



**Tillsonburg Ringette Association  
Minutes**

**Date: March 7<sup>th</sup>, 2023 @ 8 pm**

**Location: Matt's House with virtual option**

**Members:** Jason Routley, Matt Freelen, Julia Routley, Vanessa Alton, Scott Heath, Alycia Stier (virtual), Stephanie Heath, Alicia Wilson (virtual), Jackalynn Westman, Jason Hughes, Melissa Hughes, Erin Todd

**Regrets:** Norm Harper, Kristen Caddotte, Erin Howse

**Not in attendance:** Tracy Shackleton

**Guest:** None

**Rules of the Road:** One person to speak at a time. Limit side bar conversations. Be open to other's perspectives this means: non-defending; Open to learning and being influenced; Open to differences; Think short term and long term; Have fun!

Agenda Item		Discussion	Action/By Who/By When
1.0	Welcome/Roll Call	Meeting called to order at: 8:07 pm First: Registrar Second: Coach and Player Development.	
2.0	Review of previous minutes/action items	Open Action Items from last meeting: <ul style="list-style-type: none"> <li>Consider sending an association wide email reminding TRA members of the code of conduct. President will send this out.</li> </ul> Approval of February minutes First: Public Relations Second: Tournament and Major Events All in favour; none opposed  Does anyone have a conflict of interest to disclose: None reported.	

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<b>Standing Reports</b>		
3.0	Public Relations	<ul style="list-style-type: none"> <li>• Looked into Canva “not for profit” version for whoever takes over PR role next season but we don’t qualify</li> <li>• Preparing grant proposal for WRRRA marketing grant (social media advertising for bottle drive and come try events - will also include subscription for Canva and try for gym ringette equipment)</li> <li>• Going to get the promotion for Come Try event at the tournament out. Will have google form for sign up again so we can follow up with registration info. Re-cruited some Twister alumni to help with this. Will need some adults to help direct and engage parents (talk up ringette) while their kids are on the ice. We have handouts to distribute from last year.</li> <li>• Tournament – most signage is prepared just needs to be printed</li> </ul>
4.0	Treasurer	<ul style="list-style-type: none"> <li>• TRA account balances and monthly expenses reviewed</li> </ul> <p>Motion to Accept Treasurers Report: Public Relations Second: Fundraising All in favour; none opposed.</p> <ul style="list-style-type: none"> <li>• Caledonia and Cambridge FUN2 teams have not paid for tournament – president will follow up</li> <li>• Discussed increasing registration fees to accommodate for increased registrations and resulting cost of ice <ul style="list-style-type: none"> <li>○ FUN1           \$250</li> <li>○ FUN2           \$350 (\$250 New to Ringette)</li> <li>○ FUN3           \$550 (\$350 New to Ringette)</li> <li>○ U12/14/16   \$650 (\$550 New to Ringette/Goalie)</li> </ul> </li> <li>• Predicted income from registrations using above fees = +/--\$67000</li> </ul>

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		<ul style="list-style-type: none"> <li>Plan to vote on this virtually in coming weeks. Registration opens April 1<sup>st</sup>.</li> </ul>	
6.0	Referee in Chief	<ul style="list-style-type: none"> <li>March 25<sup>th</sup> tournament has 13 games booked, refs are mostly confirmed</li> <li>Scott has \$ for refs. Will organize this per age and game # for ease of distribution (U10's \$50; U12's and up \$60)</li> <li>April 6<sup>th</sup> Glendale tournament has 8 teams confirmed, so 15 games scheduled</li> <li>Ref shadowing program has had 6 individuals participate and good feedback.</li> <li>Followed up with U14's request for goalie help - organized Emily Verhoeve to help on ice at Wednesday practices until the end of the season</li> <li>To confirm that Western will organize and fund their own ref's (Jason will follow up with Ellen)</li> </ul>	
7.0	President /Webmaster	<ul style="list-style-type: none"> <li>Discussed opportunity to submit grant applications for Jumpstart – Steph will prepare and submit – deadline March 10<sup>th</sup></li> </ul>	
8.0	Coaching & Player Development	<ul style="list-style-type: none"> <li>Season winding down; received feedback from one benchstaff member after email blitz</li> <li>Discussed encouraging bench staff to bring any issues to the executive early on to ensure prompt resolution and avoid escalation</li> <li>Discussed formalizing communication to bench staff in a letter at the beginning of the season – working away at this for next season</li> <li>Discussed vetting coaches/bench staff and having a group/sub-committee to support this process</li> </ul>	
9.0	Equipment	<ul style="list-style-type: none"> <li>Nothing to report</li> <li>Discussion: managers have sent in inventory of jerseys in use ?creating a master inventory. Consider using team inventories to ensure all jerseys used this season are returned. Will wait until year end to formalize a complete inventory</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Discussed purchasing 12 short dog leashes from (dollarama) to store rings specific to team. Norm can you follow up</li> <li>• Discussed obtaining a sponsor for new rings next year</li> <li>• Equipment will look into how much it would cost to personalize the garment bags (14) with the Twister logo</li> </ul>	
10.0	Fundraising	<ul style="list-style-type: none"> <li>• Matt has ordered 15 hats and 15 tuques from TKO to sell for \$35 at the tournament (profit +/- \$270 to TRA) Motion carried virtually. All in favour; None opposed.</li> <li>• Discussed constitution – using one primary supplier of team wear. Matt will approach vendor about doing the sponsor bars should they become our primary “supplier” of teamwear. Above and Beyond gave a kick back. Discussed hoping for a kickback from this vendor. Discussed opportunity to have season long access to online sales and customizations through a link from our website.</li> <li>• Discussed setting up Rafflebox for future events – Melissa will start this process. Need to apply to Gaming Commission. Account will stay active for future years.</li> <li>• Teams are collecting \$5 towards the gift cards for raffle table at tournament due this weekend. Melissa will begin to put together themed packages.</li> <li>• Discussed drawing the 50/50 at end of U6 game.</li> </ul>	
11.0	Banquet	<ul style="list-style-type: none"> <li>• Banquet is April 29<sup>th</sup>. Julia has sent out a Save the Date.</li> <li>• Let benchstaff know about the Banquet slideshow 3-5 minutes each (Jackalynn); Melissa has a projector.</li> <li>• Discussed coaches talking about their season/team and allowing teams to come on stage in front of their peers. Discussed handing out 2 certificates per team (i.e. Most improved) Can talk about this further at next mtg.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Julia will send out an RSVP email to confirm approximate numbers for food/drink orders</li> </ul>	
12.0	Sponsorship	<ul style="list-style-type: none"> <li>• Discussed how to incorporate sponsor into the event. Consider using a Service Master sign as a background to team photos with their medals</li> <li>• Discussed potential new sponsor: Wellmaster. Will reach out to our contact via email to offer a sponsorship letter.</li> </ul>	
13.0	Tournament/Major Events	<ul style="list-style-type: none"> <li>• Melissa will create a Google spreadsheet to organize volunteers for tournament <ul style="list-style-type: none"> <li>○ jobs: timekeeper; gamesheet; shot clock (experienced – Tburg alumni); music/announcer; come try on ice; come try parent talkers; 50/50 (?table plus player's going through the stands etc); hand out medals; raffle table; tournament registration table/dressing room sign out; swag table</li> </ul> </li> <li>• Julia will make selfie sign for photo ops</li> <li>• Confirmed that we have Marwood parts B and C for tournament</li> <li>• Erin volunteers to input/update scores – needs to be shown how/given log in info</li> <li>• Discussed trading car keys for dressing room keys at tournament registration table to ensure dressing room keys are returned</li> </ul>	
14.0	Registrar	<ul style="list-style-type: none"> <li>• Jason will follow up with families who have yet to pay their league fees</li> </ul>	
15.0	Scheduler	<ul style="list-style-type: none"> <li>• Make up games are rescheduled</li> <li>• Waiting to hear from Becky re: end of season to finish off the practice schedule for the year</li> <li>• Missed group 1 powerskating due to the weather – has been rescheduled to April 3<sup>rd</sup></li> </ul>	

Agenda Item		Discussion	Action/By Who/By When
		<ul style="list-style-type: none"> <li>All away teams still in for tournament despite lack of finals</li> <li>Tournament schedule submitted to the region for approval. No word yet.</li> <li>Awaiting word from Mustangs about the showcase game during the tournament</li> <li>Will put together tournament rules</li> </ul>	
16.0	Vice President & Risk Management	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
17.0	LTS & Adult League	<ul style="list-style-type: none"> <li>No report</li> </ul>	
18.0	WRRRA	No report	
19.0	WRRL	No report	
20.0	WORL	No report	
21.0	New/Old Business	<p>Old Business:</p> <ul style="list-style-type: none"> <li></li> </ul> <p>New Business:</p> <ul style="list-style-type: none"> <li>Need an Executive to be a contact and support the Summer camp initiative with Becky. Learn To Skate and Adult League agrees to be contact.</li> <li>Discusses attrition and identifying roles needing to be filled. Making this known to TRA members to recruit volunteers prior to the AGM</li> <li>Discussed a need to set a date and time for AGM</li> </ul>	
23.0	Next meeting date:	April 11 <sup>th</sup> at 8:00 pm	

Agenda Item		Discussion	Action/By Who/By When
24.0	Adjournment Time:	Motion to Adjourned at 9:47 pm First: Secretary Second: Registrar	