ice Cost	14,277.09		-14,277.09
502 Referee Cost	3,780.00		-3,780.00
509 Jersey Expense	8,579.63		-8,579.63
Total Cost of Revenue	26,636.72		-26,636.72
Total Cost of Goods Sold	\$26,636.72	\$0.00	\$ -26,636.72
GROSS PROFIT	\$30,678.28	\$0.00	\$ -30,678.28
Expenses			
Total Expenses			\$0.00
NET OPERATING INCOME	\$30,678.28	\$0.00	\$ -30,678.28
NET INCOME	\$30,678.28	\$0.00	\$ -30,678.28

7.14 Equipment Committee – Open

- Nothing to report

7.15 Player Safety Committee – Nick Horrigan

- Nothing to report

7.16 Communication Committee – Katrina Berger

- Nothing to report

7.17 Spirit Wear Committee – Open

- Nothing to report

7.18 HR/Administrative Committee - Open

- Nothing to report

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

- Nothing to report

7.20 Photography Committee – Lisa Thaler

- Nothing to report

7.21 Website – Katrina Berger

- Nothing to report

7.22 WMC Concession Stand – Nadia Elmasry Weiss & Sheryl Martin

- Nothing to report

7.23 Treasurer – Open

- Nothing to report

7.24 First Shift – Nadia Elmasry Weiss

- We will be hosting again in 2026.

8. New Business

8.1 Coaching Mentorship Program (Gavin White)

Gavin shared that he's been speaking with past coaches who are willing to help out and plans to develop the initiative further over the off-season. He will hold his first coaching support session this Saturday with about 10 participants already signed up. The goal is to offer new coaches a reliable point of contact and support network, with a few experienced volunteers looking to give back to the program.

See Appendix [Coaching Mentorship Program](#)

8.2 WMHA Executive Drive File (Gavin White)

As part of our ongoing efforts to improve transparency, organization, and onboarding within Woolwich Minor Hockey, we've created a shared Google Drive for all board-related documents. This drive will be a central location for everything from policies and rules to templates, forms, and updated role descriptions. One of the key additions is a new set of guideline documents outlining each board position's roles and responsibilities. These are designed to support current members and make onboarding smoother for new volunteers. While it will require a bit of effort from all of us during the off-season, this resource will ultimately help strengthen our operations, ensure consistency, and make it easier for everyone to understand their role within the organization. We'll continue to build and refine this living resource together.

Next Steps

- Gavin to share links with executives.
-

8.3 NRP Issues

As an Executive, we acknowledge that there were significant missteps in how we handled the development and implementation of Non-Resident Players this past season. While there were good intentions behind the decisions made, the absence of a formally approved policy, clear documentation, and transparent communication created confusion and disappointed members.

The Core Issue

Teams were granted exceptions based on special circumstances outlined in the March meeting agenda, but those details were not recorded or communicated to members.

Each of us had a role to play, and as an Executive, we share the responsibility to ensure board decisions are properly approved, clearly communicated, and transparently documented. We acknowledge that we fell short—failing to question or flag the missing details before approving the minutes, and allowing key information to be omitted from the public update. This also includes the approval of additional NRPs based on special circumstances that were not clearly communicated. For all of this, we sincerely apologize.

What Should Have Happened:

- The Executive should have formally agreed to the NRP direction and voted to create a defined policy that would deviate from the OMHA open border policy.
- The constitution committee would meet and draft a NRP policy.
- The drafted policy should then have been reviewed and approved by a formal Executive motion (requiring a $\frac{2}{3}$ vote).
- Once approved, the new policy should have been added to the Policy & Procedures Manual and clearly communicated to the membership.

Feedback

The Executive acknowledged that there were significant missteps in how the NRP (Non-Resident Player) process was handled. While discussions did take place and recommendations were voted on and exceptions were granted after tryouts based on internal discussions, but without a documented and approved policy, these decisions were handled informally.

The board recognized that we let down our members and the plan to move forward is to write an apology for the AGM meeting to acknowledge the gap in communication.

Assigned to:	Item
Gavin, Sal & Brad	● Draft and provide letter to executive
	● Draft NRP policy

8.4 Restructuring of the U9 & Below responsibilities (Cindy Holland/Gavin White)

We are proposing that the former Vice President of U9 & Below Programs' role be restructured into a team-based model. This new structure distributes responsibilities across two new roles within Woolwich Minor Hockey, the changes include.

- No Change - Vice President of Representative Teams (U10–U21)
- Slight Change - Vice President of U7–U9 MD
- Slight Change - Vice President Local League Teams (U10–U21)
- New Committee - of U7, U8 & U9 Local League (LL)
- New Committee - Director of IP Programming (Initiation Program)

See Appendix [Restructuring of the U9](#)

Outcome

For the 2025–2026 season, the VP of U7, U8 & U9 Local League role will be implemented as a Director position. This allows us to move forward with the restructuring while remaining compliant with our Constitution, which requires that changes to Officer roles be proposed by the January Executive meeting in order to be brought to the AGM.

A formal amendment to move this from a Director to a Vice President role will be prepared and submitted at the January 2026 Executive meeting, with the intention to bring it forward to the 2026 AGM for member approval and constitutional update.

Assigned to:	Item
Gavin/Cindy	<ul style="list-style-type: none">• Move forward with restructuring using Director/Committee roles for this season.
Secretary	<ul style="list-style-type: none">• Add to agenda for January 2026

8.5 Committee of Senior Hockey - (Gavin White)

Gavin is proposing adding a new committee role to WMHA. This committee ensures that the older age divisions receive adequate representation, programming support, and development opportunities within the Association. The role aims to improve retention, competitiveness, and positive hockey experiences for players aged 15–20.

See Appendix [Senior Hockey](#)

Outcome

The Executive supported the idea of adding a Director of Senior Hockey.. It was recommended that the position be structured as a Director-led committee to help manage responsibilities and provide broader support.

Assigned to:

Item

Gavin

- Move forward with adding this as a committee role
-

8.6 Exceptional Player Status (Gavin White)

The attached document is in addition to the Exceptional Player Policy to provide clearer guidelines for players wishing to try out for a higher age division. The goal is to expand on the policy, and provide more information.

Exceptional Player from the Policies & Procedures Guide (Existing)

5.9.2. Exceptional Status

1. Any Player can Tryout for a higher Division. WMHA cannot prevent underage players from attending tryouts in the higher Division.
2. WMHA can set the eligibility requirements to play at the higher Division as per OMHA regulation 3.6.a. The Policy is as follows:
 - a. An application must be received by two (2) weeks before the first Tryout (Spring or Fall as applicable by age category) (through the website).
 - b. A non-refundable \$150 evaluation fee is required for all players Minor Atom and above before the process starts.
 - c. An independent evaluation group will assess the Player.
 - d. The Player will continue with the Tryouts with their Division.
 - e. The Player will also attend the Tryouts with the higher Division.
 - f. An assessment will be done during the Tryouts with the higher Division team.
 - g. Overall, the Player must be deemed in the top 3 of the higher Division team. For goaltender, the player must be deemed as the #1 goaltender at both age groups (their current age division and the higher age division).
 - h. If the evaluators feel the Player could play at the higher Division, the final decision is with the Head Coach of the higher Division team to accept the Exceptional Player.
 - i. This status is only valid for one (1) season.
3. WMHA can set the eligibility requirements to play at the higher Division for Alternative Entry, as per OMHA regulation 3.6.c. The policy is as follows:
 - a. A Player can only play at the A level in a higher Division, not AE / MD.
4. Players may be asked to play in a higher Division to ensure a team can be Rostered. This Player is not deemed to have Exceptional Status. Ex. No goalie available.

See Appendix [Exceptional Player Detailed Policy \(additional information\)](#)

Feedback

It was noted that the current policy contains some outdated terminology (e.g., references to AE) and lacks clarity around movement for U9 players, including whether movement is allowed and how far up a player can move. The Executive agreed to table the discussion until August, allowing Gavin time to review and update Section 5.9.2 of the policy for further consideration and work in the detailed policy provided above.

Assigned to:	Item
Gavin	<ul style="list-style-type: none">Adjust policy and recommend changes.

8.7 Internal Roles & Responsibilities (Cindy Holland)

As we begin planning for next season, we're taking stock of our Directors and Officer roles within WMHA. With some new positions being introduced and a bit of movement among our current volunteers, we'll need to reach out to our network to help fill a few open spots.

A quick reminder: our goal is to have Directors and Officers actively involved on different committees and taking on specific responsibilities. The more hands we have, the easier it becomes to keep things running smoothly for our players and families.

Outcome

A separated document will be prepared and shared internally so that executives can see the gaps of what committee groups require volunteers.

Assigned to:	Item
Cindy	<ul style="list-style-type: none">To provide executive with updated document with all roles
All executive	<ul style="list-style-type: none">Review and update document
Kat	<ul style="list-style-type: none">Post any of the position that we need to fill online
Craig	<ul style="list-style-type: none">Reach out to Weekend Hockey to see what their overall cost would be to run tournaments

Assigned to:**Item**

Cindy

- Create a job posting for a tournament coordinator possible paid position and bring back to board
-

8.8 Budget Review & Approval

In order to bring our approved budget forward at the AGM, we first need the Executive to review and approve the updated version. Please find the draft budget attached. Take a moment to review it, and feel free to mark up any questions or concerns you may have ahead of our upcoming meeting.

See Appendix [2025/2026 Budget](#)

Vote to approve the election by acclamation

Nick Horrigan motioned to approve, and the executive unanimously approved.

8.9 Review of Paid Staff Contracts & Pay Structure

Before we wrap up, we'd like to take a moment to sincerely thank Kyle and Michelle for their work and commitment to WMHA over the past year.

This will allow us to review how the year went, revisit expectations, and assess the time and compensation structure that the board agreed to review annually.

For privacy, we'll ask Kyle and Michelle to step out during this portion of the meeting and since it's the last agenda item you're free to leave unless you'd like to come back in after our discussion.

Feedback

Following discussion, the Executive voted to approve an increase in compensation for both positions. A new contract will be drafted for each role reflecting the updated increase.

Assigned to:**Item**

Cindy

- Draft updated contracts for Kyle and Michelle based on the approved adjustments.
 - Ensure both contracts are signed ahead so they can be implemented for September 2025.
-

