

## AGM Minutes March 20, 2019

### WELCOME

*The meeting was called to order at 7:00pm.*

<b><u>In Attendance:</u></b> Paul Dossey – President Rob Matthews–VP of Operations/OMHA Delegate Kelly Jensen – Secretary Cindy Styles. – Treasurer Sarah Perry – Registrar Greg Enwright–VP of Local League/SRLL Delegate Jay Zealand – VP of House League John Reilly –Technical Director Jeff Nazzer – Equipment Director Nadia Steyn – Assistant Tournament Director Alison Domingues – Marketing Director	<b><u>Guests:</u></b> Nancy Bateman – Bookkeeper Shannon Gardiner – Administrator Steve Macdonald – Head Trainer  <b><u>Regrets:</u></b> Dave Sedgewick – Risk Management Director Nicole Marinucci – Tournament Director
<b>Members in Attendance: 51</b>	

### Approval of 2018 - 2019 Annual General Meeting Minutes – Paul

***Motion to approve the Annual General Meeting minutes from March 20th, 2018 – 1<sup>st</sup> Michelle Murdock, 2<sup>nd</sup> John Reilly; Majority in favour, Motion carried.***

### **President's Report – Paul Dossey**

Paul Dossey introduced the current board members and extended his thanks to the executive for their commitment to BWGMHA.

Paul made a special thanks to Shannon Gardiner, our administrator, Nancy Bateman our bookkeeper and Daniel Ellis, our Referee in Chief.

Paul thanked all of the businesses that sponsor our teams in our organization and those who sponsor specific teams.

Our organization functions because of the all the time the members of the coaching staffs put in. We are grateful for all that assist in this capacity.

This year the rep program fielded teams from Tyke Select through Midget with AE teams in Atom and Peewee. We had 5 teams make the OMHA playoffs. We currently have 3 teams competing in the York Simcoe Finals: Novice, Major Atom and Midgets. The time spent on development is quite evident in our younger rep teams as Novice to Minor Peewee finished close to the top of the standings. The schedules for the York Simcoe Finals are posted on the website and it would be nice if we can all come out to support these teams.

This year our membership was 617 players registered.

- 36 pre tykes
- 8 teams in our Initiation Program
- 4 teams in Tyke
- 4 teams in Novice
- 4 teams in Atom
- 3 teams in Peewee
- 2 Bantam teams
- 1 Minor Midget team
- 2 Midget teams
- 1 Novice Select team coached by Jeff Bellamy
- 1 Atom Select team coached by Darren Walters

This was the first year our older age groups (Peewee to Midget) played with Newmarket. We have received positive feedback from this decision and hope for it to continue for the coming years.

A great deal of effort was put in development this season. We began a partnership with Olympian Haley Irwin. Some of the pieces she was involved with are:

1. She hosted 10 skill building sessions for groups IP to Atom, all sessions filled up quickly and positive feedback was received.
2. Coach the Coach - free of charge to all coaches in the association we offered the opportunity to learn practice tips from Haley and proper skill development. This gave a chance for the coaches to learn teaching techniques and even do some drills. I am glad to report, no coaches were injured.
3. Girls Club in the 3rd year had another successful season of events which even gained some attention from the IIHF Hockey Canada, CWHL. Haley hosted an exciting girls club where our ladies and some brothers got a chance to see her medals.

We appointed a Head Trainer for the organization, Steve Macdonald who will be working with all the trainers in the organization to standardize procedures.

Our banquets start on March 30<sup>th</sup> and end on April 11<sup>th</sup>.

On the financial side, we lost money this year but we were very close to our budget. Nancy will go into the details in a few minutes. We continue to generate great revenue from our tournaments with a profit of \$75,000.

For the fourth year, we hosted the First Shift program run by Canadian Tire. I would like to thank the volunteers that came out to support this program.

### **What is next for Bradford Minor Hockey:**

We have received a proposal to change our logo for the 2020-2021 season.

We need to continue to work hard on the development side. We have hired Connor Crisp to work with us next season for two nights a week. Tara McKay will also assist our coaches with development. We hope to continue our work with Haley Irwin.

We are close to completing a multiyear agreement with Weekend Hockey to continue our tournament relationship.

Cost of ice is going up next season \$2 per hour plus HST an hour which is less than the previous 3 seasons. Impact will be approximately \$6,000.

Next season, all IP, Minor Novice (replacing Tyke) and Novice will play half ice next season. Novice will move to full ice on January 15, 2020.

On our website we have the Hockey Canada and OMHA pathway guidelines for the future of our programmes; it is encouraged for everyone to review these.

Tryouts for Rep start the week of April 29, 2019 and are posted on our website.

For the 2020-2021 season, teams Atom and below will not have tryouts until the Tuesday after Labour Day.

Paul calls upon Nancy Bateman to review our financials.

## **Financial Report - Nancy Bateman**

Nancy thanked all of the members and the Executive for another wonderful year with BWMGHA. The Executive worked very hard in fulfilling their duties within their budgets while providing a safe and rewarding season.

BWGMHA engages BDO Chartered Accountants for the annual audit. This third party external audit provides the membership with an unbiased review of their Associations financials. It is important to continue this service in order to keep the Board and the membership confident in their abilities. The most recent audited set of Financials for the 2017/2018 season are posted on the back wall for your review.

Nancy asked all members to please turn to the one page **financial statement** handout (see attached):

- Our cash situation is positive. Considering our ice bills are approximately 70,000 each month up front before we consider reimbursements, it is important to have funds to cover ice in advance.
- We also maintain a GIC for emergencies.
- Due to the AGM timing we have a large payable amount owing to Weekend Hockey tournaments, the Town and some miscellaneous suppliers. This will be cleared up by our year end April 30, 2019.

### **Josh Amero Memorial Fund**

- This fund was started by Josh's dad John in memory of Josh. Over the years it has helped many Bradford families through hard times and related hockey expenses. This is a restricted fund based on the release of funds having been approved by the Amero family and the Board.

### **Income Statement**

- Registration numbers are under expected this season. This is most likely due to the initial uncertainty of our new local loop and of course with rising costs it is difficult to provide an affordable hockey fee option while remaining a viable organization.

### **Weekend Hockey Tournaments**

- Another successful year - thanks to all of our volunteers - running these tournaments means each family saves over 100 dollars in fees that we would have to collect otherwise.

### **Sponsorships**

- Sponsorships are down. I just think it is hard for small businesses to commit from year to year and we didn't have as many teams to sponsor jerseys. I think moving forward the Association will have to look at some alternative fundraising options whether it be through corporate funding or Association events.

### **Expenses**

- Credit card and online fees keep escalating from year to year. I am going to look into our commitment as it relates to the Hockey Canada Registrations program that currently requires us to hold contracts with Global Merchants and Quick Enrolment. The fees just keep going up and we as a not for profit hockey association are locked into using Hockey Canada Registrations. There must be some room for negotiation.
- Equipment and jerseys costs are way under budget. Thanks to Jeff for streamlining our purchases and keeping costs down. As well we didn't have any major equipment requirements such as the half ice boards this season so that helped.
- Ice - as everyone is aware, ice fees go up every season, hence the increase in budget. They are going up again for next season as well. Thanks to Shannon for really staying on top of ice scheduling and returning unused ice where possible. Ice is the Associations biggest expense and we need to stay on top of it on a daily basis.
- Electronic game sheets. This was the first year we moved to electronic game sheets. Thanks to Steve MacDonald for assisting the Association in organizing purchases and procedures in relation to the iPads. iPads were purchased and used by the teams and are being returned to the Association for another season. Hopefully, by the beginning of next season we will have worked out some of the kinks we experienced this year and will have a formal process in place when moving forward.

- The Pro Shop is managed by the Association on behalf of the membership. We operate it as part of our not for profit organization. A small loss is showing. It remains as a service for our members and we are hoping it is both convenient and affordable.

In general we operated at a 25,000 loss this season. Yes, we are a not for profit organization but that doesn't mean we can operate long on empty. While we currently have the cash flow to absorb such a loss, this cannot become the norm. With approx. 70,000 in ice costs a month, it would only take a short time to run out of money if we aren't mindful of charging enough fees to cover costs. The new Executive elected tonight will have to review next year's budget carefully and consider rising costs and cash flow.

Nancy suggested if you have any questions about the financials, specific questions regarding the books or if you need help regarding your team books or budgets come and see her after the meeting or email her.

And just a reminder to team managers the team officiating float reports and team financials (if applicable) are due April 30.

### **By-Laws and Amendments**

The following have been requested by-law amendments:

#### **Amendment to the BWGMHA By-Law 1**

*CURRENT:*

#### **8. MEMBERS OF THE BOARD**

##### **8.1 Composition**

###### **Members of the Board-**

- i. President
- ii. Vice President Operations – OMHA/YSMHL Delegate
- iii. Treasurer
- iv. Secretary

###### **a) Eligibility**

A Board member:

- i. Shall be eighteen (18) or more years of age;
- ii. Shall not be undischarged bankrupt or of unsound mind;
- iii. Shall be an active Member of the Association at the time of his or her election or appointment;
- iv. Shall remain a Member of the Association throughout his or her term of office;
- v. Must have been a sitting member of the, Board for 1 year or more within the immediately preceding 3 years span.

*PROPOSED NEW:*

#### **8. MEMBERS OF THE BOARD**

##### **8.1 Composition**

###### **Members of the Board – Minimum Required**

- i. President
- ii. Vice President Operations – OMHA/YSMHL Delegate
- iii. Treasurer

iv. Secretary

b) Eligibility

A Board member:

- vi. Shall be eighteen (18) or more years of age;
- vii. Shall not be undischarged bankrupt or of unsound mind;
- viii. Shall be an active Member of the Association at the time of his or her election or appointment;
- ix. Shall remain a Member of the Association throughout his or her term of office;
- x. The President and the Vice President Operations – OMHA/YSMHL Delegate must have been a sitting member of the Board for 2 years or more within the immediately preceding 3 years span.
- xi. The Treasurer must have been a sitting member of the Board for 1 year or more within the immediately preceding 3 years span.

**Rational**

BWGMHA added “Minimum Required” as a clerical addition – the Minimum Required Board members are necessary for the BWGMHA Board to remain in operation. That way moving forward we know that we require these 4 Board members to operate.

BWGMHA further expanded the experience requirements for the President and Vice President Operations OMHA/YSMHL Delegate. BWGMHA is increasing the experience for these two positions to ensure consistency at the Board level.

BWGMHA removed the experience requirement for the Secretary position. BWGMHA is removing the experience requirement to make the position available to all members.

**Motioned by:** Shannon Gardiner

**Seconded by:** Kelly Jensen

**Amendment to the BWGMHA By-Law 2**

*CURRENT:*

**8. PROCEDURE FOR ELECTION OF THE BOARD**

**8.1 Nominations**

The election of Board shall take place at the Annual General Meeting of the Membership. No election of a Board Member is effective without consent (verbal at the AGM meeting, or given in writing prior to the election or appointment). Nomination Forms for the Board are available each year from the Secretary and must be submitted in writing or nominated at the AGM meeting. The Nomination Form must contain the nominees name and two (2) nominators who are Members of the Association.

**Board Positions**

The Board shall consist of 14 members + Past President of the following;

- a) Past President – (immediate) – No voting privileges
- b) President – Elected – (2) year term
- c) Vice President Operations – OMHA/YSMHL Delegate– Elected – (2) year term

- d) Vice President Local League & Simcoe Region Delegate– Elected – (2) year term
- e) Vice President House League – Elected (2) year term
- f) Treasurer – Elected – (2) year term
- g) Registrar – Elected – (2) year term
- h) Secretary – Elected – (2) year term
- i) Risk Management Director– Elected (2) year term
- j) Events Director– Elected (2) year term
- k) Tournament Director– Elected (2) year term
- l) Assistant Tournament Director – Elected (2) year term
- m) Technical Development – Elected (2) year term
- n) Equipment – Elected – (2) year term
- o) Marketing Director– Elected (2) year term

*PROPOSED NEW:*

## **8. PROCEDURE FOR ELECTION OF THE BOARD**

### **8.1 Nominations**

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### **Board Positions**

The Board shall consist of 14 members + Past President of the following;

- a) Past President – (immediate) – No voting privileges
- b) President – Elected – (2) year term
- c) Vice President Operations – OMHA/YSMHL Delegate– Elected – (2) year term
- d) Vice President House/Local League – Elected – (2) year term
- e) Vice President Hockey Programming Novice and Below – Elected – (2) year term
- f) Treasurer – Elected – (2) year term
- g) Registrar – Elected – (2) year term
- h) Secretary – Elected – (2) year term
- i) Risk Management Director– Elected (2) year term
- j) Events Director– Elected (2) year term
- k) Tournament Director– Elected (2) year term
- l) Assistant Tournament Director – Elected (2) year term
- m) Technical Development – Elected (2) year term
- n) Equipment **Director** – Elected – (2) year term
- o) Marketing Director– Elected (2) year term

## **Rational**

This is a proposal to re-align the roles of VP House League and VP Local League to best serve the mandated programming in divisions Novice & Below (i.e. Half/Cross-Ice divisions).

The VP Programming Novice & Below position will be responsible for all divisions within OMHA, OHF and Hockey Canada mandates for “Modified Ice” and other scaled gameplay. This is an area that has unique challenges with scheduling, equipment, training, etc, and will therefore require a refined focus. The title of this position is aligned with terminology from OMHA, OPHF and Hockey Canada (Programming Novice & Below, or “PNAB”).

The VP House/Local League position will be responsible for recreational hockey program in all divisions above Novice (Minor Atom through Juvenile). All of these divisions have similar requirements, structure and operational process & practices. All of these divisions also have the unique opportunity to form recreational “leagues” with other associations, or join an existing recreational hockey “Local League”, as we currently have with our partnership with Newmarket Minor Hockey for divisions Peewee through Midget/Juvenile.

BWGMHA added Director to Equipment – Clerical update

**Motioned by:** Rob Matthews

**Seconded by:** Kelly Jensen

## **Amendment to the BWGMHA By-Law 3**

*CURRENT:*

### **11. DUTIES OF BOARD**

#### **11.1 Duties of Board**

a) Past President:

The Past President shall:

- i. Be available to assist any Board requiring assistance in completion of his or her functions;
- ii. Carry out other duties as assigned by the Board, Board Committee, or the President.

b) President:

The President shall:

- i. Represent the Association in the Community;
- ii. Act as Chair of the Board Committee, and at all Meetings of the Membership;
- iii. Exercise general supervision of the Association in accordance with Policies determined by the Board;
- iv. Be a non-voting Member of all committees and sub-committees of the Association;
- v. Report regularly to the Board on matters of interest;
- vi. Delegate tasks as necessary;
- vii. Select Ad-Hock committees as required.

c) Vice President Operations & OMHA Rep & YSMHL Delegate:

The Vice President Operations & OMHA Rep & YSMHL Delegate shall:

- i. Report to the President any and all BWGMHA Business.
- ii. Assume the duties of the President in the absence for any reason of the President;
- iii. Operate the Representative Hockey Program pursuant to the Policies of the Association;
- iv. Establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
- v. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- vi. Be available to assist any Board requiring assistance in the completion of his or her functions;
- vii. Recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- viii. Recommend policy to the board regarding representative Hockey Operations;
- ix. Represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- x. Be the primary contact for the OMHA;
- xi. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to coaches;
- xii. Recommend policy to the board regarding representative Hockey Operations;
- xiii. Represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- xiv. Promote and monitor player and coach development as per the guidelines of BWGMHA Hockey;
- xv. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to coaches;
- xvi. Represent and promote the interests of the Association in relation to any hockey matter.
- xvii. Participate in Budget Committee for the next fiscal year;
- xviii. Select Ad-Hoc committees as required;
- xix. Carry out duties as assigned by the Board, Board Committee or the President.

d) Vice President Local League & Simcoe Region Delegate:

The Vice President Local League & Simcoe Region Delegate shall:

- i. Establish and monitor policies relating to Local League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
- ii. Recruit and train volunteers to perform the functions required to operate the Local League Hockey Operations;
- iii. Represent and promote the interests of the Association in relation to any Local League Hockey involvement of the Association with any other local minor hockey associations or leagues;
- iv. Select Ad-Hoc committees as required;



- v. Promote and monitor player and coach development as per the guidelines of BWGMHA hockey.
- vi. Recommend policy to the Board regarding Local League hockey operations;
- vii. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches;
- viii. Carry out duties as assigned by the Board, Board Committee or the President;

e) Vice President House League Hockey:

The Vice President House League Hockey shall:

- i. Assume the duties of the President in the absence for any reason of the President;
- ii. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii. Be available to assist any Executive requiring assistance in the completion of his or her functions;
- iv. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to coaches;
- v. Carry out duties as assigned by the Board, Board Committee or the President;
- vi. Appoint the members of the representative hockey operations committees;

Additional Duties;

- i. Operate the House League Hockey Programs pursuant to the Policies of the Association;
- ii. Establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board;
- iii. Recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;
- iv. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Operations Committee for the next fiscal year of the Association;
- v. Present a report regarding House League Hockey Operations to the Board;
- vi. Select Ad-Hoc committees as required;
- vii. Recommend policy to the Board regarding House League Operations.

f) Treasurer:

The Treasurer shall:

- i. Signing Authority for cheques and any financial transactions plus one additional signor (President, Vice Presidents, Secretary);
- ii. Ensure adherence to and implementation of financial policies in the financial administration of the Association;
- iii. Evaluate, review and recommend financial policy to the Board Committee and to the Board;

- iv. Carry out duties assigned by the Board, the Board Committee or the President;
- v. Select Ad-Hock committees as required;
- vi. Liaise between BWGMHA Board and Accountant;
- vii. Ensure Accountant adheres to all BWGMHA financial policies, including submission of reports and accounting records to 3<sup>rd</sup> party auditors.

g) Registrar:

The Registrar shall:

- i. Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii. Carry out duties assigned by the Board, the Board Committee or President.

h) Secretary:

The Secretary shall:

- i. Arrange for monthly Board meetings and locations;
- ii. Record or delegate the recording of the minutes of the General Meetings of the Membership, Board Meetings and Board Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent a By-laws and Policies and procedures established by the Board or by the Membership;
- iii. Issuance of Letters of Relief for players trying out or playing in other centers if not already done so by the VP Operations;
- iv. Issuance of Bank Letters for teams to open a team account;
- v. Ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- vi. Be responsible for receiving and distributing all correspondence received or sent by the Association and all communication within the Association;
- vii. Pick up mail from BWGMHA Mailbox 383 and date stamp and deliver to appropriate personnel;
- viii. Ensure offices and trophy cases are well maintained;
- ix. Relay necessary information to the Web master to input to the BWGMHA web site accordingly;
- x. Recommend policy to the Board regarding internal and external communication of the Association;
- xi. Ensure that all necessary and appropriate insurance has been purchased;
- xii. Maintain the membership list referred to in Section 6.2;
- xiii. Carry out duties as assigned by the Board, the Board Committee or the President.

i) Events Director:

The Events Director shall:

- i. Arrange for team photos;
- ii. Present approved Association apparel proposal for tenders;
- iii. Prepare and schedule for all divisions team pictures;
- iv. Distribute pictures to conveners for distribution;

- v. Prepare and distribute sponsor photos and thank you;
- vi. Order Year end banquet awards, including year-end trophies, Esso awards, and special annual memorial awards. Ensure plating is accurate and ready for banquet day;
- vii. Arrange Year end banquet food and drinks;
- viii. Arrange AGM meeting details, including reports, room, refreshments;
- ix. Carry out other duties as assigned by the Board, Board Committee or the President;
- x. Select Ad-Hoc committees as required;

j) Tournament Director:

The Tournament Director shall:

- i. Organize and co-ordinate the BWGMHA Representative, AE, House League & Local League Tournaments following OMHA rules and association rules;
- ii. Acts as a contact person for all applicants to our Representative, AE, House League & Local League Tournaments;
- iii. Prepares financial statement to present to the Board following the Representative, AE, House League & Local League tournaments;
- iv. Carry out other duties as assigned by the board, Board Committee, or the President;
- v. Select Ad-Hoc committees as required.

k) Assistant Tournament Director:

The Assistant Tournament Director shall:

- i. Assist Tournament Director by organizing and coordinating the BWGMHA tournaments following OMHA rules and BWGMHA rules;
- ii. Acts as Assistant contact person for all applications to our tournaments;
- iii. Assist Tournament Director with preparation of financial statement to present to the Board following the tournaments;
- iv. Carries out other duties as assigned by the Board, Board Committee, or the President;
- v. Assist in selecting Ad-Hoc committees as required.

l) Technical Director:

The Technical Director shall:

- i. Organize clinics for the start of the season (PRS, Trainers, coaches, CHIP);
- ii. Organize goalie, body checking and power skating clinics;
- iii. Recruit and train volunteers to perform the functions required for technical development;
- iv. Recruit and train volunteers to perform the functions required for technical development;
- v. Communicate with OMHA concerning technical programs;
- vi. Carry out other duties as assigned by the Board, Board Committee, or the President;
- vii. Recommend any program suggestions to the Board;
- viii. Select Ad-Hoc committees as required;
- ix. Communicate regularly with the Board Appointment Development Coordinator with regards to development programs.

m) Equipment Director:

The Equipment Director shall:

- i. Maintain an inventory of all equipment owned by the Association;
- ii. Collect rental fees and security deposits for all goalie equipment leases;
- iii. Solicit bids and purchase hockey equipment as required;
- iv. Maintain and repair all equipment owned by the Association;
- v. Provide volumes, colours, sizes of jerseys for all divisions;
- vi. Provide pucks/pylons for tryouts;
- vii. Provide complete trainers bags for each team/division;
- viii. Provide goalie equipment for each HL team/division;
- ix. Ensure goalie equipment is returned and maintained in good condition;
- x. Record stock supplies and replace when necessary;
- xi. Submit to the Budget Committee in each year and estimate of revenues and expenditures for the next fiscal year of the Association;
- xii. Present a report regarding purchasing equipment to the Board;
- xiii. Recommend a policy to the Board regarding purchasing equipment to the Board;
- xiv. Carry out all other duties as assigned by the Board, Board Committee, or the President;
- xv. Select Ad-Hoc committees as required.

n) Marketing Director:

The Marketing Director shall:

- i. Prepare package to issue potential team sponsors;
- ii. Follow up with potential sponsors and receive forms and cheques/payments;
- iii. Prepare the list of sponsors and associated teams/divisions for sponsor names for team jerseys.
- iv. Receive hockey team fundraiser applications and review and provide approvals;
- v. Maintain a calendar of the hockey season team fundraisers;
- vi. Notify Beer Store Manager of scheduled beer bottle drives (allowed each week).
- vii. Ensure compliance of all fundraising with Town regulations;
- viii. Plan, organize and supervise Association events as propose by the Chair, the Board and its members (does not include fundraising events planned within specific teams);
- ix. Co-ordinate House League and Local League sponsor bars, patches etc.
- x. Create and chair a fundraising committee (meetings to be organized within the committee itself);
- xi. Report all plans, budgets, and any type of necessary information to the Board of Directors.

PROPOSED NEW:

**11. DUTIES OF BOARD**

11.1 Duties of Board

a) Past President:

The Past President shall:

- i. Be available to assist any Board requiring assistance in completion of his or her functions;
- ii. Carry out other duties as assigned by the Board, Board Committee, or the President.

b) President:

The President shall:

- i. Represent the Association in the Community;
- ii. Act as Chair of the Board Committee, and at all Meetings of the Membership;
- iii. Exercise general supervision of the Association in accordance with Policies determined by the Board;
- iv. Be a non-voting Member of all committees and sub-committees of the Association;
- v. Report regularly to the Board on matters of interest;
- vi. Delegate tasks as necessary;
- vii. Select Ad-Hock committees as required.

c) Vice President Operations & OMHA Rep & YSMHL Delegate:

The Vice President Operations & OMHA Rep & YSMHL Delegate shall:

- i. Report to the President any and all BWGMHA Business.
- ii. Assume the duties of the President in the absence for any reason of the President;
- iii. Operate the Representative Hockey Program pursuant to the Policies of the Association;
- iv. Establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
- v. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- vi. Be available to assist any Board requiring assistance in the completion of his or her functions;
- vii. Recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- viii. Recommend policy to the board regarding representative Hockey Operations;
- ix. Represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- x. Be the primary contact for the OMHA;
- xi. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to coaches;

- xii. Recommend policy to the board regarding representative Hockey Operations;
- xiii. Represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- xiv. Promote and monitor player and coach development as per the guidelines of BWGMHA Hockey;
- xv. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to coaches;
- xvi. Represent and promote the interests of the Association in relation to any hockey matter.
- xvii. Participate in Budget Committee for the next fiscal year;
- xviii. Select Ad-Hoc committees as required;
- xix. Carry out duties as assigned by the Board, Board Committee or the President.

**d) Vice President House/Local League:**

The Vice President House/Local League shall:

- i. Establish and monitor policies relating to House/Local League Hockey Operations provided that such Policies shall be and remain consistent with all other policies of the Association and approved by the Board;
- ii. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing policies and proposed policy;
- iii. Recruit and train volunteers to perform the functions required to operate the House/Local League Hockey Operations;
- iv. Represent and promote the interests of the Association in relation to any House/Local League Hockey involvement of the Association with any other Local Minor Hockey Association or Leagues;
- v. Select Ad-Hoc committees as required;
- vi. Promote and monitor player and coach development as per the guidelines of BWGMHA hockey.
- vii. Recommend policy to the Board regarding House/Local League Hockey operations

**e) Vice President Programming Novice and Below**

The Vice President Programming Novice and Below shall:

- i. Assume the duties of the President in the absence for any reason of the President;
- ii. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii. Be available to assist any Executive requiring assistance in the completion of his or her functions;
- iv. Ensure that copies of the Referees rule book and OMHA Manual of Operations are available to coaches;
- v. Carry out duties as assigned by the Board, Board Committee or the President;
- vi. Design and Operate all programs in Novice and Below divisions in adherence to the mandated programming guidelines from the OMHA, OHF and Hockey Canada.
- vii. Represent and promote the interests of the Association in relation to any Novice and Below Hockey involvement of the Association with any other Local Minor Hockey Associations or Leagues;

- viii. Establish and monitor policies relating to Hockey Programming (Novice and Below) provided that such policies shall be and remain consistent with all other policies of the Association and approved by the Board;
- ix. Recruit and train volunteers to perform the functions required to operate Hockey Programming (Novice and Below);
- x. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Hockey Programming (Novice and Below) Committee for the next fiscal year of the Association;
- xi. Present a report regarding Hockey Programming (Novice and Below) to the Board;
- xii. Select Ad-Hoc committees as required;
- xiii. Recommend policy to the Board regarding Programming for hockey programs Novice and Below.

f) Treasurer:

The Treasurer shall:

- i. Signing Authority for cheques and any financial transactions plus one additional signor (President, Vice President Operations OMHA/YSMHL Delegate, Secretary);
- ii. Ensure adherence to and implementation of financial policies in the financial administration of the Association;
- iii. Evaluate, review and recommend financial policy to the Board Committee and to the Board;
- iv. Carry out duties assigned by the Board, the Board Committee or the President;
- v. Select Ad-Hoc committees as required;
- vi. Liaise between BWGMHA Board and Accountant;
- vii. Ensure Accountant adheres to all BWGMHA financial policies, including submission of reports and accounting records to 3<sup>rd</sup> party auditors.

g) Registrar:

The Registrar shall:

- i. Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii. Carry out duties assigned by the Board, the Board Committee or President.

h) Secretary:

The Secretary shall:

- i. Confirm monthly Board meetings and locations;
- ii. Record or delegate the recording of the minutes of the General Meetings of the Membership, Board Meetings and Board Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent a By-laws and Policies and procedures established by the Board or by the Membership;
- iii. Ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iv. Confirm communication and correspondence has been distributed properly within the Association;

- v. Maintain the membership list referred to in Section 6.2;
- vi. Carry out duties as assigned by the Board, the Board Committee or the President and as co-ordinated with the Hockey Administrator.

j) Events Director:

The Events Director shall:

- i. Arrange for team photos;
- ii. ~~Present approved Association apparel proposal for tenders;~~
- iii. Prepare and schedule for all divisions team pictures;
- iv. Distribute pictures to conveners for distribution;
- v. Prepare and distribute sponsor photos and plaques;
- vi. Order Year end banquet awards, including year-end trophies, Esso awards, and special annual memorial awards. Ensure plating is accurate and ready for banquet day;
- vii. Arrange Year end banquet food and drinks;
- viii. Assist Secretary and Hockey Administrator with AGM meeting details, including reports, room, refreshments;
- ix. Carry out other duties as assigned by the Board, Board Committee or the President;
- x. Select Ad-Hoc committees as required;

k) Tournament Director:

The Tournament Director shall:

- i. Organize and co-ordinate the BWGMHA Representative, AE, House League & Local League Tournaments following OMHA rules and association rules;
- ii. Acts as a contact person for all applicants to our Representative, AE, House League & Local League Tournaments;
- iii. Prepares financial statement to present to the Board following the Representative, AE, House League & Local League tournaments;
- iii. Carry out other duties as assigned by the board, Board Committee, or the President;
- iv. Select Ad-Hoc committees as required.

l) Assistant Tournament Director:

The Assistant Tournament Director shall:

- i. Assist Tournament Director by organizing and coordinating the BWGMHA tournaments following OMHA rules and BWGMHA rules;
- ii. Acts as Assistant contact person for all applications to our tournaments;
- iii. Assist Tournament Director with preparation of financial statement to present to the Board following the tournaments;
- iv. Carries out other duties as assigned by the Board, Board Committee, or the President;
- v. Assist in selecting Ad-Hoc committees as required.

m) Technical Director:

The Technical Director shall:



- i. Organize clinics for the start of the season (PRS, Trainers, coaches, CHIP);
- ii. Organize goalie, body checking and power skating clinics;
- iii. Recruit and train volunteers to perform the functions required for technical development;
- iv. Recruit and train volunteers to perform the functions required for technical development;
- v. Communicate with OMHA concerning technical programs;
- vi. Carry out other duties as assigned by the Board, Board Committee, or the President;
- vii. Recommend any program suggestions to the Board;
- viii. Select Ad-Hoc committees as required;
  - i. Communicate regularly with the Board Appointment Development Coordinator with regards to development programs.

n) Equipment Director:

The Equipment Director shall:

- i. Maintain an inventory of all equipment owned by the Association and replace when necessary;
- ii. Prepare and present approved Association apparel proposals;
- iii. Collect rental fees and security deposits for all goalie equipment leases;
- iv. Solicit bids and purchase hockey equipment as required;
- v. Maintain, repair and allocated all hockey equipment owned by the Association;
- vi. Provide volumes, colours, sizes of jerseys for all divisions;
- vii. Provide pucks/pylons for tryouts;
- viii. Confirm distribution of trainer's bags for all divisions through coordination with the BWGMHA Head Trainer;
- ix. Submit to the Budget Committee in each year and estimate of revenues and expenditures for the next fiscal year of the Association;
- x. Present a report regarding purchasing equipment to the Board;
- xi. Recommend a policy to the Board regarding purchasing equipment to the Board;
- xii. Carry out all other duties as assigned by the Board, Board Committee, or the President;
- xiii. Select Ad-Hoc committees as required.

o) Marketing Director:

The Marketing Director shall:

- i. Issue sponsorship packages to potential team sponsors;
- ii. Confirm with potential sponsors and follow up with forms and payment;
- iii. Prepare the list of sponsors and associated teams/divisions for sponsor names for team jerseys.
- iv. Receive hockey team fundraiser applications and review and provide approvals;
- v. Maintain a calendar of the hockey season team fundraisers;
- vi. Notify Beer Store Manager of scheduled beer bottle drives (allowed each week).
- vii. Ensure compliance of all fundraising with Town regulations;

- viii. Plan, organize and supervise Association events as propose by the Chair, the Board and its members (does not include fundraising events planned within specific teams);
- ix. Co-ordinate sponsor bars, patches etc.
- x. Create and chair a fundraising committee (meetings to be organized within the committee itself);
- xi. Report all plans, budgets, and any type of necessary information to the Board of Directors.

### **Rational**

BWGMHA changed position duties for Vice Present House/Local League and Vice President Programing Novice and Below –to reflect changes to position titles in amendment 2. Please refer to Rational in amendment 2.

BWGMHA Secretary duties – BWGMHA is removing duties that are now the responsibility of the Hockey Administrator.

BWGMHA Marketing Director, Event Director & Equipment Director – Clerical update

**Motioned by:** Rob Matthews  
**Seconded by:** Kelly Jensen

### **Election of 2019-2020 Board Members**

Paul asked the current 2018-2019 Board Members to please step down.

#### **Board Position: President**

Prerequisite: *Must have served at least 2 years in the last 3 on the executive.*

Length of Term: 2 years.

**Nominations:**

✓ Paul Dossey

**1st Motion**

Jeff Nazzer

**2nd Motion**

John Reilly

*Motion to close nominations for PRESIDENT 2 YEAR TERM, by Nadia Steyn and Rob Matthews. Majority in favour; Motion carried.*

#### **Board Position: Vice President Hockey Programming Novice & Below**

Prerequisite: *1 year on the executive.*

Length of Term: 2 years.

**Nominations:**

✓ Jay Zealand

**1st Motion**

John Reilly

**2<sup>nd</sup> Motion**

Sara Perry

*Motion to close nominations for VP Hockey Programming Novice and Below - 2 YEAR TERM, by Jeff Nazzer and Cindy Styles. Majority in favour; Motion carried.*

#### **Board Position: Vice President House League/Local League**

Prerequisite: *1 year on the executive.*

Length of Term: 2 years.

**Nominations:**

~~Greg Enwright~~ declined

**1st Motion**

John Reilly

**2<sup>nd</sup> Motion**

Brian Van Bakel

*Motion to close nominations for VP House League/Local League - 2 YEAR TERM, by Phil Vito and Brian Curry. Majority in favour; Motion carried.*

**Board Position: Treasurer**

Prerequisite: *Must have served at least 1 year in the last 3 on the executive.*

Length of Term: 2 years.

**Nominations:**

✓ Cindy Styles

**1st Motion**

Steve Macdonald

**2<sup>nd</sup> Motion**

Rob Matthews

*Motion to close nominations for Treasurer - 2 YEAR TERM, by Jeff Nazzer and Alison Domingues. Majority in favour; Motion carried.*

**Board Position: Risk Management Director**

Prerequisite: *None.*

Length of Term: 2 years.

\*Dave Sedgewick was unable to be here but sent in an email saying he would like to stand for this position.

**Nominations:**

✓ Dave Sedgewick

**1st Motion**

Jay Zealand

**2<sup>nd</sup> Motion**

Cindy Styles

*Motion to close nominations for Risk Management Director - 2 YEAR TERM, by Michelle Murdock and Alison Domingues. Majority in favour; Motion carried.*

**Board Position: Equipment Director**

Prerequisite: *None.*

Length of Term: 2 years.

**Nominations:**

✓ Joe Bartley

**1st Motion**

Phil Vito

**2<sup>nd</sup> Motion**

Jay Zealand

*Motion to close nominations for Equipment Director - 2 YEAR TERM, by John Reilly and Brian Van Bakel. Majority in favour; Motion carried.*

**Board Position: Technical Director**

Prerequisite: *None.*

Length of Term: 2 years.

**Nominations:**

✓ John Reilly

**1st Motion**

Steve Macdonald

**2<sup>nd</sup> Motion**

Jay Zealand

*Motion to close nominations for Technical Director - 2 YEAR TERM, by Greg Enwright and Erik Hueglin. Majority in favour; Motion carried.*

**Board Position: Tournament Director**

Prerequisite: *None.*

Length of Term: 2 years.

\*Nicole Marinucci was unable to be here but sent in an email saying she would like to stand for this position.

**Nominations:**

✓ Nicole Marinucci

**1st Motion**

Steve Macdonald

**2<sup>nd</sup> Motion**

Nadia Steyn

*Motion to close nominations for Tournament Director - 2 YEAR TERM, by Alison Domingues and Sarah Perry. Majority in favour; Motion carried.*

### **Board Position: Assistant Tournament Director**

Prerequisite: *None.*

Length of Term: 2 years.

**Nominations:**

✓ Nadia Steyn

**1st Motion**

Cindy Styles

**2<sup>nd</sup> Motion**

Sarah Perry

*Motion to close nominations for Assistant Tournament Director - 2 YEAR TERM, by John Reilly and Greg Enwright. Majority in favour; Motion carried.*

### **Board Position: Events Director**

Prerequisite: *None.*

Length of Term: 2 years.

**Nominations:**

✓ Amy Lynn

**1st Motion**

Rob Matthews

**2<sup>nd</sup> Motion**

Brian Van Bakel

*Motion to close nominations for Events Director - 2 YEAR TERM, by Brian Curry and Jay Zealand. Majority in favour; Motion carried.*

### **Board Position: Vice President House League/Local League**

Prerequisite: *None.*

Length of Term: 1 year.

**Nominations:**

~~Adam Vacca—declined~~

**1st Motion**

Michelle Murdock

**2<sup>nd</sup> Motion**

John Reilly

*Motion to close nominations for VP House League/Local League – 1 YEAR TERM, by Greg Enwright and John Reilly. Majority in favour; Motion carried.*

*\*An email will now be sent out to membership for the position.*

### **New Business**

Paul Dossey opened the floor for questions.

Mary Spencer Thompson

- We have a goalie situation in our association. She feels we need to do a better job introducing the goalie position; we have a lack of goalies and need to run more goalie clinics. We need to spend more time developing the goalies we have so we don't lose them when they get older.
  - Paul agreed; we do have a shortage of goalies especially in the older age groups where many only have 1 goalie. We have had many discussions about this problem. We are trying to move our goalie clinics to a weeknight rather than a Saturday as we feel we may get better participation.
  - John Reilly mentioned we are getting new tear away Velcro goalie pads for the younger teams so it makes it easier for players to try the position. We will try and make the goalie clinics during the week, would also like to see some players attend the clinics to just try it. Also looking at instructor availability.

A member asks

- 2006 Peewee A had an incredible tough year. They had 0 wins and 22 losses. Kids on the team haven't won a single game since a tournament back in November 2017. Goals against 151, goals for 41. Tryouts last year were really thin, trying to see what options this group has. Reached out to

the OMHA to ask them what we can do, they said if we were an A centre we have to have an A team but they can request to play in MD loop.

- Another 2006 parent member mentions that the concern is that they are not at all competitive at the A or AE level. It's a thin age group. Are we going to be able to have an A group at all for this age group. What is the association position on this?
  - Paul replies that our position is that we have to base this on how tryouts go; we sometimes have players return from other centres. We will look at the caliber of the players at tryouts. Talk to coaches and make a decision. All options are on the table.

A member asks

- Are all the dates set for tryouts?
  - Paul replies that all tryout dates are on the website.

Mary Spencer Thompson

- Are we going to continue with the Newmarket joined house league next season? She asks because she said we got a late email after registration last year saying how we were going to be running house league with them instead of Local League. I am concerned if we can expect to find out that they pull out.
  - Paul replies that we have an agreement with Newmarket to continue next season.

Phil Vito

- Can the association talk to the town to ask that we get two dressing rooms for practices?
  - Shannon will send another email to address this.

Mary Spencer Thompson

- Some House League teams were getting more games than other age groups.
  - Paul has already spoken to Newmarket to address this for next season.

A member asks

- Next year for Midget Rep, according to OMHA, teams should have two practices for Rep teams per week. Next year will they have two practices for Midget?
  - Paul replies that it is up to the individual teams.

A member asks

- Do you need to get a release from A to play MD?
  - Paul replies that MD is considered Rep so if we field a MD team they are a Rep team.

A member asks

- Is Novice A coaching process still going on?
  - Interviews will be in April, just waiting on meeting from York Simcoe to find out details.

A member asks

- Is there any chance Bradford will go AA for Midget?
  - Paul replies no, we have tried to talk to other centres regarding merging to be competitive but no interest at this time.

**Prizes:**

- 1) \$200 off Registration – Chris Hall
- 2) Skate Card – Michelle Murdock
- 3) Skate Card - Ken Mott
- 4) Skate Card - Sabrena Dias

***Motion made by Paul to adjourn 2019 Annual General Meeting - by Michelle Murdock and Steve Macdonald; Motion passed.***

***Meeting adjourned at 7:49pm.***