

**WEST FERRIS RINGETTE ASSOCIATION
MINUTES OF MEETING**

**November 25, 2019 at 6:00pm
IG Wealth, 1350 Fisher St, Main floor, North Bay, ON**

Name	Position	Attended	Regrets	Name	Position	Attended	Regrets
Carrie Read	President	x		Shannah Smales	Equipment Coordinator	x	
Kelli Pace	Past President		x	Lori King	Web Director		x
Sylvie Gribbon	Vice President	x					
Mark Webster	Treasurer	x		Stephen Hamilton /Jeff Graham	Referee-in-Chief	x-Jeff	
Dee Johnson	Ice Director	x		Brennain Lloyd	Publicity Director	x	
Barb Guay	Registrar	x		Meaghan Spykerman	Technical Coordinator		x
Lorrie Nolan	House League Director	x		Leslie King	Sponsorship Coordinator		x
Erin Johns	Rep Director	x		Niko Gregorin	Tournament Coordinator		x
Trina Palmieri	Secretary	x					
Claire Periard	Ways & Means Coordinator		x				

Call to Order: 6:06pm

Agenda Item	Key Points of Discussion	Action	Status – Contact Person
Additions & Adoption of Agenda	- Minutes from October 2019 meeting were reviewed by the group. The minutes will be posted on the website as reviewed.	<p>Motion: “To adopt today’s agenda”. Motioned by Dee and seconded by Erin. All in favour. Carried.</p> <p>Motion: “To approve the minutes from the October 2019 meeting.” Motioned by Barb and seconded by Erin. All in favour. Carried.</p> <p>Action: Trina will send Lori minutes to post on our WFRA website</p>	
Action Items from Previous meeting	<p>1) discuss summer ringette camps-will need to reserve ice</p> <p>2)Fund Development Subcommittee updates-deferred from September</p>	<p>Action: defer this discussion until Feb 2020</p> <p>Action: Mark, Lorrie and Leslie will</p>	

	<p>meeting. -ideas from group:need pinnies with numbers for tryouts and CTR-reversible option as well-Sylvie will provide prices at next meeting</p> <p>3)change order of Director reports-have Treasurer and Publicity go first depending on items.</p> <p>4)Timing of WFRA raffle-Carrie will follow-up with Leslie and confirm details for raffle. Leslie communicated during meeting and draw will take mid January. Tickets out to the team over the next week.</p> <p>5) Business cards-various options for design and picture reviewed by group and they voted on logo #2 and blank on back of card. Brennain will make some changes to lettering and order cards for the group.</p>	<p>arrange a meeting with this subcommittee and discuss ideas</p>	
<p>Treasurer's Report (Mark Webster)</p>	<p>1) Update on WFRA financials and e-transfer payments -High Interest savings account-updated Director information to open this account. Trial e-transfer was successful and can receive money but not pay bills at this time since need 2 signatures. He will look into ability to make e-transfer payments with WFRA account since could simplify this process.</p> <p>-He has discussed Bingo account with Claire and has given her the ability to look at this account and statements. Discussed whether online portal access to Bookkeeper could be possible -no access to money and can view the account and print statements. Agreement to give bookkeeper this access by the group.</p>	<p>Action: Mark will follow-up with TD Bank about using e-transfer to make payments as well as receive payments.</p>	
<p>Publicity Director's Report (Brennain Lloyd)</p>	<p>Swag and logo discussion -pricing promotional items for special events and reviewed chart for comparison of prices-suggest buying a small item to give away-200 magnets-cheapest magnet and logo will be determined by shape/size of magnet</p> <p>-Logo discussion: reviewed new proposed logo policy and discussion about sending correct vector file of logo to providers in town; also discussed giving these providers this new logo policy, as well as distributing to rep teams and ensure they are asking for approval from Executive before ordering team swag-this will be built into logo policy-build into logo policy about approval, need to have specifics in writing</p> <p>- Christmas skate: face painting, bake sale, hot chocolate, ugly Christmas sweaters-Carrie, Shannah,to help organize; will ask rep teams if they want to participate in activities for Christmas skate-face paint, bake/craft sale.</p>	<p>Action: Brennain will order 200 magnets. Approved by group.</p> <p>Action: bring samples of current logo on various items to next meeting and confirm WFRA logo and ensure colours to scale-need black writing with smaller scale as well-may cost more money</p> <p>Action: Will review and finalize logo policy at next meeting</p>	

President's Report	<p>NER updates: Information sent from NER about Regionals. Challenges with RAMP registration; building new website for Northeast Region</p> <p>-Renumeration approval: reviewed minor official and referee pay and recommended rates, registration fees to be reimbursed and look to have officials paid by first week of December (October/November)-effective as of start of season.</p> <p>-testing google drive to enter times online and click on link to enter and onto spreadsheet to Lori-will go over timesheets from beginning of season-all backdated sheets to be entered individually by player and double-checked against timesheets-going forward, timesheets entered online. Paid beginning of December, February and end of year</p>	<p>Motion: To approve recommended rates for minor officials for referees and will be effective from the start of this ringette season. Motioned by Barb and seconded by Erin. All in favour. Carried.</p>	
Vice President's Report	<p>Update on photos. No new information and will wait until schedule is confirmed for the new year, and will then confirm dates/times with photographer-likely on Sunday afternoon/evening.</p>		
Ice Director's Report	<p>-Nothing to report.</p>		
Registrar's Report	<p>- Updates from Registrar.</p> <p>-all information submitted to RAMP-more ringette friendly; waiting for invoice from RAMP for registration fees; getting ready for online registration for RAMP for next ringette season-unsure when new season will open online but Barb will bring as agenda item to discuss further when this timing is confirmed</p>		
House League Director's Report	<p>Update on house league.</p> <p>-no longer using 2 min buzzer-effective end of November and penalties being called started in new year</p> <p>-ensure Safety Officer is listed on game-sheet and all ensure all sections completed-all coaches are aware to complete all sections; list visitors first on</p>		

	<p>schedule to make it easier for game sheets</p> <p>-write forfeit on game sheets for team that doesn't have enough players and score of 7-0-6 skaters plus goalie to make an official game</p>		
Ways and Means Coordinator's Report (Claire Periard)	Scheduling volunteers for Bingos into the new year, as well as every second Wednesday of the month (the afternoon session); with the help of the bingo ladies. One charity finishes at the end of December.	Action: Brennain will distribute email and request more Bingo volunteers.	
Rep Director's Report.	<p>Update on rep teams-success in Oshawa, Sudbury and tournaments-we were represented well.</p> <p>-Update on Rule of 2 from Ringette Ontario-subject to interpretation-liability protection for coaches; recommends having 2 coaches in dressing room</p> <p>-Our Code of Conduct mentions adhering to Rule of 2-no cell phones and pictures taken in dressing room-reiterate RO policy-parents and coaches to enforce</p>	Action: Brennain will email WFRA with reminder about code of conduct, specifically about Rule of 2-cell phone use and pictures in dressing room.	
Equipment Director's Report	-Nothing to report.		
Referee in Chief	<p>-Renumeration discussion-addressed with President's report.</p> <p>-Improved communication with teams and referees if a scheduling conflict with a tournament. Need to look at the tournament schedule and will schedule practices on Thursday and Sundays going forward in the new year.</p>	Action-Jeff will email minor officials and referees about entering times from October and new process to enter schedule. Responsibility of minor officials and referees to enter in timely manner and with correct information-will be cross referenced with timesheets initially.	
Web Director's Report	Nothing to report. Working on online schedule.		
Technical Coordinator (Meaghan Spykerman)	Nothing to report.		
Sponsorship Coordinator (Leslie King)	Nothing to report.		
Tournament Coordinator's Report (Niko Gregorin)	- Update on Regionals-recruiting volunteers; had first meeting for Regionals - running Bunnyfest, tournament specific website and schedule/standings; tasks assigned; schedule deadline is Feb 28 and registration deadline 2 weeks prior		
New Business	-No new business. All addressed in Director reports.		

Adjournment: Next meeting:	Adjourned at 8:04 pm. Next meeting: Monday January 13, 2020 at 6pm -Location: Investors Group office.	There being no further business, the meeting was adjourned at 8:04pm. All in favour.	