



West Oxford Inferno
Executive Meeting Minutes
Sept 24, 2019
7:00pm
Pharmasave, Ingersoll

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. Jane
2. Shannon

ACTION ITEMS:

Action Items from Aug 26

- ✓ **All** to review clothing
- ✓ **All** to review Bylaws, codes of conduct
- ✓ **All** to vote on clothing designs
- ✓ **Myah** to sign off at the bank
- ✓ **Jane/Murray:** Coach certification
- ✓ **Kim/Larry** name/sponsor bars
- ✓ **Mark** to finalize date of BBQ
- ✓ **Directors at Large** timekeeping training
- ✓ **Jen** to give player registration #'s to Kim/Larry
- ✓ **Robin/Rob/Jen** to contact OWHA regarding Novice players playing Atom
- ✓ **Robin/Rob** to reach out to Woodstock regarding Novice/Atom HL players
-Atom house league players went to Woodstock
- ✓ **Robin** to get signed refund contracts to Claire
- ✓ **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
 - Have to tell The Town every time we need the room upstairs
 - The charge should be the same as last year
 - Don't have full access will be open to the public
- ✓ **Robin** to confirm date for Photographer
- ✓ **Robin** to make an order form for Clothing order

DUE by next meeting Oct 29:

- ☐ **Rob:** Mailbox at Ingersoll arena
- ☐ **Jane/Murray:** Ensure coaches are certified, obtain respect in sport # of all bench staff
- ☐ **Kim/Larry:** order Sponsor/Name bars from WSC
- ☐ **ALL:** submit police checks to Rob

ROUND TABLE

President's Report (Robin)

October Newsletter

- We can add tournaments to Newsletter
- Send anything else to Robin you want added to Newsletter
- Some had issues when opening newsletter - Robin will send as .pdf

Facebook Members Page

- Facebook members page has had likes and shares but will hopefully will get more popular

Instagram account

- Instagram seems to be popular especially with the players
- Lots of likes
- Great for tournaments

Helmet Stickers

- Curtis used to get them for us
- Robin can get them for \$0.70
- In the handbook not really supposed to have stickers on helmets - Robin said it says just can't have them on the back of the helmet
- The more we order the cheaper they are
- Robin will find out prices and send them along

Vice President Report (Rob)

Police Checks

- Police checks are coming along
- Supposed to be receiving a lot more this week and will update the spreadsheet as they come in
- There are a lot of new people in Novice that require them
- Spreadsheet is in google docs for whoever has access

- Rob is reviewing them to make sure everyone is negative before filing
- Anyone under the age of 18 does not require a police check so they have to complete a declaration, as soon as they turn 18 they have to get a police check
- OWHA and OPP have confirmed this

Mailbox - Ingersoll Arena

- Rob spoke to head of facilities and has been approved to have a locked mailbox to drop off forms/cheques etc. and label it WOGHA as a way of communication between the association and members
- A sample online from amazon is \$43.00
- Everyone approved

ACTION: Rob to order mailbox and talk to arena staff regarding location

Treasurer's Report (Claire)

Update

- Bank \$62,072.76, Receivables have gone down due to loss of Atom HL team

Refunds

- All refund chqs have been issued
- Jen to look through the list to see if anyone else requires a refund
- Costs us \$53.00 to remove a player from a roster

Registrar's Report (Jen)

Details

- Most payments have been received either full or partial
- A few still owe bond chqs or rep fee remains outstanding
- 5 Rosters have been sent in still have 3 to be sent
- Financial and signed waivers have been sent in for those
- Provincials bond cheque will be sent in once all 8 have been done
- Jen is collecting Respect in sport and Speak out numbers to add in Ivlnet so we have it
- Novice team has 10 players and coaching staff in place now
- Atom C team played a team that doesn't have a submitted roster wanted to know what she should do
 - Manager contacted their coach and confirmed they weren't registered so she submitted as unknown team when entering in Ivlnet for exhibition game
 - They are technically not insured
 - Need to have a signed roster submitted before you can play a sanctioned game which would include exhibition
 - According to OWHA handbook cannot play any team that has not been registered
- WOGHL chq to Jay for \$500.00 to take Thursday (Atom, Midget, Peewee, Bantam C teams and Novice)
- **ACTION: Jen to contact OWHA regarding whether we are covered if they play that game? Are they covered? Is it considered a sanctioned game?**

Coaching Convenor Report (Jane/Murray)

Novice Team

- Tyler Leppard is the coach for the novice team
- ½ ice to full ice in January

Coaching Certifications

- Head coaches from Bantam up need to be certified
- Jason Graham (OMHA) is available to certify coaches through Hockey Canada
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- Novice requires coach1
- How do we insure on ice helpers because we can only have 5 bench staff
- Myah said need to add as staff they won't be included as bench staff but then will be covered for insurance purposes
- **ACTION: Murray and Jane to make sure every coach is certified and get bench staff respect in sport**

Respect in Sport

ACTION: Jane and Murray to collect

Equipment Manager Report (Kim/Larry)

Name/Sponsor Bars

- Midget C no name bars does everyone have them order is going in tomorrow
- Novice sponsor is not verified - Lafarge - just waiting for signature will confirm by end of week
- How many name bars were ordered per team in the past
- Midget B team is short 3
- Midget C short 2
- Do we order just enough to cover the team or a few extra
- Decided to just order enough for the team if we have that sponsor next year we will order more if required no need to spend more than what is required
- Pee wee C - Has 2 Silver sponsors should we put half the team in each sponsors name for the whole year vs a home and away
- Would be better exposure for our local sponsors
- Would save the cost of ordering a full set of name bars
- Leave for this year Old Bakery was promised Home jerseys
- Can look at restructuring sponsor tiers for next year
- Going with WSC - price is lower for name bars- will order ASAP once numbers are confirmed

ACTION: Larry and Kim to order Sponsor and Player Name Bars

Jersey use

- Game jerseys are not to be used for practise
- Each player is responsible for her own jersey and has had to give a deposit chq if the jersey is damaged the cheque is cashed
 - If another player damages the jersey the owner of that jersey is the one being held accountable

- We need to make it known this practise will not be tolerated
- Pro Sales can do practise jerseys for \$17.00 with a one colour logo on it and we can include in the swag shop

ACTION: Robin will send out an email regarding this

Equipment (pucks, pylons, trainer bags)

- Most of the equipment has been given out just need to give jerseys to the novices
- Everyone has socks except Novice

Fundraising Report (Mark)

BBQ

- Independent supplies BBQs, table, go through customer service to track what we use
- Schedule is set around 11am - 2pm
- Can we get a float - change and small bills - \$40-\$50
- Need a pop up tent - Jane has one we can use
- Sent poster to managers to forward to teams

Swag Shop

- Robin's mom is doing car decals costs about \$1.14 charge \$5.00
- Make \$5.00 on hoodies and cotton t's
- Make \$5.00 on cotton shirts
- \$7.00 on wicking shirts
- \$10.00 a blanket if blankets are sold at \$25.00
- \$5.00 on touques
- Doing these orders twice maybe 3x's
- 1st deadline is Oct 5th maybe do another one the beginning of Nov
- Make cheques out to Pro Sale Solutions
- We can track the orders and then invoice for the profit on the orders

Cash Calendars

- \$5,000.00 payout
- Cash Calendars - will track down winners and only mail out of Town winners
- Jeff Shapton to print
- Robin has layout of Calendar
- Suggested if we mail out it would be up to the seller and manager to ensure the stubs are completed in full
- Would be \$90.00 to mail and could include a letter of congratulations
- Decided to continue status quo - track down winners and only mail if we don't know the winner if the info has been filled out

Sponsorship Report (Becky)

Details

- At \$9,300.00 with Lafarge
- Hard to hit \$10,000.00 target when we are now one less team
- Pizza shop - looking into it, Giant Tiger and Pro Edge Skate Shop are also

looking into it.... They would be general sponsors

- Hoping to keep the banquet separate the priority is the association
- Should recognize all sponsors as much as possible for example at the banquet, auction etc.
- Could find someone to sponsor the banquet would make sure to emphasize the banquet is brought to you by and do it as much as possible
- Becky has opportunities out there she will put feelers out there for banquet as well
- We should incorporate team sponsors as much as possible and can incorporate them on a team banner if your team has one
- As much as we can get their names out there the more sponsors may be willing to sponsor in the future
- **ACTION: Thank you card and team picture to sponsors**

Ice Scheduling Report (Kerry)

Details

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Referee in Charge Report (Nelson)

Details

- We have some young refs
- It's 14 to start refereeing then 16 etc.

Directors at Large Report (Adrianna, Katrina, Sherri, Wendy)

Clothing Fitting

- Sat. Oct 5th - Clock trainer and samples of clothing - cash(exact change) or cheque
- Forms can be sent out right away
- Peranis is separate no cash but still have to fill out form
- Everything is separate from the organization
- Swag shop Cheques to be made out to Pro Sales or Cash
- Peranis will be there as well but will handle their own orders and money
- Perani's wind suits is a one time order

Timekeeper Training

Photo Day

- Photo Day - Nov 19th - upstairs Ingersoll arena - 5:30pm - will send out a schedule - Tues night - there will be a specific order for our association
- Wear red

Banquet

- Katrina wants permission to run a fundraiser since we don't have any additional money towards a budget
- Can seek out sponsorship to pay for expenses and make sure it is noted everywhere that it is brought to you by that sponsor

UNFINISHED BUSINESS

Santa Claus Parade *(Becky)*

- Theme is favourite Christmas carol/song
- Want to do "All I want for Christmas is my two front teeth"
- Get donations of candy
- Print business cards to hand out - include registration on card
- Becky will try to track down a trailer
- We need to encourage girls to go to parade and participate

Bantam C Fundraiser *(Jay)*

- Want to do a banner stand for their team
- Concerned about overlap with the association sponsors
- Get a list of who has been approached and who is already sponsoring

ADJOURNMENT