

# SCMHA Meeting Minutes and Action Items

South Colchester Minor Hockey Association Board of Directors

AGM

April 26, 2026

7:00 PM

## Attendance

Jason Green	Erin Sears	Jason Nelson
Scottie Colpitts	Chris Sears	Heather Peterson
Ryan Sutherland	Jackie Johnston	Michael Doyle
Jon Matheson	Brittanie MacPhee	Jaime Blaauwendraat
Bobbi Kachmar	Roddie MacLean	Adam Caughey
Corey Kachmar	Natalie Brenton	Chris MacKenzie
Sam Moore	Monique Paradis	Nicki Caughey
Katie Kennedy	Sarah Taylor	Ian Tapper
Laurah Locke	Jenna Fisher	Kari Blaikie
GR Walters	Danny Graham	Vicki Graham
Brandon McNeil	Michelle Harbers	

**2025 AGM meeting minutes**

**Approved by: Chris MacKenzie**

**Seconded by: Natalie Brenton**

## President/VP

2025-26 was a very successful season! Many teams bringing home banners! Congrats to our U15A team for making it to the Day of Champions!

Note from HNS:

- Rep Team zones will be split into North and South next season (as opposed to north, south, central and CB)
- Rep schedules will be completed by scheduler for whole season, any changes required by teams for tournaments, etc will have to be coordinated by team managers.

## Financial Report

See image below for 2025/26 Budget and Actuals.

At April 25 - Bank balance \$46,982.10 and GIC balance \$14,517.99

Overall, season ending with a profit of approx \$860 (in comparison to expected loss of \$5800).

Budget notes:

Rep fees were increased and paid in full by both teams.

Phil Sears profited \$8100

Big Whoopie profited \$1200

A couple C teams had fund remaining at the end of the season, which gets absorbed into association funds - one team specifically requested that their funds get used to purchase a new set of jerseys.

HNS insurance was increased this season.

# SCMHA Meeting Minutes and Action Items

<b>Registrar Report</b>	223 players registered.
<b>Development Report</b>	Echoed the congrats to all teams that had a successful season!
<b>Equipment Report</b>	Jerseys are all in - validation that the deposit method worked! We purchased new sets of jerseys for three U9 teams, two sets for U11A and one set for the U15A team - all six sets sponsored. Hoping to get sponsors for two new sets to be purchased for 2026-27 season.
<b>Coaching/Tryout Report</b>	Nil.
<b>Referee-in-Chief Report</b>	Good development this season - a few new officials joined this season, which is great! SCMHA officials have given feedback on coaches being respectful and approachable. Congrats to Alex Douglas who will be attending a High Performance Camp in Antigonish this summer.
<b>Rink Liaison Report</b>	Nil.
<b>Ice Manager Report</b>	First season for Heather in the position - commented on the great communication from team managers when ice was not going to be used. Overall, this season's ice management went fairly smooth and we were able to release ice when not required - helping keep the ice bill within budget .
<b>Risk &amp; Safety Report</b>	2025-26 season had a couple of minor incidents and those were addressed within our policies and procedure guidelines. Noted that we will be working on adding a new policy for disciplinary action for 'repeat offenders'.
<b>Tournament Chair Report</b>	<u>Big Whoopie</u> - second year for this tournament for U18. Profited \$860, but the goal was more about giving graduating players a fun, final tournament with special gifts presented to each player. Much appreciated tournament! <u>Phil Sears</u> - another successful year - profited \$8100! Dates already booked for next year - Dec 27-30, 2026.
<b>Team Manager Liason Report</b>	The Manager's meeting was well received at the beginning of the season - and the binders were a great help. Michelle asked for Managers to provide input on improvements or anything that was missing. Input provided: <ul style="list-style-type: none"><li>- GrayJay how-to</li><li>- Tips on requesting/managing travel permits</li></ul>

# SCMHA Meeting Minutes and Action Items

Item	Action
Updated Tryout Coordinator and Coaching Coordinator role descriptions - reviewed draft (see screenshots below) and motioned by Jason Nelson, all in favor	Updated descriptions to be added to SCMHA website
Item	Action
Notes/Suggestions to take to HNS: - Can tournaments add that registration is closed when they are full? - Confirm number of full-ice games and timeframe - Request that U9 be allowed multiple tournaments outside of NZ	Chris/Jon to take to HNS
Item	Action
Reviewed Survey Results - unfortunately only 23 responses. Overall experience was majority rated 'excellent'. B teams - not great experiences, but all agreed that with it being the first season, there would be expected hurdles - and there is many aspects that require attention for next season, if B is an option. Majority of those responding stated they would not partake in a B program next season.	More discussion to come re: B teams for 2026-27 season.

2025/26 Board of Directors dissolved at 8pm.

**Executive** appointed for the 2026/27 season:

President: Chris Sears {second year of two-year term}

Vice President: Jon Matheson {nominated by Nicki Caughey}

Treasurer: Nicki Caughey {nominated by Ian Tapper}

Secretary: Heather Peterson {second year of two-year term}

Notes:

Nominations for VP - Nicki nominated **Jon Matheson - accepted**. Chris MacKenzie nominated Jackie Johnston - denied.

Nominations for Treasurer - Ian Tapper nominated **Nicki Caughey - accepted**. Sam Moore nominated Jaime - denied. Jenna Fisher nominated Erin Sears - denied (not in attendance at the time of nomination).

## 2026-27 Directors

Chris Sears	Jon Matheson	Heather Peterson
Nicki Caughey	Jackie Johnston	Michael Doyle
Ryan Sutherland	Brittanie MacPhee	Jaime Blaauwendraat
Bobbi Kachmar	Roddie MacLean	Adam Caughey
Corey Kachmar	Natalie Brenton	Chris MacKenzie
Sarah Taylor	Monique Paradis	Scottie Colpitts
Laurah Locke	Jenna Fisher	Vicki Graham
Ian Tapper	Danny Graham	Jason Nelson
Brandon McNeil	Michelle Harbers	Office Manager: Kari Blaikie

Next Meeting: June 7th @ 7pm

*Heather Peterson*

SCMHA Secretary 2025-26

# SCMHA Meeting Minutes and Action Items

South Colchester Minor Hockey Association			
2025-2026 Budget			
Income	Budget	Actual to	Notes
	2025/2026	March 31, 2026	
Registration Fees	\$162,750.00	\$160,485.00	
Rep Team Fees	\$7,200.00	\$7,800.00	
Try-Out Fees	\$3,000.00	\$4,525.00	
Checking Clinics	\$300.00		
BAA Support	\$2,000.00		
Tournament - Phil Sears	\$4,500.00	\$8,091.39	
Tournament - Big Whoopie		\$1,213.83	
Miscellaneous	\$500.00	\$2,131.71	Team funds balanced at year end
Donations	\$500.00		
Bank Account Interest	\$25.00	\$0.48	
	<b>\$180,775.00</b>	<b>\$184,247.41</b>	
Expense	Budget	Actual to	Notes
	2025/2026	March 31, 2026	
Advertising/Promotional	\$250.00	\$311.99	Merch Store, Pres Meet, U13 Playdowns
Coaching Development	\$3,500.00	\$2,060.00	
Lotto Expenses	\$5,500.00	\$5,970.01	Ticket Printing & Prizes
Office Manager	\$6,500.00	\$6,500.00	
Office Supplies	\$200.00	\$193.79	MH Office Safe
Postage/Delivery Fees	\$100.00	\$218.88	PO Box Rental
Miscellaneous	\$500.00	\$435.57	Gifts for Past Pres/VP, Joint Stock Reg
Awards	\$1,000.00	\$1,328.53	
Repairs & Maintenance	\$500.00		
Bank Service Charges	\$30.00	\$50.00	
Gray Jay Fees	\$1,200.00	\$969.00	
Sports Pay Fees - online reg fee			
Credit Card Processing	\$150.00	\$400.09	
Equipment	\$1,500.00	\$810.00	
Gear	\$1,000.00	\$598.41	Goalie Gear, Official Armbands
Jerseys	\$1,500.00	\$579.37	U13 Team funds used to offset acct
Checking Clinics	\$500.00		
Development Clinics	\$3,400.00	\$3,600.00	
First Shift Program	\$0.00	\$844.17	
Goalie Clinics	\$1,250.00	\$835.00	
Goalie Credit for Season	\$2,400.00	\$2,400.00	
Hockey NS Insurance	\$21,750.00	\$25,393.43	
Ice Rentals - Regular Season	\$101,400.00	\$99,672.50	
Ice Rentals - Development	\$2,000.00		
Ice Rentals - Try-outs	\$1,950.00	\$2,759.02	
Officials Pay	\$25,000.00	\$26,006.30	
Referee Development/Courses	\$2,000.00	-\$50.00	Col Co reimbursed for Ref Clinics
RIC - Referee in Chief	\$1,500.00	\$1,500.00	
	<b>\$186,580.00</b>	<b>\$183,386.06</b>	
<b>Net Income</b>	<b>-\$5,805.00</b>	<b>\$861.35</b>	

# SCMHA Meeting Minutes and Action Items

## **Tryout Coordinator**

- Plan and manage the annual player tryout process
- Develop and maintain tryout schedules, ice allocations, and evaluation timelines
- Recruit, brief, and manage evaluators
- Ensure evaluators understand and apply evaluation criteria consistently
- Oversee on-ice and off-ice tryout operations
- Ensure tryout procedures are followed in accordance with association and Hockey Nova Scotia requirements
- Collect, review, and manage all evaluation data and documentation
- Ensure fairness, consistency, and confidentiality throughout the tryout process
- Address tryout-related issues or concerns as they arise
- Provide evaluation summaries and recommendations to support team formation
- Work collaboratively with the Coach Coordinator to align player evaluations and team placements

## **Coach Coordinator**

- Assist in recruiting, selecting, and interviewing coaches
- Evaluate coach applications and recommend coach placements
- Ensure proper try-out procedures are respected by coaching staff
- Ensure all coaches meet Hockey Nova Scotia certification and qualification requirements
- Encourage and track coach participation in development opportunities
- Plan and conduct the annual Coaches' Meeting prior to the season
- Plan and conduct a follow-up Coaches' Meeting in January
- Monitor coaches by attending games or practices, as required
- Review coach-related concerns and performance issues
- Review requests and assess players as required, in collaboration with the Tryout Coordinator
- Submit a coaching report prior to the AGM
- Work collaboratively with the Tryout Coordinator to support fair player evaluations and team formation