



South Muskoka Minor Hockey Association
Board of Directors Meeting
November 10, 2020
Via Zoom Meeting

Committee Members "R" is regrets

Sarah Geer	P	Anna Turner	P	Mark McGrath	P
Naomi Atkinson	P	Steve Roach	R	Mark Jennings	P
Shannon Zedic	P	Andrew Besseau	P	Jody Somerville	P
Sheena Besseau	P	Kevin Babcock	P	Norm Webb	P
Andrew Guthrie	P	Kristy Bonitatibus	P		

Chair: Sarah Geer

Recorder: Shannon Zedic

Agenda Topics		Chair/Presenter
1. Call to order	Meeting is called to order at 6:35pm on the 10th of November, 2020.	Sarah
2. Approval of Previous Meeting	MInutes: October 13, 2020 Minutes approval moved by: Andrew Guthrie Second by: Norm	
3. Board member Reports:		

3.1 President	<p>Welcome Shannon as the new secretary!</p> <p>OMHA guidelines were posted re: new health questionnaire guidelines</p> <p>Arena Update posted allowing ONE parent per player to come in and watch practice/games</p> <p>Shout Out to Mark Jennings who has been working very hard to build/rebuild relationships with sponsors!</p> <p>Thank you to everyone for all the work that has been completed to get us this far. This has not been easy.</p> <p>Looking forward and focus on the 20/21 business game plan after this month as well as a new coaching mentor program</p> <p>Discussion of importance of code of conduct, ethics and social media policy (OMHA), for all within SMMHA (Players, Bench Staff, Parents/guardians/ Board members) to follow and protect everyone.</p> <p>Need to remind SMMHA about the 24hr complaint/concern rule.</p> <p><i>Action Items for next meeting:</i></p>	Sarah
Moved from 3.8 Player Development	<p>Continued liaison and communication with the coaches.</p> <p>Information has been provided to coaches about who to notify regarding their completed certificates/credentials.</p> <p>Communication that bench staff and team rosters were to be submitted to the appropriate board members.</p> <p>A couple complaints have been brought forward regarding player placement and we continue to work on these issues. Player placement is an ongoing issue in a couple divisions.</p> <p>Clarification of VSS Status: Yr 1- VSS, Yr 2 Declaration, Y3- Declaration, Y4- VSS</p> <p>2 Tyke players to move to Novice - Coach is willing to take them on to his team- does not put team over bubble limit- discussion to be had to confirm with coach and players parents. Motion put forward to approve move- all board in favour (12/12 by show of hands and verbal agreement)</p> <p>IP players play within their age group- let's look at coaching strategies to help develop these kids.</p> <p>Action items for next meeting: Confirm approval from 2 Tyke players parents to move to Novice</p> <p>Discussion with Mldget team and Sarah Re: commitment (brought forward from OMHA Rep)</p>	Andrew Besseau
3.2 Vice President	<p>VSS are coming in, reminder to be passed along to bench staff: hard copies if possible.</p> <p>It is a different year, but VSS can be dropped off through the mail slot at our office in bracebridge.</p> <p>Games will not be played if the bench staff does not have VSS and qualifications.- Anna will share VSS google doc for all input from various board members</p> <p>Plates have arrived for trophies, would be nice to put them on and get the trophies back out on display.</p> <p>Suggestion brought forward to send out an article to association as a reminder that we are lucky to be playing hockey right now, and this is what it is going to look like. The other option is that there is no hockey at all.</p> <p>Action Items for next meeting: continuing to work on VSS with other board members</p>	Naomi

<p>Moved from 3.5 OMHA Rep & Local League</p>	<p>Currently working on getting rosters submitted. Most of the younger groups have bench staff missing qualifications. Communication sent to managers who are missing necessary qualifications. LL meeting was October 29. All centres have now been on the ice, SM and HV seem to have more issues with organizing than the smaller centres. MPS meeting was November 4. There appears to be a shortage of officials this season. Some centres are struggling to get enough bench staff. All LL reps attended MPS and will continue to do so. It was decided that MPS will keep the 'extra' LL game ejection rules. November 5 had a scheduling meeting with HV, MR and SM. Leave for Kevin to discuss. Discussion to the board:</p> <ol style="list-style-type: none"> 1. Midget - players are not showing up all the time and cannot commit to full time attendance- board to sit with Midget teams to discuss what the plan is for Midget teams to continue playing if attendance is lacking (Sarah and Andrew B). Discussion to be had with the Player that cannot commit due to external circumstance to figure out commitment level. 2. Midget - waitlist players, there are one (tier 1) or two (tier 2) open spots- Registration fees need to be decided for player on the waitlist 3. Midget - looks like there are enough parent volunteers to fill bench spots. Waiting on coaches to sort out teams to decide who to give the jobs to. <p><i>Action Items for next meeting: Completion of all rosters, for every division Work with Anna and Naomi on VSS and Qualifications Discussion with Midge teams & player</i></p>	<p>Andrew Guthrie</p>
<p>3.3 Secretary</p>	<p>Update of Bylaws and Manual of Ops will continue with the new secretary, and hope to include a section if regular session is unable to commence (Update job description, find Addendums) (ie: COVID). Also stated that everyone on the board will need to have input- especially with job desc. Be in contact with the Manual of Ops committee as outlined in the document to start update. Reminder for any committee meetings to let secretary know- there needs to be documentation Discussion as to who has access to facebook Website clean up- removing old resources and users/managers, and update sponsors Agenda/minutes revamp- agreement made that minutes and agenda to be sent out a week prior to meeting for everyone to look through and read- address revisions during meeting</p> <p><i>Action Items for next meeting: Connect with Brenda Yeoman for Facebook Remove all users that are not in use from website Connect with Manual of Operations committee to get starts- send everyone their job description to update Change Team names on SMMHA Webpage</i></p>	<p>Shannon</p>
<p>3.4 Treasurer</p>	<p>Continued work with our community partners to reconcile the Association's bank accounts to prepare our records for review and any Income Tax forms that we might be required to fill out. Since our last board meeting I have met with Sarah for guidance and assistance. Here is a summary of what has occurred in the last month.</p> <p>Sarah and I met with TD Bank on October 23rd. Sarah signed to have all the Visa's closed since a lot of</p>	<p>Sheena</p>

our executive board members have changed. We have requested to have one Visa that will be held onto by the Treasurer for any transactions that cannot be completed by cheque or e-transfer. This has not yet occurred but I have reached out to TD Bank to ask for an ETA on when this will be completed. All Visas are currently showing a balance of zero dollars.

TD Bank was also able to assist us in getting copies of historical e-transfers. This information has been shared with the Registrar Director to confirm who has paid by e-transfer in the past to bring accounts up to date. Please let me know if anyone else requires confirmation.

I have looked into Form T1044 Non-Profit Organization (NPO) Information Return as suggested at our last board meeting. It appears that we would not be required to fill out any tax forms because our assets are less than \$200,000. Not until we have more than \$200,000 in assets are we required to file an income tax report. However, I do want to further clarify this information with a professional.

I have been in contact with BDO who has confirmed that the last income tax filed by them on our behalf was for the tax year which ended in April 2016. I am still trying to figure out why a tax return was filed at that time. They have said that we have two outstanding balances; one for \$3,593.40 & one for \$598.90 both dated June 7, 2018. They have stated the larger invoice is for numerous hours of advice. I am attempting to get the information we are being charged for. It has been difficult because the BDO staff member is no longer employed at their office and the Treasurer from that time is no longer on the board. The smaller invoice is the cost for submitting our 2015 tax return. I have asked why it was recommended that we file a tax return because I do not believe our assets were greater than \$200,000 at that time however the tax rules could have been different. I will continue to communicate with them and report to the board what information I obtain.

I also have been attempting to reconcile as much of the account information as possible. As per our By-Laws, we are required to have a third party company review our banking information on a yearly basis. It appears that this has not been done since 2018. This was completed by BDO however they have stated they only reviewed our accounts up until the tax year ending in April 2016. I would like to provide easy reading to the next third party company we use so that they do not require a lot of labour/time to review what has been done from April 2016 until present. Sarah and I met with Steve on October 30th and he was able to forward us some historical information.

Once I have reconciled as much as possible and organized the information, I will obtain quotes from third party companies and then will present these to the board for approval.

Since our last board meeting this is what has come and gone through our accounts.....

Gained \$5400 from sponsorship

	<p>Gained \$3550 in registration fees Paid out \$96.05 for Certificate Reimbursement Paid out \$211.76 in fees for banking/registration fees Paid out \$762.92 in Equipment for cones/pucks Paid out \$18,738.48 in insurances and ice time (this includes OMHA Insurance has been paid, website fee has been paid. (PLEASE NOTE: These cheques were reported but had not yet been processed at the last month's board meeting – these numbers are essentially being reported twice to show they have now been processed.)</p> <p>Balance to date is *\$89,274.73</p> <p>*Please note that this does not include processing any outstanding invoices. These will be reported at the next board meeting. Also, last month's balance did not include some cheques that had been processed.</p> <p>Outstanding invoices are;</p> <ul style="list-style-type: none"> • Town of Gravenhurst for ice fees for November needs to be paid - \$7,593.60 is owing for this. • Jerseys – still waiting to receive invoice for Jerseys. See Equipment Director's Report for more details. • Require OMHA Director/Volunteer Director/VP to confirm rosters, certificates and VSS so bench staff can be reimbursed for this season. I have had people reach out to me asking for their funds and hopefully this is a loose end that I will be able to reconcile in the upcoming days. • Two invoices from BDO that we are attempting to clarify and confirm information. – This is new information that was not accounted for in the 2020-2021 Budget so once more information has been obtained it will be presented to the board. <p>Action Items for next meeting: to continue to investigate if we need to file taxes The decision was made that SMMHA is not to pay out BDO until invoice is in hand and the charges are verified (this will be sent to the board once received) Every board member who has a budget is to send in monthly expense reports to Treasurer to ensure everything is accounted for</p>	
<p>3.6 Volunteer/ Timekeeper Scheduler</p>	<p>Communication was email sent encouraging parents to use the online screening, rather than verbal at the door - exception being for parents who cannot access online All trainers/coaches certificates that required reimbursement have been sent in and will ensure receipts accompany certification proof. -trainers/coaches repayment spreadsheet is up to date at this point, waiting to be confirmed, and waiting payments -still missing some managers from teams, coaches communicated that once jerseys are handed out and practice teams of 20 are split, they would approach parents if needed. -it was confirmed that ONE \$100 volunteer credit can be applied to each child participating in hockey this year (towards next year's fees), regardless of how many volunteer positions a parent(s) hold</p>	<p>Anna</p>

	<p>Action Items for next meeting: Once rosters are completed and submitted, communication will be sent to those team missing managers to ensure that role has been filled. Email to be sent out to volunteers as a reminder of the volunteer credit and how it is applied Collect all outstanding IPADs for safe keeping Share VSS spreadsheet with Vp and OMHA Rep</p>	
3.7 Tournament Director	<p>Nothing to report at this time</p> <p>Action Items for next meeting: N/A</p>	Steve
3.9 Ice Scheduler	<p>Currently working with Huntsville and Muskoka Rock on a game schedule starting Nov 13 Asked for Secretary to update team names on webpage so games can be put up. Discussion on Baysville ice time on mondays- SMMHA will release ice time Discussion of ice time changes: if teams agree to move U13 T3 to monday at 730 in Gravenhurst and U15 Tier 1 to Fridays in hope commitment level for both teams will increase</p> <p>Action Items for next meeting: To post games on SMMHA website once team names are updated. Confirmation from coaches that ice times are ok to change Continue to liaison with Huntsville and Muskoka Rock about game sched</p>	Kevin
3.10 Registrar	<p>Reminder of approaching second payment date which is December 1, 2020. Reminder to be put on the website a week prior so if anyone has had a change in credit card information it can be adjusted prior to the payment going through. Reach out to parents that paid by etransfer to make sure they send the second payment by Dec. 1.</p> <p>Before anyone is refunded, credited or paid out for things like volunteering, there needs to be verification that their account is up to date. This is not current practice and families are being refunded or credited while still owing</p> <p>Arena protocols have been updated to include 1 parent per player being allowed in to spectate. (exception if one parent is on the ice, the other is allowed to spectate.), Arenas are not allowing other children in at this time (exception being a player on the team who cannot be on the ice is allowed to spectate ie: injury) Gravenhurst is allowing use of dressing rooms.. I've updated Norm on the rooms the referees can use at both arenas. Bracebridge agreed to the new protocols but if we can all make sure that everyone is following the rules, especially the maximum number of people in the change rooms, that would be helpful to keep them on board.</p> <p>Action Items for next meeting: email reminder to be send out in regards to second registration installment Connect with Gravenhurst and BB arena about protocol around use of benches during games, and whose responsibility it is to ensure safety measures are followed Work with Treasurer to ensure we are not paying out credits to those owing SMMHA money Set up Zoom meeting with managers to ensure new protocols are discussed and questions can be clarified</p>	Kristy

3.11 Equipment Manager	<p>All jerseys will be handed out by this point.</p> <p>- Adam (Source) ordered 4 extra sets by accident. We ended up needing 2 of them anyways. We agreed that 50% of the cost for the 4 sets would be fair. Essentially with my bartering skills we ended up with 2 free sets for future use.</p> <p>The Bears jersey order is going well so far. Socks are really tricky. They have been harder to fit. Socks for Tim bits arrived and all players have them</p> <p>Extra plain socks for back ups were ordered for Timbits at no extra cost. These will hopefully be used in the new year.</p> <p>Email went out to all coaches for feedback for future use.</p> <p>Pylons still not in. Great price crappy service. Nov 13th is the new date of arrival. They were purchased for a much cheaper rate through a school account</p> <p>Working on a new covid form to present at the meeting. Ask for all board members to take a look at and provide feedback</p> <p>A drop of box for outstanding jerseys and stuff has been left at the rink. A post went onto the website.</p> <p>Discovery of outstanding SMMHA team lpads floating around- These will all be forwarded to Anna</p> <p>Discussion of creating a letter to the Major Midgets to charge them for the jerseys from last year, to either return or pay to SMMHA; once created to be sent to Tim Lefler to follow up.</p> <p><i>Action Items for next meeting: Pylons sent out once received</i></p> <p><i>New COVID google form sent out to teams for use</i></p> <p><i>Major midget letter sent to Tim Lefler</i></p>	Mark McGrath
3.12 Sponsorship	<p>Community has been very supportive, 10 sponsors have stepped forward amount in \$9500 to be handed into Treasurer</p> <p>Looking to still connect with sponsors from last year (ie: Terry's independent- Jody to forward contact information</p> <p>Still need to assign a sponsor to teams/tiers- once completed will forward to secretary to update team names.</p> <p>Find out if sponsors are going to be put on boards.</p> <p><i>Action Items for next meeting: Continue to work for sponsorship</i></p> <p><i>Forward teams and sponsors to Secretary</i></p>	Mark Jennings
3.13 Fundraising	<p>Bar down will not be supplying us with swag this year.</p> <p>Proceed with Bill who once order is confirmed can have merchandise sent in 2 weeks. Cost is \$24, sell for \$30</p> <p>Use inventory that is still on hand: lots of hats, bells, water bottles and some t-shirts and long sleeve.</p> <p>The response for fundraising right now is low- decision made to hold off on individual fundraising and revisit in the new year. Need to post article about this</p> <p><i>Action Items for next meeting: Order Bear Sweatshirts</i></p> <p><i>Create article noting individual fundraising</i></p>	Jody
3.14 Referee in Chief	<p>Will communicate with refs there is no time clock use in Bracebridge</p> <p>Official recerts completed as they stand today:</p>	Norm

	SM- 6 PS- 3 HV-7 Sundridge- 3 <i>Action Items for next meeting: N/A</i>	
4. COMMITTEE Reports (as needed)		Presenter/Chair
4.1 Ethics Committee	Review of Code of Conduct/ Ethics, and Social Media Policy	
5. Motions (as needed)	See Player Development	
6. Correspondence	N/A	
7. Nomination or election of Officers or Directors (As needed)	N/a	
8. New business/other business	Monthly expense sheets to be handed into Treasurer for positions that have a budget Room bookings at Bracebridge- Kevin to book for Committees/ Shannon to book for Board Meetings	
9. Meeting adjournment	Meeting called at 915 pm	Sarah Geer
	Next meeting: December 8, 2020 Location : TBD	