



## Carleton Place Girls Hockey Association

### Executive Meeting #1 Minutes

**Topic:** Executive Monthly Meeting  
**Date:** Wednesday June 5, 2019  
**Time:** 6:30 pm – 9:30 pm  
**Location:** The Thirsty Moose – Upstairs

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#### Attendees:

Ryan Carroll	President
Renee Colley	Vice President
Jen Wright	Competitive Director
Hamish Fraser	High Performance Director
Dave Mitchell	Director of Discipline and Risk Management
Alex Bennett	Treasurer
Christine Larush	Registrar
Ron Buchanan	Coach Mentor
Dwight McNutt	Player & Goalie Development Coordinator
Kayla Twigge	Senior Rep
Steph Grabe	Equipment Manager

#### Regrets:

Christine Shillinglaw	Secretary
Dave Landrigan	Fundamentals and House Director
Sara Simpson	Special Events & Communications Coordinator
Crystal Devlin	Ice Scheduler

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### **1.0 INTRODUCTIONS**

- Call to Order – Ryan Carroll at 6:30pm
  - Executive present introduced themselves and shared their role for the upcoming season.
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- Vice President relayed which roles would fall under the President and which would fall under the Vice-President as a point of contact.
- Roles under the President are:
  - Secretary
  - Competitive Director
  - High Performance Director
  - Director of Discipline and Risk
  - Coach Mentor
  - Ice-Scheduler
  - Player and Goalie Development Coordinator
- Roles under the Vice-President are:
  - Fundamental and House Director
  - Special Events & Communications Coordinator
  - Treasurer
  - Registrar
  - Senior Rep
  - Equipment Manager

## **2.0 REVIEW OF PREVIOUS MINUTES**

- Not applicable – first meeting of the new executive

## **3.0 NEW BUSINESS**

### **3.1 Administration**

- Approval of minutes from AGM - Motioned by Dave Mitchell, seconded by Alex Bennett
- Confidentiality/Conflict of Interest/Supporting Decisions – President reminded the Executive about their roles and responsibility to maintain the integrity of the Association and its members privacy. The Executive members are responsible to declare their own conflict of interest when dealing with matters – this will not be decided by any other member of the Executive.
- A discussion was had on whether the Executive would run a Governance Committee and Fundraising Committee again this season – to be further discussed.
- ODWHA Update:
  - ODWHA will not be running the Novice house league this season. It will be up to individual associations to form a league for game play.



- The Vice President will be the point person to coordinate this with the other West associations (SFGHA, GGHA, KDGHA, BGHA, CPGHA), along with Fundamental & House Director.
- 2019/20 Registration
  - Executive discussed the registration fees for the Novice level – see Motion #1 below.
- 20th Anniversary Logo Design:
  - Senior Rep provided details about the logo plans. It was discussed having the logo sooner, so it could be used / unveiled at the Golf Tournament. Possibly deadline for completion is July 10th.

### 3.2 Financials

- Budget update provided and to be expanded on at next meeting.
- Non-parent coach expenses – to be discussed at next meeting.
- 2019/20 ice times – to be discussed at next meeting.
- Golf Tournament:
  - Dave Mitchell updated Executive on the golf tournament planning.
  - He is asking that each named coach try and provide two foursomes for the tournament.
  - Looking for sponsors - we have a hole in one sponsor for a new car.
  - Executive will try and come up with 6 teams.
  - Needs volunteers for the day - possibly responsibility of Midget or Bantam players.
  - Numbers will be set by July 26

### 3.3 Team Updates

- Canadians partnership:
  - Executive Director of OWHA will not approve name change to Canadians for the HP teams.
  - CPGHA will move forward as the Cyclones for the HP teams with Canadians jerseys. We CANNOT call ourselves Canadians. We can use CPC.
- Just Try It - date is set for August 15<sup>th</sup> - Laura Scott has information on this from the past season.
- August tryouts – to be discussed at next meeting.

### 3.4 Coaching and Referees

- Coach selections - Fundamental & House Director will require a panel for selection process. Jen Wright and Ron Buchanan were suggested.
- Coach clinic(s) – plan to host one.
  - Referee clinic – plan to host another clinic this season.



### 3.5 Equipment

- Fundies jerseys - Hamish will ask Jason Clarke about sponsoring Fundies jerseys in two of three different colours.

### 4.0 MOTIONS

- MOTION #1: Motioned by Ryan
  - All in favour to reduce the Novice registration fees by \$30 to be set at \$790 for the 2019/20 season.
  - VOTE: All in favour – motion passed
- MOTION #2: Motioned by Ryan
  - All in favour to approve \$3000 for High Performance Coach expenses and/or third-party coaching expenses. Pre-authorization is required along with submission of receipts to Treasurer for approval.
  - VOTE: All in favour – motion passed
- MOTION #3: Motioned by Dave
  - All in favour of the Executive to donate one registration fee to a maximum of \$800 for the golf tournament.
  - VOTE: All in favour – motion passed
- MOTION #4: Motioned by Dave
  - All in favour to receive approval for a float of up to \$500 for upfront golf tournament costs.
  - VOTE: All in favour – motion passed

### 5.0 ACTION ITEMS

- Discuss committees for this season.
- Registrar to update Treasurer weekly with registration totals. Confirm totals for early-bird.
- Dwight McNutt to put together a budget for his plans for player and goalie development.
- Dave Mitchell to draft a policy for what is classified or appropriate for a coaching expense.
- Hamish will send email to HP teams to remind them and ensure that they are aware that they are NOT to use the Canadians name.
- Crystal to book ice for August tryouts and Just Try It.
- Renee will update Fundamental & House Director about coach selections, and Novice league plans.
- Hamish will ask Jason Clarke about sponsoring Fundies jerseys.

### 6.0 NEXT MEETING – TBD

