

# COLE HARBOUR ROCKETS MINOR BASKETBALL ASSOCIATION

## Annual General Meeting 2022-23 Season

### AGM Details

**Date:** Sunday July 30, 2023

**Time:** 7:30 – 9:00 pm

**Location:** Google Meet / Teleconference

Google Meet joining info

Video call link: <https://meet.google.com/ite-agmx-zdz>



### Cole Harbour Rockets Executive:

Stephanie Wolfe – Secretary - REGRETS

Laverne Withers – Treasurer

Sean Francois – Webmaster - REGRETS

Kelly Francois – Gym Coordinator - REGRETS

Jud Mullen – Boys Equipment

Lawrence Eady – Girls Equipment

Angie Randell - Registrar

Zarina O'Donnell - Fundraising Coordinator

Wade Yeo - Tech Coordinator (Outgoing)

Martin Langille – Vice President (Outgoing)

Robin Veinotte – President

Brett Haley – Past President

1. Roll Call - Attendance and Quorum Confirmation of Executive Members  
Confirm Quorum, Vote to Proceed by Robin, Second by Angie – All approved.
2. Opening Remarks from the Chair/President
3. Call for additions to Agenda  
Vote to Approve Agenda – Robin Vote, Angie Seconded.
4. Scheduled Agenda:
  - Annual Board Member Reports
    - Treasurer
    - Secretary
    - Gyms
    - Equipment
    - Registrar
    - Webmaster
    - Fundraising
    - Tech Coordinator

- Vice President
- President
- Opening Registration – We did not hear from enough executive members in email to open registration over the past few weeks. Motion to open registration July 31 at 390/Player.
  - Motion forward by Treasure – Laverne, Seconded by Angie Randel. All Approved.
- Walk in registration - Will not have walk in registration for the 2023-24 Season
- Jr NBA is in great hands with Coach Anthony Brown, who has offered to come back next season.
- Growth of our Club: Repeat Statement from 2022
  - The growth of our club is forcing us to consider new structure to fulfill our duties to our members
  - The future of our club includes staff, starting with an Executive Director – who can be involved in Placements, Recruiting Coaches, running tournaments and providing support to our volunteers.
  - Our executive team than can help guide our Director and support their efforts.
  - The business model for this evolves around Spring and Summer Programming as a funding engine for this position, as well as major tournaments.
  - Most clubs assemble to put teams in the MBA – but we have done more and our community needs more. We offered summer ball for Rockets this summer for boys, and next season will add U12 Boys and a U12 & U14 Girls group. On top of that – specialized skills camps over the summer for all basketball players on the Dartmouth side of the city. In order for us to grow to this point – it will take dedicated staff and passionate volunteers.
  - We will look to bring in this position late fall/early winter to start planning summer options and be in place to run spring programming.
  - This person could/should take over the bulk of the work from many board members including social media, balancing and coaching coordination, gyms, registration, tournament coordination, summer team coordination, equipment, member facing activities, etc..
  - We agreed to this last year, but it didn't come together for this fall.

Open for discussion

*No Opposition, Will put it into motion this winter, will look for funding / grants to help support. We will need big moves from Fundraising this year to support.*

- Coaching Resources – Top Teams
  - As per last season, we are looking to place coaches on top teams based on their commitment to stay in that role for multiple seasons with a focus on the role and the age group.
  - Tariq and Tajhon Thomas are going to continue with the top team at U14 boys, and continue to build a year round program.
  - Tariq/Tajhon have offered to take on the top U16 boys team this year. Having Tariq in charge of this team as well is a very easy decision. There are other coaches who are working hard as well for opportunity. Open for discussion.

- U12 Boys top team will be with Corey Lucas for the next 2+ seasons. Originally scheduled to be Robin Veinotte as of last years Executive Meeting – but Robin will step aside to provide Corey the opportunity.
- Girls team placements has not been decided, and will be a task for the Technical Coordinators and incoming Vice President. We are aiming to have a female lead coach on our Top U16 girls team
- We will post a “Top Coaches” Selection process guideline for members to see on our website by September. Found in our Constitution section.
- We have also determined that there could be skills training gaps with some of our developmental teams. We are grateful for all of our coaches, but experience levels of those coaches vary a lot – so to bridge any gaps our members may be feeling we will look to run inexpensive (additional gym cost displacement) skills clinics for various age groups on alternate weekend days of games to assure we are providing the most we can for all groups.
- Fundraising next season
  - Recommendation that we form a committee lead by our Executive Member to add resources.
  - We feel that a monthly 50/50 program where members can raise money toward future proگرامing or merch will incent them to participate. This is currently done by many hockey clubs with great success.
  - We can automate a monthly raffle using RaffleBox (or other) and at the end of each month run a simple report on everyone’s efforts.
  - Members will accumulate funds in an online account based on a percentage of their sales – these funds can be used for future registration, merch, camps and more as the program evolves.
  - Because of this structure, we may be able to get other organizations involved and grow the participation next season if it makes sense.
  - This is a very important action for our club as it will help to keep registration lower as well as help fund the staff we need to run such a large club.
    - *Motion forward by Robin Veinotte, Seconded by Laverne Withers – None Opposed – motion passed.*
- Placement/Balancing Process:
  - We will continue to use balancing forms for each group we bring in, but with a focus on getting the groups balanced in groups of 20-22 players – then dividing those groups into teams. We will aim to have at least 4 placement sessions for each athlete to participate in.
  - We will look to officially assign division coordinators, who will receive compensation for running balancing for the age group with the prospective coaches. As a club – we will provide structure and guidance to this process.
  - When/Where possible – we will look to bring in some independent evaluators to assist when possible.
  - There will need to be a focus on building a top team for the competitive divisions, but a focus on player skill development downward. This is club basketball – not AAU, so development is the core focus. Rec ball should be Reps Ball – giving everyone opportunity of court time where possible. High School and Jr High should be more restrictive and club should be providing opportunity.

- Constructing teams – especially in higher divisions (Div 5/6/7/8+) that have a balance of scoring/height/others to attempt to assure teams do not ending up with season with no wins is important. But it's also important (outside of the top team in a division) that a team ends up in a division where winning and loosing occurs to assure they are competing and learning.
- It's also critical that we don't have 8 coaches show up to evaluate the top group, and no coaches show up to evaluate and build teams for the next 3 groups leaving it all to the coordinators.
- Balancing process documented and posted by September for all members to see. This will be an evergreen document that is always being improved. Consideration of Digital Evaluation software next season to enhance the process further.
  - No Motion Required – Continuous club improvement
- Proposed Motion – Constitution Updates
  - Robin Veinotte – Motion to extend the AGM via a special meeting this fall to address some updates to our Constitution that are required in order for our Club to Qualify for Certification from Basketball Canada. This time will also allow us to address some other items that we have voted on in the past as an executive but have not formally added to our constitution (outside teams, balancing process, executive team tenure and offering conditions, coaching requirements and top team placement process)
    - Target to complete before games start this 2023-2024 fall season.
    - Motion Approved (Forward by Sean Francois, Seconded by Lawrence Eady)
    - \*Update Sept 15– Committee formed with New VP Jud Mulle, Sean Francois, Lawrence Eady and Robin Veinotte. May take longer than season start, but club will aim to be Basketball Canada Certified prior to Christmas break.
- Executive Positions Returning Confirmation
  - We have Vice President Martin Langille stepping aside this season after nearly 5 seasons on the executive team and many more coaching with the club.
  - Kelly has mentioned that this will be her last season serving the club as our gym coordinator and is seeking assistance to transition the role to someone through out this year.
  - Our club sends a huge thank you to these families for going above and beyond to help take this club from 17 teams 5 years ago to 52 last season.
  - Tech Coordinator Wade Yeo declined to respond on reoffering with our club and we accept this as resignation from the position.
  - We are putting forward a Motion to add the following positions:
    - Adding an opening for a second Technical Coordinator Position (One for Boys and One for Girls).
    - Adding a Summer Team coordinator to manage summer team administration, travel budgets/bookings, tournament registrations, etc..
    - Tournament Coordinator Position to help create a committee and organize an annual Rockets Basketball Tournament.

Reoffer Call for each Executive Member, including any nominations:

- Nomination for Adrian Jones for boys teams Technical Director. No other offers, acclimation.
- Nomination of Jud Mulled for the role of Vice President. No other offers, acclimation. Vacancy of boys teams equipment manager.
- Nomination of Jessica Quillan for role of girls teams Technical Director, Nomination of Jason Sheppard of girls team Technical Director.
  - Vote – was a draw.
  - Booking secondary meeting mandatory for all executive to hear Jason and Jessica and re-vote to break tie.
  - Jessica withdrew her offer, Jason Sheppard appointed girls teams Technical Director.
- No Nominations for Boys Team Equipment Managers during the AGM
  - \*\*Update – Rowan Ayers and Amy Campbell have offered to assist, due to the large amount of work and teams involved – we have appointed both to Co-Boys teams Equipment Managers.
- Nomination of Laura Brine for Club Tournament Coordinator, no other offers, acclimation.
- Nomination of Shireen Lay for Club Summer Teams Coordinator, no other offers, acclimation.

Vote of Confidence for any reoffering executive in their 3<sup>rd</sup> year or greater as per updated constitution put in place 2021 AGM.

5. Additional Agenda (if any added)
  - a. None
6. Vote to Adjourn the meeting
  - a. Forward by Angie Randel, Seconded by Zarina O'Donnel. Meeting Adjourned.

Have a great remainder of the Summer!  
Rockets Executive Team

Attached Executive Reports

**Cole Harbour Minor Basketball Association  
Treasurer's Report  
July 2023**



To: Association Members

The financial statements for Cole Harbour Minor Basketball Association have been prepared using Microsoft Excel. The financial transactions of the association are recorded on spreadsheets.

The fiscal year for the association started on September 1, 2022 and ends on August 31, 2023. Revenue that are recorded in July and August will be for the fall/winter season and will be accounted for in that fiscal year.

Next season, due to the complexity of the clubs finance due to the growth of revenue and programs, as well as our need to add staff, we will work with Cole Harbour Bookkeeping next season to produce and help manage the clubs finances in partnership with our Treasurer.

Total Club Revenue		322,358.65	
Total Club Expenses		331,554.67	
Club FY Starting Balance		18,775.35	
Current Balance July 30 (FY End)		9,196.02	
Revenue Categories			
Club Season Registration Revenue		188,090.00	
Jr NBA Revenue		25,234.50	
Fall 3x3 Revenue		7,192.83	
Spring League Revenue		57,332.00	
Summer Teams Revenue		16,588.71	
Merch		24,070.61	659 Items
Other (Minor Donations)		3,850.00	
Cost Catagories			
MBAns Club Fee's		88,140.00	
BNS Member Fee's		14,790.00	
Jr NBA Fees		12,720.00	
Gyms		134,728.54	
Coaching Staff			
Jr NBA, Spring, Balancing		19,920.00	
Merchandise		19,373.17	
Equipment		24,891.71	
Admin			
(Locker, RAMP, BackChecks, etc..)		13,741.25	
Coaching Education		3,250.00	

Expenses Notes:

- Spring League Revenue saved the season as always and is our largest fundraiser.
- Budget for Team Photos for Jr NBA, U10 and U12 were cancelled due to high gym costs
- Fundraising is critical, along with an increase in membership fees
- Very Important the our club season is self contained financially. Club fees need to be increased in 2023 to 435/Player – or 390 plus fundraising targets of 30-40K
- Spring League revenue and demand continues to grow, this alone can fund our Executive Director.
- Note: With out more free gyms from HRM – each new local team we add will cost our club aprox \$4500+/yr in gym fees for paid gyms. This is why our gym costs has gone up year over year. We need to lobby HRM for more gym time as much as possible.
- Recommend more 1.15 Hr practices at free gyms at facilities we have for 4hr blocks where possible.

Respectfully submitted,

Laverne Withers  
Treasurer – Rockets Basketball



**Cole Harbour Minor Basketball Association  
Secretary's Report  
July 30, 2023**

**Criminal Record and Vulnerable Sector Checks - Summary**

We had a lot of coaches that needed to update their checks as they hit the 3 year mark. We worked through them with only a few issues where coaches said that they had already completed the checks but we did not have them on file.

**Meeting Notes**

The executive met 4 times this season. Notes were prepared on discussions (summaries), motions, and decisions. We shared a lot of information via email and virtual meetings this year to meet the scheduling needs of executives.

**My recommendations for next season:**

There are a large number of checks that are to be completed again next year. As soon as possible in the fall, we will need to have a list of coaches (first and last names) so that we can ensure that all checks are up to date. A decision of what should happen if a coach does not complete their checks in a timely manner (a deadline that is enforced) should be made so that this can be communicated when they sign up to coach. Some coaches are completing the PRC through RAMP but what is being checked is not clear on our end. We will need to decide which way we would like to have coaches complete these checks (RAMP and/or My Back Check).

Respectfully Submitted,  
Stephanie Wolfe  
Secretary



**Cole Harbour Minor Basketball Association  
Web Coordinator Report  
July 30, 2023**



To: Association Members

Back in the 2020-21 season we transitioned to RAMP InterActive (RAMP) as our website service provider to align with Metro Basketball Association - MBANS (they also use RAMP), to help reduce some admin & data transfer fees related to player registration costs. We continue to use RAMP for our main web presence.

Use of the Team app, via mobile devices, through RAMP is an additional benefit by using their web services. This functionality has now been used for the past three seasons. There were some instances we encountered that required RAMP's customer service to resolve, but overall it has been a beneficial tool for coaches & parents.

Robin Veinotte was able to set up Rockets 3x3 Spring League, as well as Rockets Summer teams through the RAMP web service as well.

Registration for the upcoming 2023-24 season will be opened via the RAMP website by early August 2023.

We are also working with Canada Basketball to review & refresh our Constitution & Code of Conduct as we work towards becoming a 'Verified' club through Canada Basketball's Club Licensing program. Once complete, the Canada Basketball 'Verified' status will validate that, as a club, the Cole Harbour Rockets are engaging in best practices when it comes to governance and operation.

Respectfully submitted,

Sean François  
Web Coordinator, Cole Harbour Rockets



**Cole Harbour Minor Basketball Association**

**Gym Coordinator Report**

**July 30, 2023**

To: Association Members

This was another challenging year from a gym scheduling perspective. We were happy to have a full uninterrupted season, but the increase in our membership still has us stretching the budget as we try to find gym time to ensure all teams have adequate practice time.

Items to note:

- We pay for a lot of gyms due to our location and needs. These gyms include
  - East Dartmouth Community Centre
  - Zatzman Sportsplex
  - Lake Echo Recreation Centre
  - Horizon
  - Carrefour
  - Bois Joli
  - NSCC Akerley
  - NP Recreation Centre
- All of the HRCE gyms that we had access to this year, were free of charge.

We are continuing to work with HRCE to gain access to quality gyms to meet the clubs growing needs.

As the younger base of our club has grown and is now moving into the older age groups, we are now looking for more gym time to accommodate U12 and up.

We had a few teams that practices on Saturdays to accommodate both coaches and gym availability constraints.

We are hoping to maintain the U10 and JR NBA gym time and hopefully expand what we need to accommodate the older groups as this year was challenging to fill the U16 and up in particular.

Respectfully submitted,

Kelly François

Gym Coordinator

**Cole Harbour Minor Basketball Association  
Equipment Report – Lawrence Eady – Girls Groups  
July 2023**



To: Association Members

This is my 1st year as taking over as equipment manager for the girls' teams. We grew to 17 teams on the girls' side with 5 teams in each U10, U12, and U14 along with 2 U16/18 teams.

We did have just enough uniforms this season for all the girls teams to have the red/black updated ROCKETS uniforms. All teams looked the same across the board and our brand as a club was unified with in the league. The shorts the came with the girls uniforms seem to be made small, so we had to do some juggling with the uniforms to make sure everyone had sizes that fit.

As the girls' side grows in numbers, we will need to purchase more uniforms, balls, and other equipment.

A few notable items to bring to the board:

- Our older jerseys are in stock, and we'll hold on to newer sets for future expansion.
- We should order more shorts in larger sizes for the girls side with any order of additional uniforms so we don't have to give out full uniforms to get the proper sized shorts.
- We will need more balls and bags this year. Final inventory count is not finalized, but we were short on the 26.5 balls last season.
- Our goal is to issue coaches a bin containing a set of jerseys for the age group, a set of pinnies, cones and a first aid kit for use during the season.
- We will need more first aid kits this year as many do not make it back, or have been used and have to be replenished, as well as chemical ice packs.

We currently use Cole Harbour Self Storage to house our equipment.

If we end up with more girls' teams this year in the U14 and U16/18 - we will require more uniforms and equipment.

Respectfully submitted,  
Lawrence Eady  
Equipment Manager – Girls Teams

**Cole Harbour Minor Basketball Association  
Equipment Report  
July 2023**



To: Association Members

Similar to Lawrence, this was my 1st year as taking over as equipment manager for the boys' teams. We grew to 35 teams on the boys' side with nine teams in each U10, U12, and U14, six U16 teams and two U18 teams.

We did had order a few additional sets of uniforms that arrived just in time to ensure that all the boys teams had the red/black updated ROCKETS uniforms. All teams looked the same across the board and our brand as a club remained consistent. There was a fair bit of juggling that had to be done to try to make sure each player had uniform that fit.

As the organization continues to grow, we will likely need to continue to purchase more uniforms, balls, and other equipment.

A few notable items to bring to the board:

- Our older jerseys are in stock, and we'll hold on to newer sets for future expansion.
- We need to continue to work on collecting the outstanding uniforms and balls on the boys side, a little over half the teams have returned theirs to date. It is a fairly large undertaking with the number of teams that we now have.
- We will need more balls and bags this year. Final inventory count is not finalized, there are a number of balls in inventory that are not useable and many of the ball bags only last a single season.
- Our goal is to issue coaches a bin containing a set of jerseys for the age group, a set of pinnies, cones and a first aid kit for use during the season.
- We will need more first aid kits this year as many do not make it back, or have been used and have to be replenished, as well as chemical ice packs.
- The storage locker at Cole Harbour Self Storage is quite full with about 1/3 of the gear still to collect. It seems it would be prudent to explore a larger storage unit that would allow for better organization of the gear.

If registration continues to grow as it has the last few years more balls and uniforms will be required, especially in the U14 and possibly U16 age groups.

Respectfully submitted,  
Jud Mullen  
Equipment Manager – Boys Teams

**Cole Harbour Minor Basketball Association  
Registrar's Report  
July 30, 2023**



To: Association Members

- We had 562 Registrations for Club Play
- We had 159 Registrations for U8/Jr.NBA Co-Ed over 3 seasons (Fall/Winter/Spring)
- We had 52 Total Teams in the MBA and Four Jr NBA Groups
- We had 140+ Coaches, Team Managers and Assistant Coaches Security Cleared and helping this year
- Ramp automates data transfer for MBAns and BNS now

Spring League had 351 Athletes participate

Registration opening July 31, 2023 for this season.

Respectfully submitted,

Angie Randell  
Co-Registrar's

**Cole Harbour Minor Basketball Association  
Fundraising Coordinator Report  
July 30, 2023**



To: Association Members

1. We had another merchandise order that bought in \$24,070.61 this year in revenue on a little over 19,300 in costs.
2. I would look like to see if I can get some volunteers to help with fund raising this year.
3. I'd also like to get more ideas then just 50/50's.  
Fudge, pies, donuts.
4. If we do 50/50, we will have to find another host as experience funding is no longer in business.

Sincerely

Zarina O'Donnell

**Cole Harbour Minor Basketball Association  
Technical Coordinator Report  
July 30 2023**



Wade Yeo

No report supplied from Technical Coordinator

No response to emails from Club re: reoffering

No duties performed during the season to support new and existing coaches at the club as per mandate of the position.

**Cole Harbour Minor Basketball Association**  
**Vice President Report**  
**July 30, 2023**



To: Association Members

In Partnership with the President, my focus was on trying to provide kids with an outlet to play sport as frequently as possible in a safe environment. My primary focus are the female athletes playing for the Cole Harbour Rockets. The 2022-23 season was another year of large growth for the club and we are really starting to see our number fill up all the way to the U14 age group and should start spilling over into U16 this season coming.

A few notable items to bring to the board:

- We had 5 teams at all age groups except U16, where we had 2 teams for the first time in quite some time and maybe ever. We have the second largest club on the female side with 17 teams trailing only Bedford with 18.
- Shared Practices are unfortunately diminishing across the club but I believe it needs to be consider more serious with the number of gyms we have access to and the number of teams we have.
- U12 Girls Division 1 Championship
- Lead Coaches
  - U10 McDonald, Langille, Woodman, Deveau and Cooley led teams
  - U12 Deveau, Gray, McLernon, McNally and Parker
  - U14 Sheppard, Barnhill-Roy, Eady, Englehutt and Ingram
  - U16 Sheppard \* 2
  - Numerous new and previous assistant coaches
  - Currently the # of coaches for the Girls teams are the highest ever as a club but two issues still remain, coaches for lower level teams and determine a fair and unbiased approach for top teams each year
- We produced a Div 1 Team in U10 & U12 with both of these teams winning their year end tournaments. This was a goal we had since beginning my journey with Rockets and it is exciting to see so many competitive teams within our club at all division levels. Our goal in the past was to have a minimum of 2 teams at every level but I believe that goal should now be changed to having 5 teams at U10-U14 and at least 3 teams at the U16 level and more importantly become the largest female club in all of the city. With this goal in mind, we would also like the club at each age level competing at D1 each year.
- **A priority of the VP on the girl's side at all levels is to promote the idea of fair play but not only with playing time but also responsibilities on the court. We want positionless players regardless of the level the team is competing at.**
- The girls program could definitely benefit from additional coaching resources for new coaches each year as we continue to grow. By supporting the coaches better, we should be able to continue to grow the Rockets brand and ensure whether your daughter plays at the top level or the lowest, the coaches are well prepared.

We are hoping to continue to focus on growing the girl's programs with the efforts put forth during the season. We want to be a destination club and we are focused on providing a trusted environment and reputation for girls and parents to be members of without having to worry about being cut and having with no place to play.

Respectfully submitted,

Martin Langille  
Vice President, Cole Harbour Rockets



**Cole Harbour Minor Basketball Association  
President's Report  
July 30, 2023**



To: Association Members and Fellow Executive

A great year in the books for the Rockets.

A massive year in registration, with 52 Club teams and 4 Jr NBA groups last fall.

We were fortunate to have Coach Anthony Brown on Staff this season running our Jr NBA sessions. He did a fantastic job again representing our club. We are very fortunate to have him on board.

As a club we continue to focus on our core membership area of Montebello/Woodlawn/Westphal/Cole Harbour/ Portland Hills/Baker Drive and Eastern Passage. We have Members from Porters Lake and Eastern Shore as well as other parts of Dartmouth.

Our Spring League is growing, and there is opportunity for more over the summer. We kicked off our first Summer teams this year with 3 boys teams, hoping to add more next season including girls summer programming as well. We look to add full time staff during this season to offer our membership the best possible experience, communication and organization that we can.

With growth came challenges and exposed some gaps in our documentation and processes, all of which we will continue to improve. I believe our membership know we are a volunteer lead organisation and that we are constantly improving our product to that we offer our families.

Our executive team do a lot a work out of the spotlight to deal with issues that arise, and to keep the engine running that makes sure the kids have a great season. There is more we would like to do to support our coaches and to build more program support so that our coaches have the resources they need to feel confident on delivering a great year. We have reached the point of adding staff which we have talked about for a few years and we are excited of what that will add to our club in communication, organization and structure for families and support for coaches.

Last season I mentioned I was involved in trying to bring a basketball facility to our community – and we are closer to that reality. In working with our HRM Representatives and other MLA's – and independent group of which I am representing the Rockets with – has reached a verbal agreement on a piece of land in a very accessible area of Cole Harbour and are working on commercialization. It's our plan to our final proposal to HRM Council this winter to secure a 4-court facility with strength training facilities, commercial space and other community groups all being involved. This could take another 24+ months to complete but will change Cole Harbour into the centre of the basketball community in HRM.

With the Board and Members support I look forward to offering to serve more years in an effort to leave no kid behind and make the Rockets Basketball program a destination club in Nova Scotia.

Robin Veinotte

President, Cole Harbour Rockets Minor Basketball