Monthly Executive Meeting

- Feb 27 @ 7pm – WMC Meeting Room
- Chair: Nadia Elmasry Weiss, Secretary: Cindy Holland

Attendance

Officers				Quorum: President or VP + 3 Officers + 50% Directors	
Nadia Elmasry Weiss	Y	Barry Keen	N	Tracey Williams	Y
Chris Taylor	Y	Brad Shantz	N	Josh Gruhl	N
Cindy Holland	Y	Katie Hackert	Y	Trent Brown	Y
Directors					
Mark Trimble	Y	Aaron Hardy	Y	Jenna Abate	Y
Mark MacGregor	Y				
Staff					
Catherine Stiles	N	Mike Heckendorn	Y	Kyle Cadeau	Y
Linnea Snelling	Y				
Guest(s)					
Kurt Wilkie					

2. Agenda

- Call to order
- Guest(s) have the floor
- Previous Minutes
- Reports
- Old Business
- New Business
- Adjourned

3. Appendices

A. Financial Statements

4. Call to Order

Start time – 7:11pm

5. Guest(s) have the floor

Kurt Wilkie –

Playoffs – they are coming in a few cancellations. Kurt will work with Mike on scheduling, because of some cancellations some don't seem to fall into the 7 day turn around, but we will do our best to work together on re-scheduling these games.

4on4 – Once the schedule is loaded it would be great to have at least 10 days prior to the first game to arrange timekeepers and refs. It would also be important for Kurt to get a copy of the rules so he can have a meeting with his staff.

U9 Weekend – Has set up 2 officials and 2 timekeepers for that weekend.

Follow-up from Kurt's Supervisor on the outcome of the event that happened in the parking lot after the LL tournament: The Tournament Director sent an email to the Osprey coach of the U15 team letting them know about the incident and that situations like this won't be tolerated in the future, and that we may consider registrations to our tournament from their organization.

Kurt followed up with questioning if it was a 15-year-old ref in the parking lot, in cases where things escalate quickly, we should have called the police. However, in this case we didn't know it was an issue until a few days after the tournament.

The Tournament director will do a better job of communicating a no tolerance policy – prior to the tournament.

An executive member suggested the idea of the minor refs wearing a different colour arm band and can consider issuing a double fault/technical if they are spoken to on the ice inapproachably.

6. Previous Minutes

- Motion to approve the reports
- 1st - Tracey

- 2nd – Mark T

7. Reports

- Are there any items that need to discussed tonight for the reports submitted?
    - Items discussed have been posted below in new business.

- Motion to approve the reports for this months meeting
- 1st - Jenna
- 2nd - Katie

7.1. President - Nadia Elmasry Weiss

- Nothing to report

7.3. Vice-President - Representative Committee – Tracey Williams

- Tri County Meeting was held on February 16th
- No update yet on BB – should know by March 9th meeting
- No update yet on U9 and below programming – will look/sound different but may be more similar to rep then we thought; waiting on direction from OHF
- Period lengths – should be 10 or 15 mins in length, no 12 minute periods in OMHA hockey
- U8 and U9 wrap up will take place weekend of March 25 (either the March 25th or 26th) – Woolwich will host U9MD on March 25th; Mike working on schedule – medallions will need to be picked up in Oakville
- 2023-24 Season Structure – vote will take place at next meeting; idea is to have fewer regular season games which will leave adequate time for playoffs, tie breakers – maybe championship series
- Likely next season, there will no be midseason classifications
- Playoffs have begun – Woolwich has great chances are most divisions to make a run at the OMHA Championship weekend
- BB Town Hall – hosted on February 27th, will provide more info after meeting

7.4. Vice-President - Local League Teams - Chris Taylor

- Nothing to report

7.5. Vice-President - Coaching - Brad Shantz

- Nothing to report

7.6. Vice-President - Player Development - Josh Gruhl

- Nothing to report

7.7. Vice-President - U9 & Below - Trent Brown

- Nothing to report

7.8. Coach Selection Committee - Brad Shantz

- Nothing to report

7.9. Player Safety Committee – Open

- Nothing to report

7.10. Equipment Committee - Mark Trimble

- Nothing to report

7.11. Team Photo Committee – Mark Trimble

- Nothing to report

7.12. Tournament Committee – Cindy Holland

- Tournament was very successful; teams were thrilled with all the extras that were provided throughout the tournament.
- Some of the members of the tournament committee have agreed to help do it again next year, and we have made notes on how what worked and didn't work.
- Total profit from the LL tournament is approx. $7000.00

7.13. 4 on 4 –Mark MacGregor, Aaron Hardy and Office Staff

- Tracey, and staff meet with Mark and Aaron on Feb 17 th to pass along information regarding 4x4. Staff will be looking after registration, receiving and tracking payments (via e-transfer), and posting information via various platforms.

- Communication has been posted via website, social media platforms, email was sent out to our VPS to share with their teams. Lastly, communication was shared with Woolwich Wild.

- Tracey and I met with the Township to secure the ice for the 4 on 4 Spring League. 90 hours of ice has been booked for the Fundraiser.

- Registration opened to Woolwich Participants on February 24 the at noon – after 40 minutes we currently have 131 registrants!

- We anticipate to open registration to non-Woolwich players on February 27 th at noon.

- Cost is $175 per player, $125 per goalie (includes jersey).

- The 4x4 Spring League will be open to 5 age divisions U9(2014), U10/U11, U12/U13, U14/U15, U16/U18.

Proposed Updates this Year Include:

- Advertised on Website, as well as directly to all coaches in the system
- Introducing a U9 division, strictly for U9s
- No substitutes
- Expanded rosters from 8 skaters and a goalie to 10 skaters and a goalie
- Reciprocal friend requests
- Fees of $175/skater and $150/goalie
- No refunds
- Have the Woolwich Minor Hockey Association logo on the jerseys

Projected Scenarios, based on 6 games per team:
Best Case Scenario, based on 90 hours of Ice Time:

- 30 teams of 10 skaters and a goalie
    - 300 registrants at $175.00 = $52,500
    - 30 registrants at $150.00 = $4,500
    - TOTAL = $57,000

Worst Case Scenario:

- 22 teams of 10 skaters and a goalie
    - 220 registrants at $175.00 = $38,500
    - 22 registrants at $150.00 = $3,300

- TOTAL = $41,800

Most likely scenario:

- 24 Teams of 10 skaters and a goalie
  - 240 registrants at $175.00 = $42,000
  - 24 registrants at $150.00 = $3,600
  - TOTAL = $45,600
- Predicted Divisions and Number of teams for above:
  - 2 @ U9; 6 @ U11; 6 @ U13; 6 @ U15; 4 @ U18

Costs are:

- Jerseys: $26/piece, one-colour screen print both sides, with numbers
- Ice: $160.00/hr
- Referees: $28/game
- Timekeepers: $14/game

Costs Best Case Scenario, as above:

- 330 Jerseys: $8580.00
- 90 hours of Ice: $14,400.00
- Referees: $2520.00
- Timekeepers: $1260.00
- TOTAL: $26,370.00
- **NET PROFIT** **$30,240.00**

Costs Best Case Scenario, as above:

- 242 Jerseys: $6292.00
- 66 hours of Ice: $10,560.00
- Referees: $1848.00
- Timekeepers: $924.00
- TOTAL: $19,624.00
- **NET PROFIT** **$22,176.00**

Costs Most Likely Scenario, as above:

- 264 Jerseys: $6864.00
- 72 hours of Ice: $11,520.00
- Referees: $2016.00
- Timekeepers: $1008.00
- TOTAL: $26,370.00
- **NET PROFIT** **$24,192.00**

7.15. Spirit wear Committee – Aaron Hardy

- Nothing to report

7.16. Constitution Committee – Open

- Nothing to report

7.17. Select Committee – Chris Taylor

- Nothing to report

7.18. Sponsorship Committee – Jenna Abate

- Nothing to Report

7.19. Fundraising Committee - Aaron Hardy

- Nothing to report

7.20. Communications Committee - Open

- Nothing new to report

7.21. First Shift Committee - Nadia Elmasry Weiss

- Nothing to report

7.22. Player Experience and Retention Committee – Jenna Abate

- Nothing to report

7.23. Player Development Committee - Josh Gruhl

- Nothing to report

7.24. Treasurer - Katie Hackert / Kyle Cadeau

- 2021-2022 registration 288637.56
- 2021-2022 sponsorship 14300
- Financial statements supplied in Appendix A - Financial Statements

7.25. Website - Catherine Stiles

- No report

7.26. Office - Catherine Stiles

Training
Linnea and I have been meeting once a week to go over hockey office responsibilities. Kyle and Katie have met up to go over bookkeeping responsibilities.

7.27. Registrar - Catherine Stiles

- Working through registration receivables - working with Kyle and Katie to ensure the HCR is updated properly and all funds are accounted for in our system.
- March – will be prepping the HCR 'online store' to open up 23-24 season registration on April 1 st .
- Once PTS and NRP's are provided by the OMHA, a Tryout PTS/NRP article (with online form request) will be posted via the Website. We anticipate this will be posted on April 1 st as pre-registration through the HCR is required to request a PTS/NRP.
- Woolwich A and BB tryout passes for U10- U21 will be purchased through the HCR.

7.28. Scheduler – Mike Heckendorn

- Nothing to report

7.29. HR/Administrative Committee

- Nothing to report

7.30. Budget Committee - Tracey Williams

- Budget Committee had meeting on February 22nd
- Worked through budget line by line and have tentatively revised numbers for the 2023-24 season; we do require some clarification on a few items from Directors

- Goal is to have budget finalized for presentation and acceptance at March 27th Exec Meeting, including registration and rep rates for next season so registration can open on April 1st and teams can prepare budgets once chosen in May
- Audit – has been initiated by Katie and Nadia; financial reports have been forwarded to Auditor (accounting firm) for review

7.31. Inclusion and Diversity Committee - Nadia Elmasry Weiss

- Nothing to Report

7.32. WMC Concession Stand - Tracey Williams

- Concession is running well – had some big weekends with Winter Wildcats Tournament, Kings Games and Family day
- Will provide a general financial update to Board at meeting

8. New Business

Kyle

- Discuss the possibility of a GL Chart of Accounts Review/ future planning for the accounting software Woolrich minor hockey uses.

- Our existing software will no longer be supported after May 31, and there are concerns about the integrity of our older computers.
- Kyle has suggested switching to Quickbooks online, which would cost approximately $1000 per year going forward.
- With a discount code, the first year cost would be $654.44.
- The new software would allow up to 5 users to work online, meaning that Katie could help remotely, and our President could log in if needed.
- It also has the ability to run projects, which would enable us to track tournaments on an individual level.
- Finally, the new software would provide better chart of accounts for both executives and members.

    - Motion to approve – Mike T.
    -
    - All in favour - unanimous

Cindy

Will connect with all existing executive this next month to determine who plans on staying on the Executive and who plans on moving on.

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Tracey.
Gathering feedback on the U9 and Below VP position, particularly regarding the division of responsibilities between leagues. (Tri-County, Grand River Local League, Internal Initiation Group)
It's been determined that we could:

- Clarifying the expectations and responsibilities for the VP role to provide better direction for Trent
- Continuing discussions around the U9 & U8 program for the upcoming year.
- Recognizing how large of a group the U4, U5 & U6 teams initiation group is and how important the effort be put towards that age bracket.
- Should we consider a role for each of the three divisions?
- Next steps: Tracey will explore the policies and procedures that would need to be put in place if a change to the VP role is made at the AGM.

Tri County Meeting – have been asked to pass along the following message – "It is not acceptable for other board members from a centre not attending a meeting to subsequently contact the league Executive and criticize a decision made at the meeting and enthusiastically lobby for change". Can we discuss additional or alternative representation at Tri County Meetings going forward?

BB Town Hall – Feedback from meeting
• It was a positive experience the largest turnout we've ever seen, people were engaged and had lots of questions.
• We could consider doing a Townhall meeting for the Local League level.
• A lot of people don't know where to find information on the website. Where can we make this information more accessible? How can we improve our communication with members? Our internal system doesn't allow mass emails to be set, we would have to set that up yearly based on new registrations. Requires smore help to organize this.

Mike
What are we proposing for our LL teams that have their playoff games over early.

- Typically, we would allow them to have one practice, after they are officially done.
- Allow practices until the 26th of March.
- Team should be able to decide if they want to continue to practice one week after march break. If 2/3 of the team agree to practice then they can, this should not be a coaches decision.
- Next steps: Email to all teams let them know about the practices and that the ice is to be used for practices.

10. Adjourned

Time – 8:55pm

11. Appendices

11.1. Appendix A - Financial Statements

11.1.1. Financial Statements up to Previous Month

6:07 PM
02/22/23
Accrual Basis

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April 2022 through January 2023

	Apr '22 - Jan 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 on 4	34,863.65	37,500.00	-2,636.35	93.0%
Development Fees Income	7,440.00	11,875.50	-4,435.50	62.6%
Fundraising				
Cash Calender Fundraising	0.00	14,000.00	-14,000.00	0.0%
Fundraising - Other	145.00			
Total Fundraising	145.00	14,000.00	-13,855.00	1.0%
Grant Income	30,000.00			
Junior Sugar Kings	2,500.00			
Misc Income	1,020.00	1,358.54	-338.54	75.1%
Registration	309,158.11	290,375.00	18,783.11	106.5%
Representative Fees	95,480.00	109,065.00	-13,585.00	87.5%
Select Fees	8,000.00	12,000.00	-4,000.00	66.7%
Sponsorship Revenue	11,900.00	15,000.00	-3,100.00	79.3%
Tournament Fees Paid back	15,493.96	44,000.00	-28,506.04	35.2%
Tri County Weekend	0.00			
Try out Fee Select	2,200.00	1,200.00	1,000.00	183.3%
Try Out Fees	8,150.00	11,350.00	-3,200.00	71.8%
Woolwich Cup Tournament	20,400.00	32,725.00	-12,325.00	62.3%
Woolwich Weekend Tournament	39,050.00	32,725.00	6,325.00	119.3%
Total Income	585,800.72	613,174.04	-27,373.32	95.5%
Gross Profit	585,800.72	613,174.04	-27,373.32	95.5%
Expense				
4 on 4 tournament				
Ice	11,122.45	12,750.00	-1,627.55	87.2%
Ref Expenses	1,650.00	1,700.00	-50.00	97.1%
Shirt Expense	7,303.91	6,000.00	1,303.91	121.7%
Time Keepers	792.00	840.00	-48.00	94.3%
4 on 4 tournament - Other	0.00	1,200.00	-1,200.00	0.0%
Total 4 on 4 tournament	20,868.36	22,490.00	-1,621.64	92.8%
Accounting Fees	0.00	2,000.00	-2,000.00	0.0%
Advertising and Promotion	0.00	262.50	-262.50	0.0%
Bank Service Charges	271.72	1,805.57	-1,533.85	15.0%
Cash Calendar Fundraising	0.00	10,500.00	-10,500.00	0.0%
Coaches Clinic	1,240.27	1,575.00	-334.73	78.7%
Coaches Dinner	0.00	2,000.00	-2,000.00	0.0%
Concussion testing	0.00	593.25	-593.25	0.0%

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April 2022 through January 2023

	Apr '22 - Jan 23	Budget	$ Over Budget	% of Budget
Development Fees				
Development Instruction - Power	4,500.00			
Ice	2,448.00			
Development Fees - Other	0.00	11,875.50	-11,875.50	0.0%
Total Development Fees	6,948.00	11,875.50	-4,927.50	58.5%
Electronic Game Sheets				
Equipment	10,068.30			
Game Fees Cost	96.05			
Electronic Game Sheets - Other	1,472.76	1,358.54	114.22	108.4%
Total Electronic Game Sheets	11,637.11	1,358.54	10,278.57	856.6%
Entry Fees	4,453.40	3,480.00	973.40	128.0%
Equipment				
Shirt Expense				
IP Jerseys	3,685.00	1,250.00	2,435.00	294.8%
Shirt Expense - Other	24,820.94			
Total Shirt Expense	28,505.94	1,250.00	27,255.94	2,280.5%
Sock Expense	1,034.63	6,500.00	-5,465.37	15.9%
Equipment - Other	1,602.00	1,400.00	202.00	114.4%
Total Equipment	31,142.57	9,150.00	21,992.57	340.4%
Ice costs				
December	36,626.52			
January	50,656.51			
November	48,888.99			
October	49,401.22			
September	26,367.75			
Ice costs - Other	0.00	300,000.00	-300,000.00	0.0%
Total Ice costs	211,940.99	300,000.00	-88,059.01	70.6%
Insurance Expense	25,059.16	30,000.00	-4,940.84	83.5%
Internet Services & Website	0.00	1,500.00	-1,500.00	0.0%
Junior Sugar Kings Expense	7,500.00	2,500.00	5,000.00	300.0%
Misc Expense	6,394.77	300.00	6,094.77	2,131.6%
Office Rent Expense	0.00	1,417.50	-1,417.50	0.0%
Office Staff	15,300.00	25,000.00	-9,700.00	61.2%
Office Supplies	397.00	500.00	-103.00	79.4%
Playdown fees	0.00	1,000.00	-1,000.00	0.0%

Woolwich Minor Hockey
Profit & Loss Budget vs. Actual
April 2022 through January 2023

	Apr '22 - Jan 23	Budget	$ Over Budget	% of Budget
Referee Expense				
April	81.00			
December	7,202.00			
January	9,127.00			
May	595.00			
November	7,324.00			
October	6,970.00			
September	1,992.00			
Referee Expense - Other	0.00	45,000.00	-45,000.00	0.0%
Total Referee Expense	33,291.00	45,000.00	-11,709.00	74.0%
Timekeepers Expense				
January	24.00			
May	125.00			
Timekeepers Expense - Other	0.00	10,000.00	-10,000.00	0.0%
Total Timekeepers Expense	149.00	10,000.00	-9,851.00	1.5%
Tournament Fees Paid	18,893.96	44,000.00	-25,106.04	42.9%
Travel Expense	397.00			
Trophies	0.00	2,000.00	-2,000.00	0.0%
Try Outs				
Body Checking Clinics	600.00	315.00	285.00	190.5%
Ice Costs	3,465.72	1,260.00	2,205.72	275.1%
Ref's	0.00	2,100.00	-2,100.00	0.0%
Timekeepers	0.00	273.00	-273.00	0.0%
Try Outs - Other	0.00	472.50	-472.50	0.0%
Total Try Outs	4,065.72	4,420.50	-354.78	92.0%
Woolwich Cup Expenses				
Misc Expenses	6,462.80			
Woolwich Cup Expenses - Other	0.00	10,000.00	-10,000.00	0.0%
Total Woolwich Cup Expenses	6,462.80	10,000.00	-3,537.20	64.6%
Woolwich Weekend				
Miscellaneous	9,685.20			
Referees	8,012.00			
Woolwich Weekend - Other	0.00	10,000.00	-10,000.00	0.0%
Total Woolwich Weekend	17,697.20	10,000.00	7,697.20	177.0%
Total Expense	424,110.03	554,728.36	-130,618.33	76.5%
Net Ordinary Income	161,690.69	58,445.68	103,245.01	276.7%
Net Income	**161,690.69**	**58,445.68**	**103,245.01**	**276.7%**