



Minutes – Board of Directors Meeting: October

Nepean Minor Hockey Association

October 22, 2024

In attendance: Shelley Perras, James Pitruniak, Ingrid Meza-McDonald, Janice Vanderwel, Jen Emery, Scott Dawson, Jessica Kingsbury

Regrets: Jeff Pollard

1. Approve Agenda and Previous Minutes

i. **Approval of the Agenda:**

Motion to approve the agenda.

Moved by Shelley

Seconded by Scott

i. **Approval of Minutes from the last meeting:**

Motion to approve the minutes

Moved by Jessica

Seconded by Jen

2. Area Report

a. District Chair

- i. November 1: Return date to confirm ice requirements for AA tryouts beginning May 5.
- ii. **Shawn to confirm** that all Districts are prepared to run AA tryouts in Spring.
- iii. HEO would like to be able to publish all dates of tryouts.
- iv. Goal is to run all AA tryouts at the same time, with smaller associations who tend to take imports starting a few days later.
- v. Scott flagged that we are beholden to the City's ice allocation.
- vi. Helmet use policy includes players, coaches, trainer, on-ice helpers, and 3rd party instructors when on NMHA time (safety and optics).
- vii. Incidents of tailgating (drinking in the parking lot), HEO is against parents drinking in the parking lot before or after games. Behaviour should be consistent with representing NMHA in public.

- viii. Next year, expecting an increase in HC and HEO fees, expected by end of Nov – will be factored into early registration for AA tryouts and budget. NOTE: We'll need to remind members that NMHA has not increased fees in 3 years. (We are currently at \$700, while most associations are charging \$820.)
- ix. Started seeing suspensions come in this year – there have not been many. 11.4 Discriminatory slurs common throughout HEO (not in Nepean).
- x. Will start sending HEO rule of the week, going back from last year. Increase awareness of rules and penalties, ie. checking from behind, boarding, unsportsmanlike and abusive behaviour. **Jessica will start** that one day a week on socials.
- xi. Questions about affiliation rules – what's allowed, etc. **Shawn to meet** with Directors and Convenors to explain. **Janice to confirm** date. **Completed.**

3. Business Arising/ Motions

a. Keynote speaker Ryan Straschnitzki – Risk & Safety Director

- i. Part of our mandate is Diversity, Equity and Inclusion, information-sharing, HEO encourages associations to host sessions and seminars.
- ii. Ryan is a survivor of the Humboldt Broncos crash, went on to play sledge hockey in the paralympics, and could be an excellent speaker on DEI. He talks about mental health, confidence, resiliency, as a hockey player and athlete.
- iii. \$11k estimate - Cost of travel (airfare, accommodation), accompanying individual, speaking engagement
- iv. Ingrid reached out to HEO for financial support, a little more than half the cost. In unable to support, could work with NGHHA, KMHA or another association to cover costs (1/3 each). Alternatively, could charge a minimal admission fee to members. **Ingrid to confirm** HEO financial support. **Completed**
- v. Could look at a December date. Open to all members, expecting 500 people. Could round out the event with vendors, different organizations (Condors, Sens, 67's, PWHL, etc.). Could consider Sir Robert Borden high school (capacity 750ish, accessibility), OSEG.
- vi. Leverage existing resources to the extent possible.
- vii. **Shelley to circulate** a proposal for consideration to November meeting. **Completed**

b. MOTION: NMHA Office Hours – President

- i. No change to contract – 6 hrs in office (phone, email, in-person and admin work), and 4 hrs online (email correspondence and admin work).
- ii. Discuss following year's contract in December for renewal in Spring.
- iii. Board Feedback: Could John track traffic to the office and interactions, so we can measure flow.
- iv. **Motion** to revise office hours from Mon, Thurs and Sat to Wed 5-8 .m. and Sat 9 a.m. - 12 p.m.

Motioned by Ingrid

Seconded by Scott

Motion Passed Unanimously

c. MOTION: Purchase of goalie equipment – VP of Operations

- i. In 2023, 23 rentals to individuals and 7 teams – still needed and used.
- ii. Most rentals are for younger groups.
- iii. Going forward, old equipment should be donated back to HEO.
- iv. Manager Liaisons are aware of the availability of this equipment to teams and players.
- v. **Scott will ask** Lorne to request 2 quotes from local vendors before the purchase. done
- vi. **Motion** for Lorne to spend up to \$2,200 per year for two years to purchase four (4) new goalie equipment sets, from a local vendor, for U9 and U11 goalie rental program. (NMHA owns the inventory, stored at Merivale Arena.)

Motioned by Scott

Seconded by James

Motion Passed Unanimously

d. MOTION: Lead - Development, Roster Select – President/House Director

- i. We currently have a vacancy in the Development Director role
- ii. Ingrid and Janice met with James White, owner of Nepean Hockey School
- iii. November 4&5 – U13 and U15 are balanced, and tryouts should start. Only opened to House A.
- iv. James' proposal – requires min. 10 hours, discounted price of \$250 (1-2 evaluators)
- v. NMHA recommends \$500 and make sure he has enough evaluators, and a 1-hr goalie session
- vi. Based on a cost-recovery model. Registration is \$25
 - i. We had 89 total registered for tryouts last year.

- vii. Evaluators will not go on the ice, he's evaluating the scrimmages from stands.
- viii. Recommend one board member to sit on coach interviews (potentially House Directors). Include Convenors as part of process.
- ix. **Motion** to hire lead for Roster Select tryouts, create the teams, for up to \$500 and a minimum of 10 hours.

Motioned by Ingrid

Seconded by Jessica

Motion Passed Unanimously

e. MOTION: Ice scheduling Software – VP of Operations

- i. Working group of District Chair (HL Dir, schedules, etc.), Janice (Dir House), Scott (former Convenor), Gray and Emma (ice schedulers) - reviewed six different software (GoalLine - unsupported), in addition to OneClick Ice, TeamLinkt, TeamSnap (doesn't do ice scheduling), etc.
- ii. SportsHead – used by District 4, Ottawa B League at Association Level, has data flow efficiencies.
- iii. Would replace TeamSnap – built by an ice scheduler, includes an App like TeamSnap, connectivity, flow. Free app available.
- iv. Has connections for game sheets that could be implemented later.
- v. Met with developer, walk through demo of features, and ice schedulers were confident it would meet our needs.
- vi. 250 ice schedule changes a year, 90 comp ice changes a year.
- vii. Will support scheduling for interlock games.
- viii. For billing, provides a report, including rates, what's owed, what we charge, outstanding team balances, etc.
- ix. Emma and Gray expressed comfort
- x. Cost for Web and Tournament piece (\$2500 per year CAD), Registration piece (not incl. HCR) (user pay fee, est. \$5000 per year) – cheaper than what we currently pay for TeamSnap alone (currently \$8k USD). Pricing includes technical support.
- xi. Servers are based in ON, 600 associations using the platform across the country.
- xii. Two positive testimonials, plus District 4.
- xiii. Billing annually, contracts one year at a time.
- xiv. Ingrid asked if we can pilot for AA tryouts in Spring? Yes. James asked about breaches, security of data, hacks.
- xv. **Scott to set up** a demo for the board of the user interface and experience, and confirm roll-out plan. actioned

Motion to commit to use SportsHead as our ice scheduling software for the 2025-26 and set up starting immediately. SportsHead becomes our ice scheduling app, website, team posts, and we discontinue use of TeamSnap in April .

Motioned by Scott

Seconded by Jen

Motion Passed Unanimously – caveat that the Board will get a demo

f. Logos and Marks – VP of Admin

- i. Document is based on other association policies of this nature, as well as existing NMHA policy.
- ii. Goal is to clearly indicate when and how NMHA logos and marks can be used by approved vendors and teams.
- iii. Scott would like to compare with agreements with vendors.
- iv. Approval of this policy will be circulated by email. Comments are welcome.

g. NMHA Jibbitz – Team order review and recommendation- President/VP Finance

- i. Direction provided at the last meeting was not followed by a team official.
- ii. Team misunderstood permission to proceed.
- iii. Team paid a higher US\$ fees for fewer pieces than NMHA order
- iv. Option 1: Notify vendors, purchase from team, 400 units of N, 200 off-brand units of Raiders
- v. Option 2: Notify vendors, allow team to proceed with fundraiser and donate back to #RaidersGiveBack campaign
- vi. Comms to notify of the error
 - **Motion** to allow the team to sell as a fundraiser in the 2024-25 season, the 400 units of N jibbitz at a rate of \$6 or higher, with a 5% of sales donation to #RaidersGiveBack, and destroy the 200 off-brand units. (after review of cretive)
 - Online vote passed to sell the remaining 200 units.

h. NMHA 3 quotes – VP of Admin

- \$1.66 cost recovery with Gadar to purchase 1000 units of N jibbitz for #RaidersGiveBack
- To sell for \$6 each.

i. Appointment of vacant Competitive and House Board Directors- Interview panel

- Two candidates were interviewed for director positions
- **Motion** to offer candidates the positions for a period of one-year (to the next AGM).

Motioned by James

Seconded by Janice

Motion Passed Unanimously

b. President

i. NMHA Sens Night- February 26th

a. All other updates were addressed in new business.

e. VP Finance

- i. Updated bank letter approved via email - sent to VP Administration for addition to the web site
- ii. VP Finance met with Scotiabank Advisor on October 17 to discuss a few items:
 - i. Confirmed that active NMHA debit cards (President, VP Finance) do not have ability to withdraw funds or make POS purchases
 - ii. Scheduled call with Chase Payments advisor to discuss future of payment terminal at office
- iii. Pending changes of signatories for Lottery Account with BMO (President, VP Finance, Warren)
- iv. Letter to Bell Canada Privacy dept. requesting updates to authorized users on account has been drafted and will be sent this week.
- v. Working files for 2024 YE audit were sent to auditor this week.
- vi. Executive held budget review meeting last week (Oct 16). YTD budget summary to be presented at next Board meeting

f. VP Operations

- i. U11, U13 and U15 A and C interlock – getting the schedule sorted between three districts (10, 11 and Bytown) has been challenging. All the time it takes to get ice posted

has been due to the interlock, but Emma and Gray are working hard to get it to flow now. Please ask Coaches, Managers to preach patience to their members, the ice will come, we need and are taking time to make it right.

- i. U9A Interlock – Nepean and Kanata will interlock at U9A again this season. Emma will work with Ralph Petersen from Kanata to get this scheduled
- i. Jersey Director - Greg Maryan
- ii. By the end of the week all Jerseys will be out to teams except Roster Select
- iii. U11 on Wednesday night. U9 is on Friday night. I need another volunteer to help Greg on Friday night as I am away.
- iv. Greg and I would like an update on the current balance of the Jersey Fund. How much is budgeted to be spent each year? We have Jerseys that need to be pulled out of circulation and whole sets that to be purchased.
- v. **Action:** Review jersey fund and allocate monies for the upcoming season planning.
actioned

\$125,000 allocated

- i. Ice Administrator - Gray Savoie
- ii. Gray needs the opening balance for the comp teams
 - i. TeamSnap:
 - ii. All teams have been created in teamsnap and sent out.
 - iii. These teams have not accepted their invite yet:
 - iv. Comp:
 - i. U11B – Gil Letts - I worked with Gil and it was too destructive to switch to the organizational account
 - ii. U13B - Greg Martin
- v. House:
 - i. U13 HC - D – Shannon Smith
 - ii. U11 HB - D – Marcel Levec
 - iii. U9 HB - D – Jeff Hart
 - iv. U7 Team F – Derek Vizena
 - v. U7 Team D – Scott Smith

- i. Triplicate paper forms are running out. I am supporting Lorne to create a new MS form to replace the triplicate form.
- ii. Request to purchase new equipment

- i. REPORT BURNT ICE 1-May-24 to 22-Oct-24
- ii. 21.5 Hours

a. **VP of Programs & Development, Jennifer Emry**

House

- i. All teams are formed, all coaches finally secured, some difficulties in U9 and U11 securing enough coaches
- ii. Lots of positive feedback about sort out process, referees were seen as a positive for the final week of U18, this was new due to some issue that arose on the ice at the division
- iii. Conveners, worked many long and hard hours
- iv. To set meeting with house group in the coming weeks, to discuss volunteer recruitments, changes to improve sort out process, the use of referees at sort outs for U13 – U18
- v. U9 & U18 Conveners stepped down, John working currently as acting U18 convener, need to post for replacement, U9 acting convener Jennifer Emry, need to actively post for replacement
- vi. House Officials Meeting Oct 21
 - i. U9-U11 from 6:00 – 7:25 pm very well attend, lots of questions and positive feedback in regards to information shared
 - ii. U13-U18 7:30 – 8:40 pm, well attend lots of questions asked, some not happy about the max on exhibition games for U13-U15 as they play more exhibition then tournaments, there was a question about finding better ways to accommodate smaller teams and jersey deposit collection
- vii. We did well with sort out costs per division and everyone kept costs under if not way less than \$400 over the 3 weeks

Division Name	Total Number of Teams	Division Composition
U11	14	4A, 6B, 4C
U13	14	4A, 6B, 4C
U15	18	4A, 10B, 4C
U18	20	8A, 12 B
U21	4	
U7	12	

U9	16 4A, 8B, 4C
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Competitive

- i. All teams are formed, all have started league games both AA/A and B league
- ii. Some scheduling issues, wrong rink, no referees or game cancelations and switches not properly communicated, reminder of best practices email sent to coaches to help avoid these situations
- iii. U16 B team won 1st tournament
- iv. Comp group to get together before next meeting to review questionnaire for coaches, discuss try out process and discuss things learned and any improvements for next year, to share at next meeting
- v. Some suspensions coming in but not yet something to worry about, will keep an eye and review with Shawn
- vi. Bob TD has been out to practices for most divisions and offered suggestions and provided feedback to coaches, he has been in attendance at some games
- vii. Still working on providing feedback to those families who requested
- viii. B league meeting, focused on referees/timekeepers not properly documenting infraction codes, leading to confusion for managers and recording of suspensions delayed, new B league tracking system for games and stats, a few kinks being worked on
- ix. AA/A league meeting on Wednesday

Division	Number of Players
U9 White	18
U9 Black	18
U10 A	17
U10 B	17
U11 AA	17
U11 A	17
U11 B	17
U12 AA	17
U12 B Black	17
U12 B White	17
U13 AA	17
U13 B	17
U14 AA	17
U14 B	17

U14 B	17
U15 AA	18
U15 B	18
U16 AA	17
U16 B	17
U18 AA	17
U18 B	18
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- a. VP of Administration- Several campaign & social content pushes
- b. Risk & Safety, Director
As requested by Shelley via email: need to discuss VSC's and attestation forms, regardless of volunteer role

New Business- Votes carried out outside of the meeting

- i. (via email) Motion to approve a photographer

Requested by Jeff Pollard
4 Votes for Shane
1 Vote for Ottawa Sports

- ii. (via email) Motion to approve the new Bank Letter for teams

Requested by James Pitruniak
CARRIED

Next meeting – November 20, 2024

4. Adjournment

Motion to adjourn

Moved by Shelley Perras

Seconded by Scott Dawson