

Nepean Girls Hockey Association (NGHA) 2021-2022 Board Meeting Minutes

Date: May 16th, 2022

Time: 7:00 pm

Location: Videoconference

Present: Tracey Gillies, Lisa Camilucci, Claire Bellefeuille, Tracy Foster, Marty White, , Chad Chambers, Karrie Singer, Gerard Gagnon, Raymond Murphy

Regrets: Jamie Leppard

1.0 Call to Order [President]:

2.0 Approval of minutes from the Board of Directors' meeting held on January 24th, 2022 and April 13th, 2022. Approved by Tracey Gillies (Seconder Claire Bellefeuille)

3.0 Welcoming remarks [President]

4.0 Updates [President/Secretary]

President's Update

Changes to the Constitution to be considered at AGM

Audit Requirement alternative will be presented by the Treasurer at the upcoming AGM.

Changes that will be addressed and voted on at the Annual General Meeting. See Finance updates for explanation of the proposed Review Engagement.

There would need to be an amendment to the constitution to allow the Review Engagement to be adopted as an alternative of the current requirement for an audit.

Restriction on Board Membership

It is suggested that there be a change in the association's constitution to prevent multiple members of the same household to sit on Board of Directors. This will be voted on at the upcoming AGM.

5.0 Policy, Risk and Safety [Policy, Risk and Safety Director]

New Policies

There are a few clarifications required to the policy document that outlines the process for a request for release comes through the registrar. The request comes in to the association registrar. Once the requested changes are made, policies are accurate.

Motion put forward to approve the 10 updated policies and added to the website. Unanimous approval of the updated policies to be added to the NGHHA website – motion passed.

6.0 Finance [Treasurer]

Registration Fees

The proposed registration fee for the 2022-2023 season is set to \$800.00, which is an increase from \$790.00. The increase provides a safe buffer to allow the increase in costs of ice and the ice contracts from the city and Carleton, which we have not received. With the many closures and inconsistencies through the past few years has resulted in not having full season and the occasional ice being burnt due to provincially mandated closures. This is the first time in 3 years that our registration cost has increased.

Moving to RAMP, eliminating association TeamSnap account and Powerup Sports has provided a cost savings to the association. The significant cost of the U9-U11 Pathways program that is required by Hockey Canada has been factored into the increase.

Costs associated with the registration fees can be shared upon request.

Registration Process

The intent for registration this year is to have registration open through RAMP for the competitive players that have been assigned to a team following tryouts, followed by house league players.

Sortout weekend and championship weekend is an expensive weekend for house league, medals for the championship weekend all contribute to the registration fee. The Pathways programs represents a significant cost for the association. Fundamentals is an investment, there is no costs recovered at the \$99.00 registration fee. Possibility of increasing the registration fee for Fundamentals back to the pre-Covid fee of \$299.00.

Motion put forward by the Treasurer to set the registration fee for the 2022-2023 season at \$800.00. Motion passed unanimously.

Auditing Requirement

There is a requirement to conduct an audit on the NGHHA statements. There are two years to be audited. The costs associated with audit has increased significantly and is significant. The costs would likely run in the range of \$50,000. The alternative to a full audit is a "Review Engagement" which is a lot less time consuming and costly. It provides a negative assurance, through a review conducted by an independent accountant who attests that there is nothing that has been found in the review of statements that is materially incorrect. Typically the requirement to

conduct an audit is if you have a loan from the bank or you are an absentee board, to allow oversight and confirmation that statements are correct.

The biggest lines on the statements are registrations and fees, ice costs. By reviewing the statements, number of registered players, it provides a figure that would closely align with the statements. For ice costs, anyone can have access to our ice contracts. Looking at the ice contracts, provides a detailed breakdown of the costs associated with ice used and paid by the association. Therefore, the two biggest line items in our statements are straightforward and are easy to review and reconcile to ensure they are accurate without requiring a full audit. Through a full audit, they could pull a number of reports from RAMP, check individual deposits through random selection, and would not provide absolute assurance and does not add much in our case and costs a lot of money. Through a Review Engagement they will ask for the big contracts, they will talk to the Treasurer and the President, ask for proof of number of registrations and verify registration costs on the website. They would ask for bank reconciliation, check invoices for big-ticket items. Once the review has been completed, they would provide an attestation that the statements are materially correct. This would provide assurance that the financial statements are reflected accurately and our bank statements do not deviate considerably from what was projected.

All cheques that are signed by the NGHHA Finance team are signed by two co-signers, Ray Murphy and Chantal Weatherdon to ensure transparency and accountability.

For a Review Engagement, there will be a report that the membership can review.

7.0 Registration [Registrar]

Tryout Registration

There are currently 315 players registered for tryouts, which is consistent with the registration seen in pre-COVID years. 2020-21 registrations went down and numbers were still lower last season. Once the registrations are complete, the Registrar will switch the RAMP system to the 2022-23 season.

There is a process involved to move the players registered for tryouts to the new season. The players can be moved over to their respective teams, which will create the rosters. The objective is to have all the players registered moved over to the new season on RAMP by end of May. The rostering will follow once the players are moved over to the new season.

According to the NGHHA policy, players must be registered the following day that they make a team. Due to the new registration system, we are allowing an exception to this policy.

8.0 House League [House League Directors]

N/A

9.0 Competitive [Competitive Director]

Tryouts

Tryouts are underway and the tryouts are running smoothly, lots of help. We have put together an online registration sheet for volunteers to sign-up. Has been a big help in coordinating volunteers.

Jersey Return

Big thank you to the House League Directors for coordination of the jersey returns for house league and competitive. All the jerseys have been inspected, counted and stored at the NGHHA storage unit. For the 2022-23 season, competitive teams will be purchasing their jerseys. We have figured out a way to roll this out and not duplicate the numbers.

10.0 Operations [Vice President of Operations]

N/A

11.0 Round table items

Motion to close the board meeting by Tracey (seconded: Lisa Camilucci).

Meeting closed at 7:45pm.