



OVDGHA EXECUTIVE MEETING MINUTES

Thursday, May 2, 2024

7:00 pm

Cobden Arena

Meeting called to order at 7:00 pm

Attendance of Voting Members: Ryan Shand, Miranda Dakin, Melanie Henry, Michelle Allmand, Colin Etmanski, Amber Costello, Jan Sunstrum

Attendance of Non-Voting Members: Michelle Charest, Jon Murray, Jon Malcolm, Ed Tierney, Kyle Sandrelli, Shawn Silver, Sonya Silver

Approval of Agenda: Jan moved to approve the agenda. Seconded by Colin. Motion carried.

Adoption of Minutes from Annual General Meeting (AGM) dated May 17, 2023: Jan moved to adopt minutes from the AGM held on May 17, 2023. Seconded by Colin. Motion carried.

President Report:

- I. See Appendix A

Vice-President Report:

- II. See Appendix B

Registrar Report:

- III. See Appendix C

Treasurer Report:

- IV. Profit and Loss (see Appendix D)

Secretary Report:

- V. See Appendix E

Risk and Safety/Equipment Report:

- VI. See Appendix F

Ice Allocator Report

VII. See Appendix G

Member at Large Report:

VIII. Nothing to report.

Amendments and Notices of Motion:

IX. Proposed Amendments to the OVDGHA Rules and Regulations

A. Suggest the following amendment to the OVDGHA Rules and Regulations to 6.0 Team Operating Revenues and Expenses:

Add 6.1 Team Manager's Duties

6.1.1. The team budget will be provided to the Team Manager by the OVDGHA Treasurer at the beginning of the season. The budget will be based on the number of registered players for that team. Any significant departures from the budgeted costs or any extraordinary expenses must be approved by the OVDGHA Executive.

6.1.2. The Team Manager must keep an accurate, up-to-date record of all team expenditures and fundraising (ice rentals, referee costs, tournament costs, any other costs, and any fundraising money collected). These records must be readily available for audit by the OVDGHA Treasurer within 48 hours notice. The Team Manager must provide a monthly financial report to the OVDGHA Treasurer on the second Monday of every month throughout the season. The OVDGHA Treasurer will circulate the monthly financial report to the OVDGHA Executive for approval. Once approved, the report will be shared with the parents of each team by the Team Manager. To facilitate this, a spreadsheet will be provided with unit rates for ice rentals, referee costs, OWHA costs and other OVDGHA fixed costs (socks, team photos, name bar sewing, OVDGHA Administration Fee).

B. Miranda moved to add 6.1 Team Manager's Duties to OVDGHA Rules and Regulations. Seconded by Jan . Motion carried.

New Business:

X. Election of Executive

A. Election of President

1. Amber C nominated Colin Etmanski for President, seconded by Michelle. Colin graciously accepted the nomination and was appointed as President.

B. Election of Vice-President

1. Ryan nominated Jan Sunstrum for Vice-President, seconded by Miranda. Jan graciously accepted the nomination and was appointed as Vice-President.

C. Election of Treasurer

1. No nominations were accepted. The position remains vacant.

D. Election of Registrar

1. No nominations were accepted. The position remains vacant.

E. Election of Secretary

1. No nominations were accepted. The position remains vacant.
- F. Election of Ice Allocator
 1. No nominations were accepted. The position remains vacant.
- G. Election of Equipment Manager/Risk and Safety
 1. Colin nominated Jon Malcolm for the position of Equipment Manager/Risk and Safety, seconded by Jan. Jon accepted the nomination and was appointed as Equipment Manager/Risk and Safety Officer.
- H. Election of Members-at-Large
 1. Amber Costello appointed as member-at-large.
 2. Kyle Sandrelli appointed as member-at-large.
 3. Ed Tierney appointed as member-at-large.

XI. Jon Murray started a girls hockey pick-up group this past winter (not affiliated with OVDGHA). There were 84 skaters from the ages of 6-11 (majority between the ages of 6 and 9). Jon is proposing a Thunder intrasquad league for U9 girls. As of May 2, 2024 there are 15 skaters and 2 goalies committed. 2 one-hour ice times per week would be required. Executive will look into the possibility of offering this through OVDGHA for the 2024/2025 season.

Motion to Adjourn: Miranda moved to adjourn the meeting. Seconded by Ryan. Motion carried.

Meeting Adjourned at 8:16 pm

Appendix A

OVDGHA PRESIDENT REPORT 2023/2024 Season

Prepared by Ryan Shand

This season, (2023/2024) the OVDGHA had 7 teams: U13 House League, U13B, U15B, U15A, U18 House League, U18B, and U18BB.

The Thunder teams had a good season, with U18B making Provincials and Consolation finals. U13 House and U15A both made the Consolation finals, and U13B won gold in the Consolation finals.

The third annual Thunder Golf Tournament will take place again this year on June 14th, with details to follow on Facebook.

This year we did a clinic for the girls for skill and development. We had a First Shift program this year as well.

The successful coaches for next season will be announced after we have finished interviewing all of the candidates.

I would like to take a moment to thank all of the volunteers, and to give a special shout out to all of the Executive Members for all of their hard work over the years.

Appendix B

OVDGHA VICE-PRESIDENT REPORT 2023/2024 Season

Prepared by Candice Stephenson

The 2023/24 season was relatively quiet for my position. In August, I facilitated the transfer of two players from the U18BB team: one moved to the U18B team while the other opted out of hockey altogether. This left U18BB short-handed, prompting the decision to move one player from U18B to U18BB. After forming a competition committee, it was agreed that U18BB would play with 14 skaters.

Additionally, I organized a Facebook buy and sell group for parents to trade used equipment following the coaches/managers meeting. I also addressed a few minor parent complaints via email and had to notify one family of an overdue payment, setting a due date to avoid benching the player until the payment was made.

Overall a pretty simple season.

Appendix C

OVDGHA REGISTRAR REPORT 2023/2024 SEASON

Prepared by Michelle Allmand

- 7 Teams were set up for the 2023/2024 Season
- House Teams – U13 and U18
- Competitive Teams – U13B, U15B, U15A, U18B, U18BB
- 60 Staff were registered on RAMP between the two teams.
- Coaching Qualifications and vulnerable sector checks were completed. Some were not done on-time and in December one team's roster became inactive. It was corrected within 48 hours by the team staff.
- 132 players were registered for the season

** Suggestions for next season

- Send out the coaching qualifications template to all head coaches after selections so they can see what they need.

OVDGHA TREASURER REPORT 2023/2024 Season

Prepared by Colin Etmanski

Ottawa Valley District Girls Hockey

Profit and Loss
May 2023 - April 2024

	TOTAL
INCOME	
First Shift Donations	750.00
Jersey fund	
Banquet Fundraiser	1,254.00
CNL Crowdfunding Donation	5,000.00
Golf Fundraiser	4,984.29
Total Jersey fund	11,238.29
RCK Development Registration Fees	1,215.00
Registration	145,366.32
Total Income	\$158,569.61
GROSS PROFIT	
\$158,569.61	
EXPENSES	
Bank charges	
Northern Credit Union Bank Charges	12.00
Northern Credit Union Etransfer Fees	18.00
Scotiabank Bank Charges	68.56
Scotiabank Etransfer Fees	53.00
Total Bank charges	151.56
Office expenses	1,152.63
Google Email Fees	68.21
Quickbooks Subscription	216.96
Total Office expenses	1,437.80
Repair and maintenance	
Jersey Sewing (Name Bars)	530.00
Total Repair and maintenance	530.00
Supplies	
First Aid Kits	135.60
Ice Packs for First Aid Kits	79.10
Other Team Supplies	33.36
Pant Shells	0.00
Team Supplies (Socks and Pucks)	6,836.50
Team Water Bottles	890.22
Total Supplies	7,974.78
Total Expenses	\$10,094.14
OTHER EXPENSES	
2022/2023 Registration Refund	150.00
2023/2024 Registration Refund	360.00
Facilities and Equipment	
Jerseys	3,091.68
Total Facilities and Equipment	3,091.68
First Shift	
First Shift Registration	0.00
Total First Shift	0.00

Appendix D (continued)

Ottawa Valley District Girls Hockey

Profit and Loss
May 2023 - April 2024

	TOTAL
Gifts - Bench Staff	360.70
U18 A Gifts - Bench Staff	90.40
Total Gifts - Bench Staff	451.10
Gifts - Outgoing Executive	65.00
Gifts - Players	
U18 A Gifts - Players	406.54
U18 Gifts - Players	1,299.50
Year End Trophies	859.02
Total Gifts - Players	2,565.06
Hall Rentals	
Banquet Hall Rental	395.50
Misc Hall Rentals	62.50
Total Hall Rentals	458.00
Hockey Tournament Fees	
U 18 House	1,362.50
U13 B Rep	5,980.00
U13 House	1,250.00
U15 A Rep	5,335.00
U15 B Rep	4,105.00
U18 A Rep	4,720.00
U18 B Rep	4,225.00
Total Hockey Tournament Fees	26,977.50
Ice Rentals	
Beachburg Recreation Association	6,750.03
Cavanagh Sensplex Ice Rentals	1,212.78
City of Pembroke Ice Rentals	25,486.47
Revenue Canada - Silver Dart Ice Rental	1,238.33
Town of Arnprior - Ice Rentals	703.81
Town of Deep River Ice Rentals	394.04
Town of Petawawa Ice Rentals - Civic Centre	2,979.60
Town of Renfrew Ice Rental	1,125.00
Township of Bonnechere Valley Ice Rentals	1,215.02
Township of Whitewater Region Ice Rentals	22,606.32
Total Ice Rentals	63,711.40
Operations	
OWHA League Fees	13,070.00
OWHA Provincial Championship	1,300.00
RAMP Costs	1,391.28
RCK Development Clinic	950.00
Team Photos	2,425.00
U13B - Off Ice Valley Apex	339.00
Total Operations	19,475.28

Appendix D (continued)

Ottawa Valley District Girls Hockey

Profit and Loss

May 2023 - April 2024

	TOTAL
Referees	
Exhibition Games	220.00
Greater Petawawa Referees Assn	9,681.57
Total Referees	9,901.57
Reimbursements for Expenses	
Coach / Trainer Reimbursements	200.00
Respect in Sports Cost for Team Staff	96.45
Total Reimbursements for Expenses	296.45
Total Other Expenses	\$127,503.04
PROFIT	\$20,972.43

Appendix E

OVDGHA SECRETARY/MEDIA OFFICER REPORT 2023/2024 Season

Prepared by Miranda Dakin

In July 2023, the OVDGHA website was transferred from the Goalline website platform to RAMP Interactive website platform. This change in platforms provided all teams with the RAMPTeam App to use for communication and scheduling purposes. The new platform also allows for communication between leagues, as it is the platform OWHA uses. As part of the new website, the association purchased Google Suite for email, document and meeting applications. All minutes and pertinent information from the past three seasons (2021-2024) is located within the OVT Executive Google Drive.

Appendix F

OVDGHA RISK AND SAFETY/EQUIPMENT MANAGER REPORT 2023/2024 Season

Prepared by Melanie Henry

Equipment

For the 2023/2024 season, the OVDGHA purchased several items throughout the year. For the U15B team the association ordered one XL jersey to go with their set. We purchased tryout jerseys for U11, U13, U15 and U18 competitive teams. As many of the competitive players had pant shells, this was an additional cost to parents this year. Each competitive team manager sent me their list of who needed pant shells and what sizes, the managers collected from these parents and the money was transferred to the treasurer. Once all money was collected, I placed the order for the teams. We ordered home and away socks for each player in competitive and house and this was included in the registration fee.

U13 HL borrowed a bag, goalie stick, jill, pants, chest protector, helmet and goalie pads from the equipment room for the goalie. None of this goalie equipment has been returned and I have spoken to the coach, who advised the mom to reach out to me.

Three first aid kits were purchased and some other items to restock existing kits. The association purchased pucks for the season to give to coaches.

I am still in the process of collecting jerseys and once all are collected I will bring them to the equipment room at the PMC and ensure the room is organized for the new executive Member taking over the position.

We ordered a new set of jerseys, with the funds received from CNL. There will be 17 player and 2 goalie jerseys in this set. The numbers are different from all our other sets and I ordered several different sizes, so they can be intermingled with the other jerseys. These should be ready within the next 6 weeks.

This year tryouts will be in the summer, so I have not ordered the tryout jerseys for the 2024/2025 season – this will be completed once registration is done and numbers are known.

Risk and Safety

I want to thank the teams, coaches and managers for the great year. When there were injuries or concerns I was made aware in a timely manner and all protocols were followed.

Appendix G

OVDGHA ICE ALLOCATOR REPORT 2023/2024 Season

Prepared by Amber Costello

The 2023-24 ramp up was one to remember in terms of securing ice for the association.

We had 7 teams (5 competitive, 2 House), an increase from 6 teams (3 competitive, 3 house) in the previous season.

Ice was at an all time low:

- Renfrew was delayed, and we were counting on this ice to support our additional competitive teams. They opened January 18;
- Pembroke was unable to increase our pre-season and regular season ice;
- Silver Dart was not open at start of season due to plant issues;
- WWR facilities opened Cobden, prioritizing MMHA, and there was a delay in the decision making process to open Beachburg (finally opened October 10, 2023), Westmeath opened November 1, 2023.

By November, we were managing with the ice we had, running practices and games out of the following facilities: Cobden, Beachburg, Westmeath, PMC, PACC, Civic Centre (We used Saturday ice to run First Shift-extended until after March Break, gave up Wednesdays after November 1, 2023)

OVDGHA utilized many additional facilities this season in addition to our standard facilities: Renfrew (will be guaranteed same or more hours next season 5hrs/wk), Eganville Arena, Deep River Arena, Nick Smith Arena, Cavanaugh Sensplex

Conditioning Camp and Tryout Ice at PMC has been booked at 35 hours total for 4 competitive teams. The first ice will be August 17, 2024, and last ice will be on September 6, 2024, with regular season ice starting September 16, 2024, once PACC opens.

Cobden Arena will be run by WWR, Beachburg will be run by the Community Rec Association again and Westmeath is not confirmed, but in the last conversation with WWR, Westmeath will likely be given the option to run under the same Community model as Beachburg. I would not rely on Westmeath as you plan out the season, Renfrew will compensate for this deficit.

All and all, once we secured enough ice, the season was a success, teams were mostly patient and kind, aware of the challenges we were faced with.

Referee Scheduler:

A couple of changes and observations to note:

Assignors now require each association to log into Horizon to confirm that they have assigned our games accurately. Managers were great to review the screenshots I sent out and let me know if the Assignor made an error.

There were a couple of instances where we needed to nudge the assignor at the last minute, but they worked with us to get officials to the rink.

All and all, the Assignor, Lindsey Cappelli was good to work with, and the teams were great as well.