

# MINUTES

## PGHA ANNUAL GENERAL MEETING

May 29th 2024

7:00pm Lions Club Peterborough

### Attendees:

#### Officers:

- President - Kim Docherty
- 1st VP - OWHA Rep - Laura Merrick
- 2nd VP - Rep and Coach Development - Craig Hulsman
- 4th VP - House League - Brian McNamara
- Registrar - Melissa Murray
- Secretary - Selena Mann
- Treasurer - Clinton Fox

#### Members:

- Gillian Morley
- Brent Murray
- Scott Firth
- Allison Mitchell
- Rolanda Morrow
- Kyle Davey
- Marriah Wickert
- Mike Heffernan
- Candice Heffernan
- Melissa Gillespie
- Cameron Mann
- Amanda Hulsman
- Mike Mattucci

#### Absent:

- 3rd VP - Player Development - Hailey Bentley

## SUMMARY OF MOTIONS:

- **Motion #1:** Motion to approve the minutes from 2023 AGM: Brent Murray and Kyle Davey - **Approved**
  - **Motion #2 :** Motion to approve the recommended Constitutional Amendments. Craig Hulsman and Brian McNamara - **Approved**
  - **Motion #3 :** Motion to approve the recommended By-law Amendments. Melissa Murray and Laura Merrick - **Approved**
  - **Motion #4 :** Motion to approve the recommended Policy Updates. Selena Mann and Melissa Murray - **Approved**
  - **Motion #5 -** Motion to adjourn the 2024 Annual General Meeting - Carrie Clark and Mike Mattucci - **Approved**
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## MEETING CALLED TO ORDER: Kim Docherty

- 7:03pm

### 1) LAND ACKNOWLEDGEMENT

### 2) INTRODUCTION

### 3) MINUTES REVIEWED FROM LAST AGM

#### a) Action items updates

- Last year it was brought up that AA seemed to receive more development like Ashlea Jones. This past season more levels of rep hockey were given the opportunity to use Ashlea. And we plan to continue offering it more widely this year, using a draw if necessary.
- While it didn't make the minutes, there were also some concerns raised last year about so many people defecting from the U11AA team to play for a lower team. We have updated our tryout policy to specify a minimum tryout level and have instituted a 2 person opt out rule per team, ensuring this same situation cannot happen again.

**Motion #1: Motion to approve the minutes from 2023 AGM: Brent Murray and Kyle Davey - Approved**

#### **4) REPORT OUTS:**

##### **a) PRESIDENTS REPORT**

##### **(Notes from Kim Docherty)**

We have had a busy year, with some really good changes. The first thing I did after becoming president was to speak to some advisors on how a not-for-profit board should be run. We realized that we could be running much more efficiently and basically had too many cooks in the kitchen. The standard options for NFP boards are to be governing or managing and we are both. Our officers (President, VPs and Secretary) are basically our governing board, and the directors work on the day-to-day things making them the managing board. We revamped our org structure a little bit to have the officers doing more of the high-level discussions and meeting more often, with the directors coming in to vote on the final decisions from the recommendations.

The 2nd thing I did was to look into our financial responsibilities, this resulted in some changes with how we do our banking. All our PGHA team accounts now run out of one bank and the treasurer has oversight on all of them, as opposed to managers being able to open a team account anywhere in the city. We have done our best to remove some of the weight on our team managers and are continuing to reduce it as much as possible next season. This year we stopped cash payments for all of our refs and timekeepers, limiting the amount of actual cash money being handled by team managers. Next year we are having more things covered in our registration fee, reducing the team budgets. We also now have a more detailed accounting of association money. In the past we have looked at our finances as a snapshot in time, how much money we have on this day. Given the timing of the AGM, this often meant we were looking at the account when many of next year's fees have come in, but none of next year's expenses have gone out. It's basically like looking at your bank account on pay day or after you have paid all your bills. Clinton will give a more detailed update on finances.

We made some investments in the association, replacing things like pinnies and obtaining some extra sets of exhibition jerseys with the new PGHA logo.

We started our Ice Kats Skate Strong fund to help cover minor hockey costs for eligible families.

We have worked to align ourselves with a new apparel supplier, who we believe will

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better meet the needs of the organization.

And we have paid \$25,500 to the city of Peterborough as a donation towards the new rink. This represents half of our total donation of \$51,000, the remainder will be payable next year. I am happy to share that one of the pads at the new arena will have the PGHA logo at center ice, in recognition of our donation.

It was a fun year, personal highlights were our first world girls' hockey celebration and the introduction of our mascot, Blades. I look forward to serving as president again next year.

**b) TREASURER REPORT - Clinton Fox**

- Year spent reviewing and assessing the financial accounts and processes
- Moved accounts to Scotiabank - clear accountability for accounts
- Budget yearly budget
- Priority to reduce risk for volunteer
- \$-50 000 for this year
  - 17K unknown/unclear/debts
  - 25K moved to charity fund
  - Planned for expenses that were not planned for
    - Advertising
    - New laptops
    - Pinnies and jerseys for common use
  - New fee structure is in place to account for unplanned expenses
  - House league is not cost recovery - being diligent to look at ways to balance costs (sponsorship)
- \$10 000 donation from AAA - covered the cost for the mascot
- World girls hockey day - was covered by the OWHA grant
- Profits and Losses includes as Appendix A to the minutes

**c) REGISTRAR REPORT**

2023-2024 Season

- 10 House League Teams
- 2 DS Teams
- 16 Rep Teams
- Total HL Players = 138

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- Total Rep Players = 265
- Total Players 403

**d) 1st VP REPORT- Laura Merrick**

- Increase in the number of suspensions (U15/U18)
- Handing out longer suspension - and expect that as a trend - 9 games, 5 games, 4 games
- Worked with discipline committee to iron issues with the suspensions (won't review video)
- Remind players about head contacts and hits from behind
- Insurance Policy changed for all Minor hockey
  - Insurance Policy ended at the end of May - so no insurance for the summer - so very complicated to get ice for the summer
  - Team can be on the ice- but they need to get their own ice and their own insurance (not PGHA ice or insurance)
- Kim - bid for the U18 championship - but we did not get it - could try again next year

**e) 2nd VP REPORT- Craig Hulsman**

- Re-vamped the coach selection process
  - Created a uniform process
    - Questions sheet, with rubric for answers for all selection committee
    - Community members made up the selection committees for AA and A
    - BB and B - Board members were used for this year
      - Difficult to time the interviews and selection for BB and B based on tryouts
      - Hard to find community members to respond in short notice
  - Great coaches this year with good plans for development
  - The number of AA and A applications for coaches were on par with other years
  - The number of BB and B applications were very very low, and it was very hard to secure coaches for all levels - coaches expressed concerns over parent complaints.

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- Reminder that conversations with coaches are effective at resolving concerns and issues. Follow the 24hr rule and find an appropriate time and location for the discussion
- Meeting room for the PGHA (Healthy Planet) is planned - hoping to get equipment set up so coaches can use the room for video review

**f) 3rd VP REPORT- Hailey Bentley (Absent)**

- Development - Ashlea Jones sessions for a range of teams
- Concussion training for all teams was held in the fall
- House League Development sessions were held

**g) 4th VP REPORT- Brian McNamara**

- Development skates for first 3 weeks to get the girls going before season started
- Goalie "try" day for anyone to try it out at Overtime (Got 2 full time goalies from the day)
- Petes Game Day - 240 tickets - \$600 from Chuck-a-puck for Banquet
- Successful tournament overall
- 2 DS teams U11 and U13 - tournaments and played maximum games
- Playoffs for house league with other associations and hope to build on that for next year
- Successful Banquet - good representation from all age groups

**h) HEAD TRAINER REPORT -Carrie Clark**

- Stable season for Health and Safety
- Good commitment from trainers
- No significant injuries
- Better reporting for concussions and awareness (~12) - good that we are aware
- A few reported sprains and soft-tissue injuries

**i) ICE SCHEDULER REPORT - Laura Merrick**

- Ice allocation was fairly stable
- A bit too much weekend ice - difficult to juggle the use of that ice - managed to use all of it up
- Late slots - way too many for the number of girls in association especially for house league where we only had two U18 HL teams

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- Look at sharing the late times with the other teams (Its a deterrent to girls to keep playing if they always have a late time on the weekend)
- Next year
  - More U18 Rep teams (4) to share the late times
- Curfew times were a huge problem this past season
  - OWHHA changed the length of the games in August - no time to adjust ice allocation
  - Other associations in the city are getting 1.25 and 1.75 hours - so PGHA will be getting similar ice - this should fix the issue
- More weeknight ice should be available with the new arena
- The league changes the format every year - it's really difficult to plan ahead – for playoffs, season lengths, etc
- New arena - hoping for October opening of new arena
- Kim - PGHA has been pushing back with the city on a lot of fronts and things do seem to be going smoother

## **5) AMENDMENTS:**

### **Constitutional amendments: (See Appendix B)**

We are proposing to remove the treasurer and registrar as officers and elected positions. We propose that they become appointed positions that people apply for based on skill. These positions will be paid, non-voting positions moving forward. The amount paid will be determined in the annual budget, which is approved by the full board. The pay for the first year will be \$5000. This is in line with what many other hockey associations do, and is being proposed due to the amount of work and skill that are required for these positions. The other amendments are just renaming our VP roles. The board has voted to recommend these changes.

**Motion #2 : Motion to approve the recommended Constitutional Amendments. Craig Hulsman and Brian McNamara - Approved**

### **By-law amendments: (See Appendix C)**

By-law amendments update the language of our by-laws to reflect the language change for titles. The biggest change here is that all of our VPs are now equal and there is no hierarchy. In

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the past, if I were unable to fulfill my duties, then it fell to the 1 st VP, now it will fall to all VPs to collaborate.

**Motion #3 : Motion to approve the recommended By-law Amendments. Melissa Murray and Laura Merrick - Approved**

**Policy Updates: (see Appendix D)**

Our policies needed some cleaning up. There are several things in them that are no longer applicable. I will read out the list of changes. In addition, we have changed from an import policy to a non-resident policy. Teams are allowed 3 non-resident players and we have widened our catchment area to include a wider geographical area. We have updated our tryout policy to mandate that players tryout 2 levels above where they played last year, and we have allowed 2 opt outs per team.

**Motion #4 : Motion to approve the recommended Policy Updates. Selena Mann and Melissa Murray - Approved**

**6) ELECTION OF OFFICERS:**

**a) VP of Business (2-year term)**

- Melissa Murray
  - Nominated by Steve Docherty, seconded by Scott Firth
  - Acclaimed

**b) VP of Rep Hockey (1 year term)**

- Craig Hulsman
  - Self nominated, seconded by Brent Murray
- Melissa Gillespie
  - Nominated by Mike Heffernan, seconded by Kyle Davey
- Voting Results:
  - Hulsman - 11
  - Gillespie - 7
- **Craig Hulsman voted into the position**

**c) VP of Operations (1 year term)**

- **Laura Merrick**
  - Nominated by Melissa Murray, seconded by Selena Mann



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- Acclaimed

**d) VP House League (2-year term)**

- Brian McNamara -
  - Self nominated, seconded by Brent Murray
  - Acclaimed

**e) Secretary (2-year term)**

- Selena Mann
  - Nominated by Melissa Murray, seconded by Brian McNamara
  - Acclaimed

**7) CALL FOR DIRECTORS (to be appointed by officers):**

The following people have expressed interest in director positions:

- a) Website Administrator -**
- b) Director of Social Media - Erin McGill**
- c) Director AA-A hockey - Melissa Gillespie**
- d) Director BB-B hockey - Brent Murray**
- e) OWHA/OWHL Southern Rep -**
- f) Sponsorship Director-**
- g) Referee-in-Chief - Jeff Chartier**
- h) Health and Safety Director (formerly head trainer)-**
- i) Special Events Director -**
- j) Timekeeping Coordinator - Carole Wagner**
- k) Senior House League Director U13-U18 - Brent Murray**
- l) Junior House League Director U7 -U11- Mike Matucci**
- m) Ice Scheduler - will be looking for an email expressing skills and interest - Melissa Gillespie**

**Questions/Concerns from the membership**

- When will appointed positions be completed? Kim - officers will vote in the coming weeks

**8) MEETING ADJOURNED - 8:10**

**Motion #5 - Motion to adjourn the 2024 Annual General Meeting - Carrie Clark and Mike Mattucci - Approved**

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**APPENDIX A - Profits and Loss Report:**

Peterborough Girls Hockey Association	
Profit and Loss	
May 2023 - April 2024	
	TOTAL
<b>INCOME</b>	
4009 misc income	12,612.60
4100 Registration Fees - Rep	58,929.90
4101 Registration Fees - HL	74,246.85
4110 Refunds Given	-234.30
4200 Ice Rental - Rep	335,662.45
4400 Rep Tryouts	29,175.00
4510 Interest Income	4,815.57
4520 Sponsors	11,000.00
4600 Tournament Entry Fees	36,600.00
4800 Tournament Hotel Commission	488.75
Sales	50,489.47
Uncategorized Income	949.53
<b>Total Income</b>	<b>\$614,735.82</b>
<b>COST OF GOODS SOLD</b>	
5063 Rep Development	15,000.00
5064 HL Development	2,128.25
5987 Rep expenses	-6,915.21
6115 Ice Rental	138,359.07
6120 Ice Rental - Rep Teams	830.27
6140 Rep Tryout Expense	922.00
6175 House League Expenses	-25.00
6200 Equipment & Sweaters	48,759.42
6305 House League TK/Ref	6,611.00
6305 Rep TK/Ref	937.00
6400 OWHA Expenses	1,135.00
6630 Tournament OWHA Fees	5,200.00
6640 Tournament Trophies/Banners	2,410.29
6680 Tournament Time Keepers	7,145.00
<b>Total Cost of Goods Sold</b>	<b>\$222,497.09</b>
<b>GROSS PROFIT</b>	<b>\$392,238.73</b>
<b>EXPENSES</b>	
5565 Meeting Room Rental	645.78
6155 Ice - Unbilled	302,658.97
6210 Coach/Trainer Course Reimb. Exp	4,097.42
6300 Administration Expenses	27,817.15
6310 Insurance	36,445.25
6320 Bank Charges	4,223.58
6330 Advertising	10,424.79
6340 Donations	26,770.00
6370 Awards & Trophies	1,647.51
6380 Banquet	10,926.63
6800 Bad debts	17,717.98
<b>Total Expenses</b>	<b>\$443,375.06</b>
<b>PROFIT</b>	<b>\$ -51,136.33</b>

**APPENDIX B: Constitutional Amendments**

1. Remove treasurer as officer
2. Remove Registrar as officer
3. Change 1st VP to VP of Business
4. Change 2nd VP to VP of Rep Hockey
5. Change 3rd VP to VP of Operations
6. Change 4th VP to VP of House League Hockey
7. Remove Treasurer as elected position
8. Remove Registrar as elected position
9. Add "treasurer will be appointed by officers of the PGHA"
10. Add "registrar will be appointed by officers of the PGHA"

#### **APPENDIX C: By-law Amendments**

1. President - add "shall be the OWHA liaison and shall be the official representative of the Peterborough Ice Kats to the OWHA Annual General Meeting"

2. Change 1st VP to VP of Business

- change "in the absence of president, has the authority to perform the duties of the president" to "in the absence of the president, shall collaborate with all VPs to ensure all of the president's duties are met. In the extended absence of any officer, shall collaborate with other officers to ensure all necessary tasks are performed."
- Add in shall be first point of contact for Business directors
- Remove "shall be the OWHA liaison and shall be the official representative of the Peterborough Ice Kats to the OWHA Annual General Meeting"
- Remove "Shall sit on the coach selection committee during the interview process"

3. Change 2nd VP to VP of Rep Hockey

- change "in the absence of the 1st VP, has the authority to perform the duties of the 1st VP" to "in the absence off the president, shall collaborate with all VPs to ensure all of the president's duties are met. In the extended absence of any officer, shall collaborate with other officers to ensure all necessary tasks are performed."
- Remove "(Including Development Stream)"
- Change "works with the Player Development Coordinator (3rd VP) and the House League Coordinator (4th VP) to "works with the directors of rep hockey"
- Add "Responsible for hosting Rep Coach meeting prior to season."
- Add "will work with the president and treasurer to make recommendations for Rep Hockey fees and/or changes"

4. Change 3rd VP to VP of Operations

- Remove entire description
- Add "in the absence off the president, shall collaborate with all VPs to ensure all of the president's duties are met. In the extended absence of any officer, shall collaborate with other officers to ensure all necessary tasks are performed."
- Add in shall be first point of contact for Operations directors
- Add in "collaborate with the President and all VP's to form the coach selection committee"

5. Change 4th VP to VP of House League

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- change "in the absence of the 3rd VP, has the authority to perform the duties of the 1st VP" to "in the absence off the president, shall collaborate with all VPs to ensure all of the president's duties are met. In the extended absence of any officer, shall collaborate with other officers to ensure all necessary tasks are performed."
- Add "(including development stream)" to responsibility for monitoring house league
- Change "works with the 2nd VP and 4th VP with monitoring and skill development" to "works with house league directors"
- Remove "Shall sit on the coach selection committee during the interview process"
- Add "will work with the president and treasurer to make recommendations for House League Hockey fees and/or changes"

6. Treasurer

- Change "the treasurer will have the financial records of the Peterborough Ice Kats audited by an accountant with a minimum of a review engagement" to "the treasurer may elect to have the financial records of the Peterborough Ice Kats audited by an accountant for a review engagement".
- Add "the treasurer will have an outside audit of the books done at a minimum of every 5 years. The board may elect to have additional audits done at any time (ie: when a new treasurer is appointed)".

7. Registrar

- Change "attend regular meetings of the Peterborough Ice Kats" to "shall attend board meetings as required"

**APPENDIX D - Policy Updates:**

Pg 8 – The directors shall attend all executive board meetings – change to directors shall attend

full executive board meetings

Pg 8 – remove convenors

Pg 8 – scheduler – remove will be the only Peterborough Ice Kats contact to the city concerning ice rentals (sometimes president or treasurer also discuss with city)

Pg 9 – referee in chief – change “responsible for paying refs” to “responsible for providing payroll report to treasurer on a bi-weekly basis”

Pg 9 – OWHL Southern rep – change to shall attend full executive board meetings

Pg 10 – remove house league division convenor

Pg 10 – remove equipment convenor

Pg 10 – change sponsorship convenor to sponsorship director

pg 11 – Change number of meetings. Full board will meet at least 4 times annually. Officers will meet at least 5 times annually.

Pg 11 – remove the agenda must include the presentation of an up to date financial, etc”

Pg 13 – remove tournament and tournament coordination tabs

Pg 15 – change cost to play section. Monthly financial updates should be sent to parents, VP of Rep Hockey and the treasurer

Pg 16 – Change equipment manager to president for logo use approval

Pg 16 – Tournaments – remove rep teams must participate in Ice Kats tournament

Pg 16 – rep sponsorships – remove major sponsorship costs \$1200 and gives the sponsor their name bar on shirts

Pg 17 – see updated tryout policy

Pg 17 – change coaches and trainers will be paid for a maximum of 4 to a maximum of 5

Pg 19 – Change “speak out certification” to Respect in Sport for activity leaders

Pg 19 – Add “In order to be a mentor or volunteer, players must be 2 full calendar years older than the oldest player on the team.”

Pg 19 – tournaments – remove that all rep teams must participate in Ice Kats tournament.

Full document – amend VP titles to reflect new titles (ie 4 th VP changes to VP of House League)