



**North Bay & District Girls' Hockey Association
Executive Meeting**

| Date & Location - October 19, 2025, 7pm Laker Lounge, Nipissing University | |
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| Attendees: | Shauna Thomson, JJ Verran, Jessica McLaren, Kayla Restoule, Melissa Mackey, Kiara Jefferies, Liam Bowman, Ruby Pilatzke. |
| Guests: | N/A |
| Regrets: | N/A |
| Meeting called to order: | 7:03pm |
| Approval of September 4 Minutes: | Jessica and Liam |
| Approval of Agenda: | Kayla & Melissa |
| A | Tournament Director Updates: |
| a) Volunteers | Kayla, Friday night, Sunday – Shauna available, Liam available, JJ available dependant on schedule. |
| b) Tasks | Kiara to make a schedule and distribute. Will contain tournament rules (iPads, floods, game pucks). |
| c) Logistics | Kiara will distribute a list for all volunteers, player of the game awards, etc, rink volunteers, etc., QR codes, digital programs... |
| d) Fundraiser Director Updates: | Awareness brought to the fact that we may need to remind teams that they cannot run raffles without approvals. Shauna to send an email to House League teams to remind them about the rules of the Raffle rules. |

Regular Business

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| B | Treasurer's Report Kayla Restoule | |
| a) Budget Update | <p>Questions about the completion of raffle reports. Lottery Report Form has instructions and information on it.</p> <p>Raffle extension request for one team due to an admin delay on our end – issue is that the dates are already written on the tickets, Kayla to follow up with the CNB to see if we can extend U15B</p> | |
| b) General Account | \$290,333.72 | |
| c) In Trust | \$42,890.13 (2 raffles included) | |
| d) Rep Insurance & Roster Fees Paid? | All paid. | |
| C | Registrar's Report Jessica McLaren | <p>Processing some registration refunds.</p> <p>Staffing issues with House League rosters, Jessica continues to follow up with OWHA for approved rosters, difficulty with knowing what staff are missing what in order to be approved.</p> |
| D | Rep Convener's Report JJ Verran | |
| a) Long Term project: OWHL scheduling - Effort to avoid negative verbiage with scheduling meetings. Next season. | <p>Early messaging with OWHA with verbiage re: scheduling, scheduling meetings still contain messaging that does not encourage travel to North Bay. Some teams continue to face resistance based on the language used. Need to encourage inclusion and fairness. Review and complete draft by mid-January.</p> | |
| b) Procedures for coaches to ensure officials/emergency actions for no-show officials. | <p>Coaches looking to confirm referees and timekeepers in advance of the game. Looking for suggestions on how to alleviate the stress coaches feel with the uncertainty of whether refs will show up.</p> <p>Messaging will be sent to coaches/managers to check in if they'd like to make sure that refs and timekeepers have been assigned. Most teams are cooperative and willing to work together, but some teams still struggle with encouraging teams to come here for home games.</p> | |

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| | c) Changes to Rep Coaching Applications and process. | Review process for interviews and selection of Rep Coaches for 2026-2027. Look at this for further discussion next meeting to develop new process for selection committee. |
| E | House Convener's Report Shauna Thomson | One HL team (U18) has had some issues with players and numbers. One player has quit however the roster spot remains open for call ups. U15 list is available to coach for call ups. Tournaments will be difficult for call ups because Tournaments are on the same dates. U13 call ups are available for U15 callups. |
| F | Scheduler's Report Liam Bowman | No updates. |
| G | Vice President's Report Melissa Mackey | |
| | a) Timekeepers | 20+ timekeepers registered in Horizon based on the call-out email that was sent out to all Members. |
| | b) Discipline Committee | Confidential, not captured in minutes. |
| H | New Business: | |
| | a) DS Tryouts - Kiara | Thursday before Rep Tryout. One tryout per level. Only division where we may need to add a 2 nd tryout is U11 due to number of players. Tryouts cannot start until November 1 per OWHA process. Tryout registration to open up the week of Oct 20, and the additional cost of DS be advertised along with the Google Form to register. Cost is \$10.00 per athlete. Melissa to lead conversation with Coaching Selection committee on DS coaches. Kiara to do an additional call-out for U11 DS Coaches. |
| | b) DS Jersey Timeline - Kiara | Jerseys need to be ordered the day after the tryout to be here in time for their first Tournament. Commit to review DS tryout schedule in order to make sure we're not leaving timelines that are too tight. |

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| c) DS Practices, Games, Exhibition Games - Kiara | Generous Trout Creek ice from U15A – will be rotated with DS teams. Exhibition games, SSM reached out to request exhibition games, meet in the middle along with Sudbury which will generate extra exhibition games for our DS. |
| d) Advertising PP - Melissa | Pete Palangio Advertising opportunity on the glass panels on the booth between the women’s and men’s washrooms. Liam will take the lead on measuring pricing out the options. Design TBD. If we’d like to secure this advertising space after September 2026, the cost will be \$700.00 per year. |
| e) Open Meetings - Melissa | Look at December and March to have open meetings to invite anyone to attend meetings, submitting questions one week in advance. |
| f) Apparel - Kayla | Apparel stock at SFS – Can special orders be requested? If members want solid colour hoodies are these an option? Anyone can request special orders, but use of logo still needs to be approved on one-offs. |
| g) City Contact Directory | Ruby received an email about what email address and contact info to provide for our Association email address. Confirmed that Jess as Registrar will be the contact. |
| I | Next Meeting: Poll will be sent out to determine next meeting date. |
| J | Adjournment: 8:36pm |