

HALTON FIELD HOCKEY CLUB

**ANNUAL GENERAL MEETING**

Wednesday, August 26 2020

Online Zoom meeting (COVID-19)

**DRAFT MINUTES**

1. **Call to Order**

Meeting was called to order at 7:06pm

In attendance –

- Sara Restani, President
- Patricia Lamont, Secretary
- Ted Slugocki, Treasurer
- Marijn Boland, Director at Competitive
- Michelle King
- Jeff Restani
- Carrie Buday
- Natalie Poupart
- Diane Huneault
- Marta Jolly
- Tara Sutherland
- Michelle Greenway
- Kim Slugocki
- Susan Valerio
- Meghan Hallman
- Diane Huneault
- Jonine McGregor
- Andrea Wright
- Shauna Bookal, Field Hockey Ontario (non-voting)

Absent:

Attendance by Proxy -

- Jeff Restani, Ellie Restani Cole Restani
- Charlie Buday
- Delany King
- Amanda & Femke Boland
- Arlene Guilfoyle (Olivia)
- Drew Gulyas (Charlotte & Arden Gulyas)
- Vera Greenway
- Carrie Clark (Autumn Clark)
- Lauren Sutherland
- Emily Slugocki
- Angelina & Haley Jolly
- Amy Valerio
- Abygayle Currah

Quorum = 5% of 521 members = 27

Votes in Attendance =18; votes by proxy =18; Total votes = 36

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<p>2.</p>	<p><b>Minutes of 2019 AGM (posted on website in advance of meeting)</b></p> <p>Moved by Drew Gulyas seconded by Tara Sutherland . that the minutes be approved as written. Motion carried.</p>
<p>3.</p>	<p><b>Business arising from the minutes –revise Term of Secretary to 2 year.</b></p>
<p>4.</p>	<p><b>Directors’ Reports, including financial statement</b></p> <p><b>Director at Large -Report on By-Laws - Motion to approve changes to the by-laws by Michelle Greenway second by Michelle King Carried</b></p> <p><b>President</b> (Sara Restani) – see attached.</p> <p><b>Treasurer</b> (Ted Slugoeki). - see attached.</p> <p><b>Director - Competitive Programs</b> (Marijn Boland) - See attached.</p> <p><b>Director Senior Programs</b> – (Natalie Poupart) - see attached.</p>
<p>5.</p>	<p><b>Election of Directors</b></p> <p><b>Director of Competitive program (2 Years):</b> 1 nomination received by Vince -for Marijn Boland She accepted appointment - no other nominations received -Motion passed Marijn will continue as Director of Competitive program.</p> <p><b>Director of Youth program ( 2 Years)</b> 1 Nomination received Michelle Greenway no other nominations received so position was acclaimed by Michelle Greenway.</p> <p>Treasurer (2 Years) - No nominations received -position will remain open.</p> <p><b>Director of Junior (2 Years)</b> - No nominations received position will remain open.</p> <p><b>Director at Large (1 year)</b> – No nominees at this time. Position remains vacant.</p> <p><b>Director at Large (1 year)</b> –No nominees at this time. Position remains vacant</p>
<p>6.</p>	<p><b>Appointment of Auditor(s)</b></p> <p>Motion by Ted Slugoeki, seconded by Michelle Greenway that Barbara Reicher of the firm of Bottomline Accounting Services be appointed to conduct the financial review for the coming year. Carried.</p>

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7.	<b>Other Business</b>  - .
8.	<b>Motion to Adjourn</b>  Moved by Marijn Boland Seconded by Jonine McGregor Carried. Meeting adjourned at 8:13 pm

Recorded by:

Patricia Lamont

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## HALTON FIELD HOCKEY CLUB

## HALTON FIELD HOCKEY CLUB

### President's Report

In all the years I have been a member of this club, nothing has even come close to the challenges we experienced this last year. We had to deal with a situation that seemingly came out of nowhere and impacted every aspect of not only our programs, but our lives.

We started the last membership year with fall programs for our Thrashers and adult pick up league, and we watched some really great high school hockey being played around the community. Fall turned into the winter indoor season with full teams in our youth and junior programs, and a feisty group of Thrashers players competing across the province and in the US. Our coaching team expanded, both with brand new coaches learning the craft and experienced ones making the move over to our club. Our Spring season was shaping up to be our busiest one yet.

House leagues sold out. Rosters were set. Schedules in place. Then IT happened. In the best interests of our members and the community, we shut down. Field hockey wasn't played around Halton for the first time in...well, longer than we have records for.

We spent the next several months in conversations with local officials, FHO, public health, and the Ministry about how, when and even IF sport was going to come back. We had to understand the implications of this on the club, on our members and their families, and our sport. We knew that games would not happen in the short term, which meant we had to look at how we could start a return-to-play program in stages. Using the FHO approved plan, two of our Thrashers teams started back on the field in mid-July for small group training, all with social distancing, newly designed drills, and safety protocols for players, coaches, volunteers, and parents. It didn't look like field hockey as we know it, but it was still our sport. The decision to hold off on the rest of our programs was tied to 'no competition' restrictions we faced. Game play is the cornerstone of our house leagues, and until we could resume those, we decided to wait.

Our next steps are to keep a close eye on how our community progresses. Many questions remain open: Can we access indoor facilities for the winter months? When can we get back to playing games? Will our youth and junior members be playing in highschool? It makes planning very challenging, but I am confident in our board, in our coaches, and in our members that we will be able to work through it and resume play in our new normal.

I want to thank our outgoing board members for their willingness to put their time and passions into this club - Kim Slugoeki, Sabrina Goodfellow, Ted Slugoeki, and Brandon Jolly. I also want to thank our current members for their continued work and support as we manage all the curves being thrown at us - Pat Lamont, Marijn Boland, Jonine MacGregor, and Nathalie Poupart. The old adage of "it takes a village" applies to how this club operates, and I am grateful to work alongside you all.

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Thank you also goes out to the City of Burlington and the Town of Oakville for working with us on our return-to-play and for continuing to support the growth of field hockey in Halton Region, and to Field Hockey Ontario for their assistance in navigating the return-to-train process.

Respectfully submitted,

Sara Restani

HALTON FIELD HOCKEY CLUB  
TREASURER'S REPORT – AGM 2020  
August 26, 2020

Attached are the Income Statement and Balance Sheet prepared by the Treasurer of Halton Field Hockey Club (The Club) for the period of April 1, 2019-March 31, 2020. The financial statements still need to be reviewed by The Club's auditor, Kerry Mason, CGA of Bottom Line Accounting Services.

Total Net Assets (Net Equity) as of March 31, 2020 were \$92,792.04 which equates to net income loss of \$11,893.17.01 for the fiscal year. The largest contributors to the loss was as follows: \$3,938.68 in pre-registration for the Thrasher's Delaware Tournament that we are awaiting a refund, \$1,152.31 in Online Credit Card processing fees, \$1532.01 in turf rentals starting up a Boys Program, an increase in our 2019 Sports Banquet expenses of \$2,201.37, annual increases in operating expenses.

In January 2020, the Board decided to accept online credit card processing. The membership had been asking for this over the years, and it was now time to accept this feature. We decided to absorb the added costs to see how many members took advantage of the service and to track the time savings in online banking processing time. For the Spring/Summer season 46% of all registrations were paid for via credit card and saving several hours in accepting e-transfers and completing the transaction in the registration portal. It was also faster to issue refunds as part of the COVID-19 shutdown. I highly recommend that this continues as an option in the future, and that the appropriate credit card processing fees are added into the various program registration costs.

I also recommend that fees for the Thrasher programs are collected prior to the start of the seasons. This year we saw that tournament registrations, field bookings and uniforms are all due prior to the season start date. As noted above we have \$8,176.18 in funds out awaiting a refund.

Finally, our savings are in good shape as we have \$15,995.47, however we will have to go into it in order to manage the on-going club expenses during this COVID-19 time, minimizing impact to registration fees.

Respectfully Submitted,

Ted Slugocki

Treasurer

# HALTON FIELD HOCKEY CLUB

## Competitive Programs Report 2020

Thank you to all of the players and parents that have helped make the magic happen throughout the Indoor season and the start of the Outdoor season. It was unfortunate that the 2020 season was cancelled, but we are back on the field and getting ready to, all going well, make 2021 our best season yet!

### Indoor

1. We did not have a U12 team this season
2. We were able to add training sessions by using Canlan every other week.
3. In the Winter Indoor season we entered a multi-team league in Waterloo Rim League with U15 and U18 teams. Everyone enjoyed the league, players and parents alike.
4. U15 and U18 teams participated in their third WC Eagles Tournament in Pottstown, Pennsylvania over Family Day weekend.

### Outdoor

1. We had over 35 girls sign up for tryouts for each of the U15 and U18 teams.
2. We were able to add a second U15 team to the program!
3. With Lockdown in mid march, our season never really got started.
4. Team building continued throughout lockdown with weekly Zoom calls. Players were given challenges, and fitness goals to maintain player engagement.

### Going Forward

As of now, there is not going to be an indoor season because gyms are not available for rental for the foreseeable future.

Since late July we have been back on the field under strict protocols to ensure player/parent safety from Covid.

We will continue training twice a week for two hours at Norton until late October, and then hopefully move into a domed field for the winter months.

We will continue to plan for tryouts for the 2021 season in January and play it by ear as to how the seasons will develop regarding Covid regulations.

Thank you to all of you who helped me throughout the season!

I hope that we will be able to continue building the program for next season. I truly love watching all of our players progress.

Marijn Boland  
Director, Competitive Programs

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### **Senior Programs 2020**

Coed Fall 2019 was a 6 week session at Norton. We had low turnout, this would be an opportunity for us. I would encourage all youth and junior parents to join us the next time we run the program.

There were a few last minute Drop-Ins at Canlan SportsPlex during the winter. I think this would be a new option for us.

Summer House league-Unfortunately we did not have a season due to Covid. I encourage everyone to sign up for drop ins when are in "Return to Play". Dates and times are not determined.

Thank you .

Nathalie Poupart

Director, Senior Programs.



# HALTON FIELD HOCKEY CLUB

## The Constitution & By-Laws of Halton Field Hockey Club

As Adopted

October 16, 2006

Amended

November 14, 2007

Amended

August 20, 2008

Amended

September 8, 2014

Amended

August ●, 2020

### Constitution

Incorporated under the *Corporations Act* (Ontario) by Letters Patent of the Province of Ontario bearing the date July 14, 2006.

The name of the corporation is Halton Field Hockey Club (“Club”) as provided for in the Letters Patent.

The aims and objectives of the Club are:

The establishment and operation of a field hockey club for the purposes of

- a. developing and promoting the sport of field hockey and indoor hockey **for the community of Halton**;
- b. arranging matches and competitions that are appropriate for the ages, skill levels and interests of members;
- c. fostering goodwill and sportsmanship;

and other such complementary purposes not inconsistent with these objects.

The Club shall be operated without the purpose of gain for its members and any profits or gains or other accretions to the Club shall be used in promoting its aims and objectives.

# HALTON FIELD HOCKEY CLUB

## BY-LAWS

### Article 1 – Membership

1. Membership shall be open to those who submit a registration form for any individual program, pay the registration fee and agree to be governed by the Constitution and By-laws of the Club, subject to acceptance by the Board of Directors (“Board”). Any member who conducts herself or himself in a manner which is contrary to the stated objectives or policies of the Club or acts in a manner detrimental to the good name of the Club or which disturbs its well-being or otherwise hampers its operation may have her or his membership suspended or terminated by the Board.
  
1. Membership Categories:
  - a. Senior - Playing category for those who are 18 years of age or over on January 1 of the Membership Year (as defined below).
  - b. Junior - Playing category for those who are between 14 and under 18 years of age on January 1 of the Membership Year.
  - c. Youth - Playing category for boys and girls for those who are ages 6-13 as of January 1 of the Membership Year.
  - d. Associate - Open membership category for non-playing Club supporters who may have coaching, officiating, or administrative responsibilities for the Club, and who have registered as a member of the Club with Field Hockey Ontario.
  
1. Each membership year (“Membership Year”) shall commence September 1 and end on August 31, or as otherwise determined by the Board and subject to approval of the membership at a General Meeting.
  
2. The registration fees for each program shall be set by the Board each year in advance of each of the indoor and outdoor seasons
  
3. Notwithstanding Article 1, section 1, applicants for whom payment of the registration fee would result in financial hardship, may make a request to the Secretary for consideration of alternate registration fee arrangements. Such requests will be considered by the Board on a case by case basis and a decision communicated to the applicant.

### Article 2 - Governance

1. The Club shall be governed by a Board, the members of which shall individually and collectively have responsibility and accountability for managing the Club in accordance with its Constitution aims and objectives and for promoting the values of openness, inclusiveness, respect and fair play.
  
1. The Board shall be comprised of ten (10) Directors, each of whom shall be elected or appointed. Fifty percent (50%) of the members of the Board shall constitute a quorum for conducting the business of the Club at any meeting of the Board.

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1. Each Director shall be a member of the Club in good standing, be at least eighteen (18) years of age, not be a paid employee of the Club, not be a mentally incompetent person as determined by a court of law in Canada, and not be an undischarged bankrupt. If a Director becomes bankrupt, s/he shall automatically cease to be a Director.

1. The Directors of the Club shall include:
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Director – Competitive Programs
  - e. Director – Senior Programs
  - f. Director - Junior Programs
  - g. Director – Youth Programs
  - h. Three (3) Directors-at-Large

1. Directors shall be elected for a two (2) year term with the terms of the President, Secretary, Director – Senior Programs and Director(s)-at-Large elected in alternate years to the Director – Competitive Programs, Treasurer, Director – Junior Programs, and Director – Youth Programs. If there is more than one (1) Director-at-Large, their term shall be in keeping with election of half of the Directors each year. Election of Directors shall be by majority ballot at the Annual General Meeting (AGM) of Club members. A Director's term begins immediately after election and lasts until the AGM two (2) years hence, or until a replacement is elected or appointed. No Director may serve in the same position for more than three (3) consecutive two (2) year terms, and an interval of two (2) years must pass before the person is eligible to serve in that position again, unless no qualified individual comes forward to serve in that position, in which case the incumbent may serve in the same position for an additional two (2) year term.

1. The President, the Secretary, and the Treasurer shall be officers of the Club for the purposes of the *Corporations Act* (Ontario).

1. Any vacancy occurring on the Board during a Director's term of office shall be filled, at the discretion of the Board, by appointment by the Board provided that a quorum of the Board remains in office. In the event there is not a quorum, the remaining members of the Board, or failing them, any member of the Club, shall call a Special Meeting of the membership of the Club for the purpose of electing Directors.

1. A Director shall vacate office:
  - a. if she/he resigns by delivering a written resignation to the Secretary of the Club;
  - b. if at any AGM of the Club a resolution is passed by three-quarters (3/4) of the members present that s/he be removed from office;
  - c. if she/he dies; or
  - d. If s/he ceases to have the qualifications set out in section 3 for holding the position of Director.

1. Meetings of the Board shall be held at least four (4) times per year to conduct the business of the Club. At least one (1) of these meetings shall be held within two (2) months of

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the completion of the outdoor playing season as a planning session for the following Membership Year. Meetings may be held at such time and place as determined by the Board, and may be conducted by telephone or internet-based conferencing, provided that at least two (2) meetings are held in person each year.

1. Minutes of all meetings shall be circulated to each Director, and shall be approved, with or without amendment, by the Chair and Secretary of the meeting and shall constitute the official record of the Board's proceedings.

1. The Board may appoint from time to time members and/or committees to have responsibility for such activities as it deems necessary or appropriate to ensure the smooth running of the Club. The duration and roles shall be recorded in the minutes. All such appointees will be directly accountable to the Board, and through the Board, to the Club for their performance.

1. Conflicts of Interest – Any Director who has, or believes she or he may have, any direct or indirect personal interest, gain or benefit in any matter under consideration by the Board shall declare such interest to the Board in a timely manner. The Board may request that such Director be absent from any discussion or vote on such matter, with such request being recorded in the minutes.

1. Remuneration – The Directors shall serve without remuneration except that reasonable expenses incurred in the performance of their duties may be paid out of the Club's funds, subject to the financial control policies of the Club.

1. Limitation of liability - No Director or Officer shall be liable for:

- a. the acts, receipts, neglect or default of any other Director, Officer or member of the Club; or
- b. any loss, damage or misfortune whatsoever which occurs in the execution of his/her duties or in relation thereto, unless the same is occasioned by his/her own willful misconduct or gross negligence.

15. Indemnity - To the fullest extent possible allowed by law, every Director or Officer of the Club and his/her heirs, executors and administrators, legal personal representatives, and estate and effects, respectively, shall be indemnified and saved harmless out of the funds of the Club, from and against:

- a. all costs, charges and expenses whatsoever that s/he sustains or incurs in or about any action, suit, or proceeding that is proposed, brought, commenced, or prosecuted against him/her for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him/her in or about the execution of the duties of his/her office; and
- b. all other costs, charges and expenses that s/he or it sustains or incurs in or about or in relation to the affairs thereof.

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### Article 3 - Administrative and Financial Affairs

1. The Head Office of the Club shall be in such place in the Region of Halton, Province of Ontario as the Board may determine from time to time.

1. The banking business of the Club shall be transacted with such chartered bank(s) and or trust companies(s) as the Board may from time to time determine. All such business shall be conducted in the name of the Club by the Treasurer or such other person(s) as the Board may designate.

1. The Board shall designate up to three (3) Directors to have signing authority for payment of Club funds, and two (2) of these are required to sign all payments. Signing authority may be held by only one (1) person in any family unit at one time.

1. An annual budget with revenue and expense forecasts **for the ensuing indoor and outdoor season** shall be prepared by the Treasurer with input from Board members and presented to the Board for approval prior to March 31 for the next financial year.

1. Financial records of the Club shall be subject to review annually at the completion of the financial year by a qualified auditor, accountant or audit committee elected at the AGM.

1. Unless otherwise determined by the Board, the financial year for the Club shall commence April 1 and end on March 31 of the following year.

### Article 4 – Meetings of the Membership

1. An AGM of the membership of the Club shall be held within two (2) months of the conclusion of the outdoor playing season at a time and place as determined by the Board. The purpose of the meeting shall include receiving Board reports, receiving feed-back from the membership on Club programs, and electing the auditors and the Directors that are up for election.

1. Special Meetings of the Club may be called by the Board for the purpose of a specific order of business. In addition, if requested in writing, signed by at least one third (1/3) of the membership, the President shall call a Special Meeting.

1. Notification of the date, place, time and agenda shall be given to members by e-mail and by posting on the Club's web-site, at least two (2) weeks prior to an AGM or a Special Meeting.

1. A minimum of five percent (5%) of the membership, either in person or by proxy, constitutes a quorum for conducting business at any AGM or Special Meeting.

1. All members shall be entitled to a vote at AGMs and Special Meetings of the Club. The parent/guardian who signed the registration form for a member under the age of eighteen (18) shall be entitled to attend and exercise a vote on behalf of that underaged member.

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1. In case of a tie in voting, the Chair shall have a second and deciding vote.
1. Voting shall be done by show of hands except for election of officers, which shall be done by ballot.

### Article 5 - Review and Amendment of By-Laws

1. The By-Laws may be amended by a vote in favour by two-thirds (2/3) of the membership present in person or by proxy at the AGM .
1. A review committee shall be appointed by the President at least once every five (5) years or more often if necessary, for the purpose of evaluating and updating the By-Laws. Recommendations shall be reviewed and revised if necessary, and approved by the Board, and any proposed amendment(s) shall be distributed to the membership with the notice of AGM and be voted on by the membership for approval at the AGM.

### Article 6 - Dissolution of The Club

In the event of dissolution of the Club, remaining assets after the satisfaction of all obligations shall be given to another not-for-profit club or association whose purpose is to promote the playing of field hockey.