



STITTSVILLE MINOR HOCKEY ASSOCIATION

Stittsville Minor Hockey Association

Tuesday April 16th, 2019

Stittsville Legion

Attendance:

Scott Phelan*	Chris St. Germain*	Jackie Kimmerly*	Fiona Livingstone*
Serge Vallieres*	Terry Foley*	Ryan Goodwin*	Chris Salisbury*
Shari Kneen	James Moser	Nicole Brooks	Holly Foley
Rob Lomas			

*denotes voting Executive members

1. Call to Order

Meeting was called to order at 7:06 pm with Scott Phelan chairing.

a) Approval of Agenda

A motion was made (Ryan Goodwin/Terry Foley) to approve the agenda.

Motion Approved

b) Approval of Minutes

A motion was made (Fiona Livingstone/Ryan Goodwin) to approve the March meeting minutes, with changes.

Motion Approved

c) Conflict of Interest

Quorum was established, voting members acknowledged and conflicts none.

2. D4 + LCMHL Update – Scott Phelan

LCMHL & D4 – No meeting yesterday. Meeting was postponed to April 23rd. SMHA will be hosting this meeting at the CRC.

SMHA

- Reports from a few, but not everyone. Reminder to please get these in. Thank you to those that continue to submit on time.
- For those speaking tonight, registration fee increase and constitutional agenda items will most likely dominate our discussion.
- Volunteer night. Went extremely well. Great numbers. Great representation across House & Competitive Teams. Approx 71 Nominations. Last year's awards night was on the 19th of the month, so we had a smaller window to capture nominations.
- Recipients were:
 - Development Coach of the Year – **Sean Armstrong**
 - House Coach of the Year – **Mike Groves**
 - House Manager of the Year – **Joann Birmingham**
 - Competitive Coach of the Year – **Mike Gibson**
 - Competitive Manager of the Year – **Sarah Reidel**
 - Trainer of the Year – **Andy Stevenson**
 - Official of the Year (Jr) – **Tanner Goodwin**
 - Official of the Year (Sr) – **Chris Clarkson**
- Survey Results. Have been shared with the Directors & Convenors. The surveys are being used for “Effective Coaching & Feedback” to assist us with making future decisions on Coach or Bench staff selection. Whether good, bad or indifferent, we can all use feedback and it's a great tool to understand our individual strengths & weaknesses. Please treat this information as confidential & shared only with those your reporting structure. (Downward from Midget -Director, Convenor, Coach, Etc.)
- Registration – Shari to address.
- Boundaries – Lots of discussion on this over the past few months. I spoke with Paul Ross – HEO Minor. Sent me some email transmissions over the past few years on this. Nothing has been done. Looking to change boundary lines from Robert Grant down to Terry Fox. Paul encouraged a Gentlemen's discussion. I started that conversation with Andy McAfee in Kanata a few months back. This week I re-engaged. Andy resigned as President of KMHA but encouraged me to reach out to Ralph Peterson who is in the interim President.
- Bantam C – Season 2019/2020. Looking to have 1 or 2 Bantam C Teams next year. CP, WC, Almonte Pakenham, Perth all have interest & would like to put something in. If not, Kanata & Nepean have agreed to discuss joining there league.
 - o Kanata – 4 Teams in C.

- Nepean – 6 Teams in C.
- AGM – I’ve received 2 x presentation decks. If you can please have these into me by April 19th end of day that would be greatly appreciated. The following will be providing an update at this years AGM.
 - Scott Phelan
 - Chris St. Germain
 - Fiona Livingstone
 - Andrew Staniforth
 - Rob Alldred
 - Chris Salisbury
 - Chris Weir
 - David Greenhalgh
 - Jackie Kimmerly
- New Business
 - SMHA Video – Does anyone know a videographer? More to discuss on this.
 - Pilot in a new Competitive Program. Adding B-League or Silver 7 Equivalent...?
 - Glen Gower Meeting – Went well. Will find a wall with us & banner can be moved. Might have to share costs.

3. VP Finance Report – Chris St. Germain

Chris reported the following

All accounting for the organization is up to date. As at March 31st, the following is a summary of the cash and cash equivalents:

Operating Account -	\$ 22,230.19
Savings Account -	<u>975.95</u>
Total	<u>\$ 23,206.14</u>

As of April 13th, the cash balance is \$13,957.12. As projected, the full balance of the GIC’s had to be cashed in to meet the cash payments for ice and referees and other expenses. At this point, we believe that we are aware of all the expenses for the current fiscal year except for any costs allocated to SMHA for the playoff format (ice and referees). I do want to point out that we received several expense reports for evaluation expenses and coach / trainer certifications very late. These were unexpected expenses as requests had been made since November for coaches / trainers / executives to get all expenses in early.

Attached to this report is the bank reconciliation file along with the bank statement for the month of March 2019.

Attached to this report is an updated financial report outlining costs to date and a projection through the balance of the year. Excluding the cost/amortization of the new jerseys and potential costs from the playoffs, it is projected that the actual results will be a deficit of \$1,750 as compared to a budgeted deficit of \$8,400. There are variances in the different line items that are identified in the report. Some comments on the variances include the following:

- Registration fees were higher than budget by \$2,850, which is a minor variance when you consider the total number of players that we budget for.
- Canteen revenue is nil since we gave up the rights to the canteen.
- Clinics are under budget as we did not hold as many clinics as in the past. I have contacted HEO to confirm that we have received all that is due to us and they have confirmed.
- Fundraising is higher than budget as a result of the golf tournament and sponsorship from Pro2Col.
- Ice cost this year is \$6,300 less than last year. Part of the positive variance could be due to misallocation last year between house and competitive.
- Insurance was higher than budgeted as the costs have increased and we are insuring more coach / trainers than planned.
- League fees were higher than last year, however the actual year over year amount is even. We were not invoiced for District 4 fees last year, so they were included in the current year (\$1,178).
- Miscellaneous costs are generally costs incurred for conditioning and evaluations. There is inconsistency in the costs between divisions and it would be beneficial to set a policy providing for a maximum amount to be allocated to convenors for coffee and donuts during conditioning. My recommendation is a maximum of \$150 per division.

The competitive program is also showing a deficit for the year. It is projected that there will be a deficit of approximately \$11,000 for the year. The major variance is ice cost. Part of this variance may be related to a misallocation of costs in 2017-2018 as noted above.

Overall, through April 13th, the association is reporting a deficit of \$55,000 including the cost of the new jerseys. The projection to year end is a deficit of \$68,500. At the beginning of the year, the total surplus was \$88,530. With the projected deficit this year, the surplus will be down to \$20,000. The allocation of the surplus is \$5,300 to the Gleeson Fund, \$10,400 to the Competitive program and \$4,300 for the house program.

Over the last few years, there was a concerted effort to use the substantial surplus that had accumulated over the prior years. Some of the investment included holding registration fees flat for several years until they were increased last year, goalie development program, and paid timekeepers. At the same time, costs for ice, referees, and insurance were going up. In 2018-2019, we invested in new jerseys at a cost of almost \$57,000.

A safe surplus level for our organization should be in the range of \$75,000 to \$100,000. The reason for this level is to ensure that there are funds for new jerseys and to address any significant cost increases. An example of a significant cost increase is what is happening at the Ray Friel Centre in Gloucester next year. Due to the condition of the facility, the City has increased the ice charges for minor hockey by over 25% (\$250/hour versus \$195/hour) at that

facility. This could happen at one of our facilities in the future. While it is not necessary to replenish the surplus to the surplus level in one year, there needs to be a plan in place to do it over a period for when the next jersey investment is expected.

As the house and competitive programs are treated as separate divisions, the competitive program must also maintain a surplus that will address jersey replacement and cost increases. The surplus level for the competitive program should be \$25,000 to \$30,000. The needs at the competitive level are even greater because they have an immediate need for new jerseys.

In 2019-2020, we will see cost increases with ice (approximately 2%), referees, and insurance. Combined, it is projected that these will expenses will increase by \$16,500 over the current year. To offset these costs and to begin the process of replenishing the surplus, a proposed budget (attached) was put together. Overall, the expenses are similar to this fiscal year except for the three items noted above. The major change is with the registration fees. The budget proposes to increase the registration fees as follows:

- Initiation goes from \$555 to \$575;
- Novice to Midget goes from \$695 to \$750; and,
- If Juvenile does happen, we would charge \$600 per player.

golf There are other projects that council is looking at to generate revenue and reduce costs. The two major areas include fundraising and credit card fees. Plans are already underway for the tournament in the hopes of increasing the contribution next year. Other fundraising activities are also in the works such as renewing all the signage at JLA and increasing revenue from them. For the credit cards, we are looking at a program that could save one third to half of the costs currently incurred. Details of the PayPlay program were already forwarded to council. After discussion, Executive chose not to use the PayPlay system. Executive might consider charging an admin fee for those paying for registration with credit card.

Given the current cash position, it is strongly recommended that council approve the budget and start the registration process as soon as possible.

A motion was made (Chris St. Germain/Terry Foley) to increase registration fees for the 2019/2020 season as follows –

IP - \$580/player to \$630/player

Novice-Midget - \$755/player to \$805/player

Juvenile - \$600/player

***Motion Approved
1 abstain***

4. Director of Competitive – Chris Weir + Patti Bokij

An incredibly successful season for all teams.

Exciting finish at the Branch Championship March 30 + 31st 2019.

Novice wining in double overtime 2-1

Major Atom won against Mississippi 3-1

Major Peewee lost in double overtime 2-1

Major Bantam another double overtime win 3-2

Ice submission for next year submitted by Fiona, including RAMS Showdown tournament ice Nov 29th (thank you)

Ice request for Bell Sensplex submitted as well, remains the same as last year with the addition of some tryout ice in Sept.

Rams day set for next season Nov 2nd.

Holly has put together a RAMS Competitive Policy Document that will be available as a great reference guide.

A big thanks for the volunteer appreciation night, it was a great turn out. Thanks for organizing Fiona.

Rams wrap up meeting will be scheduled for next week as fees and equipment need to be planned for next season.

5. VP of Operations – Fiona Livingstone

Referees

There will be a submission to D4 with regards to the shortcomings of Horizon to see if anything can be done to fix some of the issues brought forward this year with the new system.

Chris Monteith, Referee in Chief for SMHA this past year, has submitted his resignation and will not be returning. I have asked if he has any recommendations for his successor, but we will have to review candidates for the next RIC.

Referee Scheduler

John McNamee did a great job again this year in scheduling our officials, I will be connecting with him shortly to determine his plans for the fall. We would like him to return for us next season.

Equipment Return

The equipment return for teams will be taking place on Wednesday April 17. We will be ensuring that all new jerseys are returned in good shape, and that we have our inventory numbers required for ordering replacement equipment for next season.

Goalie equipment will also be returned the following week, date still to be determined.

All old jerseys from Peewee, Bantam and Midget have been sorted, and a large number were disposed of in the last week. We kept a full almost new set of jerseys in the event a juvenile team comes in the future. We are looking for a date in the next month to have a sale to dispose of our remaining jerseys, for those who would like to have one or a set of them for a team, we will be having a sale of the jerseys to fundraise. Details to follow.

Ice

Preliminary ice submissions to the City for next season are due April 15. We will not be submitting anything different from normal submissions. I am waiting to hear about the process for requesting Friday ice for tournaments. Ice contracts will be sent to us in June for review and returns.

Ice assignment was great this year, Serge did a phenomenal job in following up with convenors to ensure ice was used.

Canteen

The City is still intent on converting the canteen to an alternate changeroom. We have expressed our concern with not having a canteen and continue to discuss with them the options.

6. VP Support Services – Andrew Staniforth

Andrew reported the following –

Registration – we have received confirmation from HEO that registration can open early. SMHA will open online registration on June 15th, with Early Bird going until July 15th. Online registration will close August 31st. It would be a good idea to hold an information night in early June for new parents. IP level will now be referred to as Dev 1 and Novice will now be referred to as Dev 2.

Risk + Safety – remind coaches + players to keep track of any suspensions that may carry over to next year's season.

7. Director of Hockey Development – Dave Greenhalgh

Nothing to report.

8. Director of House – Atom / Peewee – Rob Alldred

Nothing to report.

9. Director of House – Bantam / Midget / Juvenile – Chris Salisbury

Chris reported the following -

Although Bantam teams struggled throughout the season, they were more successful in the playoffs. Two Bantam teams won banners.

Midget teams did very well in the season and finished strong in the playoffs. The SMHA Midget A team won it all this year! There were two significant incidents in the playoffs regarding players on the Perth team in Midget B, that require follow-up by Scott.

Hockey tournament – considering: a \$1,000 entry fee, 8-12 teams, the cost to the association should be around \$8,000, would like to hold 2 tournaments – could easily get a \$5,000 return per tournament, looking at levels – Atom B + Peewee B, would like to have the first one early in the season – the “Stittsville Season Opener”.

10. New Business

A) Novice Information Night – there will be an information night held May 8th for only association Executive. Scott will forward additional information to the Executive.

B) AGM – Executive + positions need to be considered for next year,

President – Scott Phelan *has another year

Past President – Ryan Goodwin *has another year

Secretary – Vacant Jackie Kimmerly *term is done

Director at Large – Rob Lomas *has acclaimed the position

Director of Competitive – Scott Rogers

Competitive Convenor – Holly Foley to be appointed

Competitive Ice Scheduler – Holly Foley

Competitive Equipment – Vacant

Competitive Finances – Chris St Germain to be appointed

Competitive Referee Scheduler – Vacant

Director of House (Atom/Peewee) – Rob Alldred *still has 1 more year
Convenor Atom – Vacant
Convenor Peewee - Vacant
Director of House (Bantam/Midget/Juvenile) – Chris Salisbury *still has one more year
Convenor Bantam – Vacant
Convenor Midget – Vacant
Director of Hockey Development – Vacant
Convenor IP – Megan Bowes *staying on
Convenor Novice – Vacant
VP Support Services – Terry Foley *has acclaimed this position
Director of Communications – Nicole Brooks
Risk + Safety Officer – Vacant
Tournaments – Chris Salisbury *new – has 2 years
Registrar – Shari Kneen
Webmaster – Terry Foley
Clinics Co-ordinator – Vacant
VP Finance – Chris St Germain *this position is appointed by Executive
Sponsorships – Vacant
Fundraising Co-ordinator – Lee Tamburano
VP Operations – Fiona Livingstone *still has 1 more year
Referee-in-Chief – Vacant
Goalie Equipment – Rob Lomas
Equipment – other – Vacant
Ice Scheduler – Serge Vallieres
Referee Scheduler – John MacNamee
Coach Mentor – Vacant

For any vacant positions that do not have any nominations – nominations can come from the floor at the AGM.

11. Adjournment

A motion was made (Chris Salisbury/Serge Vallieres) to adjourn the meeting at 10:02pm.

Motion Approved