

**Board of Directors Meeting  
July 11th, 2023 7:30pm**

**Present**

Nathan Burns – President  
Bryan Hutchison - Coach Development Representative  
Corey Robins - OMHA Rep  
Jeff Scott - Website Coordinator  
Paul MacLean - CRHL Representative  
Claudia Tarasio - AAA Representative  
Susan Baile – Fundraiser and Sponsorship  
Alex Drummond – Scheduler  
Kate Ridout - Player Development  
Scott Turner – Treasurer  
Sarah Camacho - Registrar  
Greg Appleton – Clerk

**Regrets:**

Elizabeth Collins - Head Trainer  
Alyssa Barker - Equipment Representative  
Brad Baker – Vice President

Meeting called to order at 7:36pm  
Motion to accept minutes from June meeting  
Paul 1st, Jeff 2nd

**Updates**

**Registrar** Sarah

- Registration numbers are up to date per spreadsheet.
- U5 Sold/Available 12/18
- U7 Sold/Available 55/9
- U8 Sold/Available 20/16
- U9 Sold/Available 18/0 *\*\* 3 on waitlist*
- U11 Sold/Available 41/7
- U13 Sold/Available 42/5
- U15 Sold/Available 43/5
- U18 Sold/Available 39/0 *\*\*4 on waitlist*
- Mites, U7, U8 & U9 registration low **Action** Jeff to update registration sheet on website with weekly updates during summer

**Scheduler** Alex

- Mock schedule is created.
- CHRL looking for ice, one ice time per week per local league team. Alex to start with 7 hours per week for contract.
- Orono to provide U7 practice ice time
- Rep time allotted 3 hours Saturdays 5 hours Sunday at Oahawa Harman arena,
- Oshawa contact starts September 29<sup>th</sup>
- Rickards will have 5pm-8pm block on Thursday
- Alex to have an ice schedule to present by mid September coaches meeting

#### **Treasurer** Scott

- Final fiscal outstanding items for 22/23 year
  - payment to Orono waiting for a response.
  - OMHA bill
  - Pictures invoice
- \$205.28 bill for 1/3 cost of the new CHL website, needs to be paid within 30 days. Payment requires a board a vote for approval
- **Motion** to approve the website invoice.
  - Paul 1st Cory 2nd motion passed.

#### **Fundraiser and Sponsorship** Susan

- All sponsorship plaques and pictures from 22/23 season have been delivered.
- Suggested each board member create a succession planning document - Susan to send out template
- Review of how teams be educated on proper fundraising, Susan developing email for all managers and coaches, with follow up meeting to be planned for September plan
- Fundraising guidelines need to be created from scratch. Susan to review
- Fundraising direction for now is to educate teams on what is permissible to comply with regulations continue as normal but working towards a goal, some organization paperwork and banking items are out of date which are needed corrected before any next steps can be taken to obtain licenses
- Susan looking to board on direction for fundraising based on Susan's June 27, 2023 email presenting 4 options. See Appendix A for more detail
- **Motion** to vote on fundraising direction going forward to work towards obtaining a board level permit (Option 4 from Appendix A)
  - Cory 1<sup>st</sup>, Jeff 2<sup>nd</sup> Motion passed.
- Susan provided some sponsorship packages to be reviewed and discussed in August meeting. Nathan to look into available space at arena for display and sound system information See Appendix B for packages

#### **CRHL** Paul

- CHL July 20 meeting will finalize the workings of the board
- Orono to handle money for this year on behalf of Newcastle

### **OMHA** Cory

- Vic Durham meeting July 12th
- Confirm if iPads will be provided by OMHA
- Update contact information for OMHA with email address change

### **Coaching** Bryan

- Working on 6 slots for evaluation/prep skates per week in September, looking at getting some experienced coaches and high skilled players to run the evaluation.
- Considering developing defensive and offensive specific clinics
- Looking to run hitting clinic for U15, U16, U18
- **Action** Kate to work with Bryan on plan for September, get back to Jeff for Facebook post by July 21st
- **Action** Coach applications need to go up for U16 ASAP

### **Player Development** Kate

- GSW has been in contact with Kate and is looking for a meeting with the board to present in August.
- To provide direction to GSW Kate forward a **Motion** for to use sublimated jersey for Rep
  - Kate 1st Cory 2nd Motion passed

Board meeting adjournment 9:54pm  
1st Paul, 2nd .Susan

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## **Appendix A**

### **General Information on Permits:**

- License is required if money changes hands, it is a game of chance and there is an opportunity to win a prize
- Conducting a gaming event (raffle type lottery) without a license is illegal in Ontario
- Training is available from the municipality to support applications and a 30 day processing time is required for first time applicants
- A lottery trust bank account must be established

- Proceeds must be held in this chequing account
- No cash withdrawals or transfers to general account
- Proceeds must be used only for what was stated in the application and must be paid for directly from the trust account. The use of lottery proceeds is restricted to the direct delivery of the program to the players.
- Prize value must be at least 20% of anticipated gross proceeds.
- License fee is 3% of value of prizes
- Blanket raffle application can be submitted to cover a period of up to 12 months but this application must include the details for each raffle at the time of submission
- A license cannot be given to individual teams, only the organization as a whole (unless the individual team is registered as a not-for-profit).
- Should individual teams fundraise under the license, funds that are raised should be used to benefit the entire organization as opposed to a single team
- There are requirements on the format of the printed ticket to be followed, electronic raffles must apply directly to the Alcohol and Gaming Commission of Ontario for a license
- A report is to be submitted for license after the period providing details of all funds raised.
- Several items are required to be submitted including a copy of the financial statement for previous year, current operating budget, Revenue Canada returns, listing of all players including their ages and dates of birth, as well as some others in the list [here](#).

Some thoughts on each of the options available to us:

1. Continue as we have in the past:

- Should individual teams perform fundraising in a way that requires a license but we do not obtain one, the association could be at risk, particularly as each team submits an account of their budgets each year detailing funds raised.
- Continuing as-is does not raise any funds at the board level to offset increasing costs or new initiatives
- If we were to continue as-is, we could consider educating the teams on fundraising regulations and ensure that going forward, any fundraising accounting documented on their budgets is reflective of those that are permissible without a license.

2. Apply for blanket lottery permit for the association including fundraising done by teams

- This will allow control over the fundraising that is being conducted and ensure compliance with the regulations
- Details of all raffles must be known at time of application, this could be challenging based on the variance in dates that teams are formed, when they want to get started with fundraising and when they are able to provide the detailed information of what this fundraising will look like.
- Management of the trust fund account will be very complex, holding proceeds from each raffle conducted under the association, distributing prizes for each raffle, and paying for all the items that the fundraising was for (only those detailed in the application). This cannot be transferred to an individual team account or the general board account.
- Funds that are raised should be used to benefit the entire organization as opposed to a single team, teams are unlikely to be happy with this approach

3. Pursue fundraising ideas that do not need a permit and request teams to do the same.

- This is the most simple option and easiest to ensure compliance with regulations across the board and individual teams but in general will limit the funds that we are able to generate

4. Pursue fundraising ideas using a permit at the board level and request teams to conduct only fundraising that does not need included in the lottery license

- This will be the most straightforward application as any planning will only incorporate raffles run by board and not required forward planning details from multiple teams
- Management of trust account will be less complex.

## Appendix B

Package	Cost	Benefit	Qty Available
Team Sponsorship	\$630	<ul style="list-style-type: none"> <li>• Team photo plaque</li> <li>• Featured on banner at arena</li> <li>• Logo featured in arena digital display</li> </ul>	6?
Friend of NVMHAI	\$250	<ul style="list-style-type: none"> <li>• Thank you plaque</li> <li>• Link to Business in Newcastle Stars Website</li> <li>• Logo featured in arena digital display</li> </ul>	Unlimited
[Business Name] Good Deeds Cup	\$1000	<ul style="list-style-type: none"> <li>• Cup &amp; Candy awarded to one team monthly for performing a good deed in the community.</li> <li>• Announced on Stars social media</li> <li>• Mini version of cup to display at business</li> <li>• Logo featured in arena digital display</li> <li>• Possible announcement in local media???</li> </ul>	1
Local League Legend	\$750	<ul style="list-style-type: none"> <li>• Patch on sleeve of local league jerseys for each team in one age group (30 – 45 kids per age group)</li> <li>• Logo featured in arena digital display</li> </ul>	3
Home Game Puck	\$500	<ul style="list-style-type: none"> <li>• One month sponsorship of home games</li> <li>• Puck with business logo used for home games for the month and one to business to display</li> <li>• “This month’s home game puck sponsored by [Business Name]” announced through sound system at beginning of game (Approx XX Games)</li> <li>• Logo featured in arena digital display</li> <li>• Announced on Stars social media</li> </ul>	8 (Sept – Apr?)
Player of the Month	\$2000	<ul style="list-style-type: none"> <li>• [Business Name] player of the month – \$10 gift card awarded to a player from each team each month (22 teams)</li> <li>• [Business Name] player of the month – Photos of winners posted on social media each month</li> <li>• Logo featured in arena digital display</li> </ul>	1
Skills Programme		<ul style="list-style-type: none"> <li>• [Business Name] Skills Program run 3 times per month with different age group each month</li> <li>• Announced on Stars social media</li> <li>• Logo featured in arena digital display</li> </ul>	1