



August 14, 2025

Executive Meeting Minutes

Executive Member	Position	April 10	May 8	June 12	July 10	August 14	September 11	October 9	#####	#####	January 8	February 12	March 12		Total Absent
Tiffany Hart	President	P	P	P	P	P									
Kayla Otten	Vice-President	P	P	P	P	P									
Angie Trotter	Secretary	P	P	P	P	P									
Lauren McPherson	Treasurer	P	GM	P	A	A									
Tiffany Hart	Ice Convenor	P	P	P	P	P									
Veronique Vandermeer	Registrar	P	P	P	P	A									
Christopher Cicero	OMHA Rep	P	GM	GM	P	GM									
Kim Chittenden	Local League Contact	P	P	A	P	P									
Kim Power	Jr. Coordinator	P	P	P	P	P									
Rob England	Risk Manager	P	A	P	A	P									
Matt Medaglia	Assoc Head Coach		P	P	P	P									
Krystal White	Assoc Head Manager	P	P	P	P	A									
Vacant	Director of Dev't														
Sean Swietlinski	Equipment Manager	P	P	GM	P	A									
Kayla Otten	Fundraising Director	P	P	P	P	P									
Kerri Muerrens	Bond Director	P	A	P	P	GM									
Vacant	Public Relations														
Pam Venne	Tournament Director	P	P	P	P	P									

P = Present A = Absent Ph = Phone In GM = Google Meets

CALL MEETING TO ORDER at 7:08 pm

Approval of July 10, 2025 Meeting Minutes

https://docs.google.com/spreadsheets/d/1dfAMQ4ZqvINcZqZOatLzlniR6ps_fwaTH031H1TUAu0/edit?usp=sharing

Motion by Angie, Second by Pam

CORRESPONDENCE

DELEGATIONS:

EXECUTIVE REPORTS:

President - Tiffany Hart -

<p>Vice President/Fundraising - Kayla Otten - Balloon arch kit has been ordered for Rep Signing Day. I have printed Offer of Commitments for each team. Mouth guard lady has been contacted - unfortunately she is not able to do it this year due to travel. She has reached out to her friend who does it with her to see if she's available.</p> <p>Fundraising:</p> <p>There are not any feasible dates available for a golf tournament this summer/fall. We will host a golf tournament on Saturday, May 30th, 2026 at the Base Borden Golf Club. Fundraising survey is open until September 15th. 66.5% of the association has filled out the</p>
<p>Secretary - Angie Trotter - Managers WhatsApp Group Chat, Sponsorship packages, Conversation with LMHA President</p>
<p>Treasurer - Lauren McPherson - July bank statement emailed and P&L + Budget to date to be emailed to executive ahead of meeting. I have provided notice via email that I won't be able to continue with the Executive due to personal reasons, an injury and extensive commitments and professional development courses for my FT job. I will assist as much as I can to find a replacement and transition. I am committed to staying on until October</p>
<p>Ice Scheduler - Tiffany Hart -</p>
<p>Registrar - Veronique Vandermeer - Registration is full in U7, U8, U9, U11, U18. There is one spot left in U13, 5 spots left in U15 and 10 spots left in U21</p> <p>Just confirming that September 1st is the date we will make a decision on whether we will go ahead with the U21 team or not.</p> <p>Motion to refund TV \$224.80 for registration overpayment, second by Rob Passed (10 Yes, 3 absent)</p> <p>Motion to refund OS \$185 for family fundraising as they paid for both options, second by Rob Passed (10 Yes, 3 absent)</p> <p>Motion to refund GB \$925 as he has to withdraw from the season, second by Rob Passed (10 Yes, 3 absent)</p> <p>Motion to refund ZA \$450 as they have moved, second by Rob Passed (10 Yes, 3 absent)</p> <p>Motion to refund BF \$125 for individual fundraising, they paid family fundraising, second by Rob Passed (10 Yes, 3 absent) as well (this is a credit card transaction. Should I refund the card or write a check?) - YES</p>
<p>OMHA Rep - Christopher Cicero - Updated OMHA documents pertaining to transfers of players and bench staff in and out of the organization are uploaded here. Of note Team Official Commitment Form & Permission to Coach at Another Association Form. Added a how to OMHA under succession planning doc. GBMLH time keeper issue - gamesheets/iPad inaccuracies</p>
<p>Local League Contact - Kim Chittenden - GBTLL meeting Aug 12 - OMHA centre mailing coming soon re updated AP procedures. U9 not doing full ice this year however date to switch from half to full will be determined in October meeting. aiming for Dec 1. U7, U8 and U9 games will need to be on the iPad in GameSheet. No stats just players names, bench staff and signatures. Exhibition games: check gamesheet at least 3 days before games to ensure opposing team is in the drop down. If team is not there the coach/manager needs to contact myself or Chris to contact gamesheet to get team added.</p>
<p>Jr. Co-ordinator - Kim Power -</p>
<p>Risk Management – Rob England - Motion - To update EMHA rules relating to the referee in chief that include the person responsible for scheduling each referee and for each game MUST do so according to rules set out by the OMHA guidelines and regulations AND do so in accordance with fairness to ALL qualified referees who register to referee. Qualified Referees MUST be scheduled for an equal amount of ice time and if a conflict or emergency occurs, a predetermined list of qualified and available referees will be contacted. A separate and accurate account of the total hours all referees have completed will be provided quarterly to the EMHA to conform with new standards of practice and oversight involving EMHA financial management. ALL Regis referees will be made aware by the referee in chief of these rules and standards of practice in writing. - Tiffany to look into Ref policy or rule (where to put it)</p>
<p>Association Head Coach - Matt Medaglia - trainers on the doors, Rep incremental practice opportunities, formalizing communications on assistant coach requirements by division.</p>
<p>Association Head Manager - Krystal White -</p>
<p>Development Director - Tiffany Hart (Acting) - Registration opens tomorrow at 9am for U7 Development, U8/U9 Power Skating, U11-U18 Power Skating and the Goalie Clinic.</p>

Equipment Manager - Sean Swietlinski - Pucks and first aid kits ordered.
Bond/Public Relations (Acting) - Kerri Meurrens -
Tournaments Director - Pamela Venne - Time keepers for tournaments is that paid or voluntary? U7/U8 jamboree- does the U15/U18 rep teams help out on those days? Is the gym booked for that tournament?
PREVIOUS BUSINESS:
2022-2023 & 2023-2024 Finances - OPEN
Executive Committee Job Descriptions - OPEN - Needs to be reviewed for each position, missing job description for Director of Development
Trainers Meeting - OPEN - Trainers need to be reminded about forms that are to be filled in, as they are not being completed as required
New Parents Meeting - OPEN - Monday, August 18th 6:30pm - Located at the park so kids can play - Kim, Kayla, Tiffany, Matt, Veronique?
<p>By-Laws/ROOS - OPEN - Amend rules for on ice/underage volunteers to align with insurance - when under age of 18</p> <p>EMHA ROOs Wording</p> <p>12.5 Player and Adult Volunteers</p> <p>a. Any player or goalie wishing to volunteer for another team must be rostered to a team two (2) years above the team he/she wishes to volunteer for. All player/goalie volunteers must be fully equipped in player/goalie equipment.</p> <p>b. All adult on ice volunteers must have Respect in Sport, Gender Identity Course, a valid Vulnerable Sector check and approval from the Executive Committee. They must wear an approved helmet certified to CSA with a chin strap and gloves.</p> <p>c. Development – any player or goalie in need of extra development (example – 1st time hockey player, new goalie or player returning from injury) may attend a number of practices with a team below their rostered division. A request must be sent from the team's Head Coach to the Association Head Coach who will in turn contact the coach of the team that they will be joining. The number of practices will be determined by the Association Head Coach, OMHA/Local League Contact and President with approval from the Executive Committee.</p> <p>d. All on ice volunteers must be reported to the registrar to ensure they are insured by OMHA.</p> <p>OMHA Policies & Procedures</p> <p>2.6 Mandatory Equipment Requirements For On-Ice Volunteers Mandatory equipment requirements for those individuals acting in the role of On-Ice Volunteer, for example, individuals assisting with Initiation Program implementation, on-ice (parent/family) helpers, demonstrators, specialty goaltender) coaches, etc. OMHA Guidelines for equipment to be worn by individuals assisting as a volunteer in On-Ice activities are as follows:</p> <ul style="list-style-type: none"> • a volunteer 14 years and above would be eligible to wear the same equipment as an On-Ice Team Officials. (i.e. CSA Certified Helmet, skates, gloves etc.) • a volunteer below 14 years would be required to wear full player equipment. <p>Note: On-Ice Volunteers must be at least two years older than the division age limit they are associated with. (Minimum age, 9 years old)</p> <p>Tiffany motions to change to align with OMHA rules in regards to being under the age of 18, second Matt - Passed (10 Yes, 3 absent)</p>
Ref Money - OPEN - Teams require money 3 times throughout the season - need a better way to get money to Managers - open to suggestions. Require a policy next season for mileage/game ref fees. Managers are rounding up because no change. Single game - only been mileage - write in policy one or the other. Not all refs are not in the system, because 3 ref will be in the system and 4 will show up to game. Single game bonus - word carefully in policy
Hockey Day in Essa - OPEN - Saturday, January 3rd
Advertising - OPEN - Look into advertising on digital sign located on 90, or other signs to do postings for dances etc. around town
Succession Planning - update online document - https://docs.google.com/spreadsheets/d/1-Cm2ftor0zBtNTXNUD1fwiDR2sIDsv-uf0d8xwvZQls/edit?usp=sharing

Executive Code of Conduct to be signed at September in-person meeting. OPEN
<p>Information Session - as per by-law we need to find a date.... 7.2 Information Session</p> <p>A general information session will be held each year prior to the 30th day of November.</p> <p>This meeting will:</p> <p>(a) Introduce the Current Executive;</p> <p>(b) Provide status reports from the Current Executive;</p> <p>(c) Provide an opportunity for Members to direct questions to the Chair that are pertinent to the business of the Association.</p> <p>This meeting will only help to provide information to the Membership; it is not a Voting meeting. Notice of the member Information Session shall comply with 7.4 c) as stated herein. - A general information email will be sent out - change rule, change at AGM</p>
Form "By-Law and Rules of Operation Committee" as per By-law 12.6 Vice President is interested in this committee again. Kayla will chair and volunteers (Matt, Chris and Sean will be on the committee).
ARTICLE 14 - FINANCIAL YEAR 14.0 The financial year of the Association shall terminate on the 30th day of June in each year - we need to change - Financial year end should be end of April - new season is May 1st (AGM - April 1, 2026)
8.3k. Tryouts for Representative Teams will be determined by July 1st by the executive for the upcoming season - we need to change this rule
PN – 3 Discipline – Team Officials - REVIEW for the 2025-2026 season prior to event taking place - Tiffany to send out for everyone to read prior to September meeting
Executive Code of Conduct to be signed next in-person meeting. OPEN
NEW BUSINESS:
March Break is the 16th-20th this season, so our meeting date should stay March 12th as previously scheduled.
Change March dance date to Friday, March 27th since the one booked now is during March Break.
In the AGM slides, we presented that we had an operating surplus of \$8,486 to be invested in the GIC account. There is still same amount of \$6063 in the GIC account from last season. Are we transferring the \$8486 to the GIC account as we are going to need it for LL jerseys in 1-2 years.
FYI Veronique will be reaching out to the Power skating and goalie coaches to ensure the third party insurance documents and other requirements are submitted
<p>MOTION by Kayla on behalf of RIC, Ryan - U8, U9, U11 LL, U11 Rep, U13 LL, U13 Rep, U15 LL and U18 LL prices to stay the same. U21 LL the same price as U18 LL.</p> <p>U15 Rep to increase by \$3, U18 Rep to increase by \$5. U15 Ref (\$52 to \$55) U15 Line (\$42 to \$45) U18 Ref (\$55 to \$60) U18 Line (\$50 to \$55). This is in line with other centres, a lot of the time U15 Rep and U18 Rep are single games and have referees spending extra time during/after reporting things on the iPad. If want to avoid paying tons of mileage, the \$3 and \$5 increase will help a lot. If someone is paid mileage, they are not entitled to single game bonus payment as well. Second by Matt - Passed (10 YES, 3 absent)</p>
Get a posting online for the Treasure position and request resumes to be sent. Reach out to Bernice to see if she is interested if no one applies. Budget also allows (\$200) for us to hire someone, but this will be the last resort, hopefully we have find a volunteer
Local Sponsorship - It was in the Essa Association's budget to get minimum of \$4,000.00 sponsorship for local leagues. Essa currently has a possible 2 or 3 sponsors (Little Ceasers and Scotia Bank), possibility of Pro Hockey Life for \$1,000.00 + 10 free skate sharpening's, and 15% off, Rob will reach out to Nutrafarms. PR should start asking for sponsorships around February - April to secure before Rep teams start looking for sponsors for the season
Krystal to look into having a WhatsApp group for all team managers to be able to talk to each other, same as the Head Coaches
Ice Scheduling - Tuesday ice will be offered out to teams to purchase before returning back to the Township. Payments can be made by e-transfer to Essa. Base ice will also be available for Saturdays

Look into Live Barn for EMHA
Goalie training - Rob to help develop a training program for goalies to make sure coaches are utilizing goalies properly during practices and not unintentionally teaching bad habits or potential injuries to goalies (example - 3 pucks being shot at a goalie during practice or warm up that would not happen during a game). Coaches meeting to include Rob re goalie and practices / training and trainers on doors
Tournaments - Weekend Hockey pays for Timekeepers, the Jamboree will need volunteers (team Managers can send out information to parents to get bond hours). U7/U8 Tournaments - U15 and U18 helped out - ask managers. Hockey Day In Essa - need volunteers for on ice, we could maybe do a game instead of races, more suggestions for goalies to participate in, get a permit to have a bar. Brain storm to make this day better. Kayla to help Pam with what to send to Adam Parent - Binder package
Tournament \$ to weekend@essaminorhockey.com, Jamboree \$ to treasurer@essaminorhockey.com
ONLINE VOTES:
MOTION to Motioned by: ?, Seconded by: ?. <u>CARRIED/DEFEATED.</u>
MOTION: Motion by Kayla, Second by Kim C. - Passed (13 YES) I motion to have U21 be a total of cost of \$750 with the registration deadline being September 1st.
MOTION: Motion by Veronique, Second by Kayla - Passed (12 YES, 1 no response) I motion to motion to waive the late fee for any player that comes from Clearview
MOTION: Motion by Kerri, Second by Veronique - Passed (12 YES, 1 abstain) I motion we use this new sponsorship package for 25/26 season.
MOTION: Motion by Veronique, Second by Matt - Passed (11 YES, 2 no response) I motion that we go ahead and field a U15 LL team with 10 skaters and one goalie
Meeting Adjournment: 9:10 pm Motion to adjourn by Angie, second by Kim C
August 14, 2025 @ 7:00 pm - Community Park Building
Future Meetings: September 11, October 9, November 13, December 11 (Christmas Meeting), January 8, February 12, March 12