



## Carleton Place Girls Hockey Association

### Executive Meeting #3 Minutes

**Topic:** Executive Monthly Meeting  
**Date:** August 13, 2019  
**Time:** 6:30pm – 9:30 pm  
**Location:** Carleton Place Arena – Boardroom

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#### Attendees:

Ryan Carroll	President
Renee Colley	Vice President
Jen Wright	Competitive Director
Hamish Fraser	High Performance Director
Sara Simpson	Special Events & Communications Coordinator
Dave Mitchell	Director of Discipline and Risk Management
Crystal Devlin	Ice-Scheduler
Dwight McNutt	Player & Goalie Development Coordinator
Christine Shillinglaw	Secretary

#### Regrets:

Alex Bennett	Treasurer
Christine Larush	Registrar
Ron Buchanan	Coach Mentor
Kayla Twigge	Senior Rep
Steph Grabe	Equipment Manager

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## **1.0 INTRODUCTION**

- Call to Order
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## 2.0 NEW BUSINESS

### 3.1 Administration

- Approval of minutes - Minutes approved
- Confidentiality Forms
  - Someone collected forms at first meeting – Christine to send an email to executive and summarize who is outstanding

### 3.2 Financials

- Golf Tournament
  - Dave estimates roughly \$8000 in revenue and \$1000 in expenses (total profit around \$7000 estimated)
  - Lessons Learned:
    - Dave thought the tournament planning and execution was worth it provided the profit benefits the entire association such as a year end banquet
    - Registration timing was a struggle and late registration caused an issue with the amount of food
    - Start planning process earlier next year
    - Received complaints on date – didn't like a Friday and after a long weekend
- Budget
  - Alex sent out draft budget prior to meeting
  - Ryan made updates at the meeting - see Motion #1 below for approval of budget
    - Added some fees for development costs - Dwight provided
    - Updated Fundies jersey price
    - Referee clinic – are we going to try and have it again this year?
    - Bantam AA coach has asked for payment for his High-Performance coach course at a cost of approximately \$1200 – our policy states that we pay for required courses and this is classed as a required course. Executive to examine updates to the policy for next year regarding this item.
- 2019/20 Ice Times
  - Crystal spoke to Fundies coaches and they took the Tuesday at 5pm ice time slot at Beckwith
  - Crystal is still waiting on contract from CP rink
  - Mississippi Mills provided their contract and we still have our regular ice time on Thursday nights



### 3.3 Team Updates

- Registration numbers
  - Novice – 4 teams – 3 House and C – 33 are registered
  - Atom – 3 teams – B, C and House – 36 are registered
  - Peewee – 2 teams – House and BB – 29 registered – cap registration at 30
  - Bantam – 2 teams – House and C – 22 registered
  - Midget – 1 team – B – 17 registered
- Tryouts
  - Start next week
  - Ryan to get a cash float from Alex
  - Evaluators are lined up for all tryout nights
  - Conditioning should be run by coaches
  - Steph has tryout jerseys
- Novice Format/Sort Outs
  - Need ice time to be able to complete – differ to next meeting

### 3.4 Coaching and Referees

- Coaches/Managers Meeting
  - Email has been sent out regarding coaches meeting date – Sept. 3<sup>rd</sup>
  - Ryan asked all Executive members to think about what material they would like coaches and managers to know at the meeting
- Coach Clinic(s)
  - Arranged for Sept. 7<sup>th</sup>
  - Registration deadline is August 31<sup>st</sup>
  - Sara to post on the website
- Dave drafted a policy for Non-Parent Coaches to be reviewed by the Executive

### 3.5 Equipment

- Hamish has investigated Fundies jerseys
  - \$1590 for 30 jerseys
  - Hamish has secured \$1000 in sponsorship if we use CPC on the jerseys



- Decide on date for jersey distribution

#### **4.0 MOTIONS**

MOTION #1: Motioned by Renee and seconded by Hamish

- All in favour to approve 2019/2020 budget
- VOTE: All in favour – motion passed

#### **5.0 ACTION ITEMS FOR NEXT MEETING**

- Review requirements for Fundraising and Governance Committees
- Confidentiality forms – who are we missing? Christine to review
- Ryan asked all Executive members to think about what material they would like coaches and managers to know at the meeting

#### **6.0 NEXT MEETING**

- Next meeting Wednesday September 11<sup>th</sup>
- Meetings carrying forward will be first Wednesday of each month except for January which will be the second Wed. of the month
- Christine to work with Crystal to book boardroom

Meeting adjourned at 9:36pm

