



# STITTSVILLE MINOR HOCKEY ASSOCIATION

## Stittsville Minor Hockey Association

Tuesday January 22<sup>nd</sup>, 2019

### Stittsville Legion

#### Attendance:

Scott Phelan*	Chris St. Germain*	Ryan Goodwin*	Jackie Kimmerly*
Fiona Livingstone*	Serge Vallieres*	Terry Foley*	Shari Kneen
Megan Bowes	James Moser		

\*denotes voting Executive members

**\*\*\*\*\*due to not having quorum (enough voting council members present), this was not a formal meeting + no voting was done. Information was shared and votes/decisions were tabled. Minutes will be made and voted upon at a later date\*\*\*\*\***

#### 1. Call to Order

Meeting was called to order at 7:00 pm with Scott Phelan chairing.

#### a) Approval of Agenda

A motion was made ( ) to approve the agenda.

#### b) Approval of Minutes

A motion was made ( ) to approve the December meeting minutes.

#### c) Conflict of Interest

Quorum was not established, voting members acknowledged and conflicts none.

#### 2. D4 + LCMHL Update – Scott Phelan

##### Lanark & D4

No updates: As Lanark and D4 Meeting fall next week (January 21<sup>st</sup> 2018)

Playoff Update: For those of us with city ice, Ice returns I gather have to be back by the end of the month.

Next week we are discussing the following:

To facilitate planning, I've put together a summary of each division's tournament for the B level. At this month's league meeting I'd like to begin tournament planning with discussions around:

- Referee and timekeeper capacity and logistics
- Cost sharing
- Semi-finals (1-and-done vs series, ice provision)
- YELLOW HIGHLIGHT – STITTSVILLE HOSTING

• Division	Novice B
Host	Perth
Dates	Feb 22-24
Teams	16
Pools	4 x 4
Round Robin Games	24

Division	Atom B
Host	Richmond / Osgoode / Stittsville
Dates	Feb 22-24
Teams	16
Pools	4 x 4
Round Robin Games	24

Division	Peewee B
Host	West Carleton / Almonte
Dates	Feb 22-24
Teams	16
Pools	4 x 4
Round Robin Games	24

Division	Bantam B
Host	Carleton Place
Dates	Mar 1-3
Teams	21
Pools	4 x 4 1 x 5
Round Robin	34

Games	
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Division	Midget B
Host	Richmond / Osgoode / Stittsville
Dates	Mar 1-3
Teams	17
Pools	3 x 4 1 x 5
Round Robin Games	28

### Affiliation Process –

The coach requesting a player must ask permission of the Coach with the wanted player. Some teams have gone directly to the Players Parents for permission and bypassed the Coach.

### Ottawa 67's coming to JLA –

Megan, Shane, James, Nicole – Thanks for your feedback on participation. Before Bed tonight you'll have a Google Doc for your Parents to populate. Hopefully by Thursday night we will know what numbers have committed and then if we need to pull from Competitive. I know we have a few bodies interested.

### We will need some volunteers to help:

IP 64 Players – START 3:00 – 3:18pm    START 3:20 – 3:38pm

Novice 80 Players – START 3:20 – 3:38pm    START 3:40 – 3:58pm

Atom 80 Players – START 4:00 – 4:18pm    START 4:20 – 4:38pm

Peewee 96 Players – START 4:20 – 4:38pm    START 4:40 – 5pm

Question – Do we want to do a draw....? Booze Basket or something to raffle off...?? Wine Basket Etc...??? Perhaps WIN for you Registration Fee for next year....??? Can someone decorate a ballot Box...?

I have a pop up banner. Table and chairs will be provided....If anyone has a bench or chairs that they can bring would be amazing.

### Referee's

Lots of issues going on. So much so that HEO has stepped in and will be attending games. One of our own Ref's on Saturday said it was the most aggressive game he's even done. The women slapped his visor and pushed him. No need for this.

Anyone else having issues...?

#### Registration –

Opening Registration earlier this year would be a benefit. Get some signage up entering Stittsville and an earlier Web presence.

#### Travel Permits –

Most Coaches or Team manager have been sending them to me direct. Totally fine with that. Just ask convenors that travel permit have pertinent information populated. HEO Canada number, full addresses not just Stittsville. Check that it's a sanctioned tournament. And provide sanction number.

#### House Tournament –

Let's have a discussion with Osgoode. They have been able to make thousands for their organization. We need a committee and we need to start with a breakfast meeting within January.

#### Golf Tournament –

Speaking with Lee tomorrow. Let's get the ball rolling. Who wants to help...??

#### ICE Meeting –

Can we review ice touches at every level to see what makes sense for next year....? Do the younger ages really need that many touches..? Can we save any \$\$\$ there vs. increasing our costs..??

#### Bank Account –

2 ways to help the bank account..? Make more or Save more...?? Creative way to recoup costs in 2019.

### **3. VP Finance Report – Chris St. Germain**

Chris reported the following

#### **Accounting and Cash**

All accounting for the organization is up to date. As at December 31<sup>st</sup>, the following is a summary of the cash and cash equivalents:

Operating Account -	\$ 13,204.82
Savings Account -	975.95
Investments (GIC) -	<u>313,297.47</u>
Total	<u>\$327,478.24</u>

As of January 12<sup>th</sup>, the cash balance is \$14,839.10 and the GIC balance is at \$210,370.91. The drop in the GIC's was to take care of ice payments and other minor miscellaneous items. We will continue to draw down on the GIC's as we need to make the ice payments. There remain some registration fees related to payment plans for some parents needing assistance. Other funds to be received include payment for signage at JLA, some other sponsorship funds, and referee reimbursement for exhibition games (all have been invoiced).

Attached to this report is the bank reconciliation file along with the bank statements for the month of December 2018.

As we are nearing the end of the season, things are becoming clearer with respect to are projected results. Attached is an updated statement that shows our budget, actual to date (some future costs are already captured – [Beckwith Ice to February]) and a forecast to the end of the year. One significant item to note is that the actuals or the forecast do not include the cost of the jerseys. Total jersey cost was \$56,704. For income statement purposes, we are going to amortize the jerseys over four or five years (**to be discussed and confirmed at the meeting on Tuesday**). Based on best estimates at this time, it appears that the house program will generate a surplus of approximately \$11,750 excluding the amortization of the jerseys. If the jerseys are amortized over four years, then the net result will be a small deficit of \$2,400. If they are amortized over five years, then the net result will be very close to break even. The forecasted results assumes that there are no significant variances to planned spending for the balance of the year.

The competitive program is currently in a surplus position of \$17,400, however, projections through to the balance of the year indicate that there is a likely deficit of approximately \$12,600. The main issue area is ice costs as it appears that they will be over \$22,000 higher than last year. Part of this may be explained by incorrect allocations for City ice last year between house and competitive. With the projected negative results, it will be necessary to increase the team fees next year.

The more significant issue to be addressed is the cashflow situation. As noted above, as of January 12, 2019, the total cash position of the organization is \$225,210. There remains several outstanding liabilities through to the balance of the year that will erode the cash position including the following:

- City of Ottawa ice - \$116,000 (assuming \$17,500 in ice returns)
- Bell Sensplex ice - \$31,000

- Beckwith ice - \$23,175
- Referees / timekeepers - \$26,000
- Miscellaneous - \$10,000 (insurance, volunteer night, referee clinic reimbursement, etc...)

There is approximately \$10,000 of money to be received from sponsorships, signage, referee reimbursement. Based on these projections, the cash position will be significantly reduced to approximately \$25,000 to \$30,000. It is important that we maintain this level of cash surplus. In fact, a more comfortable level is around \$50,000 to \$75,000.

As we near the end of the season, I believe it is time to start thinking about our budget for next year and, in particular, registration fees. As noted above, I believe that it is important for the association to replenish its cash position to between \$50,000 and \$75,000. While it does not need to be done in a single year, we also need to consider the future timing of purchasing the next set of jerseys. As such a higher cash surplus needs to be generated over the next four to five years to cover this expense. The competitive program also needs to replenish its surplus as it has now eroded to near nil.

I strongly recommend two things:

- We develop our budget and determine our fee structure for next year; and,
- We open registration in mid-May with an early bird registration that lasts until June 15<sup>th</sup>, followed by the regular registration that goes until August 15<sup>th</sup> or 30<sup>th</sup>, after which the late fee applies.

#### **4. Director of Competitive – Chris Weir + Patti Bokij**

After an issue with refs not being scheduled for a Major Bantam game against Cumberland, coaches gaining access to the horizon system to enable proactive verification. Can we notify coaches? This will become even more critical during playoffs.

Working on Play-off ice returns due Jan 21st

At this time all teams look like they are tracking to A-side playoffs

7 of the 9 teams are within the top 4 positions

2 of the 9 teams are with the top 8 positions

Notified coaches of affiliation changes, max game # increase to 15 from 10 and waived deadline. This will help some teams dealing with lots of injuries.

#### **5. VP of Operations – Fiona Livingstone**

Fiona reported –

Ice is being managed very well at all levels, Serge is doing a great job working with the convenors ensuring that ice is being utilized well. All ice til February 18 has now been released to convenors. Games for A and C levels end Feb 12, with playoffs starting Feb 19. Games for B levels end for Novice, Atom and Peewee end Feb 19, and for Bantam Midget on Feb 26. There have been some challenges with ice on particular weekends this season with some very heavy tournament weekends. We can probably flag those earlier next year and not have as much ice on those weekends. The City has now sent a message indicating all ice returns for playoffs must be done by Jan 21 so Serge and I have been working to ensure we can balance our needs during playoffs. I would be helpful to discuss on Tuesday night at our meeting some plans for teams who do not move on past the Feb 24 or Mar 3 weekend to keep them interested in playing for March.

Referees and timekeepers assignments are going well, there will be some significant challenges on the two B playoff weekends in having enough to cover all games. Particularly for timekeepers on the Bantam Midget weekend - notice will be provided in advance for those teams who will require parents to step in.

Equipment - we are looking at our locker storage moving forward - it would be preferable to have temperature controlled unit but proximity is also important. Investigating other locations in the next short while. All the old jerseys are still in a bit of disarray in storage at the moment, will be looking to clean that up and sell some of these off before the end of the season. Planning for end of season returns will start in the next month.

Coaches games - still a couple of ice times left for Peewee and Midget for coaches games coming up.

## 6. VP Support Services – Andrew Staniforth

At this time there are no issues to report, all is running smoothly with Shari, Nicole, Sean and Terry on the job! Here is a breakdown in two key areas with Support Services, please see the question that needs to be discussed in bold italics within Shari's Registration update:

**Risk & Safety** – We are chasing down the last dozen PRCs. All convenors have been notified that the delinquent coaches either produce a valid prc or are off the bench. A long process, will re-evaluate around the process upcoming years will be easier as the PRC's are attached to the HC profile. No current hearings or investigations. Player injuries seem to be down a little from last

year at this time. Most tournaments have wrapped up and there are no follow-ups required from a R&S viewpoint.

**Registration** – We had 1 new registration, to midget house just before Xmas. As per Affiliation update from Scott and the date being waived, continue to send me the paperwork and try to give me 48hrs notice to turn it all around. Just feedback from one council member so far about the online registration page. Will now meet with Webmaster to try to streamline the information. Hope to present the draft for March meeting. Looking also at opening registration end of May if HCR allows it. Early bird cutoff to be moved to July 15.

## **7. Director of Hockey Development – Dave Greenhalgh**

Novice-All teams in good shape, lots of first year Novice A parents concerned about next year. I believe we should be getting some info out to them over the next month or so

IP-All good again with our social is on Friday and the IP B teams all worked together to sell tickets for a Christmas tree raffle this year with Canadian tire to raise money for the Dunrobin Relief Fund - it went great!

Overall the elephant in the room is the new implementation of the IP and Novice programs-ice, logistics, costs, coaches, dressing room management, rink boards-lots to work out-with the change I believe it opens up a great opportunity for SMHA to look at our whole organization, council, etc. to make whatever required modifications we deem necessary to provide the best hockey experience we can to our members.

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

Atom and PW fairly quiet as well.

Two points for discussion/clarification:

1. Playoff format
2. Affiliation process

I am starting to get quite a few (nervous) inquiries about the playoff format. Most understand the B side tournament rationale, but we need clarity on what will follow the tournament.

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

The only point to bring up is that we need the Game Incident Reports (GIRs) as soon as possible after an incident This will help guide teams, which sometimes play the next day, to ensure that



they don't have an ineligible player. This is also a reminder that coaches need to check the game sheet for accuracy upon receipt after the game.

#### **10. New Business**

#### **11. Adjournment**

**A motion was made (/) to adjourn the meeting at 8:40pm.**