



**Carleton Place Girls Hockey Association
Annual General Meeting Minutes
Wednesday May 11th, 2011**

Location: Arena Boardroom
Time: 7 p.m.

Executive Present:

Kathy Finn	Alec Simpson
Colleen Kubiseski	Cindy Davies
Cathy Barrie	Amy Killeen
Katharine Bourck	
Tom Beach	
Karen Laforet	

List of Attendees:

Dave Dickson	Todd Munro
Joan Sandberg	Heather White
Blair White	Jamie Bourck
Jeff Kilcollins	Kevin Boyce
Tara Graham	

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 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 5th May 2010:

The minutes were reviewed by all in attendance.

Motion to accept the minutes of last year's AGM dated 5 May 2010.

Motioned by: Heather White

Seconded by: Jeff Kilcollins

Carried by: All in attendance

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 Provided – as attached)

Equipment Manager – Tara Graham

All equipment is in good condition. Needs for next year are replacement of ice packs, etc. in the trainers' bags.

Tara is stepping down from this position after 3 years.

The CPGHA organization thanks her for her years of dedication and work in helping bring hockey to the girls of the area and wishes her well in the future.

Cindy Davies– 1st Vice President - Communication

- Distributed flyers to 8 local schools in June of 2010 to help increase registration.
- Organized the signage for the Beckwith Fields for the Mist Soccer Tournament and in front of “The Cheddar Shop” and “Levi’s home Hardware” to announce registration
- Was responsible for changes to the CPGHA website with help from Cathy Barrie
- Created and distributed user ID’s for all teams to enable them to use individual team websites.
- Applied for and received a Lottery License from the Town of Carleton Place.

Alec Simpson – 2nd Vice President – Risk and Discipline

Alec provided a summary of his position

- The role 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, which is accomplished through:
 - a) Police Record Checks;
 - b) OWHA “Speak Out” courses;
 - c) Consistent guidance through the CPGHA Team Manuals;
 - d) CPGHA, ODWHA and OWHA notices and bulletins;
 - e) Liaison with ODWHA and the OWHA on issues related to risk management and discipline;
 - f) Incident reporting and follow-up; and,
 - g) Monitoring of the teams throughout the season.
- There were no incidents that involved inappropriate behavior from CPGHA staff. All suspensions or penalties resulting in discipline of CPGHA bench staff were a result of communication with referees during games. One suspension was served in accordance with League rules.



- The quality of refereeing for Girls Hockey remains a concern. Over the past season, coaches and staff expressed frustration at the level and consistency of referees. These concerns and any complaints that have been received have been filed. The organization must support and work with the referees as they are an essential part of the game.

After fulfilling the role of Risk Management and Discipline for the past three years, Alec is stepping down from his position.

Kathy Finn thanked Alec for his commitment to ensuring that “all our girls are safe.” A huge thank you to Alec for developing the “Team Binders” along with chasing all the required documentation from all the organization’s volunteers.

3rd Vice President – Karen Laforet – House Convenor

Karen reported on the organization’s tournaments and House Teams.

- This year, CPGHA had six House level teams. Four of these teams went on to Championship Day and three of them were League Champions (Novice, Atom and Midget/Intermediate). The PeeWee team lost their championship bid in a shoot-out.
- In the past, there has been two tournaments that have been hosted by CPGHA. Unfortunately, due to lack of registrations the “Support the Troops” tournament, normally held in March, had to be cancelled.
- The “Cyclone Challenge” did run this past year and there were a total of 14 teams registered. Only four of the six CPGHA teams registered in this tournament. A chilli lunch was held for the first time. Overall, there was approximately \$4000.00 dollars raised from this tournament.
- All teams must try to make a commitment to support and register in this tournament, as it helps keep the cost of all registrations down.

Karen is stepping down; however, she is moving to the Equipment Manager Position for the CPGHA

4th Vice President – Cathy Barrie – Competitive Convenor

Cathy reported on the accomplishments of all the CPGHA competitive teams (7 total). All of the teams had a lengthy list of accomplishments!

- Headed competitive tryouts in the late summer of 2010 for the 2010/2011 Competitive Teams
- Ensured that there were evaluators for all levels, during team selection
- Initiated e-mails as a mode of confirmation of making or being cut from competitive teams
- Was a liaison between the ODWHA and our CPGHA competitive teams
- Held competitive tryouts for the 2011/2012 hockey season at the Midget and Bantam Tier 1 Teams for the first time.

The organization decided that there was enough talent for the Midget Tier 1 team but not the Bantam Tier 1 team.



Registrar – Katharine Bourck

Katharine indicated that the organization used ITSportsnet for registration for the 2010/2011; however, CPGHA will be switching to Goalline.

Question: What will you do with those people who do not have access to a computer/internet?

Answer: The organization will ensure that they make themselves available on an evening or two to register those who do not have access. The suggestion of using the public library was also made.

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

Ice Scheduler – Colleen Kubiseski

- Conditioning ice started in August
- We had 23 time slots for 13 CPGHA teams – with an effort to give all teams an average of 2 hours /week. The intermediate and senior teams only got 1 hour a week
- 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.

Comment from the floor: “The ice was great this year; we had our schedules much sooner this past year.”

Treasurer’s Report – Tom Beach

- ◆ Please see the attached “CPGHA Balance Sheet” and Budget
- Reported on Revenues and Expenditures (Hand Out Attached)
- Tom has also been working on changing our on-line registration provider from ITSportsnet to Goalline.
- Ice rentals and referee costs increased for the 2010/2011 season
- On-line registration was up and running for the summer of 2010 and therefore many registrations were done in this manner
- CPGHA became an Incorporated organization this year and filed their first tax return this past year
- Registration increase this year of \$35 per player, with the exception of FUNdamentals



THERE WERE NO CONSTITUTIONAL AMENDMENTS TO INCLUDED AT THIS MEETING.

ELECTIONS FOR 2011/2012 SEASON:

Blair White volunteered to run the election this year.

President: Nomination for Kathy Finn by Alec Simpson

2nd by Colleen Kubiseski

Asked 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 was accepted by Kathy Finn

Elected by majority of Hands

1st Vice President: Nomination of Cindy Davies by Karen Laforet

2nd by Colleen Kubiseski

Asked for any other nominations from the floor

Repeat (third and final time) for any other nominations

Ballot closed and nomination was accepted by Cindy Davies

2nd Vice President: Nomination of Tammy Reid by Cindy Davies

2nd by Amy Killeen

Asked for any other nominations from the floor

Repeat (third and final time) for any other nominations

Ballot closed and nomination was accepted verbally by Tammy Reid

Elected by a majority of Hands

3rd Vice President: There was not a nomination out forth for this position, at this time.

4th Vice President: Nomination of Cathy Barrie by Katharine Bourck

2nd by Cindy Davies

Asked 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 was accepted by Cathy Barrie

Elected by a majority of Hands

Secretary: Nomination of Amy Killeen by Karen Laforet

2nd by Heather White (from the floor)

Asked 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 was accepted
Elected by a majority of Hands

Treasurer: Nomination of Tom Beach by Colleen Kubiseski
2nd by Karen Laforet

Asked 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 was accepted
Elected by a majority of Hands

Registrar: Nomination of Katharine Bourck by Cathy Barrie
2nd by Alec Simpson

Asked 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 was accepted
Elected by a majority of Hands

Ice Scheduler: Nomination of Colleen Kubiseski by Amy Killeen
2nd by Cindy Davies

Asked 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 was accepted
Elected by a majority of Hands

Operational Staff (non voting) will change:

- ≈ Karen Laforet - will be taking over the position of Equipment Manager for CPGHA
- ≈ Jeff Kilcollins (CPGHA Coah Mentor) – would like to put together a coaching clinic for early fall (before the beginning of the season). He understands that getting ice time may be an issue.

Other Business:

Kathy Finn expressed her appreciation on behalf of CPGHA to:

Tara Graham - A gift of appreciation was given to Tara Graham who has been our equipment manager for the past 3 years. A heartfelt thanks was extended to her for her commitment over the last few years!

Alec Simpson - A gift of appreciation and a big thank you was also expressed to Alec Simpson who has been with the organization since 2004, from a coach to a member of the executive. He has been the 2nd Vice President for the last 3 years and his initiative and organization will be missed.



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

Question: Is there a reason that the House teams have been receiving only 18 games instead of the 20 games?

Answer: The ODWHA has determined the number of games in a season. This was not a CPGHA decision. All house teams are encouraged to pursue exhibition games – preferably earlier in the season.

Concerns/Comments:

Jeff Kilcollins – presented some of the issues that rural organizations are experiencing with ODWHA referees and their monitoring of games.

Adjournment

A motion was put forward to adjourn the meeting at 8:29 p.m.

Motion by: Heather White

Seconded by: Kevin Boyce

Carried by all in attendance

Actual vs. Budget - May 1/10 to Apr 30/11

	Actual to Apr 30/2011	Preliminary Budget 2010/2011	Actual 2009/2010
Revenue			
Registration fees	\$108,227.86	\$93,097.82	\$93,097.82
Donations	\$2,540.00	\$600.00	\$600.00
Tournament Revenue	\$6,950.00	\$12,000.00	\$11,916.00
Tryouts	\$4,996.20	\$2,201.44	\$2,201.44
Other	\$2,376.50	\$2,595.34	\$2,595.34
	<u>\$125,090.56</u>	<u>\$110,494.60</u>	<u>\$110,410.60</u>
Expenses			
Ice Rental	\$71,802.40	\$76,879.06	\$61,879.06
Referees	\$7,286.50	\$5,709.00	\$5,709.00
Advertising/WEB	\$975.19	\$1,032.10	\$1,032.10
Supplies	\$1,741.19	\$1,930.73	\$1,930.73
OWHA Insurance/Fees	\$14,437.00	\$12,667.50	\$12,667.50
ODWHA Fees	\$2,160.00	\$1,650.00	\$1,650.00
Equipment	\$4,329.50	\$5,273.70	\$5,273.70
Bank charges	\$60.05	\$63.65	\$63.65
Tournament Expenses	\$4,329.71	\$5,348.78	\$5,348.78
Training clinics	\$1,784.90	\$1,355.00	\$1,355.00
OnLine Registration	\$1,868.23	\$352.24	\$352.24
Other	\$750.00	\$3,515.66	\$3,515.66
	<u>\$111,524.67</u>	<u>\$115,777.42</u>	<u>\$100,777.42</u>
Surplus/(deficit) for period	<u>\$13,565.89</u>	<u>(\$5,282.82)</u>	<u>\$9,633.18</u>
Opening surplus	\$41,914.59	\$41,914.59	\$41,914.59
Closing surplus/(deficit)	<u>\$55,480.48</u>	<u>\$36,631.77</u>	<u>\$51,547.77</u>

Bank Balance:

Current \$65,111.59