



STITTSVILLE MINOR HOCKEY ASSOCIATION

Stittsville Minor Hockey Association

Tuesday, September 17th, 2019

Stittsville Legion

Attendance:

Scott Phelan*	Neil Farr*	Fiona Livingstone*	Scott Rogers*
Serge Vallieres	Terry Foley*	Rob Lomas*	Chris St. Germain*
Shari Kneen	James Moser	Deanne Ferguson	Emily Parent
Jimm Cluff	Bethany Roy	Jeremy House	Kevin Stead

Regrets:

Scott Driscoll*	Ryan Goodwin*	Chris Salisbury*	Nicole Brooks
Holly Foley			

*denotes voting Executive members

1. Call to Order

Meeting was called to order at 7:05pm with Scott Phelan chairing.

a) Approval of Agenda

A motion was made (Terry Foley/Kevin Stead) to approve the agenda.

Motion Approved.

b) Approval of Minutes

A motion was made was made (Neil Farr/Chris St. Germain) to approve Council Meeting Minutes for June 2019, with no changes.

Motion Approved.

c) Conflict of Interest

Quorum was established, voting members acknowledged and no conflicts declared.

2. President - D4 + LCMHL + SMHA Update – Scott Phelan

LCMHL & D4

- The number of proposed Bantam C teams within LCMHL are currently at 4, with potentially 5 if Osgoode has a team
- Discussion over the number of games and practices ongoing (shorter season, lower costs could be used for additional ice times, SMHA potentially paying for refs during their exhibition games)
- Silver Seven had a recent audit and it was determined that tendering processes should look beyond friends/personal contacts
- HEO requirement that every 2 months, 3 non-signing members will need to review Association financials - Emily Parent, James Moser and Deanne Ferguson volunteered.

SMHA

- Coaches & Managers Meeting scheduled for October 1, 2019 at Sacred Heart; LCMHL portion starts at 6:30pm, followed by SMHA only
- Novice Program meeting scheduled for October 8th at JLA
- Congratulations to Shari for managing all paperwork in relation to transfers for competitive players
- Only 2 families remain unpaid for this year's enrollment. Great job Shari & Terry!
- Novice Program pre-meeting discussion held on September 6th
- Temporary rink boards for Novice Program
 - Meet with City of Ottawa
 - Ability to advertise on the boards has not been approved since the City reworked all sponsorship contracts this year
 - Pro2Col could potentially create advertisement signs for free if theirs could be shown as well
 - HEO will subsidize approximately \$3,000 towards the initial purchase
 - Boards will be stored at CRC (back corner) inside a cage/locker room to protect them. The locker room is full, so the CRC staff will need to move their stuff to one side. The cost for storage will be approximately \$400/year.
 - Concern over the boards scraping, and a need to potentially insert foam sheets between the boards
- House league draft will take place on September 25th at 6:30pm at JLA
- Picture Days – October 8th for Competitive teams and October 26th for House teams
- Open SMHA positions:
 - Director – House Atom/Peewee
 - Coach Mentor – Tim Swords recommended
 - There are 6 new coaches in IP and it was discussed that coaching training should be mandatory
 - Sponsorships – blend roles with Fundraising Coordinator
- Social media
 - A new SMHA Facebook page has been created as we couldn't determine who the admin was from the previous one
 - Admins of the new page are Scott P., Holly and Shari
- Expense reports should be submitted in a timely manner; reimbursement form saved on SMHA website

3. VP Finance Report – Chris St. Germain

- Activity is starting to increase with Finance and Fundraising as we head into the season.
- On the cash / banking side, as at August 31st, we had cash of \$113,400 and GIC's of \$500,000. The GIC's will mature over the next 120 days at various intervals. We will continue to invest any excess cash. Attached are the bank reconciliation and bank statements. Funds continue to roll in throughout the month of September. At the same time, we've started to make significant ice payments. As at September 15th, our cash balance is \$93,174, however, this does not include credit card deposits or e-transfers as these are reconciled at month end. Based on the bank account, there is a further \$49,000 in funds to be reconciled. We also received our first NSF cheque for registrations. Shari is aware and will be addressing it. Note that the funds received also includes registration fees for competitive conditioning and tryouts.
- The payment from the Silver Seven loan and will be deposited this week, which is a further increase of \$30,000 to our cash balance.
- Collection of competitive fees will start on October 1st.
- Our net Quick Enrollment and credit card costs through August 31st is \$3,018. There will be additional costs in September, but as projected, we will have significant savings on this line item.
- There was a meeting held to review and discuss the Novice Program and it was agreed that a budget of approximately \$15,000 be approved to purchase divider boards, goalie equipment, and other necessary costs for the program. This was based on 18 teams and it now appears that we will be down to 16 teams. A portion of these costs will be offset from sponsorships including a grant of approximately \$2,900 from HEO Minor (this was conditional on purchasing the Boards this year). Other sponsors are being sought that will further offset the cost. There is currently \$3,000 confirmed and more in discussion.

Fundraising

- *JLA advertising signage*
18 boards will be up for this hockey season
Handful of changes will be completed over the next couple of weeks
All of these businesses will also have their logos published on our website; this will be updated shortly
- *New folder on website for Team Fundraising Ideas*
If we have received information that is oriented for team's fundraising activities, we have posted them online for teams. For example: checklist for a successful bottle drive, Hurley's incentive, etc.
- We will be sending a monthly email to ALL sponsors, regardless of their donation to let them know notable news within our Association
- *Stittsville Home Hardware*
We met with Bob Bent and he is interested in supporting SMHA in a variety of ways (i.e. JLA ad board/ tournament sponsor/ Novice board subsidy). These are not 100% confirmed yet but we will continue to be in contact with him.

- Overall, we have generated over \$4,800 in signage revenues at JLA. While we did lose some sponsors, a number of replacement sponsors were acquired. We also have a sponsorship agreement with ProHockey Life for \$1,000 and have received \$500 from Merry Maids of Ottawa West. If you are out and about at one of our sponsors, please mention your thanks to them for their support.
- For the next report, I will start to provide an update on our actual revenue / costs as compared to budget.

4. Director of Competitive – Scott Rogers

- Team selections went very well this year
- More kids made it through multiple sessions, which allowed evaluators more time to review them individually and feedback was transparent as evaluators were unanimous on decisions
- Looking forward to having all Rams teams competing in the Halton Hills Tournament
- Midget level just starting tryouts now and may have to import kids into the division

5. VP Operations – Fiona Livingstone

Ice

- All conditioning and evaluation ice has been provided to Convenors. Midget is running later and will use ice on the last weekend of September after the draft. Serge has estimated the number of teams per level and after LC meeting next week will be providing them ice to start scheduling games for the season. Serge is also working on the ice for teams post-September 25. Ice will be provided to Convenors for practice ice from September 26 through until the start of the season. Once we get our ice back from LC, we will start distributing ice in blocks, slowly at first, but looking to get to Christmas timeframe fairly quickly.

Officials

- Jimm Cluff is the Referee in Chief for Stittsville for the upcoming season.
- Ten (10) new referees were hired as a result of the tryouts held last Saturday (there were 19 referees who applied, and 16 turned out for tryouts). Thank you to Jimm and his crew of referees for handling the process. Those referees will take their clinic and be integrated into our system over the next month.
- Timekeeper recruitment also took place this week. Twelve (12) new timekeepers will be hired for this season, and 8 will be returning from last year. The timekeeper clinic will take place on September 22.
- Still determining the process for booking referees this year and will follow-up for coaches meeting.

Equipment

- Puck bags and trainer kits will be distributed to coaches at the draft on September 25. Jerseys and game sheets will be picked up on a date yet to be determined. Equipment will be issued with a note to be given to every parent about the rules around jerseys specifically. The care will be spelled out and the costs and condition for replacement will be very clear. Once all equipment is removed for the season, we are considering a move to climate-controlled space.

6. VP Support Services – Terry Foley

Registrar

- As it stands now, we have 1130 kids registered (last season we had 1102). Registration trending as follows:
 - IP - same
 - Novice - down
 - Atom - up
 - Peewee - down
 - Bantam - up
 - Midget - up

Noteworthy

- Some requests are still trickling in to register. They are dealt with 1:1 with Convenors if space permits.
- Payment plans are in place for those owing.
- The HCR has a few shortcomings that we cannot control:
 - Parents cannot go back in to update their emails, this can only be done in online registration each season.
 - Parents have put their kid's email address as an email contact, and we can't control what they put. It asks for "Participant or Family" email.
 - When we have multiple payment packages there is no safeguard to make sure they pick one. This was the first year we had 2 because of transaction fees. This caused many parents to skip that screen without choosing a package. As a result, we had to check each registration this year and this proved to be very time consuming.
 - Also, parents could pick the "etransfer" fee option and then turnaround and pay by credit card with the cheaper fee. This required follow-up with 38 families so far.
- Emails are coming out shortly to Convenors about rostering process, missing RIS update, affiliations, and more.

Thanks to Shari for her tireless efforts. The amount of work she has put in in the last few months has been staggering. THANK YOU!

Clinics

- No update.

Web and Comms

- No update.

Risk and Safety

- Rowan's Law Form now online. 377 have been signed so far. A reminder that all players and rostered bench staff have to complete the form.

7. Director of Hockey Development – Neil Farr

- IP/ Looking for coaches, as there isn't enough for the Novice division.
- Novice Boards - City Staff will not be touching them; only SMHA people (includes bench staff).
 - Estimated setup/tear down time is 10 minutes.
 - Ideal to have a 3-hour block of ice time, with no floods in between.
 - Unsure if game times will be affected.
 - Referees will be impacted.
 - Volunteers will need to be trained on how to use them and protect them for longevity.
 - If someone is wearing shoes on the ice, they will need to wear a helmet; if on skates, a helmet is not required (although recommended).

8. Director of House – Atom/Pewee – TBD

- Nothing specific to report at this meeting.

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

- Nothing specific to report at this meeting.

10. New Business

Transfer refunds - a policy should be developed and published to indicate that SMHA would be keeping the admin fee portion of the annual hockey registration fee; this is applicable for the “early bird” registration only. An email must be sent by the transferring family as a refund will not be automatically generated.

Distribution of messages from Sponsors/Related hockey organizations – we receive numerous requests to share information and/or solicitation from businesses. It was discussed that a one-time fee of \$100 would be payable and distributed either through the SMHA website or on Facebook; not through email to our members. Note: major sponsorship (Pro Hockey Life) is allowed to be distributed through our email channel. Terry indicated that in September approximately 500-1200 users are accessing the SMHA website.

Motion was not put forward; this item is still pending.

Recent case – Jeremy (Risk & Safety Officer) indicated that SMHA has a member that is currently under investigation. SMHA is aware of the individual's conditions and to call the Risk & Safety Officer should this individual present himself at the rink.

Director of House (Atom/Pewee) – position is still vacant and has a minimum of 1-year term. Mike Groves' name was brought up for discussion. He was “Coach of the Year” last year and was vouched for during the meeting by Neil Farr and James Moser.

A motion was made (Rob Lomas/Terry Foley) to approve the appointment of Mike Groves to fill the vacant position of as Director of House until the next AGM.

Motion Approved; no opposed or no abstained.

Non-Parent coach – an individual in their mid-twenties has asked to be on a team’s coaching staff. It was determined that this person would need to obtain a PRC and Scott P. would investigate insurance implications. An email will be sent to the specific level’s coaches asking if anyone is looking for an additional coach.

Goalies – Bantam level is looking for goalies to have enough for all proposed teams.

Ice Schedules - preseason (September 26 – October 6) will be sent out and on October 7 the beginning of season should be released. We are at the mercy of the league as it is a short notice to have the rest of ice issued. Due to the Novice program change, locations may be duplicated (i.e. JLA, JLA Home, JLA Visitors). GRC location has been changed to Cardel Recreation Centre (CRC)

11. Adjournment

A motion was made (Rob Lomas/Terry Foley) to adjourn the meeting at 8:47pm.

Motion Approved.

Next Meeting: Tuesday, October 23, 2019