**Carleton Place Girls Hockey Association**

**Annual General Meeting Minutes**

**Tuesday, May 8th, 2012**

***Location:* Arena Boardroom**

***Time:*  7:00 p.m.**

***Executive Present:***

 **Kathy Finn**  **Colleen Kubiseski**

 **Cathy Barrie Amy Killeen**

 **Katharine Bourck Tom Beach**

***Executive Members Absent:***

 **Tammy Reid**

 **Cindy Davies (regrets sent)**

***List of Attendees:***

 **Todd Munro Heather Kennedy**

 **Donna Smith Heather White**

 **Andy Blanchard Jamie Bourck**

 **Jeff Kilcollins Sharon Nolan**

 **Noel Finn Darlene Quartermain**

 **Karen Laforet Joan Sandberg**

**Calling of the meeting to order**

**Introduction of participants:**

Each member of the Executive introduced themselves. All members in attendance also introduced themselves.

**Opening Comments:**

Kathy Finn thanked everyone for coming. She expressed her thanks and appreciation on behalf of association for all volunteers that make the CPGHA such a success.

**Review previous AGM Minutes of 11 May 2011:**

The minutes were reviewed by all in attendance.

**Motion to accept the minutes of last year’s AGM dated May 11th, 2011.**

***Motioned by:* Jeff Kilcollins**

***Seconded by:* Andy Blanchard**

***Carried by:* All in attendance**

**Reports from the Executive:**

Each of the Executive Members reported on their accomplishments and duties for the season.

**1st Vice President – Communication – Cindy Davies – Regrets Sent**

*As presented by Kathy Finn*

* Applied for and received a Lottery License from the Town of Carleton Place.
* Kept the CPGHA website up-to-date

**2nd Vice President – Risk and Discipline – Tammy Reid – Regrets Sent**

*As presented by Kathy Finn*

* The role of CPGHA Risk Management and Discipline is to provide a safe, secure and respectful environment for players, coaches, trainers and managers for the CPGHA organization
* PRCs were an issue again this year. Next year, the deadline will be steadfast. The responsibility will fall to the **Head Coach** of each team.

Tammy is stepping down from this position after tonight’s meeting.

**3rd Vice President – House Convenor – Vacant**

*As presented by Kathy Finn*

* This year, CPGHA had five House level teams. Each of the teams showed great development over the hockey season.

*Fundamentals –* Team of only 11 girls – Great Development

 over the year

*Novice -* A really large team and a very positive team.

 Finalists in two tournaments

 *Atom -* A challenging season, finished second in the

 ODWHA in the regular season

 *Peewee* – A banner season! Division and League Champions

 *Midget* – Had to recruit a goalie, participated in Championship Day

* Unfortunately, due to lack of registrations the “Support the Troops” tournament, normally held in March, had to be cancelled.
* The “Cyclone Challenge” did run again this year, over the Christmas Holidays. Overall, there was 16 teams that participated. Approximately $3300.00 dollars raised from this tournament. This tournament’s profits help to keep the cost of registrations down.

Steve Saumure stepped down from this position in March of 2012.

**4th Vice President – Competitive Convenor – Cathy Barrie**

Cathy reported on the accomplishments of the CPGHA competitive teams (8 total).

* In 2011, there were Spring Tryouts for both Midget Tier 1 and Bantam Tier 1 level. It was decided that Midget would continue; however, the Bantam Level did not have the required calibre to ice a team.
* Conditioning Ice started at the end of August and all tryouts were completed in early September
* Atom B – Won the four tournaments that it was registered in and a Silver at Provincials. The association also received numerous e-mails from the Provincial Champions as to the character and sportsmanship that the team displayed
* PeeWee BB – Won Championship Day. They were recategorized to an A team for provincial play downs. They also won a number of tournaments
* Bantam B – Had a great deal of success. They were made it to the Semis in many of their tournaments. This team missed advancing to the provincials by one point; however, they won the ODWHA championship.
* Bantam C – With this team having 90% of its’ returning players having had previously played at a competitive level it was decided that the team would compete at a competitive level. The team struggled throughout the season with commitment and team dynamics.
* Midget A – Competed well in their division, Nepean Tournament Champions and Belleville Finalists
* Midget B – A small team, that finished second in the regular season
* Senior B – Finished the season in the middle of the pack, advanced to the Provincials
* Senior C – Were finalists also represented CPGHA at the Provincials

**Registrar – Katharine Bourck**

The organization asked all registrations to be entered through Goalline.

* There were 197 registrations this year, which resulted in 13 teams with the organization
* The beginning of the season is quite difficult, especially with the requirement to approve rosters with the OWHA before October 1st

**Ice Scheduler – Colleen Kubiseski**

* The CPGHA’s ice contract runs from Labour Day Weekend to March 31st
* Conditioning ice started in August again this past year
* Tier 1 Team tryouts were run in the spring of 2011 and all other tryouts occurred in the first week of September (first week of school)
* We had 25 time slots for 13 CPGHA teams – with an effort to give all teams an average of 2-3 hours /week. The intermediate and senior teams only got 1 hour a week
* Tier 1 Team paid a surcharge of approximately $200/player for extra ice (2 x 1.5 hours) and a 3 referee system
* The organization is trying to increase ice time allotment for next year
* Every team received 2 or 3 - 6:30 a.m. practices except Intermediate and Senior.

**Question from the floor:** Is there a way to get more ice time at the Beckwith Facility?

A discussion took place in regards to ice time and competitive teams purchasing further ice.

**Secretary – Amy Killeen**

Reported on duties during the season:

* Minutes and logistics of CPGHA Executive
* Scheduling of Boardroom for Executive and Coach and Managers’ Meetings
* Scheduling of Photo Day Logistics – It was also presented that the turnout this year was not exemplary. It was presented that all teams need to make an effort to keep “photo day” available

**Treasurer’s Report – Tom Beach**

* Please see the attached “CPGHA Statement of Revenue and Expenses”
* Reported on Revenues and Expenditures (Hand Out Attached)
* Tom has also been working with our on-line registration provider (Goalline) to work out some of the “bugs” that we encountered in last year’s registration .
* Ice rentals and referee costs increased again for the 2011/2012 season
* Reported on duties of:

**-** transfer from ITSportsnet to Goalline

**-** reissuing of tax receipts

**-** balancing of account payables and receivables

**-** providing floats for tournaments and try-outs

**Equipment Manager – Karen Laforet**

* The organization is selling off old jerseys at a cost of $5.00 to anyone who is interested
* The equipment is in good order. There will need to be a greater number of ice packs and pucks ordered for the upcoming year

**Coach Mentor – Jeff Kilcollins**

* A number of requests to oversee a practice from some of the coaches
* A reminder for competitive teams – keep filling in the ***Form A*** paperwork

**A motion to amend the Constituion (as written below)**

**was made by: Donna Smith**

**Seconded by: Noel Finn**

**Carried by: All in attendance**

 **CPGHA Constitution – Proposed Amendments for AGM – May 8, 2012**

**Add – Article 3 – Membership**

2)

 **vii)** Persons appointed by the Board of Directors to fulfill voluntary responsibilities on behalf of the CPGHA who would not otherwise qualify as members.

**Add** – **Article 12 – Operational Staff (so re-number the rest of articles, namely, existing 12 becomes 13, 13 becomes 14 and so on).**

Operational staff are non-voting positions appointed at or around the AGM. Their role is to assist the Executive with their respective task at hand. Their attendance at meetings occurs when a particular concern is being addressed and they are asked to attend.

**Equipment Manager**

Shall maintain an accurate inventory of all equipment owned by the CPGHA. The Equipment

Manager shall purchase and have equipment repaired as approved by the Executive. Is responsible

for issuing sweaters, equipment, pucks, and trainer’s kits. Is also responsible for the return of all

signed out material.

**Coach Mentor**

The Coaching Mentor with input from the Executive and Coaching Staff will monitor the hockey program within the different levels and suggest program adjustments where required. Will communicate appropriate hockey clinics throughout the season and provide guidance to the coaching staff on all technical matters.

**Senior Representative**

Shall assist the Executive with all Senior issues, namely, team categorization, team selection and/or tryouts, team meetings, and team communications. Shall liase with Executive and NCWHL, National Capital Women’s Hockey League by attending mandatory meetings and maintaining appropriate communication.

 **Election of 2012- 2013 Executive Officers**

**President:** Nomination of Colleen Kubiseski by Kathy Finn

 Seconded by Cathy Barrie

 Ask for any other nominations from the floor

 Repeat (second time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Colleen did accept this position***

 Elected by a majority of hands

**1st Vice President:** Nomination of Cindy Davies by Cathy Barrie

 Seconded by Colleen Kubiseski

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Cindy did accept this position***

 Elected by a majority of hands

**2nd Vice President:** Nomination of Amy Killeen by Cathy Barrie

 Seconded by Katharine Bourck

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Amy did accept this position***

 Elected by a majority of hands

**3rd Vice President:** Nomination of Darlene Quartermain by Kathy Finn

 Seconded by Amy Killeen

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Darlene did accept this position***

 Elected by a majority of hands

**4th Vice President:** Nomination of Heather Kennedy by Colleen Kubiseski

 Seconded by Amy Killeen

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Heather did accept this position***

 Elected by a majority of hands

**Secretary:** Nomination of Donna Smith by Amy Killeen

 Seconded by Kathy Finn

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Donna did accept this position***

 Elected by a majority of hands

**Treasurer:** Nomination of Tom Beach by Katharine Bourck

 Seconded by Kathy Finn

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Tom did accept this position***

 Elected by a majority of hands

**Registrar:** Nomination of Katharine Bourck by Cathy Barrie

 Seconded by Tom Beach

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Katharine did accept this position***

 Elected by a majority of hands

**Ice Scheduler:** Nomination of Joan Sandberg by Kathy Finn

 Seconded by Colleen Kubiseski

 Ask for other nominations from the floor

 Repeat (2nd time) other nominations

 Repeat (third and final time) any other nominations

 Ballot is now closed. Ask if person accepts nomination. ***Joan did accept this position***

 Elected by a majority of hands

**Operational Staff: (Non-voting)**

**Equipment Manager:** Karen Laforet

**Coach Mentor:** Jeff Kilcollins

**Senior Rep:** Sharon Nolan

**Referee-in-Chief:** Robb Hogg CPMHRA

 Paul Charlebois APMHA

 Megan Lamont ODWHRA

**Kathy Finn – President**

Gave an overview of the Executive Accomplishments for the Season (Hand Out Provided – as attached)

* Kathy presented a gift to Cathy Barrie in appreciation for her work over the past few years on the CPGHA Executive. She has been an asset to our organization and wished the best in the future.
* She also thanked the countless volunteers, both past and present, for helping her and being part of her successes with the CPGHA. She wishes the organization and Colleen, the new president, many further accomplishments and future successes.

**Adjournment**

A motion was put forward to adjourn the meeting at 8:42 p.m.

**Motion by: Jeff Kilcollins**

**Seconded by: Andy Blanchard**

**Carried by all in attendance**