

COLE HARBOUR ROCKETS MINOR BASKETBALL ASSOCIATION

Annual General Meeting

AGM Details

Date: Tuesday June 29, 2021

Time: 7:00 – 8:30 pm

Location: Google Meet / Teleconference

Video call link: <https://meet.google.com/gdj-wtmd-eha>

Cole Harbour Rockets Executive:

Suzie Dech – Secretary

Laverne Withers – Treasurer

Sean Francois - Webmaster

Kelly Francois – Gym Coordinator

Shawn Patriquin - Equipment Manager

Tina Patriquin - Co-Registrar

Angie Randell - Co-Registrar

Zarina O'Donnell - Fundraising Coordinator

Brett Haley – Past President & Tech Coordinator

Martin Langille – Vice President

Robin Veinotte - President



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

- Opening Registration - Target Mid to Late July pending final website migration and setup with RAMP.
- Walk in registration - Will not have walk in registration for the 2021-22 Season
- Planned Motions:
 - Rate Fee increase for members
 - Propose raising Jr. NBA to \$165/Athlete
 - Propose raising club to \$340/Athlete

Reasoning:

Last season's gyms costs were very high with 35 teams. If HRM does not offer us additional no-cost gym times our costs as a club could continue to rise for gyms. We would also like to explore Team Pictures this year with Adams Photography, as well we need new ball bags and balls for a lot of groups which will add to the costs structure. The Migration to RAMP, and the team App for each team carries a cost as well of \$50/Team. All Value adds to our members. The MBA will raise fee's next season to 1650/team, plus BNS insurance and membership is \$25/Athlete plus a club fee.

Open Discussion

Vote to increase fees for 2021-22 Season

- Executive Positions Returning Confirmation
 - Anticipating All Positions to reoffer for 2021-22 with the option of Technical Coordinator being open for this year as our Past President is filling in that role.
 - Anticipating the need for the following positions in 2022 and would love volunteers to step up now for succession throughout the year
 - Equipment Coordinator
 - Technical Coordinator (2021 or 22 Season)
 - Secretary

Reoffer Call for each Executive Member, including any nominations:

Vote of Confidence for any reoffering executive in their 3rd year or greater as per updated constitution put in place last AGM.

5. Additional Agenda (if any added)
6. Vote to Adjourn the meeting

Have a great remainder of the Summer!
Rockets Executive Team

Attached Executive Reports

**Cole Harbour Minor Basketball Association
Treasurer's Report
July 2021**



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, 2020 and ends on August 31, 2021.

For the 2020-2021 Season, our revenues were \$169,165.73 and Expenses were \$164,095.22 giving us an anticipated positive delta of \$5,070.51 to date. We anticipate a few more expenditures before closing out the Fiscal year in September for updated registration signs, and any summer orders for equipment that we enter in before Sept 1, 2020. This represented a significant jump in revenue and expenses this year, mainly due to growth in membership along with fundraising and all things covid.

Revenue:

Registration Rev	Sponsorship	Fundraising	Merch	Metro Refund
112,788.63	6,500.00	27,245.15	12,035.35	10,596.60

The Metro Refund came a few weeks ago, and we received a refund of our registration fees to off set some of the games that were cancelled. Before that refund was known, we were anticipating a loss of about 5,000 this year. We included it as revenue to show it clearly to our members in this report. Fundraising was from 50/50 Revenue and a Donation from NSPI of \$800.00.

Expenses:

Summary Expenses 2020-21				
League Fees	Insurance	Jr NBA	Gyms	Equipment
29,750.00	9,250.00	2,241.99	53,116.19	10,565.10
MBA @ \$850/Team	BNS	Canada BBall	LERC	First Aid
Typical Season is \$1,450/Team			EDCC	Rims for LERC
2021-22 Season is \$1,695/Team			Zatzman	Balls/Bags
			East Preston	Hand Sanitizer
			North Woodside	Rubber Maid Tubs
			Carrefour	Cones/Pinnies

			Tallahassee	
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Expenses Continued:

Summary Expenses 2020-21 Cont..				
Fundraising	Merch	Refunds	Admin	Jersey Order
17,865.88	15,995.99	2,696.00	5,040.25	17,573.82
50/50 Winners	Purchased Merch		Storage	Samples
Merch Giveaways	Coaches Shirts		Back Checks	Jerseys
Top Ticket Sales	Coaches Gaiters		RAMP	Customs
Experience Funding			Ramp App	Shipping
CC Processing			Goalline	

Expenses Notes:

- Rentals this year were very high in cost. Last season we spent 15K on Rentals – this year 53K
- New Jerseys for the club should reduce future expenses in years to come for 4-5 years
- We had an extra expense with LERC this season (captured in Gym Rentals) where our club donated rims and backboards in exchange for access to the gym for Christmas to run camps to generate revenue. The pandemic restrictions prevented the camps from getting off the ground, so we used the gym time for practice and lost the revenue opportunity.
- Our year end doesn't occur until Aug 31st 2020, however we count registration fees for this Fall season in the next fiscal year even if they arrive in July and Aug of this year.
- We keep a balance in our account to cover the ups and downs of revenue and expense during the season, and in case we run into issues that we need to fund. It's important for our club to keep that base in place. It also allows us to purchase equipment over the summer months and not rush during placements for new equipment.
- No Spring league this year means we couldn't generate some revenue to give the head coaches a break on this upcoming seasons fees. We are really looking forward to a 'normal year' this season with Spring League so we can start to give back to coaches and show our appreciation.
- The Coaches Merch has received great feed back. I recommend we continue making sure our coaches are branded each season as a small token of thanks.
- Suggest a small increase in member fees this year if we want to offer team pictures and keep practicing twice a week with most teams.
- Camps over XMAS and March Break could generate revenue for the club.

The association began the year with a bank balance of \$16,246.40. We are anticipating carrying a balance of about 20K into next fiscal year thanks to the refund issued by the MBA of 10,596.60.

Respectfully submitted,

Laverne Withers
Treasurer – CHMBkA

Secretary Report

2020-2021 Season



Criminal Record Checks - Summary

- This season, 4 coaches, assistant coaches, and team managers (only, no other spectators) were allowed on the bench as a result of the COVID-19 restrictions. This resulted in team managers needing new checks. Some coaches and assistant coaches needed updated checks. Approximately 15 checks were done, all through MyBackChec.
- Due to the strict deadline for submitting rosters and coaching team line-up, the checks were completed with no need to chase checks.
- Updates were regularly sent to the treasurer, and copied to the president, on who was submitting for a check through MyBackCheck.

Meeting Notes

- The executive meet 3 to 4 times this season. Notes were prepared on discussions (summaries), motions, and decisions.

My recommendations for next season:

- There are roughly 45 checks that will expire next playing season. Depending on how many of these coaches plan to remain, this could be an intense task for the secretary. I recommend getting an idea of which coach or assistant coach plan to remain ahead of the start of the next season to gauge interest. This will allow the secretary to begin the process earlier.
- As this is my last year volunteering with the Rockets, and thus as secretary, I am happy to discuss roles and responsibilities with anyone expressing interest to take this on for the Club. Once a person is secured, we can arrange for me to pass along needed information and files.

Respectfully Submitted,

Suzie Dech

Secretary

**Cole Harbour Minor Basketball Association
Gym Coordinator Report
June 28th, 2021**



To: Association Members

This was a very difficult year from a gym scheduling perspective. We had 3 different shut down periods due to COVID that affected what we could do in the gym.

Due to the HRCE schools not being open during all the time that we were able practice, we rented the Zatzman Sportsplex and Lake Echo Recreation Centre for a considerable amount of time to enable the teams to continue to practice.

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
 - East Preston Recreation Centre
 - Tallahassee

- All of the HRCE gyms that we had access to this year, were free of charge.

NOTE: Carrefour was rented as well, but there was no charge for the facility this past year but there will be fees this season.

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

We still have a challenge with rims for U10 and Jr. NBA programming. We lost Graham Creighton Jr High this year after our club invested over 4K last year in height adjusters at the gym in a donation in an agreement to not lose the gym for smaller kids – but this year the school decided to not allow programs for youth in the gym regardless of our investment/donation last season which set us back. P3 Schools were migrated to HRCE school bookings this past season and we lost a booking at Portland Estates on Thursday nights, as well as a booking at EPEC – both were gyms we used for U10's.

We are still searching for more gyms for U10 as we anticipate 12 Teams in that age group plus Jr. NBA which could mean we need 24-26 Gyms Slots just for that age bracket this upcoming season.

Respectfully submitted,

Kelly François
Gym Coordinator

**Cole Harbour Minor Basketball Association
Equipment Report
June 2021**



To: Association Members

In the 3rd year as taking over as Equipment coordinator. We grew to 35 Club teams and 40 Jr NBA Players this year. This required several equipment orders to meet the demand, as well a new strategy around jerseys.

We secured new jerseys club wide this season with an overseas order to give us enough jerseys that all teams had a red/black updated ROCKETS jersey and shorts combo. All teams looked the same across the board and our brand as a club was unified with in the league.

We were fortunate to have a fundraising coordinator that helped secure a sponsor this year to help off set the costs of the jerseys. A Big thank you to Polymer Shapes of Dartmouth

A few notable items to bring to the board:

- We have great inventory of jerseys due to our large order last year – however we do need the following
 - The Shorts fit a size smaller than the jerseys – some spares would help with fittings
 - The Ladies (u14/16) teams need a different cut of jersey. The Unisex design works great for U10/12 Girls – but the older groups need some more sets that have a specific ladies cut.
- Our older jerseys are in stock, and we'll hold on to newer sets for future expansion.
- We will need more balls and bags this year. Final inventory count is not yet done as collection has only started due to Covid Restrictions.
- We are short on pinnies and cones – a recommendation that we look overseas for a bulk order to outfit teams with Pinnies and cones for consistency.

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

After a few small orders to back fill the holes found in the overall large jersey order last year – we should be able to get 3-4 more good season from our Jerseys before we have to plan for any major purchases as long as the team count stays around the 40 team mark. And jumps past 40 will require more jerseys and equipment.

Respectfully submitted,
Shawn Patriquin
Equipment Coordinator

**Cole Harbour Minor Basketball Association
Registrar's Report
June 28, 2021**



To: Association Members

- We had 400 Registrations for Club Play (up from 300 previous year)
- We had 46 Registrations for U8/Jr.NBA Co-Ed (up from 20 previous year)
- This represents 100% Growth in the past 2 seasons.
- We had 35 Total Teams in the MBA and Two Jr NBA Groups
- We had 122 Coaches, Team Managers and Assistant Coaches Security Cleared and helping this year
- We transitioned post-registration from GoalLine to RAMP, and plan to use RAMP moving forward to streamline the integration between the Rockets and the MBA and to enable the coaches to all have a fully integrated team communication and management app available to them.

Moving to RAMP saved our club a lot of time by not having to manually import our athletes into the MBA's system as the MBA uses RAMP as well and the data transfer was automated.

A few notable items to bring to the board:

- Cole Harbour Fest was cancelled which adjusted our Walk in Registration Strategy. We may consider a walk in this year however online worked really well; it would be a preference to continue with online only.
- We had a busy September and October as normal
- We had a few issues do to covid and closures however over all things ran better then we could have expected. We had more practice times and where on the court longer then other organizations which was met with positive feedback from players and parents.
- We worked well as an organization to help parents and other family watch games/practices via secured links and allowed for team to have 4 coaches each to help.
- Spring Leagues did not happen this year due to Covid19 and hopefully will be back next season.

Next seasons registration will all be online, and through RAMP Registrations – which will be a new system and process for our members. We anticipate that opening mid to late July for members if not sooner.

Respectfully submitted,

Angie Randell & Tina Patriquin
Co-Registrar's

**Cole Harbour Minor Basketball Association
Webmaster Report
June 28, 2021**



To: Association Members

Some notable items to bring to everyone's attention:

- We used PayPal for online payments on our registration form for the 2020-21 season.
- We are aiming to open registration at the end of July 2021 for Fall/Winter 2021-22 season.
- We are in the active process of transitioning away from GoalLine to manage our web presence and registrations, and will use RAMPInterActive web services going forward.
- Our CHMBA Rockets.com domains will remain active, and the GoalLine website will also remain active for data transfer purposes.
- We continued using coupon codes to help improve our internal tracking of KidSport and Jumpstart applications via our registration system, to continue minimizing manual tracking.
- We updated our website and Facebook page during the year, but most notably during the pandemic with COVID-19 updates with regards to the Club, Health & Safety Protocols, and 'Return To Sport' information in particular.
- Thanks to Club President Robin Veinotte's resourcefulness, the Cole Harbour Rockets gained access to G-Suite (Google) platform as a non-profit organization which gave us access to being able to setup e-mail accounts for board members & coaches, and to host and manage our COVID-19 Daily Attestation process through Google Forms. We used that process for the first half of the season as we transitioned to a more convenient process.
- For the 2020-21 season we used GoalLine for payment registration purposes, but we used moved the data over to RAMPInterActive in order to easily sync with Metro Basketball Association's new system (they also now use RAMP) to submit each team's roster, and for the RAMP mobile app that coaches, parents, and athletes were able use this season (post-Christmas) to complete the COVID-19 Daily Attestation questions and to track athlete & coach attendance for practices & games all in one convenient location and application.

Respectfully submitted,

Sean François
Webmaster, Cole Harbour Rockets

**Cole Harbour Minor Basketball Association
Technical Coordinator Report
June, 2021**



To: Association Members

Due to COVID, the Technical Director was not able to attend practices and support our coaches. Therefore, there is nothing to report.

Respectfully Submitted,

Brett Haley
Technical Coordinator

**Cole Harbour Minor Basketball Association
Fundraising Coordinator Report
June, 2021**



To: Association Members

This was my first year volunteering as the Fundraising Coordinator for the Rockets.

1. Club fundraising was new this year. We did 3 50/50's, all online which had a revenue of approx. \$26,500 (Costs of 18K). I think we should revisit this next year to see if we can find a way to do it without having to print all the tickets.
2. We had roughly 35-40% participation, with no mandate of fundraising this year. We will likely keep that "non-mandated" participation approach this year.
3. We had a corporate sponsor for our new jerseys this year – Polymer Shapes – They donated \$6,500 and received naming rights on our jerseys.
4. We had a sponsor for a March Break camp/tournament from Cluett Insurance but due to covid we were not able to proceed.
5. A Merchandise Order with drove Rev of 12K and Costs were a break-even as any margin was used to go toward the procurement of coaches' shirts.
6. We tried to launch a slot auction site with limited success and may revisit it next year as it would need a dedicated volunteer to run it on a commission basis to keep the activity high enough to make it work. It could be a real success for us, but it would need the right person in charge to be dedicated to that site. Currently listed items are to be drawn and given to those who bid.

Respectfully Submitted,

Zarina O'Donnell
Fundraising Coordinator

**Cole Harbour Minor Basketball Association
Vice President Report
June 28, 2021**



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 2020-21 season was an unprecedented year for all sports and I think our club excelled to offer great programming for a much longer period than our neighbouring clubs.

A few notable items to bring to the board:

- U16 Girls Division 1 Team – unfortunately not enough remaining players to have a second team.
- Shared Practices across U10-14 levels to increase gym times and expose players to different levels U10, 12 & 14 Girls and skills.
- 3 U10 Girls Team, 4 U12 and 2 U14
- Lead Coaches
 - U10 Mike McNally, Adrian Jones & Jack MacDonald
 - U12 Jason Sheppard, David Nagel & Kelly Creelman-Francois, Anthony Cole, Andrew Barnhill
 - U14 Jason Sheppard, Savannah Dewolfe
 - U16 Sean Francois
 - Numerous new and previous assistant coaches
 - Currently the # of coaches for the Girls teams is the highest in a number of years
- We produced Div 1 Teams in U10 and U16 and many other extremely competitive teams. Our goal is to have a minimum of two teams at each level and were very close to obtaining this past season. We would also like the club at each age level competing at D1 each year.
- On the girl's side at all levels we continued to promote the idea of fair play but not only with playing time but also responsibilities on the court. We want positionless players.

We are hoping to continue to focus on growing the girl's programs with the efforts put forth during the season. Not having spring league this year will slow likely slow the growth again a bit, but our program is starting to get recognition from other clubs parents. A continued focus on marketing our program in the area should help keep numbers increasing for the 2021-22 season even with Covid-19 and the lost spring league program. 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 with out 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
June 29, 2021**



To: Association Members and Fellow Executive

A very challenging year in the books.

We set out at the beginning of the year with a goal to make something happen for the kids, knowing that what that season would and could look like could change quickly – we were dedicated to making the best out of the situation – and at times that seemed like a week-by-week evaluation on what we can do. The kids were our priority, and we refused to hit the easy button and stand on the sidelines.

We welcomed a lot of new members this year, as we want to make sure all kids have a place to play. And our kids did just that – they practiced and practiced until they couldn't practice any more. We played some games along the way, not half as many as we wanted to – but we played. Other clubs seemed to wait until the end or not open at all – all for good reasons – but we wanted to be proactive and make a plan that was centric around our kids needs to be active and social through the sport of basketball.

We had a total of 35 Club Teams, and 40 Kids in Jr NBA – making us the second largest club in Nova Scotia last year. We will likely see a bit more growth going into this season but not at the same rate we have seen the past two years.

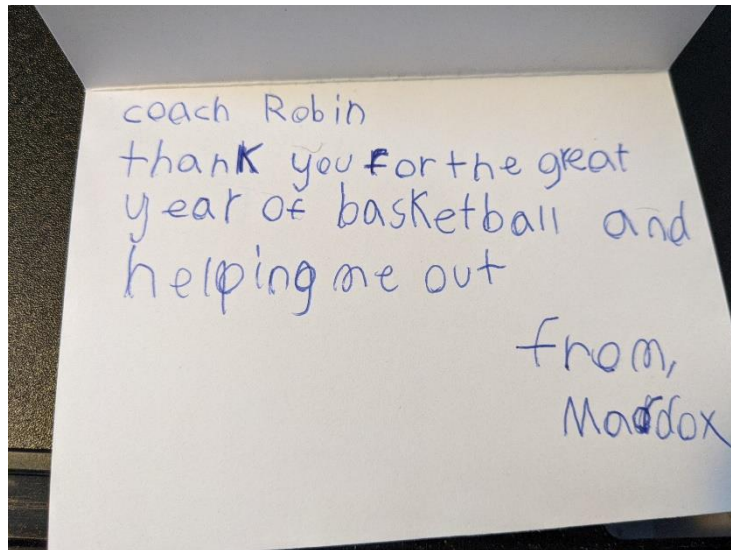
We had competitive teams in all age groups this year, great growth on the girls side and continued development with our boys teams especially in U10 and U12. The girls side with the focus of Martin our VP – is ready for even more growth.

We hope we never see a season like last year when it comes to Covid-19 and are looking forward to a typical season this year with Spring League to Follow our MBA season, early placements, and lots of coaches. Thank you to the coaches that stepped up and weathered the storm this year. Our club does not exist without you.

We added a fundraising position last year with great success. We did not make it mandatory for our members to participate in fundraising, but we felt we still did well. We had a business step up in our community and sponsor our jersey's. A big thank you to Wade Yeo and the team at Polymer Shapes. That was a major milestone for our club and we thank you.

As a community – we know that a young child or teenager should have the same opportunities as anyone else and if they want to play basketball, we have to come together to make sure no kid is left behind. This year our club is starting to look at running camps in Dartmouth/Cole Harbour, we have been involved with HRM in helping them as they refresh some of our playgrounds such as the upgrades happening on Flying Cloud right now, and I am personally involved with a group of professionals to launch an initiative to build a basketball focused community center in our neighbourhood that will allow our club to expand and run programs all year long and eventually bring in a Director of Operations on staff.

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 Cole Harbour Minor Basketball program a destination club in Nova Scotia.



Robin Veinotte

A handwritten signature in black ink, appearing to read "Robin Veinotte". The signature is stylized and includes a long horizontal flourish at the end.

President, Cole Harbour Rockets Minor Basketball
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