



**Carleton Place Girls Hockey Association
Annual General Meeting Minutes
Wednesday May 5, 2010**

Location: Arena Boardroom

Time: 7 p.m.

Executive Present:

Kathy Finn
Colleen Kubiseski
Cathy Barrie
Kelly Romain
Grace O'Driscoll
Katharine Bourck
Tom Beach
Karen Laforet

Executive Absent:

Alec Simpson

List of Attendees:

Amy Killeen
Jamie Bourck
Jen Findlay
Brent Findlay
Noel Finn
Steve Sheedy
June Kenny

Dave Dickson
Ross Button
Michele Findlay
Al Brown
Cindy Davies
Mark Kenny

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 bench staff as it takes time and effort to volunteer your time. CPGHA is well respected with both ODWHA and OWHA because of our volunteers so many thanks.

Review previous AGM Minutes of 14th May 2009:

The minutes were reviewed by all in attendance.

Motion to accept the minutes of last year's AGM dated 14 May 2009.

Motioned by: Brent Findlay

Seconded by: Noel Finn

Carried by: Majority show of hands

Reports from the Executive:

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



Kathy Finn – President

Gave an overview of the Executive Accomplishments for the Season (**Hand Out Attachment #1**)

Kelly Romain – 1st Vice President - Communication

Entered documents and data on to our new Goalline website.

Contacted lawyers to start incorporation process.

Filed for lottery licence with the town.

Gave user ID's to all teams so they could populate their teams' website.

Question: by Ross Button - If there is a lottery licence does it cover 50/50 draws for each team.

Answer: Several people on the executive answered that it such minimal money that almost all associations do not use the lottery licence for that purpose. It is used mostly for bigger lotteries ex: tournament lotteries must be reported.

Question: by Noel Finn - Can you use the email for all on goalline?

Answer: Kelly Romain - It's not the intent of the association to email everyone from here but through IT Sportsnet (Registration website). The email system for goalline would be good for each team to use.

Alec Simpson – 2nd Vice President – Risk Management and Discipline

Kathy Finn read Alec's report as Alec was unavailable for this meeting.

Incident reports received from teams were reviewed by the Executive and reported to ODWHA and in one case OWHA. (**Report Attached #2**)

No incidents that involved inappropriate behaviour from CPGHA staff. Any suspensions or penalties resulting in discipline of CPGHA bench staff were a result of communication with referees during games. All suspensions were served in accordance with League rules.

Quality of refereeing for girl's hockey remains a concern. All concerns were communicated both verbally and in writing to the ODWHA. They have been noted by the league and the ODWHRA.

Kathy further noted that she has had meetings with local referees and communicated in person and email with Megan Lamont President of ODWHRA. Megan has said that they will update their list with local referees (provided by Almonte and CP Chief Refs) so they can be added to the list and utilized.

Question: Brent Findlay – Will ODWHRA have more supervision in the rural areas?

Answer: Kathy Finn said she is working with Megan Lamont to rectify this problem as well.

3rd Vice President – Karen Laforet – House Convenor

Karen went over the 2 House Tournaments hosted by CPGHA – Cyclones Challenge and Support the Troops. She reported on the number of teams that attended and monies made. It should be noted that the Support the Troops Tournament collected \$1,243.58 for the Military Resources Center in Petawawa.



Special thanks to all the volunteers, the refs who waived their fees and many more who helped to make this a success.

Karen reported all the success of each team in the House Division.

Jen Findlay – Fundamental Coach – reported on her team this year and their progress. It should be noted that Jen is our first player to become a coach and she was praised by one of the fundamental parents at this meeting for a great job this year. Those in attendance gave Jen a hand for her hard work and dedication to our future CPGHA stars.

4th Vice President – Colleen Kubiseski – Competitive Convenor

All competitive teams' accomplishments were reviewed at the meeting.

Amy Killeen spoke in regards to the Novice Team. The Novice Team had won a handful of games with high scores and ODWHA decide to recategorize the team to Novice Competitive. The girls did well despite the recategorization.

2 teams were recategorized from B to BB (Atom and Peewee)
Midget C and Atom BB made it to Provincials. Atom BB won Silver at Provincials this is CPGHA's best showing to-date. Peewee C excelled during 4 tournaments with two wins, finalist and missing out on the finals by 1 point in the 4th tournament. Atom BB were playoff finalists and Peewee BB were playoff Champions. Bantam B provincial quest came down to one game against Smith Falls winner moved on to Provincials. Our teams scored first but the goal was called back and Smith Falls ended up getting the 1-0 win in the end. Smith Falls ended up winning Provincials but CP got revenge winning a playoff game against them and winning 1-0. Bantam B were also Nepean Tournament Finalists.

Tier 1 Meeting was held with other local associations to see if it was a feasible idea. Nothing really evolved out of this meeting as the numbers really couldn't support it.

Coach and Bench Staff meeting was held at the end of the season. Colleen received coach's evaluations. She is also looking into getting fair ice from Mississippi Mills and Carleton Place. Need the core hours during the week of 6:30 p.m. and on.

Coach interviews will be held in June.

Secretary – Cathy Barrie

Reported on duties during the season:
Competitive Peewee Convenor
Minutes and logistics of CPGHA Executive
Picture Day Logistics
Peewee Tier 2 Statistician



Ice Scheduler – Grace O’Driscoll

30 weeks of practice time with 6 of them as prime time hours (6:30 p.m. and on) 13 hours on the weekend – 38 hours of ice time had to be handed back as teams were at tournaments. Every team received 3 6:30 a.m. practices except Midget and above.

Treasurer’s Report – Tom Beach

Reported on Revenues and Expenditures (**Hand Out Attached #3**)

Tom has also been working non stop on getting the On line Registration up and running. It should be available by this weekend.

A policy change was made - a \$25.00 late fee for anyone who does not pay all of their registration fees.

THERE WERE NO CONSTITUTIONAL AMENDMENTS TO INCLUDE AT THIS MEETING.

ELECTIONS FOR 2010/2011 SEASON:

Brent Findlay was asked to run the election again this year.

President: Nomination for ***Kathy Finn*** by Alec Simpson (**attached email #4**)
2nd by Colleen Kubiseski

Ask for any other nominations from the floor

Repeat (second time) other nominations

Repeat (third and final time) for any other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands

1st Vice President: Nomination of Cindy Davies by Kathy Finn
2nd by Kelly Romain

Ask for any other nominations from the floor

Repeat (third and final time) for any other nominations

Ballot closed and nomination declined by Cindy Davies

Position remains ***vacant***

2nd Vice President: Nomination of ***Alec Simpson*** by Kathy Finn
2nd by Kelly Romain

Ask for any other nominations from the floor

Repeat (third and final time) for any other nominations

Ballot closed and nominate accepted (**Acceptance attached #5**)

Elected by a majority of Hands

3rd Vice President: Nomination of ***Karen Laforet*** by Amy Killeen
2nd by Grace O’Driscoll

Ask for any other nominations from the floor

Repeat (second time) Repeat (third and final time) other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands



4th Vice President: Nomination of **Cathy Barrie** by Al Brown
2nd by Steve Sheedy

Ask for any other nominations from the floor

Repeat (second time) other nominations

Repeat (third and final time) for any other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands

Secretary: Nomination of **Amy Killeen** by Cathy Barrie
2nd by Colleen Kubiseski

Ask for any other nominations from the floor

Repeat (second time) other nominations

Repeat (third and final time) for any other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands

Treasurer: Nomination of **Tom Beach** by Colleen Kubiseski
2nd by Kathy Finn

Ask for any other nominations from the floor

Repeat (second time) other nominations

Repeat (third and final time) for any other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands

Registrar: Nomination of **Katharine Bourck** by Kelly Romain
2nd by Karen Laforet

Ask for any other nominations from the floor

Repeat (second time) other nominations

Repeat (third and final time) for any other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands

Ice Scheduler: Nomination of **Colleen Kubiseski** by Al Brown
2nd by Grace O'Driscoll

Ask for any other nominations from the floor

Repeat (second time) other nominations

Repeat (third and final time) for any other nominations

Ballot closed and nomination accepted

Elected by a majority of Hands

Operational Staff (non voting) will remain the same



Other Business:

Kathy Finn expressed her appreciation on behalf of CPGHA to:

Brent Findlay who agreed to lead the elections for the last 3 years now! He was presented with a gift of appreciation.

A gift of appreciation was also given to Grace O'Driscoll who has been our ice scheduler for the past 2 years. A huge and difficult job!

Thank you was also expressed to Kelly Romain who agreed to come back for one year as there was no one to take on the VP of Communications position.

Thanks were also expressed to Tom Beach for all the many hours he has put in on the On Line Registration.

Adjournment

A motion was put forward to adjourn the meeting at 9:11 p.m.

Motion by: Brent Findlay

Seconded by: Noel Finn

Carried by all in attendance



Executive Accomplishments – 2009/2010 Season

CPGHA becomes Incorporated September 24, 2009
CPGHA's 10th Anniversary Water Bottles for Players
CPGHA 5th House Tournament "Cyclones Challenge"
CPGHA 3rd "Support our Troops" Legion Tournament
CPGHA 3rd Donation to CFB Petawawa Family Resource Centre
CPGHA Corporate Sponsors - Ontario Power Generation, MacDonald's Sports
CPGHA involvement with NHL Alumni Game
CPGHA Executive presence at ODWHA Presidents Council meetings
CPGHA Executive presence at OWSA AGM and General Meetings
CPGHA obtains Blanket Raffle Lottery License
CPGHA Volunteer Commitments to ODWHA – Atom House Statistician, Bantam House Scheduler, Pee wee Tier 2 Statistician, Pee wee Tier 2 Scheduler, Championship Day Monitoring OWSA Regional Playdown Games – "District Rep"
OWSA Nominating Committee member
Volunteer at OWSA Provincial Championships
Information Package for Players and Parents Circulated at Conditioning Ice
Circulated CPGHA Managers Duties and Responsibilities at Coaches/Managers Meeting
Executive Presence at many CPGHA League, Tournaments, Playoff and Playdown Games
CPGHA Policy Manual Revisions
CPGHA Recruitment and Advertising – Magnet Signs at #7, Beckwith Park, Almonte
CPGHA Photo Day – Shoot 4 the Stars
CPGHA Coach Mentor
CPGHA Power Skating Sessions Offered to teams
CPGHA PRC's collection and adherence to Policy
CPGHA Receipts for Child Tax Credit
CPGHA On-Line Registration – steps in getting it off the ground – ItSportsnet
CPGHA hosted Tier 1 meeting inviting other Rural Associations in close Proximity
CPGHA liaison with ODWHRA concerning referee issues
CPGHA requests made to Mississippi Mills and Town of Carleton Place – Fair Ice

Cathy

From: Simpson, Alec [alec.simpson@tc.gc.ca]
Sent: Wednesday, May 05, 2010 3:40 PM
To: finnville@xplornet.com; paul.barrie@sympatico.ca
Subject: CPGHA Risk Management and Discipline - AGM Report - May 5, 2010

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**Report: Risk Management and Discipline
Carleton Place Girls Hockey Association
AGM Meeting - May 5, 2010**

The goal of the position of CPGHA Risk Management and Discipline is to provide a safe, secure and respectful environment for players, coaches, trainers and managers throughout the hockey season. This is accomplished through

- Police Record Checks;
- OWHA Speak Out courses;
- consistent guidance through CPGHA Team Manuals;
- CPGHA, ODWHA, OWHA notices and bulletins;
- liasoning with the Ottawa District Womens Hockey Association and the Ontario Womens Hockey Association on issues related to risk management and discipline;

- incident reporting and follow-up; and,
- monitoring of the teams throughout the season.

During the 2009 -2010 season, incident reports received from teams were reviewed by the CPGHA Executive, and reported to the ODWHA, and in one case the OWHA.

There were no incidents that involved inappropriate behaviour from CPGHA staff. Any suspensions or penalties resulting in discipline of CPGHA bench staff were a result of communication with referees during games. All suspensions were served in accordance with League rules.

It should be noted that this was the first season in which we dealt with a medical epidemic, the Swine Flu, OWHA procedures were put in place , i.e.: no hand shaking, or sharing water bottles, provided a safe environment for all involved.

The quality of refereeing for girls hockey remains a concern. During the past season, either through e-mails or in writing, coaches expressed frustration at the level and consistency of referees. These concerns were communicated both verbally and in writing to the ODWHA. They have been noted by the League, and will continue to be monitored and reported by the CPGHA. It should be noted that CPGHA bench demonstrated respect for the game, and a safe and secure environment for all players.

I would like to express my sincere appreciation and gratitude to all coaches, assistant coaches, trainers, and managers for their dedication to the game, and respecting the requirements for risk management and discipline

Regards

Alec Simpson
2nd Vice President, Risk Management and Discipline
Carleton Place Girls Hockey Association

Carleton Place Girls Hockey Association
Statement of Revenue and Expenses
For the year ended April 30, 2010

Revenue

Registration fees	\$93,097.82
Donations	\$600.00
Tournament Revenue	\$11,916.00
Tryouts	\$2,201.44
Other	\$2,595.34
	<u>\$110,410.60</u>

Expenses

Ice Rental	\$61,879.06
Referees	\$5,709.00
Advertising/WEB	\$1,032.10
Supplies	\$1,930.73
OWHA Insurance/Fees	\$12,667.50
ODWHA Fees	\$1,650.00
Equipment	\$5,273.70
Bank charges	\$63.65
Tournament Expenses	\$5,348.78
Training clinics	\$1,355.00
Online Registration	\$352.24
Other	\$3,515.66
	<u>\$100,777.42</u>

Surplus/(deficit) for period \$9,633.18

Opening surplus \$43,446.69

Closing surplus/(deficit) \$53,079.87

Bank Balance:

Current \$51,546.27

\$51,546.27

Carleton Place Girls Hockey Association
Actual vs. Budget - May 1/09 to Apr 30/10

	Actual to Apr 30/2010	Preliminary Budget 2009/2010	Actual 2008/2009	
Revenue				
Registration fees	\$93,097.82	\$80,922.49	\$94,938.22	
Donations	\$600.00	\$1,000.00	\$1,000.00	
Tournament Revenue	\$11,916.00	\$12,500.00	\$12,500.00	
Tryouts	\$2,201.44	\$2,370.00	\$2,370.00	
Other	\$2,595.34	\$2,000.00	\$19,111.19	+ Lottery money
	<u>\$110,410.60</u>	<u>\$98,792.49</u>	<u>\$129,919.41</u>	
Expenses				
Ice Rental	\$61,879.06	\$73,333.72	\$69,841.64	+ 5% increase for ice
Referees	\$5,709.00	\$6,527.85	\$6,217.00	+ 5% increase for Refs
Advertising/WEB	\$1,032.10	\$1,500.00	\$718.04	+ \$600 New website
Supplies	\$1,930.73	\$763.27	\$763.27	
OWHA Insurance/Fees	\$12,667.50	\$13,117.50	\$13,117.50	
ODWHA Fees	\$1,650.00	\$2,170.00	\$2,170.00	
Equipment	\$5,273.70	\$7,000.00	\$497.20	+ \$3000 x 2 sets of sweaters etc
Bank charges	\$63.65	\$61.25	\$61.25	
Tournament Expenses	\$5,348.78	\$5,398.82	\$5,141.73	+ 5% increase
Training clinics	\$1,355.00	\$1,845.00	\$1,845.00	
OnLine Registration	\$352.24	\$500.00	\$0.00	+ \$500
Other	\$3,515.66	\$4,500.00	\$2,953.25	+ \$1500 incorporation costs
	<u>\$100,777.42</u>	<u>\$116,717.41</u>	<u>\$103,325.88</u>	
Surplus/(deficit) for period	<u>\$9,633.18</u>	<u>(\$17,924.92)</u>	<u>\$26,593.53</u>	
Opening surplus	\$41,914.59	\$41,914.59	\$15,320.06	
Closing surplus/(deficit)	<u>\$51,547.77</u>	<u>\$23,989.67</u>	<u>\$41,913.59</u>	
Bank Balance:				
Current	<u><u>\$51,546.27</u></u>			

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Cathy

From: Simpson, Alec [alec.simpson@tc.gc.ca]
Sent: Monday, May 03, 2010 11:40 AM
To: Cathy
Cc: finnville@xplornet.com
Subject: Nomination - Kathy Finn - President - 2010-2011 Season

Cathy

Please accept this memo as nomination of Kathy Finn for President - Carleton Place Girls Hockey Association

Kathy's leadership has been instrumental in advancing the goals and objectives of girls and women's hockey in the Ottawa area. The time that she has devoted to this organization, and to the Ottawa District Hockey Association is reflected in the success of its growth and respect within the Province of Ontario.

As President, Kathy has led a team of Executives to ensure a safe, secure and respectful environment for players, coaches and trainers.

For these attributes, I would like to nominate Kathy for another term

Alec Simpson
Carleton Place Girls Hockey Association

Information from ESET NOD32 Antivirus, version of virus signature database 4978 (20100326)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

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Cathy

From: Simpson, Alec [alec.simpson@tc.gc.ca]
Sent: Wednesday, May 05, 2010 1:24 PM
To: finnville@xplornet.com; paul.barrie@sympatico.ca
Subject: Expression of Interest - CPGHA 2nd Vice President - Risk Management and Discipline

Hello

Please accept this expression of interest for the position of 2nd Vice President, Risk Management and Discipline for the Carleton Place Girls Hockey Association.

Regards

Alec Simpson
129 Mockingbird Lane
Ashton, Ontario

_____ Information from ESET NOD32 Antivirus, version of virus signature database 4978 (20100326)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>