



December 11, 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	GM	P	P	A				
Kayla Otten	Vice-President	P	P	P	P	P	P	P	P	P				
Angie Trotter	Secretary	P	P	P	P	P	P	P	P	P				
Mackenzie James	Treasurer							P	P	A				
Tiffany Hart	Ice Convenor	P	P	P	P	P	GM	P	P	A				
Veronique Vandermeer	Registrar	P	P	P	P	A	P	P	P	P				
Christopher Cicero	OMHA Rep	P	GM	GM	P	GM	P	A	GM	P				
Kim Chittenden	Local League Contact	P	P	A	P	P	P	A	P	EO				
Kim Power	Jr. Coordinator	P	P	P	P	P	P	P	P	Ph				
Rob England	Risk Manager	P	A	P	A	P	L	A	L	L				
Matt Medaglia	Assoc Head Coach		P	P	P	P	P	GM	P	P				
Krystal White	Assoc Head Manager	P	P	P	P	A	P	P	A	P				
Vacant	Director of Dev't													
Sean Swietlinski	Equipment Manager	P	P	GM	P	GM	P	GM	GM	P				
Kayla Otten	Fundraising Director	P	P	P	P	P	P	P	P	P				
Kerri Muerrens	Bond Director	P	A	P	P	GM	P	GM	GM	A				
Vacant	Public Relations													
Pam Venne	Tournament Director	P	P	P	P	P	P	A	P	Ph				

P = Present A = Absent Ph = Phone In GM = Google Meets L = Late Arrival EO = Early Out

CALL MEETING TO ORDER at 7:08 pm

Approval of November 13th, 2025 Meeting Minutes

https://docs.google.com/spreadsheets/d/16YtodhqHwXrwGaNt6SmlFovF7_65TwjyQ49SOFQvA/edit?usp=sharing

Motion by Angie, Second by Veronique

CORRESPONDENCE

Text from Tommy Shepard regarding Tree & Bench request - November 30th

DELEGATIONS:

EXECUTIVE REPORTS:

President - Tiffany Hart - Financial document sent via email for review, budget to date. Please remember to update the [Risk Tracking Sheet](#) if you are dealing with issues that way everyone is in the know should they choose to be. That way it ensures that if you hear a rumour about an issue you can check the sheet to ensure it is being dealt with. Revision to Executive Code of Conduct is included in previous business. Angie is working on updating our polices as the version online does not include our most updated policies included Policy 3 which we will be discussing in Chris's report - **Already updated and posted.** **Updating our policy document to include new policies:**

Policy Number 3 - Revision approved October 9th, 2025

Policy Number 5 - Financial Policy Approved May 8, 2025

Policy Number 6 - Team Ice Purchasing September 19, 2025

Policy Number 7 - Referee Policy October 9th, 2025

Vice President/Fundraising - Kayla Otten - First Shift is completely FULL at 30 skaters! Simcoe Trophies has donated 100 Player of the Game trophies to our teams. I will distribute them to U7-U13 teams this weekend. I will also do a social media shout out for them as well. Mid Season Survey will open on December 15th and will close on December 29th. REMINDER: These results are PRIVATE to executive members only, they are not to be shared with friends, other members, etc. This is a breach of the executive COC if shared. The results will be in the shared drive after December 29th and will be discussed at the January executive meeting.

Pancake Breakfast Fundraiser:

Pancake Breakfast with Santa is this Sunday. Projecting 87 tickets sold.

Hockey Day in Essa Fundraiser:

Teams have all been notified about their theme baskets for Hockey Day in Essa. Donations are due by December 28th. Raffle Tickets for Baskets will be 3 for \$5, 8 for \$10 and 20 for \$20. 50/50 tickets will be the same.

Youth Dance:

The next dance is January 17th, 80's theme - looking for volunteers.

Secretary - Angie Trotter -

Treasurer - Mackenzie James - unable to attend please review financial document sent by President via email.

Ice Scheduler - Tiffany Hart - Spring Tryout dates - U8MD and U9 MD can begin on April 11th (14 day window, April 11-24). U11B and U13B can begin on May 9th (7 day window). U15B and U18B can begin on May 11th (7 day window). I will contact Barrie & Wasaga, they will usually not give me dates until their associations have booked their dates. But if you can discuss briefly how many tryouts we would like to have etc. and pricing then we can be ready as soon as I can solidify dates. Rep held their second scheduling meeting at the end of November they are scheduled until Feb 1st, blackout dates Dec 22-Jan2nd. LL had their second scheduling meeting this past weekend they are scheduled until Feb 8th with the same blackout dates. Most teams were able to secure teams for HDIE for those that were unable we will look to schedule exhibition games. U9MD & U9LL will have a second set of scheduling in January. U9LL goes full ice on January 10th. MOTION: How many tryouts and skate. (U11) 3 tryouts , 3 - 50 minutes (U18), (U15) gets an additional for hitting clinic, \$85 for 3 skates - second by Kim C. - May 11th - ice comes out in March (past 30 days). May need dust offs.

Registrar - Veronique Vandermeer - All team rosters have been submitted. On ice help roster to be completed by the end of the month

Release request received

U10B, U16B???

OMHA Rep - Christopher Cicero - Attended the season 2 Rep seed meeting 11/24. Reached out to coaches prior to meeting to see if they wanted to be in a specific tier. Our teams were not in a position to move relative to their standing and the tier sizing at that time. Jan. 26th/2026 is the deadline to move tiers for playoffs - I will request U18 rep go to Tier 1 and reach out to other rep coaches prior to see if there are any additional requests. I attended the GBMHL (MOHL) December meeting. Key topics - Jan. 15th AP deadline, Feb 10th deadline to add new player, no deadline for adding bench staff, but need full VSC not receipt at this point.

- Player evaluation webinar coming in Feb. geared toward coaches, I will share the details once they are made public.

- OHF Calendar released, U8MD/U9MD can now start as early as Sat. April 11th (14-day eval window, 11th-24th)

- Jan 26th to move tiers for playoffs - will request U18 rep go to Tier 1.

- I requested the addition of a U16B team for EMHA in the 26/27 season, not yet approved, but this is a growing category with many new teams expected in GBMHL/MOHL, there are at least 6 centers (including ESSA) who submitted U16B teams in GBMHL, final is expected to be higher. Discipline committee result regarding asst. coach suspension - risk to detail. OHF Music policy. Helmet Policy (trainer exemption), OMHA areas of focus for rest of season

Local League Contact - Kim Chittenden - Emailed out to executive

Jr. Co-ordinator - Kim Power - We have been following the cross ice format as required. The arena staff have been letting us use a bench for games as we only have access to one door for two teams. Our U7 teams are travelling to other centres who are not following the cross ice format. This is causing them to come back to us and question it. Can this please be brought up at the next GBTLL meeting?

Risk Management - Rob England - update on several issues/complaints over past few weeks including an update regarding a new event from Gravenhurst.

Association Head Coach - Matt Medaglia - 2026/27 MD and Rep coaching applications - open applications Jan 1 to Jan 31, interviews in Feb.

Association Head Manager - Krystal White - Working on Ref money spreadsheet for Tiffany's budget updates

Development Director - Kayla Otten - Jr. Eagles is FULL for the Winter Session, U7 Development is FULL for the Winter Session U8/U9 Power Skating is FULL for the Winter Session. U11/U13 Power Skating is FULL for the Winter Session. The Goalie Clinic is FULL for the Winter Session. Feedback summaries below based on survey results.

U7 Development (8 responses collected):

The U7 Development Program is highly rated by participants, with average scores ranging from 4.6 to 4.9 out of 5 for organization, coach effectiveness, player improvement, overall satisfaction and likelihood to recommend. Parents appreciate the coaches' dedication and positive engagement especially Coach Kim, the small group sizes, skill-focused activities and the fun, active sessions that allow children to move and learn without excessive downtime. Visible skill improvement and strong coach player relationships are also highlighted as major benefits. Suggested improvements include offering smaller session sizes or more on-ice helpers, simplifying some drills for younger players, providing larger scrimmages and adjusting session timing to increase volunteer availability. Overall, the program is seen as effective, enjoyable and beneficial for player development.

Goalie Clinic (3 responses collected):

The Goalie Clinic received generally positive feedback with ratings ranging from 3 to 5 across organization, coach effectiveness, player improvement, overall satisfaction and likelihood to recommend. Most participants rated the sessions as good to excellent highlighting effective coaching and meaningful contributions to player development. Overall, the program is well received and valued.

U8/U9 Power Skating (9 responses collected):

The U8/U9 Power Skating is generally well received, with most participants giving ratings between 4 and 5 and praising the quality of coaching, clear communication, varied drills and targeted feedback. Coaches like Mike and Matt were highlighted for their ability to engage players and foster improvement. Suggestions for improvement include smaller on ice groups, more volunteers to better manage participants, greater integration of puck handling skills and ensuring drills are appropriately tailored to all skill levels. Early organizational challenges were noted but appear to have improved over time. Overall, the program is valued for skill development and professional instruction with minor adjustments potentially enhancing the experience further.

U11/U13 Power Skating (9 responses collected):

The development program is generally well regarded with most participants giving high ratings and praising the quality of coaching, engaging drills and skill development. Coaches are recognized for their ability to capture attention, convey instruction clearly and help players improve. Parents especially appreciate the edgework and challenging, fun sessions. Suggestions for improvement include adding more true power skating and cardio focused drills, better management of players and more full-ice usage. Some noted that certain instructors were less effective or allowed disruptive behavior to affect focus, highlighting the need for consistent coaching and individualized attention. Overall, the program is valued for skill development and professional instruction with minor adjustments potentially enhancing the experience further.

Equipment Manager - Sean Swietlinski - Items have arrived in our Pro Shop and starting to sell well.

Bond Director - Kerri Meurrens - \$500.00 sponsorship from Scotiabank received

Public Relations - Kerri Meurrens (Acting) -

Tournament Director - Pam Venne -

Essa Eagles Christmas Classic:

Smaller tournament, 32 teams total. Timekeepers for Angus have been scheduled, waiting on Rob to put in the referees/timekeepers in Thornton on the spreadsheet required by Weekend Hockey.

John Prince Memorial:

Currently 75 teams registered.

U7/U8 Jamboree:

The Jamboree is completely full. We are only waiting on 4 more teams to pay. The deadline is on December 31st. Travel permits and rosters are starting to come in. Please see the charts below for revenue, expenses and profit. Our estimated profit from the jamboree is \$5227.33. Updates table with all of the actual amounts will be shared at the February meeting.

Jamboree - Revenue, Expenses and Profit

Revenue

Item	Calculation	Amount
Essa Teams	5 x \$440.00	\$2200.00
Non-Essa Teams	23 x \$550.00	\$12,650.00
	Total Revenue	\$14,850.00

Expenses

Item	Calculation	Amount
Ice	21 hours x \$192.10	\$4034.00
Gym Rental	2 Full Days x 395.50	\$791.00
Medals	N/A	\$1847.67
Gift Bags	N/A	\$650.00**
Pizza and Drinks	N/A	\$1500.00**
Referees for U8	N/A	\$800.00**
	Total Expenses	\$9622.67

**prices are approximate

Total Approximate Profit:

Revenue (\$14,850.00) - Expenses (\$9622.67) = **\$5227.33 (Approximate Profit)**

PREVIOUS BUSINESS:

Hockey Day in Essa - OPEN - Saturday, January 3rd - Games all day, 50/50 and raffle tickets for sale. Gift Idea - Gatorade Zero (\$360.00 for 13 cases) and Essa Eagles Custom Sugar Cookie (\$900.00 for 300 cookies)

HDIE Schedule

Friday, January 2nd, 2026

6:30pm - U18 LL (**NEED A TEAM TO PLAY**)

7:50pm - U18 Rep

9:35pm - U21 LL (**NEED A TEAM TO PLAY**)

Saturday, January 3rd, 2026

8am - 4 U7 Teams/2 games

9am - U9LL/U8

10am - U9 MD game

11am - U11 LL

12:15pm - 11 Rep

1:30pm - U13 Rep

2:45pm - U13 LL (**NEED A TEAM TO PLAY**)

4:00pm - U15 LL

Executive Code of Conduct - Email sent on September 23, 2025 to have Executive Members digitally agree to abide by the Executive Code of Conduct-Veronique has a change to propose before signing. - Needs to state "Legally bound to follow the rules - confidentiality etc."

Veronique had sent this originally on Thursday, November 13th prior to our November Executive Meeting. I just made one small change. At the end when it repeated a line from By-law 10.12 I instead directed us to review the entire 10.12 rather than duplicating a portion of it. I appreciate your work on this Veronique. This allows for a three step process similar to our players, parents and bench staff. - Tiff

Current Wording:

Process for Holding Committee Members Accountable to the Code

It is the responsibility of each and every committee member to hold herself/himself accountable for behaving in accordance with this Code of Ethical Conduct. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the Code.

If a committee member has concerns that the behaviour of another committee member did not reflect the Code of Ethical Conduct, the member is expected to:

- Discuss her or his concern with the committee member whose conduct was perceived to be inappropriate;
- If the member does not recognize the problem and take appropriate action or the behaviour continues, discuss the concern with the President.

If the inappropriate behaviour is confirmed and continues after a meeting with the President, the issue shall be brought before the full Executive Committee. Following proper presentation and discussion of the issue, the Executive shall vote, in accordance with existing voting rules, on dismissal from the Executive Committee of the member whose behaviour is being addressed.

Proposed Wording:

Process for Holding Committee Members Accountable to the Code

It is the responsibility of each and every committee member to hold herself/himself accountable for behaving in accordance with this Code of Ethical Conduct. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the Code.

Where the executive member has:

- i) breached, failed, refused, neglected to comply with a provision of the By-Laws or Rules of Operations
- ii) acted in a manner prejudicial to the objects and interests of the association
- iii) acted in a manner that is contrary to the Executive Code of Conduct guiding principles

The President, Vice President or designate shall convene a disciplinary committee to begin disciplinary proceedings against that executive member. This committee will be chaired by the President, Vice President or delegate and include 3 other members from the executive. In cases where 3 impartial executive members cannot be gathered, members in good standing may be included.

The results of the committee meeting are to follow the EMHA Disciplinary Action Policy:

First Offense

- **Verbal warning** with written notice sent to the EMHA Secretary

Second Offense

- **Written warning** by President, Vice President or delegate to the executive member with an automatic one meeting suspension of voting rights. Written notice sent to the EMHA Secretary

Third Offense

- **Immediate suspension** from all executive duties until further notice

This policy will adhere to the guidelines as set out in By-law 8.5 Termination of Officer or Director and 10.12 Confidentiality.

Failure to adhere to this provision of confidentiality, as determined by the Executive Committee, shall be grounds for removal from the Executive and without the two-thirds (2/3) of votes required in Article 8.5 (a).

MOTION: Motion by Kayla, Second by Krystal - Passed (11 Yes, 2 absent)

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Full By-Law sections are listed below just for review while approving this policy....

8.5 Termination of Officer or Director

(a) Removal The EMHA Executive Committee may make a recommendation for discharge: I) of an elected member from the Executive Committee. The recommendation will be brought before the Association Membership meeting, whereby a two-thirds (2/3) majority vote of the attending members will be required for discharge; and, ESSA MINOR HOCKEY ASSOCIATION March 30, 2019 By-Law Number One ii) of an appointed member of the Executive Committee. The recommendation will be brought before the Executive Committee, whereby a two-thirds (2/3) majority vote of Executive members will be required for discharge. All members of the Executive Committee are required to cast a vote in such circumstances.

(b) Removal for Cause The Executive, by resolution approved by two-thirds (2/3) of those present, may immediately suspend any Officer or Director for cause. Removal of the Officer or Director shall be in accordance with article 8.5 (a)

10.12 Confidentiality

(a) Every Director, Officer and Committee member of the Association shall not discuss or disclose matters brought before the Executive with any person outside of the Executive, unless required to do so as an action item determined by the Executive. In such event, the matter shall be discussed only with those on a "need to know basis".

(b) Every Director, Officer and Committee member must protect the privacy of information and matters brought before the Executive whose unauthorized disclosure could in anyway be prejudicial to the Association or any member thereof.

(c) Failure to adhere to this provision of confidentiality, as determined by the Executive Committee, shall be grounds for removal from the Executive and without the two-thirds (2/3) of votes required in Article 8.5 (a).

Succession Planning - update online document - <https://docs.google.com/spreadsheets/d/1-Cm2ftor0zBtntXNUD1fwiDR2sIDsv-uf0d8xwvZQls/edit?usp=sharing>

By-Law and Rules of Operation Committee has started working together to compile things that need to be changed. (Kayla, Matt, Chris and Sean) - changes will be presented to the executive at the February Meeting and sent to association directly after for AGM review.

<p>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 - as this is a By-law we will need to ratify the decision at the 2026 AGM to make it permanent.</p>
<p>MOTION: The financial year should end on March 31st, as our new season starts on April 1st. Motion by Kayla, Second by Krystal - Passed (11 Yes, 2 absent)</p>
<p>8.3k. Tryouts for Representative Teams will be determined by July 1 st by the executive for the upcoming season - we need to change this rule</p> <p>MOTION: Motion by Kayla, Second by Krystal - Passed (11 Yes, 2 absent)</p> <p>Rule 8.3k Tryouts for MD and Representative Teams will be determined based on the OHF timelines provided each season.</p>
<p>Look into incentives for coming to the AGM. \$25 is a lesser fee then other associations are paying, but can look into additional incentives to bring member out to meetings. It's at these meetings families get to express their thoughts for the season and help with suggestions for the coming season.</p> <p>MOTION: Motion by Kayla, Second by Veronique - Passed (11 Yes, 2 absent) Members who attend the 25-26 Season AGM will get 2 ballots for the 50% off registration draw. This will be in addition to the 1 ballot they receive if they register by our selected date.</p>
<p>NEW BUSINESS:</p> <p>MOTION: Motion by Kayla, Second by Krystal - Passed (11 Yes, 2 absent) U8 MD -</p> <p>3 tryouts @ 50 mins. each U9 MD - 3 tryouts @ 50 mins. each April 11-24 window</p> <p>U11 B - 2 tryouts @ 50 mins. 1 tryout @ 1 hr. 20 mins. U13 B - 2 tryouts @ 50 mins. 1 tryout @ 1 hr. 20 mins May 9 start (7 day window)</p> <p>U15 B - Hitting Clinic, 2 tryouts at 50 mins. 1 tryout @ 1 hr. 20 mins. U18 B - 2 tryouts @ 50 mins. 1 tryout @ 1 hr. 20 mins. May 11 start (7 day window)</p>
<p>MOTION: Motion by Matt, Second by Kayla - Passed (9 Yes, 2 conflicts, 2 absent) I motion to release GM from the U13 Rep Team with the stipulation that he must register at a LL centre with no refund given based on our refund policy.</p>
<p>Can we field a U10B and U16 team? Kayla to add to mid season to see if there is an interest</p>
<p>Develop instruction sheet on how to put the boards up and down, before someone gets injured. Second cart is being made to help elevate some issues</p>
<p>Should we pay more for additional coaches / instructors to be on ice during power skating?</p>
<p>Kayla to send out an email thanking everyone for their email responses about the first half of the Power Skating session</p>
<p>Look into ways to get updated / new Goalie equipment donations made to the association</p>
<p>Essa apparel is now available in the Pro Shop. 10% of money is being donated back to the association. Post across social media</p>
<p> </p>

ONLINE VOTES:

MOTION to Motioned by: ?, Seconded by: ?. CARRIED/DEFEATED.

Meeting Adjournment: 8:36 pm Motion to adjourn by Angie, second by Veronique

December 11, 2025 @ 7:00 pm - Banquet Hall at Arena

Future Meetings: January 8, February 12, March 12