



**SOUTH MUSKOKA MINOR HOCKEY ASSOCIATION**  
**BOARD OF DIRECTORS**  
**169B JAMES STREET**  
**BRACEBRIDGE, ONTARIO**  
**P1L 2A8**

---

**SMMHA BOARD MEETING**  
**TUESDAY, OCT 13TH, 2020**  
**AT 6:30 PM**  
**ON LOCATION BRACEBRIDGE ARENA**

**Present:**

Naomi Atkinson, Sheena Besseau, Jody Somerville, Sarah Geer, Andrew Guthrie, Stephen Roche, Norm Webb, Kristy Bonitatibus, Mark Jennings, Mark McGrath, Anna Turner

**Regrets:**

Kevin Babcock, Andrew Besseau

**Call to order - 6:40pm**

**Adoption of Minutes of the Last Meeting**

**Moved by:** Kristy B

**Seconded by:** Norm W

**THAT the minutes of the September 8th, 2020 Board Meeting be approved as presented.**  
**CARRIED.**

**Action Items from Previous Meeting(s)**

---

**BOARD MEMBER REPORTS:**

**President**

**Vice President**

Sarah Geer has been nominated as interim president, official motion needs to be voted on. Sarah was asked to leave the room for the vote.

**Motion to vote Sarah Geer as interim president**

**First:** Naomi Atkinson

**Second:** Andrew Guthrie

**CARRIED Unanimously THAT Sarah Geer will be interim president and remain as such until official association vote at AGM in the spring**

\*Board is now in need of an interim secretary - will be posted ASAP

VSS are coming in, I started a google doc to keep track.

Bench staff needs to be approved, some of them have been sent in for approval.

Banking authorities need to be updated to reflect the turnover of board staff.

Meredith Hendy has expressed interest in assisting with bookkeeping for volunteer hours (she is a bookkeeper)

Reminder we need to be united in all communication, and have it sent out through the secretary.

Board minutes need to be available after each approved meeting, transparency to association is key to a successful association.

Need a liaison (Kristy B) between the health unit, facilities and board, should not have everyone relaying information.

Constant updates need to be given to all bench staff and members, information changes daily.

Let's direct everyone to use the feedback email if there are issues.

Sub committees should be updated and formed to handle all aspects this season and going forward.

Confirmed: 3 approved bench staff per 10 for volunteer credits \$100 per volunteer

GH/BB discrepancies with rules re: skate tiers, parents etc

For next two weeks - Gravenhurst IP & CUBS - 1 parent skate tier in and they are allowed to stay in Novice (U9) to Midget (U18) - GH/BB - no parents

GH/BB EXIT AS YOU CAME IN

**Secretary**

I have been working with the manual of ops and bylaws. These were updated a couple of years ago if I go by memory so I believe we need to do this again. I would also like to update job descriptions and all Addendums need to be found and posted as well. I will be adding a section on the website in a drop down menu to provide easier access to monthly board minutes for all members. Currently, minutes are posted once they have been approved by the Board at the next meeting. I am suggesting we offer a draft a week later for members to view sooner than later.

**Treasurer**

I have attempted to contact previous companies that have been known to assist us with accounting and booking. To date I have had no responses. We've spoken with the previous treasurer to confirm the company that has reconciled our accounts in the past and will be reaching out to them for this year as well I will continue to reach out to these individuals to report as much information as possible.

**SMMHA DRAFT MINUTES OCT 13, 2020 - To be approved by the board on NOV10th**

Some invoices that have presented themselves that were not budgeted for by the board for this upcoming season were fees to pay for our website (approximately \$1850), equipment insurance (approximately \$1020). However, we were able to save some money through OMHA for our insurance costs as they have decided to only charge 75% of what they normally would due to COVID-19. We were able to save approximately \$5600 for this season's insurance.

We started the season off with approximately \$14,189.41 after some payments were reconciled from the previous season at the time this position was taken over.  
Thus far we have....

Gained \$413.36 in outstanding fees from previous years.

Gained \$500 to date from sponsorship

Gained \$110272.50 to date in registration fees

Paid out \$1628.61 in volunteer fees and certificates from previous seasons.

Paid out \$2648.90 in fees for banking/registration fees?

Paid out \$5100.00 in cheques from last season to re-pay tournament fees

Paid out \$51,038.26 in insurances and ice time (this includes Bracebridge being paid up until December 30, 2020 & Gravenhurst being paid until October 31, 2020 – Baysville has not sent us an invoice yet as they are only putting their ice in now).

Balance to date is \*\$64,959.50

\*Please note that this is an anticipated number based on expected banking fees and cheques that have been written

\*Let's look in summer 2020 to \$1000 hold/drop/keep insurance for equipment eg. jerseys, bear, pucks etc...

\*Look at T2 for not for profit to not file taxes

\*Connect with Nicole White at BDO

**OMHA Rep & Local League**

MPS meeting last week - game play 4 on 4 unless they have less than 8 skaters then 3 on 3 and if coaches want to change with full team 3 on 3 they are allowed - no agreement, falls back to league rules

Game Play - Huntsville, Muskoka Rock and SMMHA

We are still in discussion with Huntsville and Muskoka Rock to determine if we will be able to combine with them to form bubbles.

Managers have a virtual meeting across the towns to schedule their play schedule over the season

**Volunteer/ Timekeeper Scheduler**

-VSS that have come in have been forwarded to VP

-I will share the volunteer credit spreadsheet & refund (for course completion) spreadsheet to be checked over (will share before meeting)

-I will send confirmation of course completion to Andrew G., Kristy and Sheena

-still awaiting some bench staff - each team of 10 is allowed a manager, trainer and coach - please confirm as some are emailing that they were told they were allowed up to 5 bench staff per team of ten. This has already been discussed, a memo should be sent out again to clarify.

-managers are asking if they need to keep a copy of the attendance sheet for each practice or if a copy to the arena is enough (plus screening) of course

-\$100 credit that will be applied in March - there is confusion around credits. Board needs to make a decision regarding credits. ie. My husband and I both volunteer, we only have one child in hockey. I have been told we only get \$100, and I have also been told we get \$200 (\$100 each)

-also, if a coach volunteers on two teams - \$100 or \$200?

**\*\*Let's check the manual of ops with this - we need to be fair and consistent**

### **Tournament Director**

Have spoken to Marriott in Gravenhurst. Confirmed with them that we will not have any sanctioned tournaments this year.

### **Player Development**

After much hard work and patience from all involved we have finally gotten our players on the ice.

Coaches successfully participated in a dry run at each arena so that they were well aware of the arena's COVID-19 protocols. The first couple of weeks were to allow players to get back on the ice for skills and drills development to easily identify and place into tiers of 20 then finalize a well-balanced team of 10 among those tiers.

An email was shared with all the current coaches that they are required to submit a VSS and obtain all the applicable training/credentials for their positions (coaches, trainers & managers). Once this has been completed they were instructed to submit their information/certificates to our Volunteer Director, Anna as well as our OMHA director, Andrew. All coaches, on more than one occasion were informed of the rules, e-mailed copies of the expectations at both Gravenhurst and Bracebridge facilities. They were also informed and explained about their bench staff requirements and volunteer credits as per position.

Ted Conway who coaches Tier 4 for U13 has reached out and requires coaching assistance. There are currently 20 players in this tier and with only one coach and no trainers it remains a priority for us to find someone who is able to assist Ted. All other divisions that I am aware of, have established their bench staff and fulfilled their team requirements/needs.

We have been approached to re-evaluate the division of players between tyke and novice as we had to have some players play down this year to account for number restrictions in our bubbles. Discussions have taken place as to the feasibility of moving some players. We will continue to monitor over the next week and determine if we need to move forward with a different solution.

### **Ice Scheduler**

I posted an update on the schedule. I also talked to Baysville. They have penciled us in for only the Monday night ice at 6:00 for 90 minutes. Once bubbles are made and teams are formed, I can then work to update the team list and input times into the online schedule.

### **Registrar**

We currently have 348 kids enrolled in hockey this year. We still do have 8 kids on a waiting list, I will continue to work with Andrew B to try and see if any spots open up as we move through the stages.

Those families that applied for funding are starting to hear back so I will follow up with them and Sheena

to properly track those payments.

### **Equipment Manager**

- Timbit Jerseys with Bears Logo are hopefully in. They were shipped Monday Oct. 5th. They have arrived. 1 box of socks missing.
- Still waiting on the order of Jerseys from the Source in Bracebridge. It has taken longer than expected. They have arrived Oct. 12th!
- Pylons ordered from Toronto to distribute to teams. Much cheaper.
- All blue pucks in Canadian tires in the local area were purchased; they were \$1 less at Canadian Tire compared to sports stores. Thanks Terry Dyni for the Orillia pickup
- Pucks and pylons have been distributed to coaches with what we have.
- Still collecting equipment from last year. We have a lot of outstanding stuff. I have a new procedure to track inventory for this year. I need to set up a drop box somehow at the rink but this has been difficult due to Covid. The rink in Bracebridge has agreed to let things be dropped off in the office.
- The google screenings have been going well but I would like to discuss other options. Example: a parent self screens and a coach asks if they did a self screen at home. It would essentially eliminate the google doc.
- announcement on the website for the drop box at BB arena for equipment

### **Sponsorship**

Businesses are inquiring about the new price of programs. I would like to scale down to last year's pricing. Do we know if the half boards are being used this year? I had a business inquire about sponsoring. I will forward a list of sponsors who are requesting specific age groups/teams. Can we add the sponsors names on the schedule/website.

7 maybes

5 yes with no follow up

Struggling with contacts

Highland Golf Course \$600 thank you (hoping for Bantam)

Wes Finch \$500 thank you

Overtime magazine/Muskoka 411/Examiner - looking for sponsors

November 15th deadline

Reach out to all banks in town as well for names on the website

Banner prices:

### **PLATINUM PROGRAM: COST \$1200.00**

- LOGO WILL APPEAR ON TOP OF BANNER
- BUSINESS NAME ATTACHED TO TIER 1 TEAM
- BUSINESS NAME AND LOGO ON WEBSITE
- SOCIAL MEDIA EXPOSURE WITH TEAM
- MEDIA EXPOSURE WITH TEAM

### **GOLD PROGRAM: COST \$600.00**

- BUSINESS NAME WILL APPEAR ON BANNER
- BUSINESS NAME ATTACHED TO A TEAM

**SMMHA DRAFT MINUTES OCT 13, 2020 - To be approved by the board on NOV10th**

- SOCIAL MEDIA EXPOSURE WITH TEAM
- MEDIA EXPOSURE WITH TEAM

**SILVER PROGRAM: COST \$300.00**

- BUSINESS NAME WILL APPEAR ON BANNER

**Fundraising**

Replacement masks have arrived and are ready to be sold. I'd like to set up a sale date at each arena over the next few weeks. I will set a date and get it posted on our website and Facebook page.

I would like to move forward with Bardown. Once approved we will work on setting up the website with products available. Product samples are on being shipped this week and will be available for purchase for one month.

Now that team tiers have been structured I would like to get rolling with individual fundraising opportunities. I have 2 companies to kick off. The first one is Don's bakery and the second is Purdys Chocolate...just in time for the holidays! Could I get a copy of the managers emails so I can reach out directly as well as on our website and facebook.

We are in need of small helmets and large car stickers...suggestions on local companies?

I have connected with the Cubs and 1 IP team and gave them masks as welcome gifts. Mark has offered to handout masks to the other 2 IP teams with their jerseys this week.

Key for the office?

Connect with Sheena - about 'tile' to purchase for debit tile purchase - use ipad as well

**Referee in Chief**

Game fees for ref will be monthly e transfers

Refs need access to a changeroom - Kristy B to connect with arenas

We have 19 referees and 8 are certified within MPS

---

**Other Business:**

20/21 SMMHA Game Plan written by Sarah Geer

All board members were given a written and electronic version (Babcock, Roche need paper copies) and asked to review this week and collaborate shortly to have this posted on the website by the end of the month.

**Correspondence**

**Meeting Adjournment: 8:49pm**