

Annual General Meeting  
April 29, 2025

Welcome  
House Keeping notes  
Call to order  
Approval of Minutes from 2024 AGM  
Introductions  
President's Report  
Vice-President of Hockey Operations Report  
Vice-President of Administration Report  
Director of Risk & Discipline Report  
Director of Finance Report  
Director of Equipment Report  
Director of Registration Report  
Director of Communication Report  
Director of Scheduling Report  
Association Competitive Rep Report  
Questions  
Review of Motions to Amend Constitution & Bylaws  
Presentation of Nominees  
Election of the Executive Board Members

# AGENDA



President – Jennifer Downey  
Vice-President of Hockey Operations – James Caldwell  
Vice-President of Administration – Andrea Tunks  
Director of Risk & Discipline – Jason Tunks  
Director of Finance – Jason Bagshaw  
Director of Equipment – Chris Waterfield  
Director of Registration – Sarah Clark  
Director of Communication – Kelsey Crispin  
Director of Scheduling – Derek Erdelyi  
APMHA Competitive Rep – Brad Colbourne  
CPMHA Competitive Rep – Scott Dixon  
APMHA President and Director at Large – Scott Robillard  
CPMHA President and Director at Large – Stu Robinson  
District 4 President – **Amanda Waterfield**

Introductions



## 2024/2025 Annual General Meeting House Keeping Notes

- Please ensure you have signed in to the meeting at the front table
- There are copies of the presentation at the front table
- There will be a period of discussion once all board members have completed their portion of the meeting. Feel free to jot down any questions you have for that time.
- Should you have a question during the meeting, please raise your hand and wait to be addressed.
- The president reserves the right to “table” a discussion to ensure the meeting stays on track for discussion at a later time/date.
- Voting –Board voting procedures begin with a motion. A motion is a proposal for a specific action or resolution that a board director presents before or during a board meeting. Once a motion is presented to a board, one of the members must state they second it for it to proceed to the next stage. If a motion is seconded, the board chairman opens the floor for members to discuss it. During the discussions, the board chairman oversees that each board member gets an equal opportunity to comment on the motion and advocate for a specific position. If a board chooses to vote on a motion, the board chairman presents the members with the option to vote yes, no, or abstain.

# House Keeping



- Thank you to the Executive team for being a good group to work with and for the supportive environment we have created.
- Thank you to District 4 and Chair Amanda Waterfield for being a guiding mentor and a great sounding board for ideas, concerns and change.
- I will be entering my 4<sup>th</sup> season as President and it will be my last.
- We are fortunate to have 4 well maintained facilities to practice and play within. We have built good relationships with CP, Beckwith and Mississippi Mills and look forward to next season.
- This was our 1<sup>st</sup> season with our own ice contract in CP – we had great success here – Derek will expand on that further.
- Our Home Associations of APMHA and CPMHA have been a pleasure to work with. We look forward to next season.
- We had 8 teams play within the OBMHL this past season.
- D5 pilot at U14/15/16 was deemed a success and they are moving forward with the planning for next season at these levels.
- Officiating went through some changes this season but overall the program is rebuilding nicely and thanks to D4 for their leadership here.
- We navigated HC Pathways programming from U10-U15 this season, U12-U15 being their 1<sup>st</sup> time. We were successful for the most part in educating our Coach's, players and parents and will continue to work on this for the upcoming season.

## President's Report

Jenn Downey



## MTK TEAMS FOR 2024-25

- U10 – Iain Thomson
- U11 – Marc Lafleur
- U12 – Mark Crispin
- U13 – Scott Ryan
- U14 – Chris Peasley
- U15 – Ricky Smith
- U16 – Scott Robillard
- U18 – Josh Richmond

## Thank you to our coaches

- Thank you to all coaches
  - Special thank you to 1<sup>st</sup> time MTK Head coaches.
    - Iain Thompson
    - Marc Lafleur
    - Ricky Smith
    - Scott Robillard

Vice-President of Hockey  
Operations Report

James Caldwell



- Coaching applications and interviews for all MTK Teams held in summer of 2024, consulted with Coach selection committee. Coaching applicants received at all levels. Hopeful to see this increase into the 2025/26 season based on the Titan and Silver Seven tryout updates being pulled into Spring timeframe, we are optimistic we will see many more applicants to choose from.
- Scheduling & coordination for Try-Outs alongside MTK president Jenn Downey & VP of Admin—Andrea Tunks
- Assigned tryout evaluators, goalie evaluator
- Partnered with the Carleton Place Canadian Hockey skill and Tryout Assistance program this past year. We will determine over the summer the direction of this program to understand next steps in building a successful Tryout and Skill improvement plan.
- Tryout numbers were on the upside for the U10 –U14, remaining with smaller numbers and challenges with the U15 – U18 overall numbers
- Goalie and Player Development will continue be a focus moving forward
- Overall successful year for teams on the ice with several tournament wins along the way and Playoff performances
- As I step down as the from Operations, I would like thank all the volunteers who supported the many needs to make this Associations operations a success year after year. A special thank you for the Evaluators who spent many long hours at the rink and during weekdays to make sure we stive for both fairness and best in class Tryout Evaluations.

## Vice-President of Hockey Operations Report

James Caldwell



- Participated in coaching interviews for the 2024-25 season
- Booked tournaments for 3 teams who didn't have Head Coaches in place in early summer
- Coordinated logistics for tryouts with other executive members; attended all sessions
- Updated the Policy manual and Manager handbook
- Drafted a policy for Non-parent Head Coach expenses
- Supported team managers throughout the season (including MTK Day)
- Executed a successful MTK awards banquet with other executive members/volunteers
- 81 members completed the year-end survey with good representation from most levels
- Average overall satisfaction was 4.1 out of 5

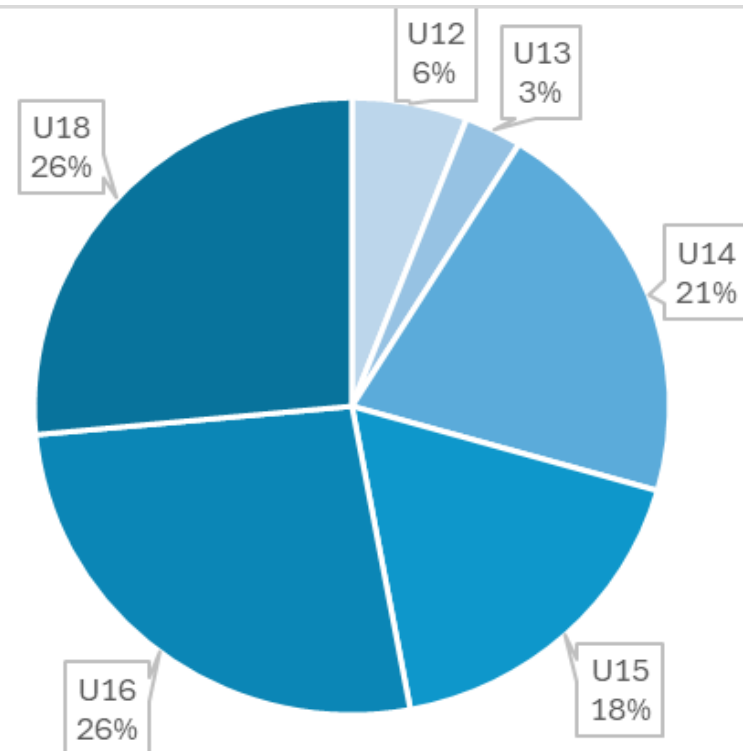
Vice President of  
Administration Report

Andrea Tunks





- MTK had 34 suspensions during 2024-25 season (down from 40 in the previous season) – decrease of 15%
- Leading category was ‘checking from behind’
- Internal hearings within MTK – 5 (informative and educational based meetings, except 2 where additional discipline was issued)
- D4 Hearing – 1
- All suspensions have been served, no carry over to next season



Director of Risk and Discipline

Jason Tunks



**Statement of Operations**  
**for the Year Ending May 31, 2025**

Revenue					
	Actual 2023-2024	Actual 2024-2025	Budget 2024/2025	Variance	
Registration Fees	\$176,300	\$ 174,615	\$ 173,400	\$ 1,215	
Tryout Fees	\$23,270	\$ 27,950	\$ 22,230	\$ 5,720	
Summer Ice Sessions	\$9,600	\$ 10,450	\$ 10,075	\$ 375	
MTK Merchandise Sales	\$3,018	\$ 3,095	\$ 3,600	\$ (505)	
Sale of Ice to Other Teams/Overpayment	\$708	\$ 2,794	\$ -	\$ 2,794	
Cavanagh Donation	\$4,112	\$ 4,223	\$ 4,211	\$ 12	**Budgeted amount is 2.4% (avg inflation rate) increase from the previous year of \$4112
Game Jersey Sales	\$1,500	\$ 390		\$ 390	
<b>Total Revenues</b>	<b>\$218,508</b>	<b>\$ 223,517</b>	<b>\$ 213,516</b>	<b>\$ 10,001</b>	

Director of Finance Report

Jason Bagshaw



Expenses					
	Actual 2023-2024	Actual 2024-2025	Budget 2024/2025		
Mississippi Mills Ice	\$49,164	\$ 62,800	\$ 62,969	\$ 170	
CP & Beckwith Ice	\$72,062	\$ 71,285	\$ 74,152	\$ 2,867	
Lanark Highlands Ice	\$715	\$ -	\$ 736	\$ 736	
CP Summer Sessions Ice	\$4,182	\$ 4,194	\$ 4,303	\$ 109	
Insurance (net of team payments)	\$7,745	\$ 7,931	\$ 7,970	\$ 39	**Insurance is Approximate - Not received HEO Insurance Invoice**
Referees	\$19,388	\$ 23,234	\$ 23,234	\$ -	
Practice Jerseys/Socks	\$10,334	\$ 7,647	\$ 10,634	\$ 2,987	
Game Jerseys/Socks ( <b>net</b> of team payments for socks)	\$5,100	\$ 1,106	\$ 5,248	\$ 4,142	
Team Equipment	\$1,855	\$ 1,893	\$ 1,909	\$ 16	
Jersey Maintenance	\$5,177	\$ 1,210	\$ 3,670	\$ 2,460	**Name Bar Removals - Invoice Received Yet**
Tryouts - Goalie Evaluations	\$840	\$ 945	\$ 864	\$ (81)	
Player/Goalie Development	\$7,450	\$ 12,090	\$ 11,865	\$ (225)	
Silver Stick Finals		\$ 4,252	\$ -	\$ (4,252)	

Expenses					
	Actual 2023-2024	Actual 2024-2025	Budget 2024/2025		
Training	\$2,407	\$ 2,469	\$ 2,477	\$ 8	
League Fees	\$4,900	\$ 4,200	\$ 5,042	\$ 842	
Merchandise for Resale	\$275	\$ 3,605	\$ 283	\$ (3,322)	
Lapel Pins	\$1,910	\$ 1,910	\$ 1,965	\$ 55	
MTK Day	-	\$ 191		\$ (191)	
MTK Banquet (net of ticket sales)/Awards/Recognition	\$7,017	\$ 3,550	\$ 7,220	\$ 3,670	
MTK - 4 on 4 Tournament	-	\$ 469	\$ -	\$ (469)	
Advertising and Promotion	-	\$ 1,838	\$ -	\$ (1,838)	
Website (SportzHead)		\$ 1,379	\$ 1,419	\$ 40	
Donations	-	\$ -	\$ -	\$ -	
Credit Card Fees/SportsPay Fees	\$4,859	\$ 4,920	\$ 5,000	\$ 80	
Office/Admin(hall rental for meetings, AGM, tryouts)	\$1,426	\$ 819	\$ 1,467	\$ 648	
Bank Fees	\$14	\$ 11	\$ 14	\$ 3	
<b>Total Expenses</b>	<b>\$206,820</b>	<b>\$ 223,949</b>	<b>\$ 232,442</b>	<b>\$ 8,493</b>	
<b>Surplus/Deficit</b>	<b>\$11,688</b>	<b>\$ (432)</b>	<b>\$ (1,318)</b>	<b>\$ 886</b>	

**2024-25:Year End:** Since transitioning to the current game jerseys, MTK allows U18 players the option to purchase their game jerseys This year one graduating player and 3 non-returning players purchased game jerseys  
- Life span of Game jerseys is on average 3-5 years.

Some factors affecting condition and longevity:

- Age of players
- Style of play (body checking, puck blocking, etc)
- Care by members – proper use of jerseys bags & regular washing

2024-25 Current cost to replace MTK jerseys (subject to annual cost increases) Home & Away (one team) Approximately \$3000

In 2024 we replaced U16 and U18 jerseys, In 2025 we will be replacing the U14 and U15 jerseys. As we did in 2024 for U18 and U16, all current U14 and U15 player were offered their jersey at no cost.

**2025-26 Club-Wear :** Will be transitioning to Bauer from CCM for 2025-26 as the current CCM style has been discontinued. The current Bauer style most closely resembles the CCM style we had used over the past years. CCM availability was also an issue as many of the smaller sizes became harder to get. Our current supplier (Pro2Col) will again review last 3 years of club wear orders to pre-order stock and help reduce turnaround time for orders.

Director of Equipment Report

Chris Waterfield



	APMHA	CPMHA	Import
U10	8	8	0
U11	7	10	0
U12	5	11	1
U13	6	11	0
U14	8	8	1
U15	6	5	6
U16	5	8	4
U18	3	10	5
	48	71	17
Total Trying out	219 (up 47)	Total Rostered	136

Director of Registration Report

Sarah Clark



- Early in the summer, we began the transition from the GoalLine website over to Sportsheadz.
- We successfully launched the 24/25 season with the new website and app for teams to use.
- The backend from my experience has been more user friendly and easier to navigate.
- There are still some room for improvement with the Sportsheadz app that the teams use.
- The duty of meeting minutes at Executive meetings were given to the newly appointed Secretary.
- Website and email communications were distributed to membership as necessary
- Social media posts created and posted as necessary
- Will be working on Standard Operating Procedures for the communications role for the incoming member.

Director of Communication  
Report

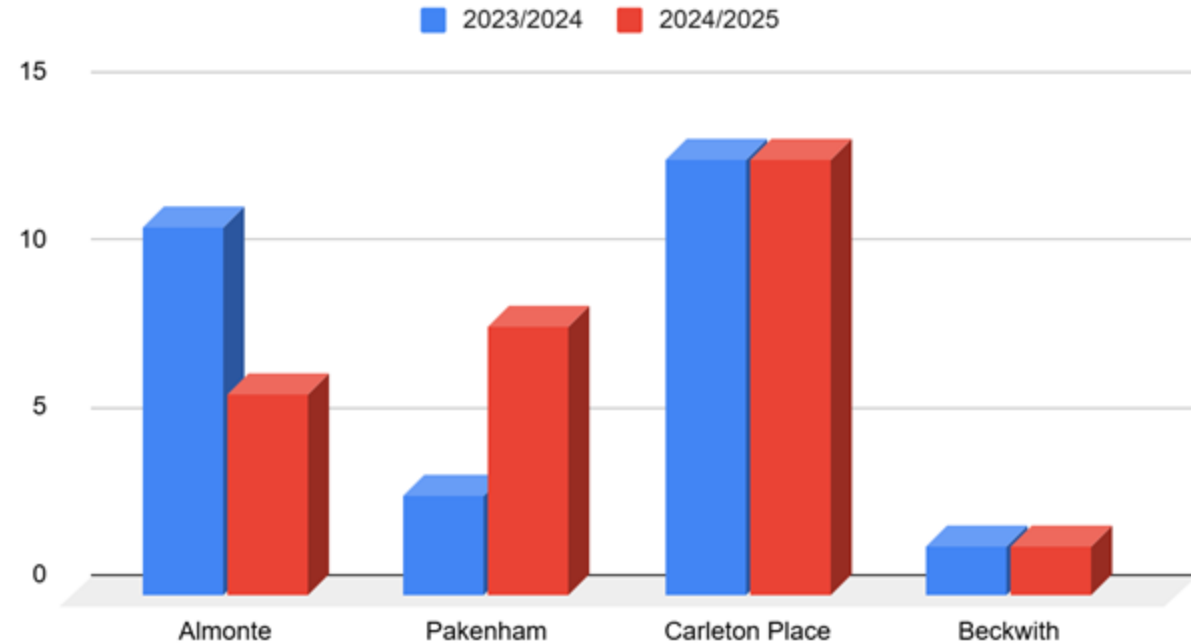
Kelsey Crispin



# Weekly Ice

- For 2024/2025 MTK had 28.5 contracted hours of ice per week:
  - 6 hours in Almonte
  - 8 hours in Pakenham
  - 13 hours in Carleton Place
  - 1.5 hours in Beckwith

MTK Weekly Ice per Home Arena



Director of Scheduling Report

Derek Erdelyi





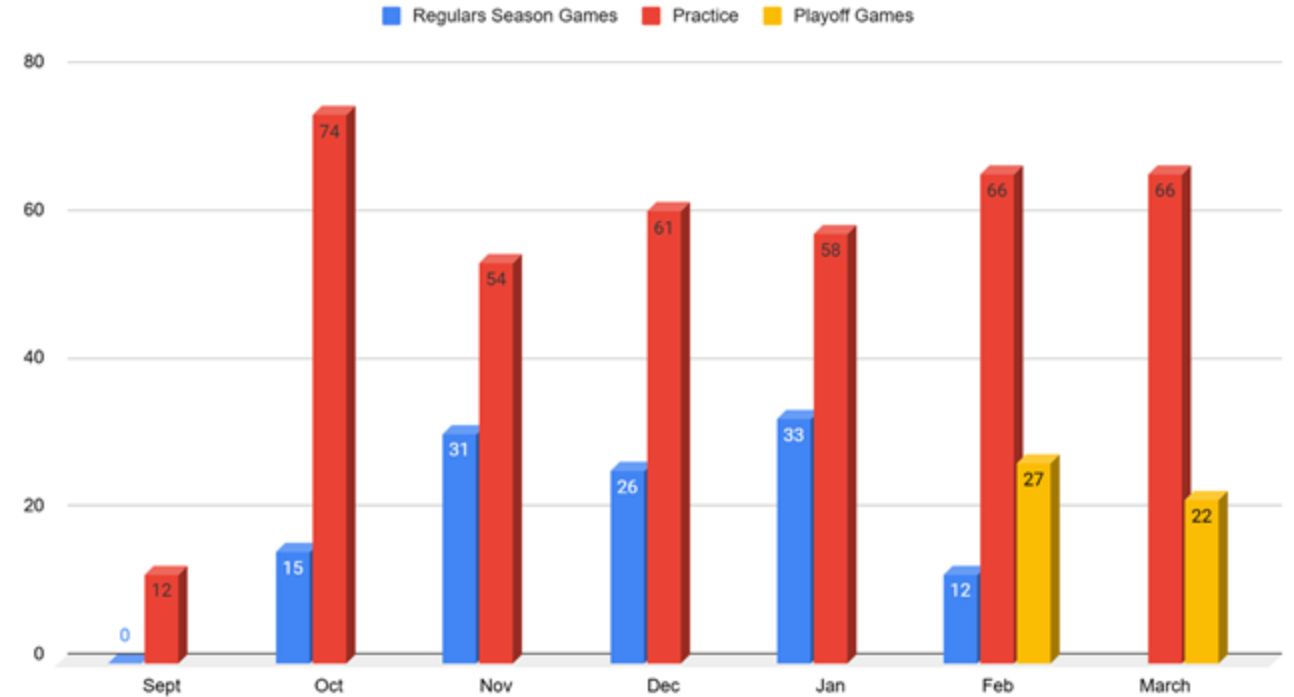
# Overall Home Ice Usage (Sept - March)

Total Games = 166

Total Practices = 391

Total Practice Ice Used = 491h

MTK Regular Season Games and Practices - Sept to March

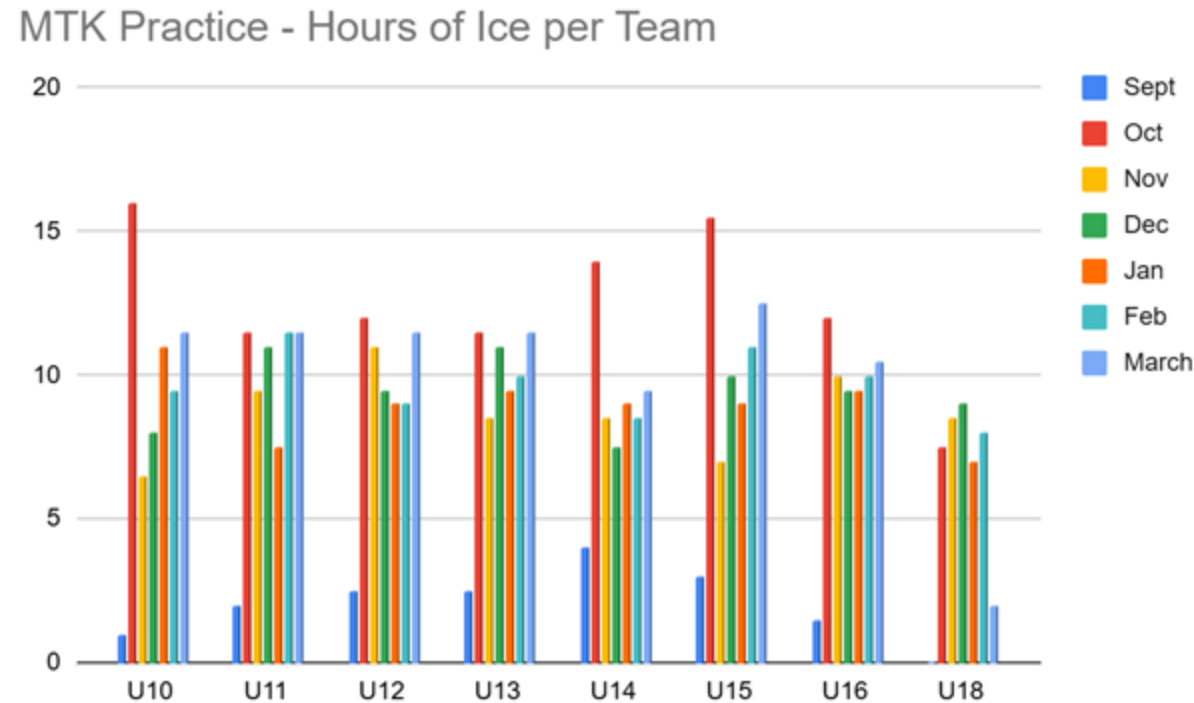


Director of Scheduling Report

Derek Erdelyi



# Hours of Practice Ice per Team

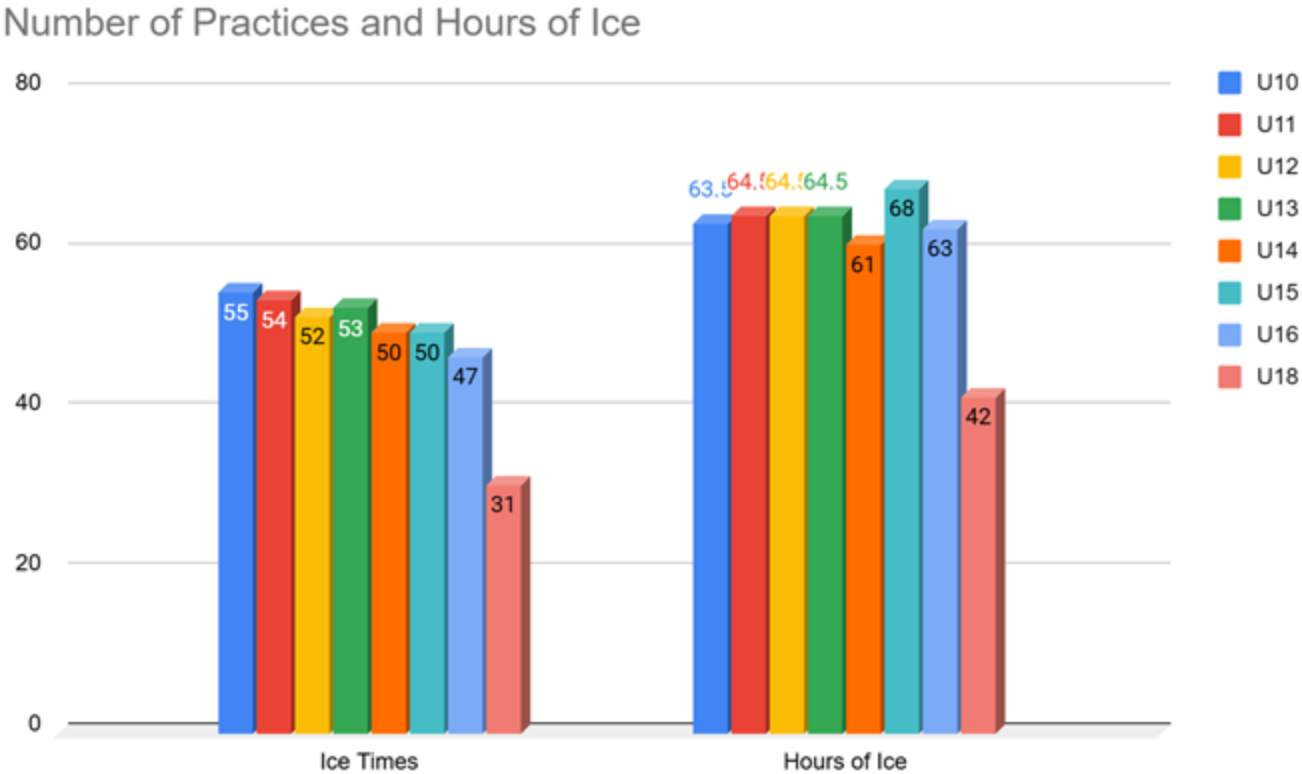


Director of Scheduling Report

Derek Erdelyi



# Practice Ice - Number of Practices vs. Hours (Sept - March)



Director of Scheduling Report

Derek Erdelyi



# Ice Notes

Due to tournaments, MTK Day and other events ice was sold/transferred.

- 35.5 Hours (2.5h Cyclones, 3h OVSS, 19.5h Kings, 7.5h Mississippi Mills, 3h CPC)

Purchased Ice

- 12 Hours (10.5h Mississippi Mills, 1.5h CP)

Recommendation is to secure more ice for next season

Director of Scheduling Report

Derek Erdelyi



- Attended executive meetings for both MTK and CPMHA
- Applied for Hockey Life Sponsorship – Was not accepted due to the number of applications.
- Partnership developed with Hockey Stick Man (HSM) to offer discounts to our members. Little uptake on the program. The HSM program is very difficult to offer to an association. Will need to re-evaluate for next season.
- Involved in MTK Head Coach selection
- Assisted in identifying skilled affiliate players from CPMHA
- Assisted with player evaluations during the tryout process
- Coordinated and ran the skills competition for CPMHA and APMHA during MTK Day. It was well received by both organizations and the players. The goal was to raise MTK awareness.
- Helped resolve a couple of individual player issues before escalating to risk and discipline

Carleton Place Association  
Competitive Rep Report

Scott Dixon



- Attended executive meetings
- Involved in coach selection
- Supported coaches in getting their first few ice sessions rolling
- Attended initial season player/team meetings

Carleton Place Association  
Competitive Rep Report

Scott Dixon



- Attended executive meetings for both APMHA and MTK to facilitate discussion and communication with both boards
- Involved in coach selection
- Supported coaches and team managers in affiliate availability and selections
- Assisted in player evaluations
- Helped resolve disciplinary issues prior to escalating to risk and discipline as well as sitting on disciplinary committee when warranted

Almonte/Pakenham Association  
Competitive Rep Report

Brad Colbourne



- Attended MTK executive meetings, recorded and then shared minutes of monthly meetings with executive members.
- Sent monthly reminders for meetings and meeting agendas.
- Involved in MTK Day and organized/helped to facilitate the photography.
- Volunteered to help with the end of year banquet.
- Prepared postings for Notice of Positions and Nominations of executive members for 2025/2026.
- Prepared slideshow for AGM

Secretary

Jaime Hewitt





By-law No.: 1.6

Page No.: 7

Submitted by: Brad Colbourne

Seconded by: Jason Bagshaw

**Current Wording:**

The Board shall, prior to the end of each season's operations, arrange for an audit or review of its financial books and records upon request from District 4 or change of role in Director of Finance in time for the Annual General Meeting. An audit committee shall be established whose responsibility it is to audit or review the records on a yearly basis for submission to District 4. The Board shall appoint from its membership or the general membership three trustees for the committee (none of whom can be signing officers).

**Proposed New Wording:**

The Board shall, prior to the end of each season's operations, arrange for an inspection of its financial books and submit its records upon request from District 4 or change of role in Director of Finance in time for the Annual General Meeting. An inspection committee shall be established whose responsibility it is to review the records on a yearly basis for submission to District 4 if requested. The Board shall appoint from its membership or the general membership three trustees for the committee.

**Rationale for Change:** Better describes the review process and does not commit to an expensive Licensed Public Accountant formal review unless requested by District 4.

Motion 1



By-law No.: 2.1

Page No.: 8

Submitted by: Brad Colbourne

Seconded by: Andrea Tunks

**Current Wording:**

The President role shall be elected by ballot at the Annual General Meeting for a two-year term, subject to the following provisions:

- a. No person shall be eligible to run for the position of President unless they have served one full term (2 years) in the past two (2) years as an elected or appointed member of the MTKMHC Executive Board
- b. A 3rd party may be included in the selection process at the request of 1 or both Presidents

**Proposed New Wording:**

The President role shall be elected by ballot at the Annual General Meeting for a two-year term, subject to the following provisions:

- a. No person shall be eligible to run for the position of President unless they have served one full term (2 years) in the past two (2) years as an elected or appointed member of the MTKMHC Executive Board
- b. A 3rd party may be included in the selection process at the request of 1 or both Presidents
- c. In absence of a candidate, the Board may consider someone eligible based on other criteria

**Rationale for Change:** Expands the ability to fill the president's position in the absence of the first two strict criteria, other criteria may be involvement with the organization for example.

Motion 2



By-law No.: 2.5

Page No.: 9

Submitted by: Brad Colburne

Seconded by: Andrea Tunks

**Current Wording:**

- a. Even Years at the time of Election Vice-President of Administration Director of Risk & Discipline Director of Finance Director of Equipment

**Proposed New Wording:**

- a. Even Years at the time of Election Vice-President of Administration, Director of Risk & Discipline, Director of Finance, Director of Equipment, Secretary

**Rationale for Change:** Adds the position of Director of Finance and Secretary to the term length. The position of Secretary is new in 2024.

Motion 3



By-law No.: 3.3

Page No.: 11

Submitted by: Brad Colburne

Seconded by: Andrea Tunks

**Current Wording:**

c. Coordinate the yearly audit/review with the Director of Finance

**Proposed New Wording:**

c. Coordinate the yearly inspection with the Director of Finance and if requested submit to District 4 for review

**Rationale for Change:** Follows motion 1 change to better aligned.

Motion 4



By-law No.: 3.5

Page No.: 12

Submitted by: Brad Colburne

Seconded by: Andrea Tunks

**Current Wording:**

Prepare a financial report prior to the end of the season and arrange for an inspection or audit of the books and records in time for the Annual General Meeting.

**Proposed New Wording:**

Prepare a financial report prior to the end of the season and arrange for an inspection or audit of the books and records in time for the Annual General Meeting and submit to District 4 if requested.

**Rationale for Change:**

Inspection instead of Audit or review and submitting to District 4 if requested.

Motion 5



Submitted by: Jenn Downey

Seconded by: Sarah Clark

**Current Wording:**

Oversee all communication of the MTKMHC

- b. Record and share minutes from all MTKMHC Executive Board Meetings, including the Annual General Meeting
- c. Manage the MTKMHC website
- d. Coordinate all MTKMHC Executive Board meetings
- e. Attend MTKMHC Executive Board Meetings as scheduled

**Proposed New Wording:**

Oversee all communication of the MTKMHC b. Manage the MTKMHC website c. Attend MTKMHC Executive Board Meetings as scheduled.

**Rationale for Change:**

New secretary position.

Motion 6



By-law No.: 3.12

Page No.: 15

Submitted by: Jenn Downey

Seconded by: Sarah Clark

**NEW Wording:**

MTK Executive will follow industry standards as defined by the Canadian Centre for Cyber Security with regards to user account security on the MTK website. This is to ensure the protection of the MTK website.

- a. Administrator accounts have elevated privileges. MTK will use the principle of least privilege by assigning users the minimum level of access required to perform their tasks.
- b. Only MTK Executives will possess administrator accounts and those will be limited to the MTK President, Communications Director, Director of Ice Scheduling and Webmaster.
- c. All other accounts will be provided with access as defined in step a.
- d. MTK will conduct yearly reviews, post AGM, to remove all team related accounts as well as any accounts associated with MTK executives where that individual(s) have left the position.
- c. It is the responsibility of the Communication Director, Director of Ice Scheduling and Webmaster to report any suspicious activity on the MTK website to the Executive.

**Proposed New Wording:**

Oversee all communication of the MTKMHC b. Manage the MTKMHC website c. Attend MTKMHC Executive Board Meetings as scheduled.

**Rationale for Change:**

New secretary position.

Motion 7



By-law No.: 8.1

Page No.: 19

Submitted by: Derek Erdelyi

Seconded by: Jenn Downey

**NEW Wording:**

Oversee all communication of the MTKMHC

- b. Record and share minutes from all MTKMHC Executive Board Meetings, including the Annual General Meeting
- c. Manage the MTKMHC website
- d. Coordinate all MTKMHC Executive Board meetings
- e. Attend MTKMHC Executive Board Meetings as scheduled

**Rationale for Change:**

Website security

Motion 8





By-law No.: 2.1

Page No.: 3

Submitted by: Derek Erdelyi

Seconded by: Jenn Downey

Grammatical Errors to be corrected:

**Proposed New Wording:**

- c. Exercise a general supervision and direction over its players, teams and game officials and Executive members. Emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship.

Motion 9



By-law No.: 3.1

Page No.: 4

Submitted by: Derek Erdelyi

Seconded by: Jenn Downey

Grammatical Errors to be corrected:

**Proposed New Wording:**

Wherever used in the Constitution or Bylaws, the word “member” shall be deemed to include

All teams and any person, player, coach, manager registered and in good  
standing with the MTKMHC  
Current Executive Board Members (elected and appointed)  
Current and Past President

Motion 10



Executive Position	Nominee	Nominator
VP of Operations	Scott Dixon	Robert Mitchell
Director of Communications	Kaytee Gendron	Jane Hamilton
	Cassandra Tremblay	Bob Hewitt
Director of Risk and Discipline	Jason Tunks	Kelsey Crispin
Director of Ice Scheduling	Derek Erdeyli	Kelsey Crispin
Director of Registration	Sarah Clark	Andrea Tunks
Director of Equipment	Kaytee Gendron	Jaime Hewitt
Director of Finance	Vacant	
Secretary	Jaime Hewitt	Scott Dixon

# Presentation of Nominees

