

Greater Petawawa Minor Hockey Association Annual General Meeting

Meeting held on April 9th, 2025 at Petawawa Civic Centre

GPMHA Executive Members		Present	Absent
President	Darren Hermiston	x	
Vice President	Vacant		
Secretary	Heather Rousselle	x	
Treasurer	Chelsea McElroy	x	
Registrar	Chelsea McElroy	x	
Ice Allocator	Jenn Powell	x	
House League Director	Tracy Gruntz	x	
Competitive League Director	Craig O'Brien		x
Development Coordinator	Eric Louis-Seize	x	
Risk Management and Fair Play Chair	John Stevenson	x	
Equipment Manager	John Mason	x	
Fundraising/Bingo Chair	Vacant		
U7/U9 Director	Mark Gilroy	x	
PublicityWebmaster	Chris Misztal	x	
House League Tournament Director	Stephanie Larente	x	

39 members of the general membership were in attendance.

11 members of the GPMHA executive were in attendance.

1 non-member of the association was in attendance.

There were a total of 51 attendees.

Agenda Item	Discussion
1	<u>Call to Order</u> Meeting was called to order @ 6:10 PM.
2	<u>Approval of Previous AGM Minutes</u> Heather Rousselle motioned to approve the May 2, 2024 AGM minutes that were available for review on the GPMHA website. Chelsea McElroy seconded the motion. All in favour. Carried.
3	<u>President Report</u> Darren Hermiston was present and provided their report. Welcome everyone, thanking parents for their time and effort to make the season successful, as without them there would be no hockey. Congratulations to all the coaches and bench staff for a great season and thanked them for volunteering their time. Thanked the Executive for all their hard work this past season.

	<p>Informed everyone of the Ottawa Rep B Pilot Program will remain the same as previous year with only U15 being affected. U15 HL A will have 15 min periods for games. There is talk about contact, District is not leaning this way but is up for discussion.</p> <p>U18 HL put a recommendation forward to have 15 min periods for games, still having discussions at District.</p> <p>District is looking at putting a request in to HEO to have HL identified as HL B & C, vice A & B.</p> <p>Informed everyone that District is looking at adding a Tier 2 level to U9.</p> <p>ACES AA will have tryouts in the Spring, Rep B no change, will be done in the fall.</p> <p><u>Vice President Report</u></p> <p>This position is vacant. No report.</p>
4	<p><u>Executive Reports</u></p> <p><u>a) Registrar</u></p> <p>Chelsea McElroy was present and provided their report.</p> <p>I wanted to thank the players, coaches and all the helpers for another successful hockey season. This past season saw 393 players registered, along with 127 bench volunteer bench staff. The players formed 27 teams at all levels between the ages of 4 and 18.</p> <p>It is the responsibility of the Registrar to be knowledgeable of the Hockey Canada Registry program. I am responsible for assigning the start and end dates of registration. I coordinate with the Treasurer, the Rep Director and the House League Director for the registration of all players. I ensure that any players admitted into our Association are actually eligible and have completed the Rowan's Law Acknowledgment form. I oversee the placement on official team lists of all players, coaches, trainers, managers and any other team personnel by the deadlines established by HEO. I ensure no registration is accepted without payment or authorization of the President in consultation with the Rep and/or House Director. As I have held onto this role for the past two years, my position is up for grabs this year.</p> <p><u>b) Secretary</u></p> <p>Heather Rousselle was present and provided their report.</p> <p>My name is Heather Rousselle and I am the secretary for Petawawa Minor Hockey.</p> <p>My role is mainly administrative. I record minutes for all executive meetings, AGM, special meetings and disciplinary hearings. I act as the primary point of contact for the general membership in the event they have questions or wish to attend the open forum at an executive meeting. All minutes and correspondence are kept on file for review as needed. All administrative requirements have been met to date.</p>

c) Ice Allocator

Jenn Powell was present and provided their report.

Thanks so much for being here tonight.

I just want to take a few minutes to walk you through what I've been working on this past season in my role as Ice Allocator. To put it simply—my job is to make sure all the puzzle pieces fit when it comes to ice time. And it really starts before the season even gets going.

At the very beginning, I'm confirming all of our early-season ice. That includes conditioning skates, goalie and hitting clinics, Rep tryouts, House evaluations, and any balancing or evaluation games. There's a lot to coordinate in that early stretch, but the goal is always the same: to make sure every team can hit the ice smoothly and stay on track from Day One.

Once the teams are formed, I shift into the next phase—submitting our available ice to the District so they can build the league game schedule. I also work on slotting in practices around games and tournaments.

As the season rolls along, I manage any home game reschedules—especially when conflicts pop up with tournaments or other events. I also arrange referees for all our home games, exhibition games, and evaluation skates. And as we all know, things can change quickly, so I stay in close contact with our Ref Assignor and check the schedule weekly to make sure everything stays accurate and up to date.

On the admin side of things, I reconcile all the ice and referee schedules and coordinate with our treasurer to make sure payments line up properly. I also work closely with our Tournament Director and rink staff to confirm tournament dates and book the ice we need to host them.

Here's a quick snapshot of the 2024–2025 Ice Allocation:

Conditioning Ice: 57 hours

Tryouts: 14 hours

Goalie & Hit Clinics: 14 hours

Evaluations & Balancing Games: 32 hours

Development Ice: 39 hours

Regular Season Games: 221 hours

Playoff Games: 48 hours

Tournaments: 191 hours

Practices: 655 hours

Total: 1,270 hours of ice

Ice Cost Breakdown:

Civic Centre: \$160/hour

Silver Dart: \$180/hour

We booked about 60% of our ice at Civic Centre and 40% at Silver Dart, which brought our average ice cost to about \$170/hour.

	<p>Some updates and improvements this season: One big change I made was entering ice times directly into the website myself. In the past, that info had to pass through convenors and team managers before it would show up in SportsHeadz. By cutting out those extra steps, we were able to reduce confusion and make sure the schedule was more accurate and up to date in real time. Overall, it went well—and I plan to keep doing it this way next season. Another shift this year: all reschedule requests had to go through the District first. This actually helped a lot—it cut down on the number of last-minute changes. I only had to reschedule about 30 games all season, which is a big improvement from previous years. It really helped create more consistency for teams, and made scheduling more manageable overall. I know there were some questions around weather-related cancellations, and I've been told we'll be getting clearer direction on that going into next season.</p> <p>Before I wrap up, I want to say a big thank you to all the managers, coaches, and convenors. This was my first season as Ice Allocator, and there was definitely a learning curve—right up until playoffs! But your patience, flexibility, and support meant a lot as I got my bearings. I'm excited to build on what I've learned and make next season even better.</p> <p>Thank you so much.</p> <p><u>d) Competitive League Director</u> Craig O'Brien was absent and provided the following report by email.</p> <p>Report for rep this year is around the success of our three teams as you know:</p> <p>U11 regular season and playoff champions U13 regular season champions and playoff finalists U18 finished 4th in regular season and playoffs</p> <p>A big thank you for all the hardwork and dedication of the coaching staff this season, which could not happen without all.</p> <p><u>e) House League Director</u> Tracy Gruntz was present and provided their report.</p> <p>My name is Tracy Gruntz, I am the house league director, my role focuses on teams from U11 to U18. My job is to create all the teams and ensure they are evenly balanced, I also assist the convenors with any issues that may arise. My main job is ensuring all kids are having fun.</p> <p>I will now point out some successes and fun experiences our house league teams got to take part in this year:</p> <p>U11 team 1 - attended the Ottawa March Break Tournament and took home Silver in their division</p> <p>U11 team 2 - took part in a Sens experience where they got to play a game at the Canadian Tire Center. This team also made it to the A division in the playoffs.</p>
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	<p>U11 team 4 - Took home gold at the Muskrat tournament, took part in the kids 4 kids tournament and won all 3 round robin games.</p> <p>U13 Team 1 - Took home gold in the B division of the Eganville Tournament.</p> <p>U13 Team 2 - took part of the sens experience and played a game against our U13 team 3 at the Canadian Tire Center</p> <p>U13 Team 3 - Took home gold in the B division of their home tournament</p> <p>U15 A - Made it to the finals in the playoffs</p> <p>U18 Team 2 - Took home gold in the B division at the Sudbury tournament.</p> <p><u>f) U7/U9 Director</u> Mark Gilroy was present and provided their report.</p> <p>I'm Mark. I am the U7 and U9 Pathway Director.</p> <p>First and foremost I would like to thank all the volunteers. Parent timekeepers for U9 games, trainers, managers, coaches, convenors, and my fellow committee members. Nothing happens without the volunteers. Truly appreciate the time, effort and dedication to the sport we all love.</p> <p>Next I would like to thank the players and parents for their commitment to Petawawa Minor hockey, without players, and parents to bring them to the rink, were just a group of adults sitting around talking hockey.</p> <p>Some highlights from U7 and U9 this past season:</p> <p>Kicked the season off with the Try Goalie Clinics for U7 and U9, good interest and turnout. Hoping to keep the clinics for next season.</p> <p>U7: We had two teams selected to attend Ottawa Senators experience events at Canadian Tire Center. Played a scrimmage during the intermission and watched the Sens Game. Really cool experience for our young players.</p> <p>Multiple teams were able to play some half ice scrimmages set up in the U9 Format in prep for transition. (something we should look into further for next season)</p> <p>U9: Multiple teams attended SensPlex tournaments in Ottawa. Always a good time having the team together in a hotel for a night or two, really helps with team cohesion and it's a memory that will last a lifetime. And though we don't keep score at U9 I was told that our teams did very well against some tough opponents. A bunch of players attended the Sens games while they were in Ottawa.</p>
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	<p>We switched our home tournament to Full ice this season, we received some very positive feedback from the participants, It was super exciting to watch!</p> <p>Across U7 and U9:</p> <p>Multiple teams shared some ice time with the Pembroke Lumber Kings.</p> <p>We had the best turnout for the Petawawa Christmas parade, it was snowy and cold but it was a blast!</p> <p>And of course we had all our teams attend tournaments and fun days all over the valley and beyond. Ottawa, Barrys Bay, Renfrew, Deep River to name a few.</p> <p>It was really fun to watch all the players develop their skills over the course of the season. I really enjoyed my time as the Director for U7 and U9.</p> <p>Once again, a huge thank you specifically to Lisa the U7 Convenor and Mandy the U9 Convenor, Truly the backbone of the respective levels, I couldn't not have done anything this season without you both!</p> <p><u>g) Development Coordinator</u></p> <p>Eric Louis-Seize was present and provided their report.</p> <p>Updated Coaches Corner on the GPMHA website with general development resources and drills</p> <p>Participated in the interview and selection of Rep/ House A coaches</p> <p>Coordinated conditioning ice to ensure consistency in practice plans and that coaches had support on the ice for U11-U18 Teams</p> <p>Coordinated Coach 1, Coach 2 and Development 1 with HEO coaching courses contributing to our development budget.</p> <p>Coordinated extra development training on Sundays for 12 weeks 1 hour players all ages 1 hour goalies U7-U11 1 hour Goalies U13 - U18</p> <p>Attended several ice times with teams to conduct skating and skills development throughout the year</p> <p>Coordinated a fun skate with Hockey Canada World Juniors</p> <p>Comment James Gardner: would like to commend the association for addressing the development gap and would like to thank Chad Brand for assisting with goalie development.</p> <p>Question Andrew Mohns: Did you deal with all age groups? Eric: Yes, on Sundays.</p>
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Andrew M: Can the development coordinator coach while in this role?
Darren: Yes.

h) Risk Management and Fair Play Chair

John Stevenson was present and provided their report.

Thank you for another successful hockey season and for showing an interest in Petawawa Minor Hockey by attending the AGM. We continue to have trouble with VSC/CRCs coming from a 3rd party vendor of the OPP, so we will continue to monitor and try to work with Triton to get those completed in a timely manner. If you want to volunteer with GPMHA, its good for 3 years, so do wait until your kid is on the ice to apply. Military members with PMQ addresses can still apply through the MPs on Base, there are no concerns with those. I did the pre-season and mid season rink inspections at the Silver Dart and Civic Centre and all concerns raised were taken care of. This year no reports of unsafe conditions or concerns were brought to my attention. For the fourth year, we conducted U7/U9 boards training at the Civic Centre and qualified some more parents to install the boards safely and efficiently. We will continue to provide this training as early as possible in the season. There were some injury reports submitted this season, paperwork was submitted on time for insurance purposes and players were cleared to return to play after assessment and signing off.

Question from membership: is the letter for VSC application on the website.
John: Yes, as well as a sample statement for managers to include when submitting so it does not get returned.

Question James Gardner: With regards to the boards, all associations seem to do things differently, is that facility or association specific?
John: It is facility specific.

Question from membership: Who owns the boards on base?
John: We do.
Darren: Have spoken with Stewart and all issues with rinks staff should be corrected.

Question from Mandy Paplinskie: Do injuries that occur outside of hockey still require a doctor's note for return to play? HEO says yes.
John: Understand it's parental responsibility, but will look into further.

i) Equipment Manager

John Mason was present and provided their report.

Sign out equipment to teams for the start of the year and return equipment at the end of the year. All equipment has been returned for this past season, 24/25 season. There were 27 teams.

We received new goalie gear from HEO and will be going through the goalie gear to make sure all is in good repair. New Petawawa Patriot jerseys were ordered to build up the numbers in the smaller sizes as this was identified as a shortage. Awaiting confirmation for delivery. Once in they will be going to Brian, our Velcro

	<p>guy, to get Velcro sewn on before the next season begins. Practice jerseys still have to be ordered but the new Equipment Manager will be stick handling that. Scott Scrubb is the newly elected Equipment Manager and I will be doing a hand over with him in the coming weeks. This should be done before the next meeting in May.</p> <p>I really enjoyed the last 2 years and I am sure I will see everyone around the rink as I am continuing with the Timekeeping thing.</p> <p>Thanks to everyone for the support.</p> <p><u>j) Fundraising/Bingo Chair</u></p> <p>This position was vacant. Darren gave a brief overview. We will continue with the pepperoni fundraiser next season due to its success.</p> <p>Question Jennifer Gardner: Can teams fundraise outside of the pepperoni fundraiser?</p> <p>Darren: Yes, with permission from the chair.</p> <p>Always looking for volunteers to help with bingo. It is currently once a month, Sunday afternoon for two hours. Training is required and volunteers will be provided with a shirt and incentive from GPMHA. If interested send an email to Darren.</p> <p>Civic Center has confirmed that GPHMA will have comedy night back next season.</p> <p>New this season Civic Center Days is hosting a ball hockey tournament which GPMHA will oversee and receive all monies from registrations and BBQ.</p> <p>Question James Gardner: Would there be interest in GPMHA running a ball hockey league once ice is out?</p> <p>Darren: Would need to look into it further. Not opposed to the idea.</p> <p><u>k) House League Tournament Director</u></p> <p>Stephanie Larente was present and provided their report.</p> <p>This tournament season presented a few challenges, but overall, all tournament weekends went smoothly. There was a slight shift compared to last year with the addition of the U7 and U9 Pathway Director, which meant I was solely responsible for overseeing the U11-U18 tournaments.</p> <p>One of the biggest changes this year was the new rule limiting teams to only four tournaments. This created some difficulty in filling our tournaments, and we noticed that many associations, including some in Ottawa, faced similar struggles.</p> <p>Tournament Overview:</p> <p>U11: 16 teams One spot was given away at the last minute to fill the tournament.</p> <p>U13: 16 teams - Full</p>
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	<p>One spot was given away at the last minute to fill the tournament. One spot was offered at a discounted rate of \$900 (\$200 less than the full fee). We have faced challenges filling this tournament for the past three years.</p> <p>U15 A: 6 teams (out of 8 spots available) U15 B: 8 teams - Full</p> <p>U18: 16 teams - Full</p> <p>Overall, the tournaments generated approximately \$3,200 in revenue, excluding fundraising or canteen earnings organized by convenors and team managers.</p> <p>The implementation of electronic game sheets was a success again this year, with positive feedback from all participants. Having paid game sheet officials and timekeepers contributed to the smooth operation of each event. Consistency in the staff across tournaments also made things much easier, as they were familiar with the event logistics and knew what needed to be done.</p> <p>Suggestions for Next Year:</p> <p>U13 Tournament Date: It would be beneficial to move the U13 tournament to a date before Christmas. This would avoid potential conflicts with the last weekend of the Christmas break.</p> <p>Potential U21 Tournament: If the tournament director is open to hosting a U21 tournament, there is considerable interest in such an event. We also received enough interest to potentially host two U18 tournaments next season.</p> <p>Award System: Consider moving towards awarding only MVP per game, rather than MVP and Hustler. This would decrease cost for awards.</p> <p>U7 Tournament: Consider moving the U7 tournament to a 2-day format at the Civic Centre, with each tier playing on one day. The reduced ice costs would help lower overall expenses for the event.</p> <p>Overall, this season was a success despite a few challenges. I will be handing over my tournament manual and notes to the incoming tournament director and will be available to provide support and assistance for next season.</p> <p>Question from membership: Realizing Silver Dart has two ice pads, but the lobby is small and they are strict. Is it possible to host tournaments at the Civic Center? Stephanie: Yes, it's doable, but then would need to be in two places at the same time. It would have extra challenges. Chris - Silver Dart has been given approval for renovations to be able to open the upstairs which would help, but will likely be a few years. Darren: Difficult to get Civic Center ice Friday-Sunday for all our tournament weekends.</p>
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l) Publicity/Webmaster Officer

Chris Misztal was present and provided their report.

Website ran smoothly this year as we added digital registration for tournaments to reduce workload on Tournament Director.

Next year's focus on enabling credit card payments for tournaments and potentially other options.

Clothing clinic was a huge success, raising \$1250 which was our best year yet.

Total over 3 years is close to \$3500.

Approved many uses of the logo, please continue to submit interesting product ideas, U11 Rep sweatshirts were a great branding addition.

If you have any ideas of clothing items to add to Play it Again's lineup, please let me know and I'll work with Greg to add them.

m) Referee In Chief

Chris Misztal was present and proved their report.

Hired 10 new officials this year and had a good mix of adults and minor aged officials.

Petawawa officials received over half of the submitted coaching sessions for District 5, far exceeding any other association's development program.

This year was a regression in abuse from bench staff and spectators towards officials. Multiple bench staff and parents were removed from games at increasingly younger levels of hockey.

Many complaints about having "green armbands" working games. This will not change. These officials learn only while working games and are fully supported while on the ice and also do not work hockey that we do not think they are capable of working.

Petawawa is losing upwards of 5 senior (rated for AA+ hockey) adult officials this year. It takes years to replace this level of experience and coaching ability.

Hiring will commence at the end of July and will focus on adult officials and 2012 or older minor officials.

Points from discussion with membership:

- U11 officials may be coached by experienced referees on the ice (where to stand etc). You will also notice mentors/evaluators in the stands with notebooks.

- 13 years old (2012) will be a minimum age for new officials next season with 12 year olds being considered with prior experience (ref soccer, umpire, etc).

- Every year we lose 50% of minor officials.

- Reminder that a green armband means they are under 18, not inexperienced. We have green armbands with more experience than some adult officials.

- Green armbands may be qualified to ref at the AA level so having two green armbands on a game is not a valid complaint.

n) Coach Mentor

Position is vacant. No report.

5	<p><u>Treasurer/Financial Statement</u> Chelsea McElroy was present and provided their report. Copies were available at the door.</p> <p>2023/2024 Season Financials</p> <p>Opening balance: \$158,053.73 Closing balance: \$104,492.29</p> <p>Largest Revenues:</p> <ul style="list-style-type: none"> - registration \$293,267.49 - fundraising \$47,352.46 - tournaments \$7,425.00 - development \$2,540.00 - sponsorship \$4,748.50 - rep fees \$2,966.00 <p>Largest Expenses:</p> <ul style="list-style-type: none"> - ice rentals \$163,113.08 - tournament participation \$25,233.00 - insurance \$27,685.92 - referees \$24,023.39 - fundraising \$38,892.88 - clothing/socks/jerseys \$30,558.07 - home tournament expenses \$9,213.66 - office/phone/adv/acct/donations \$5,411.76 - refunds \$5,482.02 - coach courses \$ 9,626.55 - supplies \$6,105.56 - fees \$2,784.00 - bank fees \$1,141.79 <p>Chelsea McElroy motioned to approve the GPMHA Financial Statement presented for 2023/24. Seconded by Josh Nokes. All in favour. Carried.</p>
6	<p><u>Motions and Approval of the GPHMA Constitution, By-Laws, Policies Submitted or Proposed</u> The proposed changes were reviewed with the membership.</p> <p>Heather Rousselle proposed the addition of the raffle for a free registration to be held at the AGM (one ballot for each adult member in good standing in attendance) be added to Article 7.6.</p> <p>Motion to accept James Gardner. Seconded by Chelsea McElroy. All in favour. Carried.</p> <p>Darren proposed the change to Fundraising Article 13.6 that there are no restrictions surrounding use of monies raised by teams outside association/GMPHA fundraisers provided the fundraising has been approved by the fundraising chair.</p>

	Motion to accept Matt Remus. Seconded Paul Gruntz. All in favour. Carried.
7	<p><u>Nominations and Election of GPMHA Executive Committee Members</u></p> <p>Nominations will be heard for the following positions (odd year): President, Registrar, House League Director, Equipment Manager, Publicity Chair/Webmaster</p> <p>President Darren Hermiston is resigning from this position. Mark Gilroy nominated Mandy Paplinskie. Mandy accepted. Additional nominations called. None. All in favour. Mandy will be the President</p> <p>Registrar Chelsea McElroy is resigning from this position. Kate King nominated Alicia Shrubbs. Alicia accepted. Additional nominations called. None. All in favour. Alicia Shrubbs will be the registrar.</p> <p>House League Director Tracy Gruntz is resigning from this position. Mandy Paplinskie nominated Candace Peters. Candace accepted. Additional nominations called. None. All in favour. Candace Peters will be the House League Director.</p> <p>Equipment Manager John Mason is resigning from this position. Chelsea McElroy nominated Frank Laramee. Frank accepted. Candace Peters nominated Scott Shrubbs. Scott accepted. Matt Remus nominated Marie Soleil. Marie accepted. Additional nominations called. None Vote in favour of Scott. Scott Shrubbs will be the Equipment Manager.</p> <p>Publicity Chair/Webmaster Chris Misztal is willing to stand. Nominations called. None. All in favour. Chris Misztal will remain Publicity Chair/Webmaster.</p> <p>Nominations will also be heard for the following positions (mid-term resignations): Vice President, Rep Director, Fundraising/Bingo Chair, House League Tournament Director, U7/U9 Director, Development Coordinator</p> <p>Vice President This position is currently vacant. Alicia Shrubbs nominated Kate King. Kate accepted. Additional nominations called. None. All in favour. Kate King will be the Vice President.</p>

	<p>Rep Director Craig O'Brienn is resigning from this position. Nominations called. None. The position of Rep Director will remain vacant.</p> <p>Fundraising/Bingo Chair This position is currently vacant. Chelsea McElroy nominated Brittany Laramée. Brittany accepted. Additional nominations called. None. All in favour. Brittany Laramée will be the Fundraising/Bingo Chair.</p> <p>House League Tournament Director Stephanie Larente is resigning from this position. Nominations called. None. The position of House League Tournament Director will remain vacant.</p> <p>U7/U9 Director Mark Gilroy is resigning from this position. Paul Gruntz nominated Tracy Gruntz. Tracy accepted. Mark Gilroy nominated Travis Harris. Travis accepted. Additional nominations called. None. Vote in favour of Travis. Travis Harris will be the U7/U9 Director.</p> <p>Development Coordinator Eric Louis-Seize is resigning from this position. Nominations called. None. The position of Development Coordinator will remain vacant.</p> <p>Applications for the following appointed positions can be sent to the executive for consideration: Coach Mentor, Aces Representative</p>
8	<p><u>New Business/Discussion</u></p> <p><u>Items Submitted for Discussion:</u></p> <p>a) Additional practices for U15A House League Team (submitted by Rob McKinnon)</p> <p>Rob suggests that in the absence of U15 rep, U15A house league team gets two practices a week to increase development in preparation for U18 rep.</p> <p>Discussion included following points:</p> <ul style="list-style-type: none"> -suggestion of preferential treatment over other house league teams -U18 rep is three years, very difficult to make as a first year. -new district development coordinator (doing excellent job), U15 HLA will have 15 minute periods/longer games. -may not have ice for this. -will look at ice allocation and budget and discuss further at next executive meeting.
9	<p><u>Free Registration Draw (one ballot per adult member in good standing)</u></p>

	Melissa Moher was the winner of the free registration.
10	<u>Adjournment</u> Darren Hermiston motioned to adjourn at 8:40pm. Seconded by Heather Rousselle. All in favour. Carried.

Recommended by: _____

Heather Rousselle – Secretary

Approved by: _____

Darren Hermiston - President