



West Oxford Inferno
Executive Meeting Minutes

Aug 26, 2019

6:45pm

Ingersoll Pharmasave

Attendance

✓ Adrianna	✓ Jen	✓ Larry	✓ Nelson	✓ Sherri
✓ Claire	☐ Katrina	✓ Mark	✓ Rob	✓ Tammy
✓ Jane	☐ Kerry	✓ Murray	✓ Robin	✓ Wendy
✓ Jay	✓ Kim	☐ Myah	☐ Shannon	✓ Becky

Meeting Minutes

MINUTES APPROVED BY:

1. Kim
2. Jane

ACTION ITEMS:

Action items from Aug 13, 2019 Meeting

- ☐ Myah to sign off at the bank
- ✓ Robin to speak with Coaching Convenors regarding coaching certification
- ☐ Jane/Murray to resolve Steele movement
- ✓ Jen to reach out to registered Novice players regarding open ice on Sept 11th
- ☐ Jen to contact OWHA regarding Novice being a "mixed" (ages 7 & *8) team - Can we run a fundamentals program (just skills no games) - would other novices be up for it, would depend on skill level - we can use Thamesfords and Ingersoll's boards for the ½ ice novice
- ✓ Robin to make an ad inviting Novice aged players to an open skate
- ✓ Robin to bring forward clothing price list from Hockey World
- ✓ Robin to add Rowan's Law to Facebook
- ✓ Kerry to add Rowan's Law to the website
- ✓ Robin to create "how-to" document for entering bond hours
- Kerry to post on website - can go out to all team managers, managers may

want to keep track on their own as well in case something gets changed on main document

Due IMMEDIATELY

- ☐ **All** to review clothing. Clothing will be handled outside of organization.
- ☐ **All** to review Bylaws, codes of conduct
- ☐ **All** to vote on clothing designs they are included in document folder
- ☐ **Myah** to sign off at the bank
- ☐ **Jane/Murray**: Ensure coaches are certified and are aware of the dates
- ☐ **Kim/Larry** to ensure name bars match existing whether that means getting them from WSC
- ☐ **Mark** to finalize date of Sept 28th with Independent for BBQ
- ☐ **Directors at Large** need to organize timekeeping training
- ☐ **Jen** to give player registration #'s to Kim/Larry for sock order
- ☐ **Robin/Rob/Jen** to contact OWHA regarding Novice players playing Atom
- ☐ **Robin/Rob** to reach out to Woodstock regarding Novice/Atom HL players
- ☐ **Robin** to send out newsletter
- ☐ **Robin** to send bond hour "how-to" to all team managers
- ☐ **Robin** to get number of socks currently in equipment storage
- ☐ **Robin** to add Police Check document to Google Drive
- ☐ **Robin** to contact Town re: fee for room to warm up and association photos

Due by Sept 24, 2019 (next meeting)

- ☐ **Robin** to confirm date for Photographer
- ☐ **Robin** to make an order form for Clothing order

ROUND TABLE

President's Report (*Robin*)

- Choosing to follow the rules and regulations
- Make sure everyone does their jobs and that what we do benefits all members
- She has to make sure the action items are done and deadlines are met and put out fires
- Meeting etiquette - one person at a time so that we are being heard
- If an executive member misses 3 consecutive meetings without a valid reason they are dismissed from the executive
- Reading meeting minutes is mandatory
- Minutes are posted on the website
- Make sure the action items are completed
- All executives will be informed on all executive issues
- If something comes up send an email to all so that everyone is kept in the loop
- All executive members are expected to have a police check if you don't have one you need to get one
- added instagram account for the members to follow
- new members facebook page - all to invite people open forum for members only

Treasurer's Report (Claire)

- Bank \$53,119.55
- Robin working on coming up with costs for this year to figure out cost per child to see what we will need to charge for registration next year
- Looking for Insurance and registration breakdown per child/team
- Jen should get that once team is registered
- Bench staff - is it necessary to pay for all staff i.e. we allow 5 bench staff max
- All bench staff have to be insured
- Last year we had \$146,000 in expenses in order to cover our expenses we would need \$35,000 with sponsorship of \$10 we would still need \$25,000 to fundraise for this year
- We aren't charging enough for registration
- What do we need to do for next year in order to cover our costs
- This year we have eliminated some costs - photographer sitting fee, timekeeping fees
- It was asked at the AGM how much does it cost does for my kid to play here we need to be able to answer that question
- We need to have a projection to aim towards for fundraising
- Lottery 15,000 (10,000 profit 5,000 payout)

Registrar's Report (Jen)

- Still collecting registration
- 5 families still have not paid
- Some families that did early registration need to settle up with lottery money
- HL Atom team had 9 girls now have 8 - need to do some recruiting - Rob is going to contact Woodstock as well as regarding Novice that 8 includes one Novice player
- Had an email from a new player wanting to try hockey
- Jen to put something together for the schools for the primary's for Kindergarten, Grade 1 & 2
- Robin has shared the ad for the skate to the Ingersoll Page on Facebook
- Have to talk about a plan for after the 11th - would Woodstock be able to accomodate our Novice if we don't end up with a team
- We will have to give the ice back by the 15th - need to figure by then whether we will have a team
- Jen to give equipment mgrs jersey chqs
- Working on rosters for coach's
- Jersey chq's are left from last year with last years date on them - they will need to be updated

Coaching Convenor Report (Jane/Murray)

- Are coaches all trained yet
- Do we have anyone available to approve the D1 certification - Yes Rob has a contact
- OWHA won't approve roster if coach is not certified

Equipment Manager Report (Kim/Larry)

- Pricing on socks 8.50 plus tax 9.61/pair
- Should we order - need to know #'s and sizes
- Think we still have some little socks up stairs
- They will get pucks and pylons together to hand out
- Are we paying for socks
- We have lots of garment bags - \$20.00/ea.
- Can add excess socks to tuck shop on website?
- All are in favour of organization paying for 1st set of socks - will add into cost of registration for next year
- Need to order new jerseys but they are not responding to Robin
- Let Nelson know what is needed for jerseys he will contact them
- Jersey - Have not cashed jersey cheques yet need to do that before they are stale dated
- Claire noted when placing order for name bars/garment bags have them issue a quote she will issue a P.O.

Fundraising Report (Mark)

- BBQ - Sept 7/19 - may need to push it out a bit with it being first weekend of school and to get volunteers
- Members can get bond hours and highschool students can get volunteer hours
- Sept 28 - is a good date
- Looked at having at the Independent - they suggested a Saturday it's busiest
- Won't donate food but will give it for cost
- Can take back what we don't use
- There is a for boys tournament at the beginning of the year if we can jump in before that
- Can do the Foodland - only issue is current access and there is not as much space there
- Another option would be to hold at the arena - would need to be approved through the Town - would also need food handlers course
- Local league tournament is on Santa Claus parade weekend
- Thanksgiving weekend with Ingersoll Ice used to make out well with the traffic
- The positive about doing it at the independent is that you can return what you don't use
- Auction date - Set for February will narrow down a specific date later

Sponsorship Report (Becky)

- Goal is \$10,000.00
- Collected \$3,000.00
- Pledged \$3,600.00
- Meeting Old Bakery is doing Silver Level this year might bump up in future
- Left with \$2,400.00 to collect
- Haven't assigned the Novice team yet wasn't sure what status was
- She has contacted Brock and Visser but hasn't heard back yet
- Cami won't donate - Jay will ask contact to verify
- Potential sponsors - Ingersoll Rental, Rock Solid, Lafarge
- 2 of our Gold sponsors have left from last year

<ul style="list-style-type: none"> • 2 teams left that need a sponsor
Ice Scheduling Report (Kerry) <ul style="list-style-type: none"> • Kerry not present to give report • Ice is posted for the season
Referee In Charge Report (Nelson) <ul style="list-style-type: none"> • All Refs are doing re-certs • No new referee's
Vice President Report (Rob) <ul style="list-style-type: none"> • Police checks: Rob did a spreadsheet with who is required - will include in folder so anyone can look at
UNFINISHED BUSINESS
Codes of Conduct (All) <ul style="list-style-type: none"> • Used OSHA and adapted to include the items wanted to include • Need to be posted as soon as possible preferably before the season starts • Need Directors at Large assigned to organize training date for Timekeepers - see if students will do the training
NEW BUSINESS
Photographer Proposal (Robin) <ul style="list-style-type: none"> • Doesn't charge to come take photos only makes money off what parents buy • We paid for the team pics/sitting fee last year • Price list was included in the email that was sent out for review • All are in favour of changing to new photographer • Recommended date for early November - to get them back before Christmas • Need to have the date for coaches to organize their schedules • Need Directors at Large to organize get parents to help for bond hours • Paid a fee to use room for warm up and also for Pictures at Ingersoll Arena • Cost was approx. \$150.00 for the year
Clothing (Robin) <ul style="list-style-type: none"> • Do order before Christmas and one before provincials and maybe one in September • Need Directors at Large to organize • Will have orders and money in by a specific date • He is very casual can just email • Make sure it is posted and in the newsletter and available
Banquet Proposal (Katrina) <ul style="list-style-type: none"> • Katrina not present to report
Other News <ul style="list-style-type: none"> • Jay went to Town of Ingersoll meeting

- Moving forward with a proposal for new arena
- Voted for single pad - for phase 1
- Reserve 10-20 acres on Clarke Rd
- If want something added to agenda let us know
- Join members page on facebook and encourage people to join

ADJOURNMENT

8:30pm