**Greater Petawawa Minor Hockey Association Inc.**

**Annual General Meeting**

**Meeting held on May 3, 2023 at Petawawa Civic Centre**

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| **GPMHA Committee Members** | | **Present** | **Absent** |
| President: | Deb Graham |  | X |
| Vice President: | Pat Mons | X |  |
| Secretary: | Heather Rousselle | X |  |
| Treasurer: | Sarah Squisatto | X |  |
| Registrar: | Karen Mason | X |  |
| Ice Allocator: | Jen Laporte | X |  |
| House League Director: | Tara Weichenthal | X |  |
| Rep Team Director: | Craig O’Brien | X |  |
| Development Coordinator | Eric Louis-Seize | X |  |
| Risk Management/Fair Play: | John Stevenson | X |  |
| Equipment Manager: | Jamie Mason | X |  |
| Fundraiser: | Kyle Roux | X |  |
| Bingo Chair: | Shannon Cormier | X |  |
| Publicity/Webmaster: | Chris Misztal | X |  |
| House League Tournament Director: | Vacant |  |  |

40 members of the general membership were in attendance.

13 members of the GPMHA executive were in attendance.

4 non-members of the association were in attendance.

There was a total of 57 attendees.

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| **Agenda Item** | **Discussion** |
| **1** | **Call to Order**  Meeting was called to order @ 7:03 PM. |
| **2** | **Approval of Previous AGM Minutes**  Jean-Guy Lipp motioned to approve the May 25, 2022 AGM minutes that were available for review on the GPMHA website. John Mason seconded the motion. All in favour, carried. |
| **3** | **Vice President Report – Pat Mons was present and provided his report.**  As the Vice President of Petawawa Minor Hockey Association, I am proud to report that our organization has had another successful year. Our parents and players have continued to demonstrate their dedication and passion to the sport of hockey, and our coaches, and volunteers have worked tirelessly to support their efforts.  The main key to GPMHA's success is in the number of players and coaches that register each year. Success starts with initiation where players continue to move through the system with great training and coaching which in turn leads to fun for everyone and retention within our association.  Looking ahead to the upcoming season, there are some exciting plans in store for the organization. We will continue to provide our players with opportunities to grow and develop their skills both on and off the ice. We are committed to organizing tournaments and events that are not only competitive but also foster a sense of community and camaraderie among our members.  At the heart of our organization is our members, and we cannot succeed without your participation and engagement. I encourage each, and every one of you to get involved in our events, volunteer your time, and provide feedback to help us continue to grow and improve.  One major concern I have is the abuse of the green arm band officials. These young kids are training and learning. They don’t need to be yelled at by parents, and coaches, and in some cases be disrespected by players. As an adult, put yourself in their shoes. You wouldn't appreciate being demoralized in front of a crowd of people either.  Finally, I want to express my sincere gratitude to all, of our executive members for your continued support and dedication to Petawawa Minor Hockey. Many hours are put in by these members behind the scenes. It is our lengthy, monthly meetings that allow this association to run smoothly. All involved did their respective duties and are to be commended for their efforts. Remember that executive members, coaches, trainers, and bench staff are all volunteers and without their contributions, we wouldn’t have the success of the Petawawa Minor Hockey Association. Hockey is all about the kids and together, we can continue to promote the growth and development of minor hockey in our community and provide our players with an experience they will never forget.  In closing, I have enjoyed my time on the executive and have learned a great deal from my experience over the years. However, due to personal reasons, I have decided that it is in the best interest of the organization and myself that I stop down from my position as Vice-President.  It has been an honour and a privilege to serve this organization and to work with such a dedicated and passionate group of individuals. I am confident that the Petawawa Minor Hockey Association will continue to thrive under the leadership of the executive team and the support of its members. I look forward to continuing to support the organization in whatever capacity I can, and I look forward to watching some games next season.  No questions.  **President Report – Deb Graham was absent and did not provide a report.** |
| **4** | **Executive Reports** |
|  | **A) Registrar – Karen Mason was present and provided her report.**  I wanted to thank the players, the coaches and all the helpers for a very successful hockey season. This past season saw 382 players registered, along with 126 volunteer bench staff. The players formed 27 teams at all levels between the ages of 4 and 18.  It is the responsibility of the Registrar to be knowledgeable of the Hockey Canada Registry (HCR) program. I am responsible to assign the start and end dates of registration, I coordinate with the Treasurer, the Rep Director and the House Director the registration of all players. I ensure that any players admitted into our Association are actually eligible and have completed Rowan’s Law Acknowledgement form. I oversee the placement on official team lists of all players, coaches, assistant coaches, trainers, managers and any other team personnel by the deadline established by HEO. I ensure no registration is accepted without payment or authorization of the President in consultation with the Rep and/or House Director.  No Questions. |
|  | **B) Secretary – Heather Rousselle was present and provided her report.**  My name is Heather Rousselle and I am the secretary for Petawawa Minor Hockey.  My role is mainly administrative. I record minutes for all executive meetings, AGM, special meetings and disciplinary hearings. I act as primary point of contact for the general membership in the event they have questions or wish to attend the open forum at an executive meeting. All minutes and correspondence are kept on file for review as needed.  All administrative requirements have been met to date.  No questions |
|  | **C) Ice Allocator – Jen Laporte was present and provided her report.**  Role is to distribute ice times for games and practices. Will be starting now to secure ice times for conditioning, tryouts and clinics. Submit available ice times to D5 for games and once they are all scheduled then the practices can be added. This is all co-ordinated with the ref scheduler. Invoices for refs and ice rentals are reconciled. Work with the development coordinator to provide ice. Started in November so there is no report for the full season, but all levels received equal ice as required (rep gets twice a week and house gets once a week). Tried to give U7 twice a week, but only able to give them weekend ice and sometimes ice is lost to tournaments etc.  No questions. |
|  | **D) House League Director – Tara Weichenthal was present and provided her report.**  My name is Tara Weichenthal and I have been your House League Director.  At the beginning of the season I find convenors and coaches. I attend all sort outs and sort out games. Once teams are formed I answer questions and complaints.  It was a good season with very few issues. We had many teams go on past the first round of play offs with many in the final round. We had one successful team U18 team 2 won the B finals.  I would like to thank all convenors, coaches, assistant coaches, trainers and managers. Without all of you we are unable to have hockey.  No questions. |
|  | **E) Rep Director – Craig O’Brien was present and provided his report.**  Has been rep director for number of years. Awards coaches for the four rep teams. Application process will begin soon and close May 31st.  Was a successful year with U11 finishing first in regular season and playoffs, U13 finishing second in regular season and first in playoffs, U15 finishing first in regular season and playoffs, and U18 finishing second in both the regular season and playoffs.  Looking forward to next year and thank you to all rep bench staff.  No questions. |
|  | **F) House League Tournament Director – This position was vacant. Chris Misztal co-ordinated this and provided a report.**  All tournaments were successful thanks to Tara and the convenors. Made about $10,000 in profit, not including the money that went to the individual teams from canteen, raffles, etc.  The new website helped facilitate things. Registration went well with U7 short 5 teams, U9 T3 short 3 teams and all other levels were full. Great feedback was received from visiting teams.  Tara added that it was a big job with 28 hours required over 4 weekends, but there was lots of help.  No questions. |
|  | **G) Development Coordinator – Eric Louis-Seize was present and provided his report.**  Took on the role in November. Has been out of hockey for awhile and wanted to get back in to it by volunteering time and sharing knowledge. Enjoying time with the association. Ran Sunday programs for development. Will continue to help with team practices once-twice a week.  Cindy Harris: Cindy asked if there will be goal tender development offered in the upcoming season.  Eric said yes, he is planning on bringing someone in to do this. |
|  | **H) Risk Management and Fair Play – John Stevenson was present and provided his report.**  Good evening, another hockey season in the books, thank you all for showing an interest in Petawawa minor hockey. The first big change we dealt with was the VSC/CRCs being done online only, except for Military members…it was very well done and very quick for a response, so that was a great change to deal with. remember that you should never have to pay for a VSC/CRC, so if a fee is incurred, you have chosen the wrong path. No reimbursement will be provided. I did the pre-season and mid season rink inspections with both Mark and Stuart and found no areas of concern, nor were any unsafe conditions brought to my attention. I attended the D5 Transfer Meeting where we released 8 players to other Towns and offered some space to U18 HL for Deep River if they needed it, they declined. I attended a virtual Hockey Canada Risk and Safety forum on Nov 5th to learn a bit more about the Maltreatmemt , Bullying and Harassmemt policy and Independent 3rd party Investigations. Finally, we conducted some U9 boards training at the civic centre and qualified some parents to install the boards safely and efficiently. We will continue to provide this training, but earlier in the season so the option is there right from the get go. There were some injury reports submitted this season, paperwork was submitted on time for insurance purposes and players were cleared to return to play after assessment and signing off.  No questions. |
|  | **I) Equipment Manager – Jamie Mason was present and provided his report.**  It is the responsibility of the Equipment manager to maintain and upkeep all equipment that belongs to the Association. I maintain the trophies in the possession of GPMHAI. I am responsible to purchase new equipment that has been approved by the Executive committee. I submit yearly proposals regarding capital expenditures for approval by the Executive, I submit an annual year-end inventory and loss/damage report. I am responsible to maintain a loan book to track all equipment loaned out to members.  It has been an extremely busy year, the initiative to add Velcro to the backs of all jerseys and add the block for the A/C’s on jerseys has been started and almost completed, I will be checking the stock that came back from this season and ensuring that the supplier is provided with any jerseys that have not already been altered, this will continue throughout the summer with a hopeful completion prior to the start of next season.  Current holdings are:  $ 76,400.00 Jersey hold (1528 Jerseys) + or – due to spoiling and replacement  $ 4,000.00 Goalie hold (11 Sets + single pieces)  $ 10,000.00 Miscellaneous equipment  $ 90,400.00 Total holdings  I would like to take the time to thank everyone for their continued support and without you this Association would not be the success it is. There will be another full stocktaking at the end of this season, as after 3 years I will be stepping down and handing over the position of Equipment manager to the next successful candidate.    No questions. |
|  | **J) Fundraising Chair – Kyle Roux was present and provided his report.**  Pepperoni  $28,570 raised minus $600 for 1st, 2nd & 3rd prizes  $27,970 total  This saw excellent participation from most teams. A revised reward plan to be put to the Exec for the 2023\2024 season.  Comedy Night  $1,823  Lack of participation from teams prevented this from being a significant fundraiser.  Raised 2022/2023  $29,793  Team Photos  This occurred with little issue. However, options for alternate photographer should be considered for next season.  Additional Points  My intention is provide a detailed plan to present at the Managers/Coaches meeting before the season starts.  I also plan to include team managers in my regular event/activity emails. This should significantly reduce communication delays.  No questions. |
|  | **K) Bingo Chair – Shannon Cormier was present and provided her report.**  Bingo Chair – responsible to have two qualified volunteers a month at assigned time slots. Bingo Chair is responsible to have monthly budget sheets sent in on behalf of the GPMHA.  New training completed; at this time, we have 5 active qualified members. We have one Bingo Slot a Month for 2 hours.  No questions. |
|  | **L) Publicity/Webmaster/Clothing Chair – Chris Misztal was present and provided his report.**  Moved to new website provider across the district at the start of the season. Was a big job to get it going. There will be digital game sheets for the upcoming season which should make it easier. There are still lots of features on the website that haven’t been used yet, just reach out if there is something you would like to see (add rosters, tryout lists, stats, etc).  Will build an FAQ document to help managers to use their team pages.  Clothing drive was a big success and raised $12,000 in sales, which resulted in a $1200 donation from Play It Again Sports. Reminder that the logo is trademarked and permission is required to use it. Just send a quick email of what it will be used for.  Question: Will we have the live update feature on our tournament pages?  Chris said he is unsure, but will look in to it.  Question: Is there a live chat feature available for the app?  Chris said teams can pay $25 and have team snap and sportsheadz merge. Will develop and FAQ for this as well. |
|  | **M) Referee in Chief – Chris Misztal was present and provided his report.**  Role includes recruitment, training and managing referees. This season 21 official were hired. Fifteen were younger then 18 years old. Recruiting happens in July with an evaluation skate in August and certification clinic in September. Handled about 450 minor hockey games just with GPMHAI, plus Thunder and lower age Aces. Petawawa has about 40 officials. The top 3 officials worked at least 130 games this season.  Thank you to Pat for being a great advocate for the officials. Reminder to keep yelling at a minimum.  U15 and U18 house league to go to 2 refs plus 1 linesperson for next season. Second ref can call more penalties from the back. Would like to be pilot program for U15 and U18 rep as well.  Small rule change coming next season. Will be a minor change, but not sure what it is yet.  Steve Cupelli (District 5 Referee In Chief): Has been attending all district AGMs to meet everyone. Thanks to Pat, Chris and Jamie for work with young refs. Always recruiting. Still need more refs, both youth and adults.  Kharren Cusick: What is this two day course for refs being offered at Carleton University?  Chris said that HEO offers a two day ref school for returning refs. |
|  | **N) Coach Mentor – Vacant.** |
| **5** | **Treasurer/Financial Statement – Sarah Squissato was present and she provided her report. Copies were available at the door.**  2021/2022 Season Financials  Opening balance $122,926.18  Closing balance $117,800.34  Largest Revenues  - registration $214,853.38  - rep fees $6,600.00  - bingo $2,437.22  Largest Expenses  - Ice $90,869.69  - Clothing/socks/jerseys $30,929.68  - Tournament Participation $24,496.90  - Refunds $10,703.71  - Refs $9,215.03  No questions.  **Shannon Cormier motioned to approve the GPMHA Financial Statement presented for 2021/22, seconded by Tara Weichenthal, all in favour, carried.** |
| 6 | **Motions and Approval of the GPMHAI Constitution, By-Laws, Policies**  John Stevenson confirmed everyone had reviewed the constitution and by-law changes proposed by the GPMHAI executive which were posted on the website for review by the general membership prior to the AGM.  John asked if there were any questions or comments with the published constitution. He noted that nothing was submitted to the Secretary and reminded the membership that should they have suggestions they are required to be sent to the Secretary 30 days prior to the AGM, but that there is no need to wait. They can be sent at any time.  **Shannon Cormier motioned to approve the proposed constitution and by-law changes. Seconded by Quinn Stevenson. All in favour, carried.** |
| 7 | **Nominations and Election of GPMHAI Executive Committee Members**  Nominations will be heard for the following positions:  **President, Vice President, Registrar, House League Director, Competitive League Director, Equipment Manager, Publicity Officer & Webmaster, and Tournament Director**  Resigning:  President  Deb Graham is resigning from this position.  Shannon Comier nominated Darren Hermiston. Seconded by Pat Mohns. Darren accepted.  Quinn Stevenson nominated Dan Larente. Seconded by John Mason. Dan accepted.  Dan does not have minor hockey executive experience and therefor is not eligible for the position.  Additional nominations called X 3. None.  All in favour of Darren. Darren Hermiston will be the President.  Vice President  Pat Mohns is resigning from this position.  Chris Misztal nominated Dan Larente. Seconded by Quinn Stevenson. Dan accepted.  Sarah Squissato nominated Shannon Cormier. Seconded by Jamie Mason. Shannon accepted.  Additional nominations called X 3. None.  Vote in favour of Dan. Dan Larente will be the Vice President.  Registrar  Karen Mason is resigning from this position.  Karen Mason nominated Tracy Gruntz. Seconded by Heather Rousselle. Tracy accepted.  Shannon Cormier nominated Alex George. Seconded by Quinn Stevenson. Alex accepted.  Jen Laporte nominated Chelsea McElroy. Seconded by Vince Laporte. Chelsea accepted.  Additional nominations called X 3. None.  Vote in favour of Chelsea. Chelsea McElroy will be the registrar.  House League Director  Tara Weichenthal is resigning from this position.  Paul Gruntz nominated Tracy Gruntz. Seconded by Shannon Cormier. Tracy accepted.  Tara Weichenthal nominated Natasha Brennan. Seconded by Alicia Donihee. Natasha declined.  Additional nominations called X 3. None.  All in favour of Tracy. Tracy Gruntz will be the House League Director.  Competitive League Director  Craig O’Brien is resigning from this position.  Shannon Cormier nominated Vince Laporte. Seconded by Quinn Stevenson. Vince declined.  Additional nominations called X 3. None.  Craig willing to stand. All in favour. Craig O’Brien will remain the Competitive League Director.  Equipment Manager  Jamie Mason is resigning from this position.  Jean-Guy Lipp nominated John Mason. Seconded by Karen Mason. John accepted.  Additional nominations called X 3. None.  All in favour. John Mason will be the Equipment Manager.  House League Tournament Director  This position was vacant.  Shannon Cormier nominated Amanda Benedet. Seconded by Dan Larente. Amanda declined.  Tara Weichenthal nominated Stephanie Larente. Seconded by Shannon Cormier. Shannon accepted.  Additional nominations called X 3. None.  All in favour. Stephanie Larente will be the House League Tournament Director.  Standing:  Publicity/Webmaster  Chris Misztal is willing to stand.  Nominations called X 3. None.  Chris Misztal will remain the Publicity/Webmaster.  To Be Ratified:  The following positions are to be ratified – Ice Allocator, Development Coordinator, Fundraising Chair, Secretary.  Nominations for the above positions called X 3. None.  Ice Allocator ratified Jen Laporte.  Development Coordinator ratified Eric Louis-Seize.  Fundraising Chair ratified Kyle Roux.  Secretary ratified Heather Rousselle.  Appointed Positions:  Coach Mentor  Interested individuals are encouraged to send application to GPMHAI for consideration. |
| **8** | **New Business:**  John Stevenson: John motioned for VSC to be captured by the Registrar not Risk & Safety. Seconded by Jen Laporte. All in favour. Carried.  Jon Murray: Jon requested an extra ice time for U7 (increase from once per week to twice per week). Suggested an extra time during the week which would be an open skate for kids that are able to attend.  Jen Laporte said U7 gets ice twice a week on Saturday and Sunday, unless there is a tournament in which case ice time is lost. There is not enough ice to give U7 ice during the week. Registration is based on one ice time per week. |

**9. Registration Raffle Draw**

***Pete Donihee was the winner of the free registration raffle.***

**10. Adjournment**

***Jean-Guy Lipp motioned to adjourn at 9:20pm. Seconded by Jamie Mason. All in favour. Carried.***

Recommended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heather Rousselle – Secretary

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deb Graham - President