



**West Ottawa Ringette Association (WORA)  
Annual General Meeting (AGM)  
May 26<sup>th</sup>, 2013**

---

Location: Stittsville Legion

Time: 6:06 pm to 9:09 pm

**Executive in Attendance:**

Rich Wyatt (President), Leigh Anne Sinclair (Vice President), Colleen Moore (Competitive Coordinator), Shelley Wong (Treasurer), Jennifer Carroll (Registrar), Bob Lecuyer (Director of Logistics), Katy Wilker (Director of Administration), Peter Hache (Director at Large), Lorraine Douglas (Secretary),

Regrets: Larry Franko (Recreational Coordinator)

**Members in Attendance**

Please see attached sign in sheets.

Actions & Motions have been added to the WORA Executive Register maintained by the Secretary.

**Agenda:**

1. Call to order
2. Acceptance of the Agenda for the 2013 AGM
3. Acceptance of the Minutes from the 2012 AGM
4. Report of the Directors
5. Financial Report
6. Election of Directors
7. NCRRL / ERRRA Update
8. New Business
9. Draw for Free Registration
10. Adjournment

**1. Call to Order**

It was acknowledged that we had quorum and Rich Wyatt called the meeting to order at 6:06pm.

Rich Wyatt thanked members for attending and introduced the Board of Directors.

**2. Acceptance of the Agenda for the 2013 AGM**

Rich Wyatt reviewed the Agenda for the meeting.

**MOTION by Bernice Hennessey to accept the agenda for the AGM meeting. Seconded by Allison Muzzi. Vote in favour. Motion carried.**

### 3. Acceptance of Minutes of 2012 AGM

**MOTION by Dustin Leskiw to accept the 2012 Minutes of the AGM as amended. Seconded by Greg Thomas. Vote in favour. Motion carried.**

**NB: An ADDENDUM has been noted at the end of the 2012 Minutes of the AGM document.**

### 4. Executive Reports

#### President – Rich Wyatt

- Highlights
  - 2011-2012 Ontario Ringette Association of the Year! (announced at the ORA AGM last June)
  - Bunny Fest 2013 – Rich expressed our tremendous thanks to Carrie Lindsay for being both our Bunny Program Co-ordinator & for planning & organizing the year end Bunny Fest.
  - Our West Ottawa tournament was the most successful one ever for our own teams
  - Lots of team successes both on and off the ice
  - The Eastern Region Coach of the Year was awarded to Barry Gorham
- Communication
  - 4 newsletters this year, pre-tryout/sort out player and parent meetings
- Try out “look back”, Tournament survey
  - We distributed this survey to determine if there was any particular reasons why teams choose to enter our tournament in the event that we are offered a different time to hold it. We also received feedback on what could be done to improve the tournament (eg. Banners for champions, snacks after games). It was determined that there were no significant outside factors that influenced teams’ decision to attend (eg. Coinciding with Winterlude or Family Day weekend)

#### Thank You!

- Coaches, Bench Staff and Parents for all the hours you devote
- Special thanks to all our Coaches in Training this year
- Special Thanks to our Coordinators & Convenors
  - Bunny Coordinator Carrie Lindsay
  - Novice Convenor Cynthia McMinn
  - Our ice scheduler Liz Abbott
  - Our tournament coordinators, Dawne Flaborea and Gabby Doiron
  - Ray Quintal - Equipment Manager
  - Shari Jones – Grocery card coordinator
  - Larry Franko – Statistician and game sheet collection
  - Brian Sime – our referee in chief
  - Thanks to those who made our banquets successful!
  - Kevin Meek -- our webmaster
  - We are still looking for a new ice scheduler!

#### Vice President – Leigh Anne Sinclair

Our Tournament was held February 14-17th, 2013. This was our largest tournament to date with 79 teams participating and playing 146 games. It was a very well run tournament with over \$9000 profit.

We tried a few new things this year. We asked all teams to have at least two arenas so that we could train new recruits. We doubled up new Arena Reps with experienced Arena Reps and it seemed to work well. This is something that we will be doing again next year. (We will not need

hostess volunteer coverage). We were really pleased with the enthusiasm of the newer families in volunteering for many of the tournament duties. We would like to thank both Dawne Flaborea and Gabby Doiron for their wonderful job as co-organizers for our tournament for the past two years.

We would also like to thank all of the tournament team representatives for their hard work in helping to organize the tournament.

Special thanks to Liz Abbott for managing the tournament game schedule and to Kerry Carruthers for managing the volunteer schedule.

Congratulations to the many West Ottawa teams on a successful tournament. 5 gold medals and 4 silver medals were awarded to West Ottawa teams. Our best results ever!

We are looking forward hosting our 2014 tournament on the weekend of February 13-16th, 2014.

Leigh Anne also noted that the ORA will be assigning tournaments to the A teams this season as they do for AA teams.

If you are interested in helping with the tournament planning committee please contact the Vice President at [vice.president@westottawaringette.com](mailto:vice.president@westottawaringette.com).

Alison Muzzi recommended adding a paragraph to the online registration that specifically states that there is a certain volunteer time commitment required from each family during our tournament in February.

**ACTION: Jennifer Carroll to add a paragraph to the online registration that specifically states that there is a certain volunteer time commitment required from each family during our tournament in February.**

#### **Director of Administration – Katy Wilker**

The year-end banquets are an opportunity to celebrate the season and recognize and thank the volunteers and players who have contributed to the Association this season.

The Senior Year End Banquet for U14 through U19 players was held at the Irish Hills Golf Club on Friday, April 5<sup>th</sup>. There was a buffet dinner and dance, with 249 in attendance (an increase in participation from last year, which was 225). All players received a medal to commemorate their season, and certificates were handed out to the Coaches-In-Training, Bunny helpers, and players who were on-ice helpers for the younger teams. A special section in the slideshow was included to recognize the Belle players who will no longer be part of the Association. Thanks to Kathy McCaw for being the MC, and the members of the banquet committee for putting it all together.

The Junior Year End Banquet for Bunnies through U12 players was held at South Carleton High School on Saturday, April 20th. There was a beach theme this year, with a BBQ buffet and a DJ dance. Attendance was 284 (a very slight decrease from last year, which was 290). All players received a pair of sunglasses as a year-end gift. Thank you to Rich Wyatt and Peter Hache for being co-MCs, and all on the banquet committee for bringing the evening together.

#### **2013 Year End Awards**

- RUTH BAKER – BELLE LEADERSHIP AWARD
  - Lizzy Berg
- NOVICE LEADERSHIP AWARDS
  - NOVICE U10Red – Robyn Kramer, Elizabeth Miceli

- NOVICE U10 Black – HaylieBalderson, Danielle Bonini
- J.D. GREEN SPIRIT AWARD – TEAM SPIRIT
  - SENIOR –U14C
  - JUNIOR –U9 Red
- LOUISE E. HALLOWAY MEMORIAL AWARD-VOLUNTEER OF THE YEAR
  - DawneFlaborea and Gabby Doiron
- MARY GREEN AWARD –OUTSTANDING SERVICE AND DEDICATION
  - Colin Harkes

### **Competitive Coordinator – Colleen Moore**

This season we fielded 6 competitive teams:

- U19 Belle A
- U16 Junior A
- U14 Tween AA
- U14 Tween A
- U12 Petite Provincial Blue and Red

The decision was made not to field a U16 Junior AA team, so 6 of our players were released to play on Nepean's U16 Junior AA team.

#### **U19 Belle A**

- Finished 3<sup>rd</sup> in league play with a 45% win percentage
- Attended 4 tournaments winning 2 silver medals
- Placed 5<sup>th</sup> in Jacks division at provincials out of 16 teams losing out in a mini-game

#### **U16 Junior A**

- Finished 1st in NCRRL with a 75% winning percentage
- Won NCRRL playoffs as well
- Attended 5 tournaments, winning 2 gold medals and one silver medal, also qualifying for provincials
- Won the McCarthy division at provincials placing 8<sup>th</sup> out of 25 teams in the province

#### **U14 Tween AA**

- Finished 4<sup>th</sup> in LERQ
- Attended 5 tournaments
- Won Bronze in the McCarthy division at provincials finishing 10<sup>th</sup> out of 13 teams in the province

#### **U14 Tween A**

- Finished 4<sup>th</sup> in NCRRL with a 65% win percentage
- Attended 5 tournaments winning 3 gold and 2 silver medals and qualifying for provincials
- Won Bronze in Jacks division at provincials placing 3<sup>rd</sup> out of 22 teams in the province

#### **U16 Junior AA (Nepean)**

- WORA Players on the Nepean U16 Junior AA team won silver at provincials and qualified for Nationals where they lost out in the quarterfinals

### **U12 Petite Provincial Blue**

- Placed 4<sup>th</sup> in NCRRL with a 25 % win percentage
- Attended 4 tournaments winning one gold medal
- Won McCarthy division at provincials

### **U12 Petite Provincial Red**

- Placed 2<sup>nd</sup> in NCRRL with a 60% win percentage
- Attended 4 tournaments
- Won Bronze in Bennett division at provincials

### **Competitive Tryouts for 2013-14 Season**

- Spring tryouts were held for U16 Junior A and AA, U14 Tween A and AA
- 2 evaluation sessions held for U12 Petite Provincial
- U12 Petite Provincial teams will and U19 Belle A teams will be set in the fall

### **Looking Forward to 2013-14 Season**

- We will continue with coaches meetings
- We will try to implement more skills sessions
- We are also looking at providing a more structured goalie development program

Bernice Hennessey asked if there we would continue to offer skills development clinics this upcoming season. We will be using the AAA team to run most of them and Colleen Moore will continue to build on the sessions that were offered last season. Every effort will be made to offer sessions to all divisions as well. In addition, Colleen Moore also responded that she will continue to develop more goalie clinics.

Liz Abbott suggested that we “black out” dates for the skills sessions well in advance as this will enable the league scheduler to know when our teams are involved in the sessions. Colleen Moore responded that she will plan to do that.

Hillary Dozois asked why many Nepean parents were not aware of the co-ordinated Competitive Try-out schedule. Rich will respond to this in his ERRA update later in the meeting.

### **Registrar – Jennifer Carroll**

For the 2012-2013 season our association numbers were as follows:

Total registrants: We had 306 players register with West Ottawa Ringette last season. Some of those players were released to play with other associations, and other associations, in turn, released some players to play on our own West Ottawa teams.

This year West Ottawa Ringette fielded 19 teams from the Bunnies that learned to play ringette under Carrie Lindsay’s leadership, all the way up to the U19 Belle A’s.

Registration numbers are down slightly from the previous season (2011-2012), where we fielded 20 West Ottawa Ringette teams, and had a total player membership of 325.

We are slightly higher than we were in 2010-2011, where we fielded 17 teams and had 293 players registered with us.

Looking forward to next season, we are off to a good start. We have 140 players registered with West Ottawa so far this spring. I’d like to remind everybody that registration fees go up by \$30 on August the 1<sup>st</sup>, so please register early to benefit from this early registration discount.

Gabby Doiron inquired about the option to offer Credit card payment for online registration. Shelley has investigated this option previously and it was determined that the user fees were too costly. However, we will explore the option again.

**ACTION: Jennifer Carroll & Shelley Wong to gather information about using credit card payment for online registration.**

Bernice Hennessey asked if the Intent to Try Out forms had proven to be useful. Colleen Moore responded that the forms enabled us to be well-prepared for each try out as we knew how many players were planning to attend. As a result, we were able to plan ahead & request an additional ice time for the Junior try outs since we knew there was going to be a large number of girls attending.

Liz Abbot asked if anything was being planned to take a more pro-active approach to recruiting more Bunnies to our program since our Bunny program registration was low last year. Lorraine Douglas informed everyone that she has applied for a grant with Ontario Sport & Recreation. Should we be successful in our application the association will have additional funds to invest in recruitment via Come Try sessions, advertising and an equipment loan program for new bunnies. However, we still plan to hold some Come Try sessions even if we do not receive this grant.

Debbie Roberts & Gabby Doiron put forth suggestions about promoting & demonstrating ringette in the elementary schools. The board has already discussed this idea, but in many cases, logistics and volunteer availability during school hours is an obstacle to this. We will not dismiss the idea though because even if we can have flyers to be sent home through the schools that would be a step in the right direction.

Hillary Dozois also mentioned a Bunny program fundraising initiative from Hamilton Ringette.

Jennifer Carroll also reminded everyone that Bunny & Belle registration are often the ones that occur later, just prior to September.

Greg Thomas asked if Bunnies are able to register in January. Essentially, Bunny aged players can register at any time given that they are not on "teams". Greg suggested that we promote this fact on our website to let potential registrants know about this.

**ACTION: Jennifer Carroll to add note on the website to inform the public that Bunny program registration is on-going.**

### **3. Financial Report**

#### **Treasurer – Shelley Wong**

Copies of the 2012 Notice to Reader from our Accountants van Berkom Professional Corporation were available at the meeting. It can also be found on our website). The balance sheet and the statement of Revenues and Expenses for the previous year, with the 2011 comparatives were also presented to the membership in attendance.

The bottom line of \$379 loss for 2012 was \$369 less than the amount forecasted at last year's AGM.

For the current year 2012/2013 Shelley put together a Financial Report based on the information received to date and she expects minimal activity between now and the end of our fiscal year May 31st. Shelley also provided the current year as well as a comparative column for 2012.

The Balance sheet on page 2 shows a bank balance of close to \$82 000.

We are still waiting for a couple of items to close off the year, which are sitting in the Accounts Receivables. We have some prepaid expenses which includes storage for next year, some ORA fees for the upcoming year, as well as ice for the summer camp.

The Deferred Summer Camp Revenue is the registration cheques received and deposited for the upcoming Summer Camp which will be recorded in next year's financials.

As well, we have Deferred Summer Ice Revenue which is the 4 on 4 program beginning in the summer.

Our operations are shown on page 3.

Revenues for the year were \$193K, which was very close to the figure from last year.

For our Expenses, our largest expense each year is the ice cost at close to \$120K. This ice cost is lower than what we used in the previous year. Due to the playoff format this year, we returned a significantly higher amount of practice and game ice in March, over what was done in the previous year.

Equipment and Repairs was lower than we had originally budgeted for at \$5.7K. We ended up not purchasing a set of jerseys and delaying other purchases, but we have added that back to the 2014 budget.

The powerskating & dryland expense was lower than last year and lower than our budgeted amount for the year, due mainly to a decrease in numbers in our Bunnies program.

Net income for the year was a profit of just over \$23,000.

On the final page of the Report is the 2014 Budget.

The 2014 Budget is the first column on page 4.

- Adjusted format for 2013 budget to carry forward to 2014 budget
- Budget lines with ice costs associated are now all net lines
- Registration Revenue includes funds usually collected from team sponsorships, sponsorship line is now at zero for 2014
- Plan to complete purchase of jersey sets (5) included in Equipment budget
- Skills Development includes more clinics for shooting, checking, offense/defense, and more structured goalie clinics
- Other Expenses – application for provincial grant - contribution

The proposed budget shows a profit figure of just over \$3K.

**MOTION by Shelley Wong to accept the May 31, 2012 Notice to Reader prepared by van Berkomp & Ritz. Seconded by Cynthia McMinn. Vote in favour. Motion carried.**

**MOTION by Shelley Wong to appoint van Berkomp & Ritz as our external accountants for the year ending May 31, 2014. Seconded by Liz Abbott. Vote in favour. Motion carried.**

Shelley indicated that the Board would like to utilize a more detailed breakdown of revenues & expenses to more accurately reflect ice costs for each "event" (eg. try outs, conditioning, skills sessions) and team usage. This will enable us to more accurately forecast our ice budget from year to year.

Rob Mackean presented his perspective about the surplus in the 2012-13 budget. Since each individual player is paying \$35 more in registration in lieu of the teams finding a mandatory \$500 sponsorship, he felt that for this year, that could be regarded as additional income. It was

mentioned by several others that it is not actually additional income, but yes, since we ended up with a budget surplus last year (see explanations above) it does appear that way. Rob Mackean felt that it would be fiscally prudent to give some of this surplus money back to the teams, even if it means going into a deficit for next year.

Melanie Mathers-Cote pointed out that as a parent she prefers to have that \$35 absorbed in to the registration fees as it takes the pressure off the team to find that mandatory sponsor. If teams wish to find sponsors, they may and all sponsorship money stays with the team.

**MOTION by Rob Mackean to amend the 2013-14 Budget by adding a onetime item of a \$300 team fund to be given to all teams (except Bunnies) to offset tournament costs as a result of the 2012-13 Budget surplus in team practice ice. Seconded by Liz Abbott. Vote in favour. Motion carried.**

**MOTION by Ray Quintal to increase the 2013-14 Equipment Expenses to include 2 more sets of new jerseys to complete the new jersey turn out program. Seconded by Debbie Roberts. Vote in favour. Motion carried.**

**MOTION by Shelley Wong to approve the 2013-14 Budget as amended. Seconded by Ray Quintal. Vote in favour. Motion carried.**

#### **4. Election of Directors**

Rich Wyatt explained that our Board is comprised of 10 directors and the directorships are 2 year terms, staggered so that 5 seats are up for re-election each year.

As per our by-laws, the membership elect volunteers as directors although not into specific positions. When the group of directors get together for their first meeting they will appoint people into the various roles that need to be filled based on people's interests and talents. The directors operate as a team and the focus is on getting people who are committed to working in the best interest of the whole association and all of our players. All the positions require a fair amount of work. This is why we encourage potential board members to come forward in advance so they can learn what's involved what they are getting into.

This year there are 5 seats up for re-election and they are currently held by Larry Franko, Jen Carroll, Leigh Anne Sinclair, Shelley Wong and Bob Lecuyer.

In addition Peter Hache has stepped down from the Board due to time commitments. This means we have 5 two year positions available and 1 one year position available

**MOTION by Debbie Roberts to declare 6 seats on the Board of Directors as vacant. Seconded by Bernice Hennessey. Vote in favour. Motion carried.**

Retiring directors Shelley Wong, Jen Carroll, Bob Lecuyer and Leigh Anne Sinclair are seeking re-election.

Rich nominated Shelley Wong, Jen Carroll, Bob Lecuyer and Leigh Anne Sinclair and asked each individual if they accepted their nomination. Seconded by Colleen Moore.

Shelley Wong accepted her nomination.

Jen Carroll accepted her nomination

Bob Lecuyer declined his nomination, but offered to assume the role of Ice Scheduler. Thank you, Bob!

Leigh Anne Sinclair accepted her nomination.



In addition the following candidates had made themselves known to the Board in advance of the AGM – Liz Abbott, Melanie Mathers-Côté and Greg Thomas  
Their Biographies were posted on the website a week prior to the AGM for the membership to review.

Rich nominated Liz Abbott, Melanie Mathers-Cote and Greg Thomas and asked each individual if they accepted their nomination. Seconded by Leigh Anne Sinclair.

Liz Abbott accepted her nomination.  
Melanie Mathers-Cote accepted her nomination  
Greg Thomas accepted his nomination.

Rich then solicited further nominations from the floor.

Rich Wyatt nominated Cynthia McMinn. This nomination was seconded by Colleen Moore.

Rich asked Cynthia McMinn if she accepted the nomination.

Cynthia McMinn accepted her nomination.

Ballots were then distributed by Peter Hache & Lorraine Douglas. Members cast their ballots. Rich Wyatt proceeded with the ERR/NCRR update while Colleen Moore & Lorraine Douglas tallied the results of the voting.

#### **6. Update on ERR/NCRR matters – Rich Wyatt**

- Highlights from the ERR and NCRR AGMs which were held in the last two weeks
  - U12 Implementation of Regional Division & Skills Matrix
  - Spring Tryout Feedback – our association’s request to not have the exhibition games scheduled within a few hours of the third tryout session was supported by other associations. We also communicated to the region that the whole purpose of coordinated tryouts was not utilized by, or explained thoroughly, to all members of other associations.
  - Rule Change Year – “move it or lose it” to be implemented (the “it” being the ring)
  - NCRR has declared its playoff format for next season as a single game elimination format with all teams proceeding to playoffs
  - Where will Provincials will be held in 2014?
    - U12 in Sault Ste Marie
    - AA in Gloucester Cumberland
    - A in Kitchener
  - NCRR is still looking for a President and Treasurer

#### **8. New Business**

Ray Quintal asked if we were required to sew the 50 Year Anniversary badges on any new jerseys that we acquire going forward. We will find out.

Hillary Dozois asked about making changes to the Sponsor request letter now that we have removed the mandatory \$500 team sponsorship. Lorraine Douglas responded that she, Leigh Anne Sinclair & Katy Wilker have already planned to make all those necessary changes. We will be creating a document that will provide guidelines for teams who choose to seek sponsorship funds.

There was some discussion about the amount of Coaching Evaluation Feedback forms received. Colleen Moore indicated that the rate of return was low. Those in attendance agreed that perhaps it would be beneficial to let members know more definitively that filling in the “completed by” & “player name” sections is optional. This will be added to the form itself & communicated to the membership at the time of next distribution.

Debbie Roberts asked if we could add a “Classified” section to the website for members to advertise used equipment.

**ACTION: Lorraine Douglas will ask Kevin Meek about creating a Classified section on the website.**

Rob Mackean reminded the Board that we should have our Privacy Policy in place. He has offered to work with Leigh Anne Sinclair to draft & implement this.

Ray Quintal would like to know what he is to do with the old jerseys and goalie equipment. Gabby Doiron indicated that her women’s team would like to purchase some.

There was a brief discussion around the discrepancy with sizing of goalie pads on players, especially at the younger levels.

**ACTION: Colleen Moore to provide some tips to coaches on sizing of goalie pads for the younger players during the first coaches’ meeting of next season.**

Liz Abbott asked if it would be at all possible to have a more “formalized” Coach Feedback to Players process. The coaches are required to provide feedback at mid-season to their players, but it would be very useful for the players to receive more feedback at season end so they know what skills they can focus on during the summer if they so wish and/or so they have an accurate idea as to what teams they may want to try out for at the upcoming tryouts for the next season. Greg Thomas suggested it may be useful to review the Rating Scale that Evaluators use during the tryout process with the coaches before they do their player evaluations leading up to try outs. This would hopefully lead to greater accuracy in the pre-try out ratings. Eg. Let them know what a rating of 3, 4 or 5 actually means by sharing the rubric criteria with them. Colleen Moore will make a point of showing the Try Out Evaluator forms to the coaches prior to their completion of the Player Evaluations next season

The draw for the Free Registration was then held. Greg Thomas was the winner.

Rich Wyatt thanked the Executive members who are retiring. With the votes tallied, Rich Wyatt welcomed new members, Cynthia McMinn, Liz Abbott & Melanie Mathers-Cote. He also welcomed back returning members, Leigh Anne Sinclair, Shelley Wong, & Jennifer Carroll.

## **8. Adjournment**

**MOTION by Alison Muzzi to adjourn the meeting. Seconded by Ray Quintal. Vote in favour. Motion carried. The meeting was adjourned at 9:09 pm.**