



NEPEAN RINGETTE ASSOCIATION

AGM Meeting Held	May 31, 2016 at 7:00pm Food Court, Walter Baker Centre, Nepean
Board Members Present	Karen Fishwick, Terry Simpson, Joe Tremblay, John Bertram, Warren Fishwick, Elizabeth Sabbagh , Melanie Genereaux
Board Members Absent	Joe Correia
Agents of the Board Present	Amy Maika, Scott Linseman, Sarah Miles, Terri Northcott, Sylvie Lavoie
Other Members	Brent Dobson, Lynn Hyatt, Jason Radford, Wendy Seguin, Monica Skillen, Catherine Archambault, Sean Burrows



AGM 2016_Slides.ppt

A. Call to Order (Karen Fishwick)

- Meeting called to order at 7:03pm

B. Establishment of Quorum (Karen Fishwick)

- As per our Bylaws at least 10 members need to be present or by proxy to constitute a quorum.
- Nineteen people were in attendance

C. Acceptance of Agenda (Karen Fishwick)

**MOTION made by John Bertram to accept the agenda for the 2016 AGM.
Seconded by Joe Tremblay.
All in favour. Carried.**

D. Acceptance of the 2015 AGM Minutes



AGM 2015_Minutes
2015 05 12.docx

**MOTION made by John Bertram to accept the 2015 AGM Minutes.
Seconded by Melanie Genereaux.
All in favour. Carried.**

E. Presentation and Approval of Reports President's Report (Karen Fishwick)



AGM 2016_President
Report.docx

- 2015-2016 was another successful season for Nepean Ringette
- Total of 18 minor teams, 2 Open teams (B and Rec) and 2 sessions of Bunnies (almost 70 bunnies)
- Some of our competitive teams experienced success:
 - U19 AA team – bronze medal at Provincials, 4th National Ringette Championships in London, Ontario
 - U12 PP Hornsby – silver medal in their pool at the U12 Provincial event
- Several strong teams within the NCRRL:
 - 5 teams made it through to the NCRRL championship day
 - U19 B Adams team won the gold medal with 4 other teams taking home silver medals
- Nepean Ringette has shaped the efforts of its Executive around 3 key initiatives:
 - Increasing the Membership
 - Coaching Development
 - More and better goalies
- Increasing the Membership:
 - For the third year in a row, hired and paid a qualified Bunny Instructor (Kaitlyn Youldon) to run the Learn to Skate on-ice program and organize all of the on-ice volunteers
 - Newsletter and flyer campaigns in schools to attract girls to register
 - Participated in the regional "Come Try Ringette" event (September) and a "Bring a Friend to Bunnies" event (September and March).
 - Largest U7 Bunny registration ever with almost 70 bunnies playing for us this past season. Would like to add a third hour of Bunnies next season to be able to increase registration to 90.
- Coaching Development:
 - Running a variety of initiatives to better train and support our coaches.
 - Trying to continue to increase the number of female bench staff members.
 - This season we had 3 female Head Coaches, several other female bench staff members as well as several female CITs.
 - Training event for coaches at the Christmas break with both off-ice activities and on-ice drills.
 - Hired Paul Youldon as a paid "Head Coach" to officially train and mentor coaches.
 - i. Created many resources for coaches
 - ii. Worked 1-1 with several of our Head Coaches
 - iii. Videotaped games for teams and walked bench staff through the video replay to illustrate things he advised them to work on.
 - iv. Helped fine-tune our tryout and sortout process and created many templates and resources for the association to use in future tryout rounds.
 - v. Paul was thanked for his many volunteer hours
- More and better goalies:
 - Ran many goalie training sessions with lead instructor Jasmine Leblanc and many other coaches, volunteers and shooters.
 - Continue to offer a rebate to goalies and we encourage U10-aged girls to try the position and offer training specifically geared to that age group.
 - Partnered again with the Camp Pulsion organization to offer a 1-day goalie camp at Christmas.
 - Joe Tremblay is the Director of Competitive for Nepean and he continues to oversee the goalie training program.
- Looking to the future:
 - This is my last year as President
 - Top focus will be on maintaining and increasing the membership
 - Jerseys are 7 years old and we will likely replace all jerseys over the next 3 years, branded with our new logo; order of teams TBD
 - Nepean will host the AA Provincial event for the 2016-17 season
 - NRA continues to draft and refine policies for its members
 - Powerskating:
 - i. Hiring APEX to run our Powerskating program next season
 - ii. Funding three sessions per team (except for U19 teams)
 - iii. Teams have the option to hire the instructors for additional sessions using their team budget
 - Gym ringette:
 - i. We will be purchasing 3 sets of "gym ringette" equipment to allow teams to borrow and use this equipment for off-ice practices
 - ii. If these sets are popular we will likely invest in more sets

- iii. Thanks to Sylvie Lavoie who looked into this
 - Sponsorship:
 - i. The NRA recently signed a 3-year sponsorship agreement with Myers Automotive Group, valued at just over \$10,000 for the 3 year period (\$3,500 per year)
 - ii. Thanks to Joe Correia who secured this sponsorship
- Ice Allocation for next season:
 - This season we had 29 hours – 15 weekday hours and 14 weekend hours from the City of Ottawa (plus 2 hours at CU)
 - We now have a preview of our ice for next season (draft only, may change)
 - 29 hours = 15 weekday and 14 weekend (same as previous)
 - No Monday hours as requested and more hours on Tuesdays, Wednesdays and Thursdays
 - Fewer 5 pm hours but some 5:30 pm slots
 - Most ice at Sportsplex (central Nepean)
- Question & Answers:
 - Will bunnies still be on Fridays? Answer: Yes but they may be at Sportsplex.

Director of Competitive (Joe Tremblay)

- Spring Tryout Report:
 - 4 hours of Conditioning sessions prior to AA (all fully attended at cost of \$15), 2 Hours for A Tryouts with only a handful in attendance
 - Over 100 players attended our AA and A tryouts
 - Combined AA/A skills session so this only had to be run once and players only attend once
 - On average 10+ evaluators watching 5-6 players, multiple eyes on each player
 - No more than 15 players a side for scrimmages for better visibility
 - Scoring system based on 20% for previous history, 30% for skills evaluation and 50% for scrimmage play
 - 12 Hours of ice for AA tryouts, 8 for A tryouts
 - Head coaches named at the commencement of tryouts so they could be involved in the process and own the final selections
 - Lots of communication with the players, parents and evaluators via email for confirmations, reminders and ultimately tryout results
 - Eastern Region website is hard to work with; a lot of manual processes
 - Received lots of positive feedback as well lots of questions during and post about the process.
 - Processed all requests for Tryout data from parents
 - Need more volunteer help, someone to organize the approximate 500 combined volunteer hours for evaluators and game play helpers
 - Leverage our Nepean website to improve communication to all tryout participants and volunteers
 - Thanks to Amy Maika who filled in as the Junior Convenor
 - Thanks to Melanie Genereaux as the Tween Convenor

Player Advocate (Elizabeth Sabbagh)

- Will be stepping down as Player Advocate.
- Supervision
 - Supervision Policy introduced in March 2015
 - Governs all Nepean Ringette off-ice activities (ie. special events, dryland)
 - Includes policy for change room supervision and behaviour
 - To keep minors safe from bullying, physical harm and sexual abuse
 - Adult supervision at warm-up and in change room
 - Recommend limiting arrival time to 45 minutes before games and 30 minutes before practices
 - Always two supervisors, including at least one woman, for change room appointed or approved by head coach
 - Specifics change by age
 - Siblings, friends and male teammates in the change room at U7
 - Dads in change room until U8 or younger
 - Only designated supervisors in change room by U12
 - Guidance on appropriate player behaviour in change rooms (ie. no electronics with phot capability)
- Team Finances
 - Team Finances and Fundraising Policy introduced in May 2016
 - Governs team finances, including fundraising activities
 - Replaces existing Team Finances Policy and Team Fundraising Policy
 - To comply with Ontario's Not-for-Profit Corporations Act, 2010
 - To help families plan for ringette costs and keep costs lower
 - Introduces caps to team budgets and team fundraising
 - Introduces more oversight to team budgets
 - Removes end-of-season refunds to players
 - Nepean Ringette provides teams with budget caps, sample budgets and a spreadsheet.
 - The team and NRA treasurer approve the team budget before the team treasurer gets the letter of authorization to open a bank account.
 - The team treasurer collects team fees in installments
 - Teams fundraise, if desired, up to the team budget cap
 - Any excess funds go to additional team expenses, a registered charity or the NRA
 - A Team / Parent Coaches (Sample Team Budget \$7890 / Maximum Team Budget \$9500)
 - A Team / Non-Parent Coaches (Sample Team Budget \$10140 / Maximum Team Budget \$11700)
 - AA Team / Parent Coaches (Sample Team Budget \$9175 / Maximum Team Budget \$10750)
 - AA Team / Non-Parent Coaches (Sample Team Budget \$11425 / Maximum Team Budget \$13000)
 - \$200 per player for U8, U9 and U10
 - \$265 per player for all other recreational teams
 - Managers have a new handbook with updated content
 - Head coaches and managers appoint change room supervisors and make sure all off-ice activities are supervised appropriately
 - Team treasurers create a budget within the team budget cap and get approval from the NRA treasurer
 - Team treasurers collect team fees in installments, taking into account any team fundraising or sponsorship
- The Supervision Policy has been posted on our website for a year. The Team Finances and Fundraising Policy and the managers' handbook will be posted soon
- Questions & Answers:
 - Does the supervisor have to be a bench staff person? Answer: No it doesn't have to be
 - Isn't the Head Coach responsible? Answer: Head Coach is responsible but doesn't have to be physically present.
 - Are these caps set in stone? Answer: If you want to go over the team cap you will need 75% approval from the parents and then approval from the NRA Treasurer.
 - Could some of the Supervision Policy be put in the Parent Code of Conduct? Answer: We will look into this.
 - For the next Player Advocate if there are any concerns it is better to bring them forward earlier than later.
 - Thanks to Elizabeth for her job mostly consisting of Conflict Resolution and Policy creation.

**MOTION made by Joe Tremblay to approve the reports presented at the 2016 AGM.
Seconded by Melanie Genereaux.
All in favour. Carried.**

F. Report of Auditors

- This is the first year under the new by-laws requiring NRA to appoint an auditor so no report for this past season is available yet

G. Appointment of Auditors

- Brent Dobson will pass along the auditor that he has used as President of a soccer association.

MOTION made by Terri Northcott to allow the NRA Executive to vote on the appointment of the auditor to audit the 2015-2016 season financial statements.

Seconded by Sylvie Lavoie.

All in favour. Carried.

H. Presentation of Budget includes Treasurer's Report (Terry Simpson)



AGM 2016_Treasurer
Report.pdf



AGM
2016_Budget.pdf

- Had 300 Minor players in 2014-15 and 319 for the 2015-16 season. We are predicting 334 for the 2016-17 season.
- Operations for the 2015-16 season saw a net loss of \$9,195. This was an improvement over the budgeted net loss of \$14,000.
- The major variances that contributed to this difference were as follows:
 - Registrations were higher than predicted
 - The profit for the Nepean Tournament was \$1,600 higher than predicted
 - Ice costs were lower – the Association sold and returned more ice than budgeted
- This season saw the end of the Loblaws gift card program, with the remaining balance of cards sold
- The traditional on-ice power skating program aimed at player improvement was replaced with the Head Coach program.
- Goalie clinics continued to be offered as part of the Goalie Development Program
- The summer 4-on-4 Programs and the Elite summer camp realized a slight profit
- The Bunnies Program also made a slight profit – participation increased, fueled by a reduction in fees
- The association purchased \$15,000, or 5-6 years' worth, of medals for use in Nepean's Annual Ringette Tournament
- 2016-17 Budget highlights:
 - City of Ottawa ice rates have increased for the second time in two years, up 5.6% from \$162.80 to \$171.95 per hour
 - Registration fees for 2016-17 have been increased to accommodate rising ice costs
 - Nepean will host the AA Provincial Championships in March 2017
 - One third of our jerseys will be replaced each year, over the next three years
 - Bunnies will again receive a jersey with our new logo on it
 - Paul Youldon will continue to support players indirectly through the Head Coach Program
 - Apex Skating will provide a new Power Skating Program and will manage conditioning sessions in advance of tryouts for the Spring & Fall
- Possible risks to this budget include:
 - Actual number of players registered vs budget estimates (particularly if lower).
 - Tournament profit (particularly if team attendance at the Nepean Ringette Tournament is low)
 - New Ice return policy
- A loss of \$3,796 is predicted for the 2016-17 season
- The surplus at the beginning of the year was \$76,908 and with the loss of \$9,195 in 2015-16 our surplus now sits at \$67,642 which includes a \$71 Prior Period Adjustment. Some of the surplus will be reserved for any unforeseen expenses and a portion will be used to replace jerseys over the next 3 years.
- Questions & Answers:
 - Can't teams buy the ice or associations swap ice instead of returning? Answer: We have never sold ice to teams in the past we would just allocate the ice to teams instead of returning. As for swapping this is against our rental contract. Thanksgiving, Christmas, and March break account for 75% of our returns and we will need to plan better for the upcoming season before the no penalty return deadline in August.
 - Why is the city changing their return policy? Answer: The city has been losing money on returned ice in the past when they can't resell it.
 - Given the surplus we have maybe we can buy jerseys for all the teams so we don't have some players feeling like they are 2nd class citizens having to wait an extra year or two. Plus players will be willing to buy the old jerseys which will help to offset costs. Answer: This will use up a lot of our surplus.
 - We could also have each parent give a jersey deposit cheque that would be cashed at the beginning of the season to have some cash flow and then give back the jersey deposit at the end of the season.
 - Do Novice jerseys wear out differently than other age groups? Answer: Wear and tear is not consistent across age groups.
 - How are you amortizing the jerseys? Answer: Using 7 years which is usually the life of a jersey.
 - Can we include the Open registrations in our numbers? Answer: We could include this but would need to find historical numbers from the ORA

I. Approval of Membership Dues and Related Fees (Karen Fishwick)

- Over the past 2 years the cost of ice from the City of Ottawa has increased by almost 8%
- Proposed Registration fees for the 2016-2017 season are as follows:
 - U7 Learn to Skate (Bunnies) - \$195 (no change)
 - U8 to U19 Early Bird Registration - \$595 (increased from \$550) – available until May 1, 2016
 - U8 to U19 Regular Registration - \$625 (increased from \$575) – available until August 8, 2016
 - U8 to U19 Late Registration - \$650 (new rate) – after August 8, 2016
- New – \$25 fee for all NSF cheques written to NRA
- We are adding a Late Registration fee because we look at our registration numbers in August to start formulating the number of teams we will be fielding and this job becomes harder when players are signing up in September.
- Questions & Answers:
 - For those that are new players what rate do we charge them? Answer: For the Come Try Ringette in the fall we usually have a special event rate. If they signed up after August 8th we would still give them the regular rate. If someone is coming from another association after August 8th we would charge them the regular rate.
 - Do the summer programs that are running for Belle & Open have insurance coverage? Answer: As long as the Executive knows about the event the insurance runs from September 15 to the following September 15.

**MOTION made by Terri Northcott to approve the registration fees for the 2016-17 season.
Seconded by Joe Tremblay.
All in favour. Carried.**

J. Business as Specified in the Meeting Notice (Karen Fishwick)

- None

K. Election of New Directors (Karen Fishwick)

- **Elected Positions**

- Position Candidate
- President Melanie Generaux (new)
- VP Operations Joe Correia (incumbent)
- VP Administration John Bertram (incumbent)
- Secretary Warren Fishwick (incumbent)
- Treasurer Terry Simpson (incumbent)
- Director of Competitive Joe Tremblay (incumbent)
- Director of Recreation Karen Fishwick (new)
- Director at Large Amy Maika (new from appointed positions)
- Player Advocate Diane Dillon (new)

- **Appointed Positions**

- Coaching Coordinator Scott Linseman (incumbent)
- Convenor – U7 Bunnies James Marcogliese (incumbent)
- Convenor – U10 Novice Terri Northcott (incumbent)
- Convenor – U12 Petite Vacant
- Convenor – U14 Tween Vacant
- Convenor – U16 Junior Vacant
- Convenor – U19 Belle Vacant
- Convenor – Open (Adult) Sylvie Lavoie
- Equipment Manager Grant Hornsby
- Fundraising Vacant
- Ice Scheduler Bruce Keats (incumbent)
- Past President Karen Fishwick (new)
- Publicity Vacant
- Referee In Chief Patrick McKee ? (incumbent)
- Registrar Sarah Miles (incumbent)
- Statistician Shelley Glover ? (incumbent)
- Team Mgr Coordinator Amy Maika (incumbent)
- Tournament Coordinator Kim Tremblay (new)
- Webmaster Peter Daigle (incumbent)
- Convenor is the main point of contact for the division and helps out with Sortouts/Tryouts.

**MOTION made by Elizabeth Sabbagh to accept the proposed list of Directors for the 2016-17 Nepean Ringette Executive.
Seconded by Scott Linsseman.
All in favour. Carried.**

- Thanks to Melanie Genereaux for being a convenor for 7 years.
- Thanks to Natalie Sherwood for being Equipment Manager this season.
- Thanks for Fred Black for being Past President for the last 3 years.
- Elizabeth Sabbagh thanked Karen Fishwick for being President and especially for her wisdom in difficult situations and for her straightforward and ethical stance.

L. Draw for \$300 off Registration Fees (Karen Fishwick)

- Must be present to win
- Winners: Monika Skillen & Sylvie Lavoie

M. Adjournment (Karen Fishwick)

**MOTION made by John Bertram to adjourn the 2016 AGM.
Seconded by Joe Tremblay.
All in favour. Carried.**

- Meeting adjourned at 8:30pm