



**Nepean Minor Hockey Association
Executive Board Meeting
November 18th 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)

1. Approval of the Agenda and Previous Minutes

- Moved by Jess, seconded by Jen.

2. Review of Action Items from September Board Meeting

- Completed together as a board (see September action items document)

3. Business Arising

- **Financial Audit and Compliance (William, VP Finance)**

- Financial audit has started as of November, everything is going well. Questionnaires need to be completed by Scott and Ingrid prior to audit being done (not by the accountant). Scott asking if we can share the questionnaire with the entire board, and everyone contributes to completion. All agreed.
- Audited financial statements are due 6 months after fiscal year end. NMHA Fiscal year end is May, so should be filed by end of November. NMHA has been consistently late with this process.
- William suggesting that there should be an audit committee (2-3 members) that review the audit and meet with the auditor if they have any questions, then return to present the audited financial statements to the board for approval.
- Going forward, William suggests that the audit should begin in August, to be finalized in September/October, ready to file in November. Motion on this matter put forward below.
- William and Ingrid will be reviewing our compliance with issuing and filing T4As to employees/honorariums/ice assigners that are being paid \$500 or more.
- AGM is currently held in Spring (last was May 15th). This is too far out from the previous fiscal year end (May 31st). We could either change the AGM date to late fall or hold a special meeting in Dec/Jan to discuss financial statements and keep the AGM in the spring.
- **Action:** NMHA board to complete questionnaire prior to financial audit being completed
- **Action:** To create an audit committee consisting of VP Finance, President, and one other member.
- **Action:** Board to host a virtual special meeting in January to present audited financial statements as well as updated bylaws. Date to be determined.

- **NMHA Sponsorship Agreement (Carmen, House Director)**

- Carmen sent out a briefing note and a sponsorship agreement template for teams to use with sponsors (see attached).
- The Board discussed what to include and not to include within the agreement, slight amendments made to the draft of the template before approval.



- **NMHA Tournaments (Scott VP Operations, Ingrid President)**
 - Tournament in motion. Scott has forwarded a briefing note (attached) with details regarding the U18/U21 tournament in January, including registration fees and costs. Registration fee increased this year to \$1495. Plan is to split profits between Hockey Fights Cancer and NMHA, with most going to charity.
 - Charitable component – Hockey Fights Cancer, Tournament poster approved by Canadian Cancer Society
 - Player-of-the-game items, swag, banners, and medals have been sent out for quotes to all NMHA vendors.
 - A budget allocation of \$3,500 has been set for all tournament swag and medals.
 - For the Roster Select entry fee, a percentage will be subsidized through program registration fees.
 - A motion will follow once registration, and tryouts have been completed.
- **NMHOP Presentation (William VP Finance, presenting on behalf of committee)**
 - NMHOP (Officiating Program) and NMHA have always worked closely together. Recently NMHOP have said they are their own entity. NMHA needs to clarify this and how it affects financial statements.
- **U10AA League Request (Ingrid, President)**
 - The AA President has presented a review of a U10AA league request , brought forward at Minor Council. To be discussed at the December 10th Minor Council Meeting.
 - Seeking thoughts on feasibility, and any other comments related to the addition of a U10AA league from the NMHA's perspective.
 - Feedback required by Dec. 1st
 - The board discussed the possibility of having a U10AA team for the 2026-2027 season. Discussion regarding the impact on both competitive and house league teams within NMHA.
 - All agreed that the number of competitive teams needs to be reassessed yearly based on the size of the cohort.
 - **Action:** Ingrid will open up a virtual document to share feedback together as a board on feasibility.
- **Bylaw Review, Legal Services (Ingrid, President)**
 - Initial engagement with legal firm (Galvan) for legal services pertaining to rewriting bylaws.
 - **Action:** Ingrid will form a bylaw committee to rewrite our bylaws, with help from consulting services as needed.
 - Goal will be to present new bylaws at special meeting in January.
- **Affiliation Policy Consistency Policy for Players and Goalies (Jen, VP Programs)**
 - Jen forwarded a briefing note (attached) summarizing the affiliation policy. Suggesting that we standardize the policy to keep it consistent with both goalies and players under the same



rules (whereas in the past goalies were the exception). An example is a U13A goalie/player cannot affiliate to a U15B or U15C team. If a U13C house team needs a goalie, they must draw from other U13C or U11C teams. If they can't fill this, then it would be an emergency that the board would need to approve (House director and VP programs).

- **Action:** Jen will update the policy so that the approval process for emergency goalies is clear.

- **Recording of meetings (Ingrid, President)**

- Ingrid presented the topics of recording of board meetings for AI to capture minutes versus physical recording of minutes (with and/or without consent).
- Scott would like guidance from a lawyer on whether audio recording without consent is legal. If it is legal, if the board wrote a bylaw forbidding recordings at meetings, would this be binding.
- **Action:** Seek legal advice regarding the above.
- Extensive discussion regarding the virtue of recording meetings for AI to then create meeting minutes based on a transcript.

4. Notice of Motions

- a) Motion to review and approve annual financial statements no later than 6 months after the fiscal year (William)
- b) Virtual Motion to authorize William (VP Finance) to purchase an iPad for the association to use for point of purchase sale transactions. Carmen seconded the motion.
 - EDI Committee met and identified iPad and Square as the most secure, seamless and cost effective option for point of purchase sales at all NMHA events and in office.
 - Email discussion between board members given time sensitivity with EDI event on November 19th. Scott brought up questions regarding cost and management of the iPad.
 - William indicated that the cost of the basic iPad (\$399) would be amortized over its life (5 years). Choosing Square (over others) due to familiarity and less fees than other options.
 - Ingrid indicated the iPad would be used at the EDI event, Raiders Day, tournaments, and in office. It is a secure device, property of the NMHA.
 - William discussed transactional management including credit card fees, financial statements and accounting.
 - After the above discussion, **all board members approved the motion virtually on November 14th.**
- c) Motion to approve the template for sponsorship agreement for distribution to team managers (Carmen)
 - Jen motioned to approve, Shelley seconded the motion. **All approve.**
- d) Motion for board to agree with the U18/U21 tournament costs as outlined in tournament briefing note
 - Scott motioned to approve, Shelley seconded the motion. **All approve.**
- f) Motion to retain a lawyer to review our draft bylaws and guide us through a conflict resolution process, and hire a consultant to help draft updated bylaws.
 - Ingrid forwarded the motion, Jessica seconded. **All approve.**



5. Area Reports

1. President (Ingrid Meza-McDonald)

- NMHA 60th Anniversary merchandise is now available at the Office. Custom shirt orders due by November 30th
- The photography contract for 2025-26 is out for board review; feedback required by November 18.
- The 10% share of NMHA photo sales for the 2024–25 season is \$4,343.45
 - Recommendation to allocate funds to the Raiders Give Back initiative.
- Registered trademarks & licensing, the Brand committee is meeting on November 26 to review the guidance on the use of secondary logos and marks
 - Legal has provided guidance on associating the secondary brand with one of the primary brands
- Hockey Event/Tournament Communication: Teams/parents/players need to remember that they are representing the association when away at tournaments and their behaviour may be subject to Association discipline
- NMHA is in the process of sharing a one-page guideline for members and coaches
- NMHA can enforce the code of conduct at "hockey events" which cover the hotel rooms at tournaments
- No NMHA incidents have been reported; this matter originates from a different district
- Funding to Grow the Game
- HEO has some money to spend that was received from HC for hosting the World Juniors last year and are looking for ideas to grow the game, things the associations would be interested in.
- Idea Board doc. will be shared and summarized by Dec. 1
 - Help grow the game/benefit players
 - HEO would like investments to have a long-term impact

2. VP Programs and Development (Jennifer Emery)

House Program

- All house teams are finalized; balancing is complete.
- House mentor will begin on-ice visits now that teams are settled and staffed.
- Mid-season coach reviews scheduled for mid-December.
- Goalie development sessions have started; feedback so far is positive.
 - Each house team has received two assigned sessions (Nov–Dec); additional sessions will be scheduled for the New Year.

Competitive Program

- Most comp teams are performing mid-pack across divisions; a few teams are facing challenges but progressing.
- Three comp teams have won gold in tournaments so far.
- Mid-season coach reviews will be distributed this week via team managers.



- Ongoing weekly discussions with Technical Director; practice and game reviews continue.
- Goalie development sessions assigned for U9–U14 teams (two sessions Nov–Dec); more planned for the New Year.

Player Development

- Planning underway for additional player development and goalie sessions (optional, at cost to members).

General

- Overall, programs are running smoothly with no major hurdles.
- Recruitment for Raiders Day planning helpers is in progress.

3. VP Finance (William Yap)

- Deferred to next meeting

4. VP Operations (Scott Dawson)

- Deferred to next meeting

5. Risk and Safety (Shelley Perras)

Infractions Overview

- Major increase in 11.4 infractions (4 total). Last season first 11.4 was almost to the end of season. We are only 2 months into the current season with 4. (U14B, U21HB, U18HB, U18B 11.2f in OHF which is same as 11.4 under HEO)
- Notable rise compared to previous reporting period; monitoring and follow-up actions underway.

Concussion Overview

- Concerning number of concussions reported since start of the season. As of Nov 16, there are 15 reported hockey related concussions. (there are additional 3 reported, but not hockey related)
- Monitoring

Fighting Incidents

- Significant increase in 7.10 (fighting) infractions, particularly at the U18 level.
- Two U18 teams involved in three separate on-ice fights during a single game.
- Incidents under review — focus on disciplinary follow-up, coach education, and reinforcement of zero-tolerance policies.

Upcoming Education & Awareness

- Upcoming EDI session with Ryan Straschnitzki scheduled for November 19, 2025.
- Registration closed but can add participants if needed.
- Session to highlight the power of perseverance, community, and inclusion within our hockey community.

Next Steps / Recommendations

- Continue monitoring concussion and infraction trends and provide mid-season update.



- Reinforce player and coach education on conduct and respect in sport.
- Encourage maximum participation in EDI initiatives to strengthen organizational culture.

6. VP of Admin (Jessica Kingsbury)

- Deferred to next meeting

7. House Director (Carmen Earle)

- Deferred to next meeting

6. Adjournment