



Carleton Place Girls Hockey Association

Annual General Meeting Minutes

Date: May 15, 2019
Time: 6:30pm – 10:00 pm
Location: Carleton Place Arena – Boardroom

Attendees:

See Sign in Sheet Attached to Minutes

Current Executive:

Ryan Carroll	President
Melanie Buchanan	Past President
Laura Scott	Vice President
Lisa Shail	Competitive Director
Jen Wright	Fundamentals and House Director
Karolina Hanham	Director of Communications and Social Media (regrets)
Dave Mitchell	Director of Discipline and Risk Management
Alex Bennett	Treasurer
Renee Colley	Registrar
Christine Shillinglaw	Secretary
Crystal Devlin	Ice-Scheduler
Ron Buchanan	Coach Mentor (regrets)
Hamish Fraser	Coach Mentor
Kayla Twigge	Senior Rep
Victoria Fraser	Equipment Manager/Fundraising and Special Events Coordinator (regrets)

Call to order at 6:30pm by Ryan

1.0 PRESENTATION AND ADOPTION OF THE MINUTES OF THE PREVIOUS AGM

- Vote to accept the minutes from 2018 AGM – motioned by Laura and second by Greg Scollan – all in favour and accepted

2.0 PRESENTATION OF AWARDS AND GUESTS

- Ron Romain – Coach Appreciation Award
- ODWHA Championship Day – Peewee BB team – Gold – Banner presented to the coaches Dave and Barry

3.0 REPORTS OF EXECUTIVE AND COMMITTEES

- Lisa Shail – Competitive Director
 - Discussed successes of competitive teams throughout the year at tournament and playoff levels
 - Happy to report an increase in Competitive Teams at Tier 1 Level – discussed levels coming forward for next season such as Bantam A and AA level
 - Jason Clark from the Carleton Place Canadian Junior Team has agreed to support the Cyclones Tier 1 program – access for training programs, PEP program, video of game for coach reviews, equipment etc.
 - Bantam AA will be called the Carleton Place Canadians
 - Bantam A and Midget A team will have access to the programs provided by Jason as well – not to the same extent as the AA team but in some capacity
- Crystal Devlin – Ice Scheduler
 - Looking to get team schedules earlier this year to get ice time organized earlier
- Jen Wright – House/Fundamentals Director
 - Reviewed team levels
 - Fundamentals had the highest registration this past season
- Renee Colley - Registrar
 - Registered the highest number of players – showed the potential numbers for each level for the 2019/2020 season
 - Change of registration and payment process to Goal Line
 - Tryout registrations are online
- Christine Shillinglaw – Secretary
 - Reviewed the policy updates
- Kayla Twigge – Senior Rep
 - Senior players were mainly from Carleton Place
- Dave Mitchell – Director of Discipline and Risk Management



- 11 game suspensions for the year
- Not many injuries reported
- 20th Anniversary – we are proposing an association golf tournament – Dave is looking for 6 volunteers to help get it off the ground from the association – tournament is to be hosted at The Canadian
- Laura Scott – Vice President
 - Pee wee House Tournament organized by Laura which was a success this year
 - New role this year which was defined as the season went on
- Ryan Carroll – President
 - Laura was a fantastic support to the Executive in her new role as VP – thanks to Laura
 - Lisa is stepping away from the Competitive Director – thanks to Lisa
 - Victoria Fraser is stepping away as Equipment Manager – thanks for Victoria
 - ODWHA – Ryan mentioned that Mel Buchanan is a Director for ODWHA – Ryan mentioned they are always looking for volunteers and if anyone is interested they can reach out to Ryan or Mel
 - Next year is the 20th Anniversary – excited to have some events coming up which will be relayed to the association later
 - Governance Committee was formed this past year to review the Constitution
 - Reviewed changes to Novice Program
 - Hockey Canada is still sorting out the impacts at the league level
 - Game changes have been sorted out and are available on the Hockey Canada website
 - Ryan presented recommendations he made to all leagues within OWHA for league play

4.0 FINANCIAL STATEMENTS FOR THE HOCKEY YEAR

- Alex reviewed the financial statement for the year with comparisons from 2018 and 2017 season
- Budget is balancing in the positive – approximately \$2000

5.0 OTHER BUSINESS OF INTEREST AND CONCERN TO MEMBERS

- Open to the floor for questions
 - Fundamentals group was very large and too many players on the ice – recommended splitting the players into two groups so that the players are not as crowded on the ice
 - Goalie clinic on the ice with the Fundamentals was not a good idea – too crowded
 - Suggestion was made to bring in specialized goalie instruction rather than just goalie clinics
 - Suggestion was made to merge goalie clinics with CPMHA and MTK or other associations



- Player to coach ratio for Novice – is there a limit on the ratio and how will it work with 18 player teams – you can have as many coaches as long as they are rostered – typically the association caps 5 bench staff per team – we can look at increasing that number with larger teams
- Other associations are capping imports – if a CPGHA player is at a certain competitive level we need to ensure these players have a place to play so that we are developing the competitive and house players appropriately
- Concern with the Midget level – it was stated for tryouts that if the association can't get the players to form a Midget A team it would be lowered to a Midget BB team – wanted to know if the association was committed to having a Midget A team? It was confirmed at the meeting that the association was committed to have a Midget A team
- Will the higher tier teams impact ice time for the younger levels – the association has spoken to the municipalities locally and can obtain more ice time
- What are the fees for Novice and will practices be half ice as well – looking at reducing registration fees pending on how the league runs – association is still in discussion on this matter – Novice is not open for registration
- Smith Falls has a Fundamental level that runs once a week for \$55 – can CPGHA offer the same – fees may be reduced at Fundamentals level pending registration numbers and ice time – it will not be reduced to \$55 though
- Last year Fundamental jerseys were provided by a sponsor – what is the plan for jerseys next year for the Fundamental level – this is being discussed with the sponsor and the Equipment Manager – it was expressed that the Fundamental players really wanted a cyclones jersey rather than the sponsorship jersey
- Can you clarify the team fees and registration fees for the Tier 1 fees – registration is \$1500 and team fees can be up to \$1800 on top of registration fees
- Is there a plan to bring in additional funds to the association besides just registration fees – we have a Special Events Coordinator position that we are hoping to fill to raise fundraising programs to provide alternate funds for the association – essentially the association is not for profit and should balance at the end of the season
- Does the association offer any incentive to being on the executive – no the association does not have any incentives
- Is there financial support for families who require assistance with registration fees – yes, we have a payment policy in place that discusses the process
- Why did the association bring in the AA team knowing a lot of imports would be required rather than keep an A team with more CP players – the association did not prioritize a winning team but rather allowing the girls to play at the level they should be playing at and promote development - given the size of the association we cannot support an import rule



6.0 MOTIONS TO ADOPT, AMEND, REVISE OR REPEAL ARTICLES OF THE CONSTITUTION

- Ryan reviewed the Motions for changes to the Constitution (Motions provided at the end of the minutes) and members voted by show of hands:
 - Motions #1 – approved
 - Motion #2 – approved
 - Motion #3
 - Amended Motion - Notice to changes to the constitution would be given to the membership 10 days prior to the AGM – Motioned by Karen Gormley and seconded by Amanda Waterfield
 - Motion approved with the amended motion added
 - Motion #4 – approved
 - Motion #5 – approved
 - Motion #6 – approved
 - Motion #7 – approved
 - Motion #8b is withdrawn given Motion #7 was passed
 - Motion #8a – approved

7.0 ELECTION OF THE NEW EXECUTIVE

Election nominations are provided at the end of the minutes

- President – Ryan Carroll – approved
- Vice President – Renee Colley – approved
- Treasurer – Alex Bennett – approved
- Registrar – Christine Larush – approved
- Secretary – Christine Shillinglaw – approved
- Competitive Director – Jen Wright – approved
- House Director – Dave Landrigan – Nominated by Mel Buchanan and second by Lionel Trudel – approved
- High Performance Director – Hamish Fraser – approved
- Director of Discipline and Risk – Dave Mitchell
- Director of Special Events Coordinator – Sara Simpson – approved
- Ice Scheduler – Crystal Devlin – approved
- Equipment Manager – Steph Grabe – Nominated by Mel Buchanan and second by Lionel Trudel – approved



- Senior Representative – Kayla Twigge – approved
- Coach Mentor – Ron Buchanan – approved
- Player and Goalie Development Director – Dwight McNutt – approved

Motion to adjourn at 9:52pm by Laurie Guthurie



Motion to make immaterial corrections to the constitution

Moved by: Ryan Carroll

Seconded by: Renee Colley

1. Remove the duplicated numbered list from Article 2 of the constitution.
2. Remove Article 7, Paragraph 3 of the constitution as it is redundant with Article 8, and renumber the subsequent paragraphs in Article 7.

Motion to replace sportsmanship as an aim of the association

Moved by: Laura Scott

Seconded by: Renee Colley

1. Considering this is a girls hockey association, amend Article 2, Paragraph 5 of the constitution as follows:
 - 5) To foster and develop sportsmanship integrity, team discipline, self-discipline, self-confidence, respect for others, and enjoyment through participation in hockey.

Motion to set notice periods

Moved by: Victoria Fraser

Seconded by: Ryan Carroll

1. Where Article 4, Paragraph 2 of the constitution regards business of the AGM, amend item vii) as follows:
 - vii) Motions to adopt, amend, revise, or repeal Articles of the Constitution for which ~~due~~ 14 days' notice has been provided
2. Insert the following new Paragraph 2 to Article 4 of the constitution, and renumber the subsequent paragraphs:
 - 2) The Executive shall provide the membership of the CPGHA with 30 days' notice of the Annual General Meeting.

Motion to amend contract authority

Moved by: Renee Colley

Seconded by: Laura Scott

1. Amend Article 13, Paragraph 2 of the constitution as follows:
 - 2) Contracts, in the ordinary course of the CPGHA operation, may be entered into on behalf of the CPGHA by any two of, the President, Vice-President, Treasurer, Registrar, or other person so authorized by the Executive, provided at least one of the two is the President or Vice-President.

Motion to make clear the legal officers

Moved by: Victoria Fraser

Seconded by: Laura Scott

1. To comply with the limit of five legal officers for corporations registered in the Province of Ontario, limit the list of positions in Article 8, Paragraph 1 of the constitution to President, Vice-President, Treasurer, Registrar, and Secretary.
2. Further amend Article 8, Paragraph 1 to make clear these are the legal corporate officers of the association.

Article 8 - Duties of Officers of the Association

- 1) The President, Vice-President, ~~Competitive Director, FUNdamentals & House Director, Director of Discipline and Risk Management, Director of Communications and Social Media,~~ Treasurer, Registrar, and Secretary ~~and Ice Scheduler~~ shall be the legal corporate Officers of the Association.

Motion to remove non-officer job duties from the constitution

Moved by: Renee Colley

Seconded by: Victoria Fraser

1. Considering Article 8 of the constitution regards officers of the association, and considering the Policy Manual contains full job descriptions for all positions, remove from Article 8 the duties of all positions except President, Vice-President, Treasurer, Registrar, and Secretary.
2. Considering the Policy Manual contains full job descriptions for all positions, remove from Article 12 of the constitution the duties of the operational staff positions.

Motion to amend the composition of the executive

Moved by: Ryan Carroll

Seconded by: Victoria Fraser

1. Amend Article 7, Paragraph 2 of the constitution as follows:

2) The Executive shall consist of ~~10 (ten)~~15 members:

- i. President
- ii. Vice-President
- iii. Competitive Director
- iv. FUNdamentals & House Director
- v. High Performance Director
- vi. Special Events & Director of Communications ~~and Social Media Coordinator~~
- vii. Director of Discipline and Risk Management
- viii. Secretary
- ix. Treasurer
- x. Registrar
- xi. Ice Scheduler
- xii. ~~Vice-President~~ Equipment Manager
- xiii. Senior Representative
- xiv. Coach Mentor
- xv. Player & Goalie Development Coordinator

2. Remove the following sentence from Article 12 – Operational Staff:

These positions can include Equipment Manager, Coach Mentor, Senior Representative, and Fundraising & Special Events Coordinator.

3. Direct the Executive to amend the specific job duties of the Competitive Director in the Job Descriptions section of the policy manual to exclude AA and A level teams.

4. Direct the Executive to add specific job duties for the High Performance Director in the Job Descriptions section of the policy manual. The duties are to be similar to the Competitive Director, but only for AA and A level teams.

5. Direct the Executive to amend the title and specific job duties of the Director of Communications and Social Media and to remove the Fundraising & Special Events Coordinator in the Job Descriptions section of the policy manual. The amended duties of the former are to incorporate the removed ones of the latter.

Motion to change executive positions to two-year terms

Moved by: Ryan Carroll

Seconded by: Laura Scott

1. Amend Article 6, Paragraph 6 of the constitution as follows:
 - 6) Executive positions will be held for a term of ~~4~~ 2 years, with half the positions up for election each year.
2. Insert the following new Paragraph 7 to Article 6 of the constitution:
 - 7) If a position has been vacated in the first year of its term, it shall be filled by election at the next AGM for the remaining year of its term.
3. Insert the following new Paragraph 3 to Article 7 of the constitution, and renumber the subsequent paragraphs:
 - 3) The positions of President, FUNdamentals & House Director, High Performance Director, Treasurer, Special Events & Communications Coordinator, Ice Scheduler, and Coach Mentor shall be elected at the AGM in even years. The positions of Vice-President, Competitive Director, Director of Discipline and Risk Management, Secretary, Registrar, Equipment Manager, Senior Representative, and Player & Goalie Development Coordinator shall be elected at the AGM in odd years.
4. Insert the following new Paragraph 8 to Article 7 of the constitution, and renumber the subsequent paragraph:
 - 8) Persons appointed by the Executive to fill a vacant position shall not have voting privileges until elected by the membership at the next AGM or a Special General Meeting called for that purpose.
5. Remove Article 7, Paragraph 5 of the constitution as it is redundant with existing and proposed paragraphs of Articles 6 and 7, and renumber the subsequent paragraphs in Article 7.

Motion to change executive positions to two-year terms

Moved by: Ryan Carroll

Seconded by: Laura Scott

1. Amend Article 6, Paragraph 6 of the constitution as follows:
 - 6) Executive positions will be held for a term of ~~4~~ 2 years, with half the positions up for election each year.
2. Insert the following new Paragraph 7 to Article 6 of the constitution:
 - 7) If a position has been vacated in the first year of its term, it shall be filled by election at the next AGM for the remaining year of its term.
3. Insert the following new Paragraph 3 to Article 7 of the constitution, and renumber the subsequent paragraphs:
 - 3) The positions of President, FUNdamentals & House Director, Treasurer, Director of Communications and Social Media, and Ice Scheduler shall be elected at the AGM in even years. The positions of Vice-President, Competitive Director, Director of Discipline and Risk Management, Secretary, and Registrar shall be elected at the AGM in odd years.
4. Insert the following new Paragraph 8 to Article 7 of the constitution, and renumber the subsequent paragraph:
 - 8) Persons appointed by the Executive to fill a vacant position shall not have voting privileges until elected by the membership at the next AGM or a Special General Meeting called for that purpose.
5. Remove Article 7, Paragraph 5 of the constitution as it is redundant with existing and proposed paragraphs of Articles 6 and 7, and renumber the subsequent paragraphs in Article 7.

Carleton Place Girls Hockey Association Elections
2019 AGM
May 15, 2019

President Ryan Carroll
Nominated by: Laura Scott
Seconded by: Jen Wright

Vice President Renee Colley
Nominated by: Ryan Carroll
Seconded by: Laura Scott

Treasurer Alex Bennett
Nominated by: Laura Scott
Seconded by: Jen Wright

Registrar Christine Larush
Nominated by: ~~Laura Scott~~ Renee Colley
Seconded by: Christine Shillinglaw

Secretary Christine Shillinglaw
Nominated by: Laura Scott
Seconded by: Crystal Devlin

Competitive Director Jen Wright
Nominated by: Crystal Devlin
Seconded by: Laura Scott

House Director Dave Landrigan
Nominated by: Mel Buchanan
Seconded by:

High Performance Director Hamish Fraser
Nominated by: Lisa Shail
Seconded by: Ryan Carroll

Director of Discipline & Risk Management Dave Mitchell

Nominated by: *Ava Shail*

Seconded by: *Laura Scott*

~~Director of Communications & Social Media~~

Special Events & Communications Coordinator *Sara Simpson*

Nominated by: *Renee Colley*

Seconded by: *Dave Mitchell*

Ice Scheduler

Crystal Devlin

Nominated by: *Laura Scott*

Seconded by: *Renee Colley*

Equipment Manager *Steph Grabe*

Nominated by:

Seconded by:

Senior Representative

Kayla Twigge

Nominated by: *Jen Wright*

Seconded by: *Laura Scott*

Coach Mentor

Ron Buchanan

Nominated by: *Kayla Twigge*

Seconded by: *Laura Scott*

Player & Goalie Development Coordinator Dwight McNutt

Nominated by: *Lisa Shail*

Seconded by: *Christine Shilling*