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**Nepean Minor Hockey Association  
Executive Board Meeting  
September 23<sup>th</sup> 2025, 7pm**

**MINUTES**

**In Attendance:** Ingrid (President), Shelley (Risk and Safety), Jennifer (VP Programs)  
William (VP Finance), Scott (VP Operations), Jessica (VP Administration), Carmen (House Director), Marc (Secretary)  
**Regrets:** William (VP Finance)

**1. Approval of the Agenda and Previous Minutes**

- Ingrid moved to approve agenda and previous meeting minutes after clarifying the action items, Marc seconded.

**2. Business Arising**

- Photographer – Shane Francescut Photography.

**Action:** We need to follow up and confirm with Shane delivery of all photos by Dec 15<sup>th</sup> and the % sales back to the association. Following this, Ingrid (President) and William (VP Finance) will initiate a contract. Kelly (Manager Liaison) will be Shane's point of contact.

- Office Payment processing (William, VP Finance) – deferred to next meeting.
- Financial Statements (William, VP Finance) – deferred to next meeting.

**3. Notice of Motions**

- a) Motion to review and approve annual financial statements no later than 6 months after the fiscal year (William) – deferred to next meeting.

**4. Area Reports**

**1. President (Ingrid Meza-McDonald)**

Admin updates:

- NMHA Office, new 60th anniversary merch in two weeks
- NMHA Office tracking processes are underway
- Reminder U7 equipment has to be out by by Sept 30th
- Follow-up required with the City on move and contract, new manager transition
- N hat missing from office
- Door code will be changing after sortouts this weekend. Reminder - Kids should not have access
- Next board priority, House Director- Development (Goalie development, roster select and conditioning sessions
- Tournament Coordinator, if we do not find a coordinator we will have to proceed with U21 only (as fees included tournament costs)
  - Current volunteer base does not have capacity
  - We do not want to experience volunteer exhaustion

*Scott brought up the idea of having Sam (Office Manager) taking on the role of Tournament Coordinator. We could pay her an hourly rate.*

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**Action: Ingrid will talk to William about her employee contract before bringing it up with her. In the meantime, Jessica (VP Administration) will post on socials to remind about the volunteer position. Board could consider an honorarium for the position.**

- CTV William Aeillo, came in last week and Greg Maryan, who has been with us for 42 years joined me for an interview, all about the hockey community extended off-ice, volunteers, development & friendships
- Sens suite night, as part of great success the board is invited to a Sens game on Oct. 27th
  - **Action: Invite the board, convenors, and manager liaison. Have 12 tickets, will need to potentially purchase extra tickets as needed.**

## License & Trademarks

- Renewal of existing trademarks and professional fees - \$621.60
- Government fees of \$579.42
- First Class of goods or services \$180.61 for each additional class
- Request for N logo has been sent to Gowlings for review and costs
- C\$2500-\$3000 to secure registered trademark, this includes filing fee, basic prosecution and reporting

## Interlock program:

- Mentorship with William has been very successful.
- Bytown, Kanata and NMHA will take part in centralized interlock program
  - U9-U18 , U21 will remain the same as last season and we will review pending on the success of this season
  - A and C teams will participate with 106 teams participating
- What this means for interlock, OneDB, one interlock director will manage the ice scheduling for 6 associations.
- We would not be able to run this without William Henry
- Next Steps: Associations to submit blackout periods, ice for October and team compositions

## Contract Updates:

- Keynote speaker- contract signed
- Technical Director, updates to contract required after Tryouts
- Goalie Mentor, proposal/ contract development required
- Photographer- contract required
- Office contract with the City- Follow-up

## 2. VP Programs and Development (Jennifer Emery)

- Will send an area report via email to all members.

## 3. VP Finance (William Yap)

- Not present at the meeting

## 4. VP Operations (Scott Dawson)

- Comp jerseys have all been released to teams.

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- We do not have all numbers in every size. Greg (jersey director) has all the jersey sets ready to go. Remind all coaches that jersey size is more important than jersey number
- House league jerseys will be released on the following dates:
- U9 Oct 21st, U11 Oct 23rd, U13 Oct 3rd, U15 Oct 1st, U18 Oct 9th, U 21 Oct 4<sup>th</sup>

Ice:

- Ice times through Sportsheadz are starting to flow through. There have been some errors with Sportsheadz ice time assignments, which they are correcting. There is a learning curve with Sportsheadz moving from TeamSnap.
- Emma starting to put in house schedules and practices tentatively. Gray gets ice blocks from Emma for practices.
- **Action: Need process approved for how we sell ice and what teams are allowed to request for changes to their schedules. Process drafted and will be sent to board for review.**
- **Action: NMHA Board needs to vote electronically on whether or not we should fill the team rosters with kids' names on SportsHeadz website.** Concerns over privacy. Discussion regarding how to improve privacy – perhaps adding names with first name initial only and last names. Rosters can only be put in by Administrator, not coaches.
- Burnt ice will be higher at the end of September – multifactorial
- U21 – should have Sportsheadz access because they don't have Teamsnap. They will be treated like other divisions in our system.
- Interlock: Sportsheadz supports the Interlock through TheOneDB
- Goalie rentals – Lorne has it all under control

## 5. Risk and Safety (Shelley Perras)

- Email to coaches/managers/trainers about concussion protocols. Some teams are not following proper reporting protocols. Trainers are supposed to submit notification of concussion. If the trainer suspects any possibility of a concussion, the player needs to be assessed by a physician. Link to the protocol is on the website. Under no circumstances does a player go on to the ice without an official clearance from a physician.
- EDI Speaker – Ryan Straschnitzki is confirmed for November 19<sup>th</sup>. Sir Robert Borden High school has approved permit. There will be a cap on registration numbers, waiting for final number of seats from SRB.

## 6. VP of Admin (Jessica Kingsbury)

- 60th vector logos are now shared with MegaCity Promotions, Pro2Col, and Gadar
  - Not yet shared with Source for Sports
  - **ACTION: Jessica will send 60th logo vector files to Source for Sports**
- **ACTION: Jessica will update and circulate the Use of Logo Policy for final review before posting on the website.**
  - Teams are asking to use the logo, and I have been responding that they need to go through an approved vendor.
  - All agreed that teams may use low res logo for something nice for the team... For use of high res logo, they will need to go through an approved vendor
- Updates to Website – you'll now see 60th logo on the site and as our social profile pic.

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- **ACTION: Jessica will develop a hashtag campaign for the 60th anniversary**
- #RaidersGiveBack – need some examples for this year, ideal time to set the tone
  - **ACTION: Before next meeting, Jessica will look into causes for #RaidersGiveBack, such as #HockeyFightsCancer and two more**
- Do we have dates for monthly development sessions for Oct / Nov / Dec?
  - All agreed not to cancel these sessions within the week
- Partnerships – push Proving Grounds, Apex, etc?
  - **ACTION: Jessica will reach out to BSharp on partnership – schedule a meeting with Ingrid, and identify others**

## 7. House Director (Carmen Earle)

- Initial Interlock Meeting Discussions (Sep 15) – Interlock Coordinator to finalize action points and set up follow up meeting.
- Roster Select Meeting (Sep 11) – Spoke with another association ref. our policy and schedule. More to follow.
- Pathway Skates for U7-U15 – Positive feedback, great drills for the leads provided.
- Sort Out Skills – Quick turnaround time for Convenors, successful addition of released players to sort outs.
- Sort Out Scrimmages – VP Programs sent out additional direction for the last weekend of sort outs.

## 8. Competitive Director (Jeff Pollard)

- Absent from meeting

## 9. District Chair (Shawn Blank)

- Roster select program starting in December
- Trying to have maximum 4 overagers per U21 team. Overagers have to have played in U21 league before. Currently 1 overaged player registered in Spordle and 6 players on waitlist
- Season has started, so travel permits and official rosters are being passed through. *Jen responded by indicated she is meeting with competitive managers tomorrow to emphasize to submit official rosters and travel permits as soon as possible. Meeting with house coaches in second week of October.*
- Ref in chief emailed to emphasize Zero tolerance for abuse of the ref type penalties, asked VP operations to emphasize this at coach meeting. Last year didn't have a section 11 penalty until March 2025 for last season. We finished season with three.
- Video reviews of penalties that resulted in a suspension of 1-2 games. Standardizing a policy to use video review to confirm that the penalty was not a suspendable infraction for a specific player. Policy will be discussed at minor council meeting during second week of October.

## 5. Adjournment