

NEPEAN MINOR HOCKEY ASSOCIATION



MINUTES OF MEETING COVER SHEET

MEETING OF Nepean Minor Hockey Association Board of Directors

Meeting – January 18, 2010 in the Cafeteria Board Room, Walter Baker Sports Centre

THOSE IN ATTENDANCE WERE:

Executive Directors:

PRESIDENT:	John Murray (regrets)
DISTRICT CHAIR:	Craig Shouldice
VICE PRESIDENT:	Greg Clarke
SECRETARY:	Gail Wistaff
REGISTRAR:	Janet Shouldice(regrets)
TREASURER:	Christine Shute(regrets)
HL CHAIR:	Nikki Lothian(regrets)

Members:	Arlene Cameron(regrets)	Caise Chandler(regrets)
	Marilyn Hargreaves	Jim Hiel
	Tim Huras(regrets)	Kim Johnson
	Nicole Kingsbury	Melissa Klaus (regrets)
	Valerie Paul(regrets)	Karen Russell
	Jane Shepherd(regrets)	Amy Smith
	Kristina Tam	Steve Brush
	Tanya Thompson(regrets)	Bill Vankeeken(regrets)
	Hart Wolf	Krystal Sayer (regrets)
	Patricia Steel	Karla Clarke
	Chris Woodcock	

MINUTES OF THE PREVIOUS MEETING - quorum not present for approval of minutes

Craig Shouldice chaired the meeting

January 18, 2010

2. GUEST SPEAKERS-NIL

3. BUSINESS ARISING FROM THE MINUTES

Motion # 1. Email vote required

NMHA Equipment Storage Report

Executive Summary

The facility at 810 Greenbank Rd. was originally acquired to meet two objectives for the NMHA:

1. To provide a storage facility for NMHA equipment; and
2. To provide an office/meeting area for the NMHA Technical Director. When the lease was originally signed, the NMHA funded a number of leasehold improvements including the construction of a conference room and, because it was to be used as a meeting area, washroom facilities.

Our current Technical Director has indicated he does not need the office/conference room for his programs. No such requirement has been expressed by his counterpart for the House program.

There is also a requirement to move the goaltender and Technical Director equipment from Merivale Arena to NMHA storage.

Accordingly, since there is no requirement other than for storage of equipment, it is recommended that the NMHA move its storage from retail space to storage space. This will result in a minimum savings of \$8,272.00 of dollars per year and have little or no impact on the services that we currently provide our membership.

There were four different options investigated to meet our requirements and these options are discussed as follows:

Option 1 – 810 Greenbank (Current location)

The lease at 810 Greenbank is retail space. The agreement that is in place provides us with 1,540 square feet. While in close proximity to Walter Baker, the NMHA currently pays \$990.02/month plus expenses (i.e. heat and hydro) for a total of \$1209.75/month. Total expense for 2008 was \$14,516.94. The new owner of the facility will increase the lease cost from \$8/square foot to \$10/square foot for a projected total of \$16,296.00 for 2010.

A further complication to the lease renewal is that the new owner wants a prime leaseholder. This means that either the NMHA or MegaCity will be the sole leaseholder and or the other partner will sublet the space from the prime. The NMHA cannot place itself in a situation to be the prime leaseholder.

January 18, 2010

The other leaseholder, Megacity Promotions, will accept deliveries of NMHA shipments. While this has the advantage of being close to the NMHA offices, it is very expensive for storing equipment. This option is not recommended based on cost.

Option 2 – City of Ottawa

There has been discussion with the City of Ottawa to include some kind of storage facility at Bell or Merivale Arenas as part of the refurbishment. However, the City has stated that such adjustments to the plans at Bell and/or Merivale cannot be adjusted at this time. No further investigation was made into this as there is no other facility that the City can provide. Further investigation of this option is not recommended.

Option 3 – Bentley Storage (70 Bentley Avenue close to Hunt Club and Merivale Road)

This company offers storage lockers. The lockers come in a 10x10 configuration (inside) and a 10x30 configuration (outside). The inside units are climate controlled but the larger outside units are not and therefore not suitable for our use. The NMHA would require a minimum of 2 lockers and a maximum of 3. Access to the unit is available from 6:30 am to 11:30 pm. A security guard is on duty during that time.

Cost for a storage unit is \$270/month. Total annual cost (3 units) = \$9,720.

This facility does not lend itself well to the distribution or collection of jerseys and is not recommended.

Option 4 – Dymon Storage (Hunt Club and Prince of Wales)

Dymon as a new storage facility located at the corner of Prince and Wales and Hunt Club Roads. Dymon offers storage units in 10x20 sizes, are environmentally controlled (heat and humidity) and alarmed. Access is available 24 hours a day / 7 days a week. Personnel are on duty during business hours. Security is access control by cipher lock to the building, elevators and storage lockers.

The company will accept deliveries for leaseholders. The items delivered are moved into a secure area until the leaseholder can come and move the items to their own storage. Additionally, they provide a pickup/drop-off service where they will supply a truck for a client to move their items to Dymon. They do not supply the labour to load/unload the truck.

There is a large indoor delivery bay that can be used for sweater distribution/collection. There is space for 15-20 cars in the delivery bay. Usage of this facility for this function is acceptable to Dymon.

Dymon also offers meeting room space to its leaseholders. A large conference room with internet and multimedia capabilities are available for booking to a limit of 16 hours a month.

January 18, 2010

This option is recommended based on meeting our requirements and providing the best cost.

Advantages and Disadvantages of Each Option Advantages		Disadvantages
Option 1 – 810 Greenbank	Don't have to move Sufficient space for goaltender and TD equipment Close proximity to NMHA office	Cost for retail space significantly higher than storage space Will be a 20% increase in cost effectively immediately Required to share utilities with other leaseholder Owner wants a prime and sublet arrangement. No security for NMHA volunteers in off-business hours Key management issue with multiple users
Option 2 - City Of Ottawa	Minimum cost to NMHA	Not a viable option due to City priorities
Option 3 – Bentley Storage	Significant reduction in cost Security on-site from 6 am to 11:30 pm Allows for separate units for jerseys, goaltender and TD equipment Cipher locks eliminate key management	Change of process required to distribute/collect jerseys. Bentley storage facilities are not optimal for jersey distribution/collection. NMHA will have to organize the move and clean up current stock
Option 4 – Dymon Storage	Significant reduction in cost No change of process required to distribute/collect jerseys. Large indoor facility for distribution and collection of jerseys.	Proximity to NMHA office Slightly more coordination required to manage NMHA activities NMHA will have to organize the move and clean up

Second Proposal:

PROPOSAL

BETWEEN

MEGA CITY PROMOTIONS

and

NEPEAN MINOR HOCKEY ASSOCIATION

January 25th, 2010

PROPOSAL:

- Mega City Promotions will occupy 840 square feet (55%) of the overall 1540 sq ft space.
- NMHA will occupy 700 sq ft of the overall (45%) space.

TERMS & CONDITIONS:

- Mega City Promotions will sign a lease with Taing Jewellers for 5 years @\$10/sq ft.
- NMHA would sign a 5-year sub-lease with Mega City Promotions @\$10/sq ft.
- Invoices received for rent and expenses would be split at the 55%-45% ratio
- Leases must be signed by March 1, 2010.

Second NMHA Storage Equipment Report

COMPARISON OF FINANCIALS

		2010 Cost
810 Greenbank 700 square feet	Lease to decrease over 2009 cost as square footage as reduced Utilities to be split 55%-45% ratio TOTAL COST	700 square feet x \$10/square foot = \$7,000 per year \$2,880 x 45% = \$1296 \$8,296/year (\$691.33/month)
Dymon Storage 650 square feet	Lease of two units 16x25 and 10x25 Start up costs (approx. 50 racks @ \$100 each) Utilities (lighting if Dymon agrees to having lighting in units) TOTAL COST	\$948.15 x 12 months = \$11,377.80 per year ÷ 650 square feet per square foot 16x25 (\$583.80/month) 10x25 (\$364.35/month) = \$948.15 Approx. \$5,000 Possible lighting costs per month – Dymon was not able to get a quote \$11,377.80/per year (\$948.15/month plus possible lighting costs) Plus approx. \$5,000 for fit up the first year.
Dymon Storage 750 square feet (sweaters and goalie equip.)	Lease of three units 16x25, 10x25 and 10x10 Start up costs (approx. 50 racks @ \$100 each) Utilities (lighting if Dymon agrees to having lighting in units)	\$1,134 x 12 months = \$13,608 per year ÷ 750 = \$18/square foot 16x25 (\$583.80/month) 10x25 (\$364.35/month) 10x10 (\$185.85/month) = \$1,134 Approx. \$5,000 Possible lighting costs per month – Dymon was not able to get a quote

January 18, 2010

	TOTAL COST	\$13,608/per year (\$1,134/month plus possible lighting costs) Plus approx. \$5,000 for fit up the first year.
Projected Savings with 810 v. Dymon (650 sq. ft)		\$296.82 per month
Projected Savings with 810 v. Dymon (750 sq. ft)		\$442.67 per month

Dymon Storage

A Committee attended at Dymon Storage. While the complex is very clean, bright and secure, the Committee strongly feels that Dymon is not equipped to handle the process of sweater distribution and return.

The 10x20 units were too small. We looked at the possibility of renting both 16x25 (400 square feet) and 10x25 (250 square feet) for a total of 650 square feet. There will also be a need to rent one more smaller unit (10x10) for the storage of the goalie equipment.

There is no lightning in the units. This may be a possible cost to have lights hooked up in each unit if allowed by Dymon plus a month utility expense.

There are 334 bags of sweaters plus the spare sweaters. Each wardrobe rack holds approximately 6 bags. We have six racks at the sweater office which currently hold 120 bags. We therefore estimate at least 50 industrial wardrobe racks at a cost of \$100 each to hold the remainder of the bags plus the spares sweaters. No bars/racks are to be secured to walls.

The need for additional volunteers would greatly increase during the distribution and return of the sweaters.

810 Greenbank

I have personally spoken with Mega City who advises that Mega City has absolutely no issues with being the prime leaseholder at 810 Greenbank.

After discussions with Mega City, it was agreed that the NMHA would only be interested in renting the sock room (previously the conference room) and the sweater room. The hallway is a shared space in which Mega City pays half and NMHA pays the other. We would not be interested in the third area (which we currently rent) and which now displays the NMHA merchandise (ie jackets).

Therefore, the NMHA will occupy 700 square feet of the overall 1540 square feet (45%) while Mega City will occupy 840 square feet (55%) of the overall space.

The NMHA would sign a 5 year sublease with Mega City for \$10/square foot. Invoices received for rent and expenses would be split at a 55%-45% ratio.

All leases must be signed by March 1, 2010.

The committee believes that once the sock room is cleaned out (removal of old NMHA inventory to be brought to the hockey office for sale) there will be sufficient space for goalie and TD equipment. While it may be tight while there is overlap of sock boxes and goalie equipment, it would only be from late August when the sock

January 18, 2010

order arrives to end of September when the goalie equipment leaves. If needed, some of the socks can be moved over to the hockey office for Gail to have extras.

810 Greenbank – Advantages

- Agrees to be prime lease holder for five years at \$10/square foot therefore no increase in rent for five years
- Agrees to rent 700 square feet to be used by NMHA therefore allowing cost reduction
- Invoices received for rent and expenses to be split at a 55% (Mega City) – 45% (NMHA) ratio
- No cost to fit up as already set up
- No moving required
- Sufficient space for goalie and TD equipment
- Close proximity to hockey office
- Convenience of accommodating early arrivals for pick up/returns
- Convenience of having the sweaters right there should there be an issue with a bag
- Convenience of meeting a team who is not able to come on their given night
- Convenience of preparing the bags/socks/paperwork for next level to come in on same night
- Convenience of properly checking sweaters upon return

DYMON - Disadvantages

- Not convenient for the Sweater Director and volunteers, or for team officials, many living in Barrhaven, who are picking up or returning sweaters
- Possibility that all storage bays will not be on the same floor
- No lighting in units, therefore once units are full, this could be dark when trying to find certain sweater bags
- Cost of rental of units works out to be \$18/square foot plus fit up costs (racks/lightning)
- Hallways only big enough for one rack, single file
- While Dymon has agreed to accept any deliveries, these deliveries will be only placed in a common area until volunteers are available to move the boxes up to the units

Distribution of Sweaters

- No exceptions could be made for any reason on a scheduled pick up night, as we will not be running up to the storage bays to grab sweaters for one team should there be a problem with the bag
- All sweaters for a scheduled pick up night would have to be wheeled down to the drive-in bay, in order to have all available. This would require at least two or three volunteers as there is considerable weight once the racks are full.
- Having all sweater bags available ties up potentially a large portion of the drive-in bay, possibly inconveniencing others customers.
- Any sweaters, which are not picked up on the scheduled pick up night, would have to be returned to the storage bays
- The sweater director/volunteers would have to arrive earlier in order to wheel the sweater racks from the storage bays and set up
- No allowance could be made for anyone arriving a few minutes early, as we would most likely still be preparing.

Sweater Returns

January 18, 2010

- Volunteers will not have the time to check over each sweater carefully as we do now as this would tie up the drive-in bay considerably. Therefore, volunteers would only be able to count the number of sweaters returned and assume that there is no damage.
- Once sweaters have been stored, they cannot be checked at a later date as the storage facilities are not set up for that and also would require additional volunteers

Other Issues

- With paperwork being completed in the board room and sweaters being handed out or returned in the drive-in bay, volunteers would be needed to run back and forth through Dymon's showroom with the okay to issue cheques. This slows down the process as with the possibility of Dymon not being happy with this arrangement either
- There could be a line up of vehicles as many coaches arrive at the same time. Dymon may not be pleased with their parking lot and drive-in bay being tied up
- Once all sweaters have been handed out, a system would have to be set up for exchanges, additional sweaters, etc. to be taken care of
- With sweaters not being checked and the assumption being made that all were received back in good condition, the NMHA could be purchasing extra sweaters to accommodate those that were not checked. We now have a good idea which ones require replacement at the end of the season, not finding out once the new season has started.
- Is Dymon really aware of how many individuals would be there to pick up or return sweaters on consecutive evenings?

Motion # 1 Amended

The motion forwarded by Kristina Tam and seconded by Marilyn Hargreaves was to vote on either Dymon Storage or 810 Greenbank as our future storage facility. It was unanimous that the NMAH stay in their present location at 810 Greenbank. Carried

Motion # 2 Forwarded by Jim Hiel seconded by Arlene Cameron To increase the IP Lead Instructor and Instructor pay rates to fall in line with those rates paid to Novice/Atom HL referees. Carried – email vote

2009 - 2010 IP Budget

	Players	Hours	
		Practice	Sortouts
IP		288	261
		299	

January 18, 2010

PROPOSAL

To increase the IP Lead Instructor and Instructor pay rates to fall in line with those rates paid to Novice/Atom HL

RATIONALE

1. No increase in pay in the last two years.
2. Instructor are certified
3. As an Instructor there is more one-on-one interaction and involvement in general with the kids
4. Same as above for Lead Instructor as well as responsibility for the leadership/supervision of instructor group.

Experience (years)	Lead Instructor
1	\$13.00
2	\$14.00
3	\$15.00

BUDGET AFFECT

Effective September 26th
Effective December 7th

Motion # 3 That the NMHA have an annual Dave Macdonald IP Fun Day moved by Jim Hiel seconded by Arlene Cameron carried

Dave Macdonald IP Fun Day

Date: April 10th and 11th

Ice: Combination of allocated IP ice and extra (11 hours)

January 18, 2010

Cost:

Throphies	2	\$ 125.00	\$ 250.00
Banners	2	\$ 110.00	\$ 220.00

Instructors			
Games	16		16
Finals	2		2
Total	18		18

Instructor per 2 games		4	
Avg Salary		\$ 15.00	

Instructor Cost		\$ 1,080.00	\$1,080.00
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Total Cost: \$1,550.00

Total Cost (including extra ice): \$3,310.00

Total Cost (excluding IP practice: \$2,290.00

5 * 8 * \$15 \$ 600.00

4 * 7 * \$15 \$ 420.00

4. President – John Murray – returning in February

5. District Chair – Craig Shouldice

Craig

noted that at Minor Council referees are asking for a \$2.00/ game pay increase.

The board feels that a sliding scale may be more appropriate

AAA meeting is this Saturday and the NMHA board of directors has asked Craig to vote yes to continue on with the AAA project.

Craig has drawn up a job description for the registrar position:

NMHA Registrar Job Description

Job Summary

- Register all NMHA players and team staff – 3,800 registrants.
- Liaise with NMHA Competitive and House League directors, convenors, and team staff.
- Work within NMHA to ensure accurate records of all players (with volunteer help).
- Create and modify team lists and distribute to teams.
- Resolve residency issues (including transfers in and out).
- Ensure that all team staff are appropriately qualified.

Essential Skills

- Good communications and organizational skills.
- Good knowledge of the Hockey Canada Registry (HCR) and ODMHA procedures and forms.
- Good computer skills are essential, particularly the ability to work in Word, Excel and Outlook.

Job Outline

Registration Activities

- Manage the online registration system and ensure that all information is up-to-date.
- Enter player registrations and payments for manual forms and cheques, with the Secretary.
- Produce tryout and sort-out player lists for the various convenors and directors.
- Update team records on the HCR.
- Review and complete transfer requests, residency declarations, and member good standing declarations (150 - 200 per annum).
- Join all players to teams.
- Join all team staff to teams, including adding new staff, transferring staff from other Districts.
- Produce team lists for signing by members. This will include multiple versions as House teams are balanced and as competitive teams deal with roster changes.
- Answer questions from managers and coaches and resolve inconsistencies or errors in team assignments.
- Monitor team list to ensure that team staff are qualified and player addresses are in the Nepean zone.

Communications

- Provide registration counts to the NMHA Ice Assigner and the ODMHA (for insurance purposes).
- Identify members with errors in their records and resolve each, case-by-case.
- Report to the NMHA Board on activities and advise of any delinquent or incomplete team lists.
- Consult on affiliation questions.
- Answer questions from prospective new members and for those transferring into Nepean.

Ad Hoc Tasks.

- Provide the ice assigner with up-to-date and projected members counts for ice requests to the City.
- Provide information to the budget process on player counts, by age group, including projections for the upcoming season.

Workload

- 2950 players, 850 team staff (coaches trainers and managers), 185 teams – 25 hours per week for May – August, 15 hours per week for September – January, 5 hours per week for February – April.

6. Competitive – Greg Clarke

Greg noted that the last coaching evaluations have been sent out. Hockey Fest is now being organized for Good Friday. Tryout dates are posted on the web site. Greg also congratulated Minor Peewee A for winning the Silver Stick

January 18, 2010

7. SECRETARY- Gail Wistaff

We will be working with the 67's as a fundraiser for their teams to sell tickets through the office. Prizes will be awarded to the team who sells the most tickets. The tickets are for the play off games. WE still need prizes for VAN. The 67's will donate a suite to Volunteer Appreciation Night.

8. REGISTRAR – Janet Shouldice

meeting for the New NMHA Bingo. Big news – All team lists are done!!

Janet is attending a

9. HOUSE LEAGUE – Nikki Lothian - NIL

10. REFEREES IN CHIEF – Caise Chandler NIL

11. RISK AND SAFETY-Jane Shepherd-NIL

12. INITIATION – Jim Hiel Under # 3 Business

13. ICE – Hart Wolf

14. VOLUNTEER COORDINATOR –Karla Clarke

The NMHA has decided all future high school hours will be signed by Karla Clarke rather than other directors. This way Karla will be able to ensure that all of those students who offered their services are given the hours they need.

15. TECHNICAL – Amy Smith NIL

16. COMMUNICATIONS- Marilyn Hargreaves

Marilyn has tickets and posters made up for Volunteer Appreciation Night (VAN) We now have NMHA players in Centre Ice.

17. SPONSORS – Tim Huras-NIL

18. SWEATERS – Kristina Tam Under # 3 Business

19. TOURNAMENTS – Krystal Sayer- NIL

20. TREASURER – Christine Shute-NIL

21. NEXT MEETING February 22, 2010 in the food court boardroom at Walter Baker.