**Cambridge Minor Lacrosse Association**

Board of Directors Meeting  
January 15, 2025 at 7:30pm  
@ 900 Jamieson Parkway, Cambridge

**Present:** Jeff Lankowski, Kalin Wilson, Kim Ford, Kelly Gillespie, Jason Gillespie, Brady Campbell, Paul Guse, Shayna Devoe, Katrina Campbell

**Regrets:** Trevor Ford, Dylan Gillespie, Aaron O’Keefe

**Call to Order**

Meeting called to order at 7:38pm by Jeff Lankowski.  
*M/S/C: PAUL GUSE / KATRINA CAMPBELL / CARRIED*

**Approval of Previous Meeting Minutes**

*Motion: to approve the minutes from the December 18th, 2024, board meeting as presented.*  
*M/S/C: KALIN WILSON / KELLY GILLESPIE / CARRIED*

**Presidents Report**

* Compliance documents have been approved by Lynn at OLA.
* Requested and received insurance from OLA for the 2025 season.
* Received pre-rankings for the 2025 season.
  + U9: B
  + U11: S
  + U13: C, requesting B
  + U15: B
  + 2-teams will be ranked as D.
* Obtained information for the January Zone meeting, scheduled for January 26 at 10 AM via Zoom. Two participants are required to log in.
  + Shayna and Kalin will attend, Jeff will provide the zoom link.
* Continuing to assist other board members as needed.

**Directors Reports**

* **Vice President** 
  + Presenting jersey design for board approval and discussing payment options.
  + Planning Minor Day in alignment with a Jr team game; all minors wearing jerseys receive free entry. Kids can be on the floor for the national anthem, kids can use the floor between periods, and there will be raffles to participate in.
  + Proposing the Jr. Landers program for interested minors to assist with the Jr program. This will be emailed to association members with the application.
  + Exploring team fundraising opportunities at the Jr level. Teams can propose fundraising initiatives during the junior games.
  + Addressing the storage and management of teaching aids. Paul will reach out to Guelph Ball Hockey to see if there is a secure place we can store equipment during winter sessions.

*Motion: to approve a partnership between CMLA and Jr B. to hold a season-long 50/50 draw, with full transparency on earnings and pay outs.   
M/S/C: BRADY CAMPBELL / KALIN WILSON / CARRIED*

* **Social Media**

**Activities During the Past Month:**

* Collected coaches’ bios.
* Highlighted alumni and current player accomplishments.
* Shared bingo information.
* Provided updates and pictures for winter clinics.
* Shared Jr. B tryout schedule.
* Updated information on the website.

**Activities Planned for Next Month:**

* Share additional winter clinic pictures.
* Continue promoting current and past player accomplishments.
* Publish registration and early bird information.
* Share bingo updates.
* Provide Jr. B tryout details and updates.
* **Scheduling**
  + Currently in the process of booking hotels for all teams participating in provincials. Accommodations will be finalized in the coming weeks.
  + Awaiting confirmation from the city regarding floor availability, which is expected by February 6th.
  + Tryouts will be scheduled promptly once the availability is confirmed.
* **Registrar**

**Activities During the Past Month:**

* Organized registration for winter lacrosse sessions.
* Assisted with sign-ins for all three age groups during the first two weeks.
* Winter lacrosse registration numbers:
  + U5/U7: 23
  + U9/U11: 36
  + U13/U15: 34
* Strong turnout for both weeks.
* Registration will remain open for the duration of the session. However, anyone registering after January 13 will not receive the swag due to order deadlines. The website has been updated to reflect this.
* Regular season registration is live. Katrina will provide regular updates on numbers.
  + - As of January 15th, 2025:
      * U5: 5
      * U7: 0
      * U7 Rep: 1
      * U9 Rep: 2
      * U11 Rep: 3
      * U13 Rep: 3
      * U15 Rep: 3
      * U17 Rep: 0
      * U22 Rep: 0

**Activities Planned for Next Month:**

* Monitor registration, respond to emails, update the website, and send out blasts as needed.
* For email blasts, please provide the full write up for distribution.
* **Travel/Rep**
* Reached out to all coaching applicants, and all accepted their positions.
* One U15 coaching application was declined due to lack of qualifications; the parent was notified.
* Coaches have been asked to provide bios to the Media Director for posting on the website.
* Still need a second coach for U9-U13, as these groups may reach two teams depending on registration numbers.
* **Coach & Player Development**
* Coordinated the winter session plan with Girdler and Gillespie (Brady required no coordination).
* Ensured all groups had pinnies, balls, and pylons for their sessions.
* Reached out to potential Team 2 head coaches:
  + Luke Kivel: Unable to commit due to summer school.
  + Cam Coughlin: No response.
  + Rob McGivern: Not planning to coach but could assist if needed.
  + Owen McGivern: No response.

**Plan for Future:**

Proposing that all coaches complete at least one free and one paid online course from the Coach Locker catalog to enhance development.

**Free Courses:**

* Anti-Racism in Coaching
* Asthma Management in Sports
* Intercultural Skills in Sport
* Gender-Based Violence in Sport
* Leading Return to Sport Participation
* Mental Health in Sport
* Modelling Healthy Relationships
* Safe Sport Training
* Understanding the Rule of Two
* NCCP Emergency Action Plan

**Paid Courses ($15):**

* NCCP Coaching Athletes with a Disability
* NCCP Creating a Positive Sports Environment

*Given the increasing number of players with conditions such as ADHD, OCD, GAD, and ASD, these courses will equip coaches with tools to better support athletes.*

* Requesting that the $15 reimbursement will be provided upon completion of paid courses.
* Instead of offering reimbursement for the NCCP courses, we provide direction to coaches that these courses are available and encourage them to complete them. The Board can look into a community partner to set up workshops to discuss these themes in a more interactive setting for coaches.
* Initiating discussions around tryout logistics, including roles for running and evaluating tryouts (e.g., head coaches evaluating off-floor or evaluating other teams).
  + Non-team coach evaluators are beneficial to team selection, each tryout should have two impartial evaluators in the stands, in addition to coach evaluations from the floor. Evaluators will be provided with scoring sheets from the registrar.
* **Equipment** 
  + Equipment inventory is nearing completion; the spreadsheet will be presented once finalized.
  + Reached out to Mike Hazen from TRAC for a quote on new jerseys and shorts, as well as access to an online store.
    - $45 per player jersey, $55 per goalie jersey
  + Scheduled a meeting with Gary Macrae (previously worked with Brady on Jr jerseys) and Joel Fraser on January 13, 2025, to discuss quotes for jerseys and shorts.
    - $60 per player jersey, $70 per goalie jersey
  + Confirmed that the jersey leasing program is unavailable for lacrosse due to insufficient numbers.
  + Trevor Ford requested exploring the purchase of larger pinnies, as we have a surplus of small and extra small sizes but limited larger options. For now, we will utilize the old jerseys at tryouts instead of investing in new pinnies.

*Motion: to approve the jerseys provided by Gary Macrae at $60.00 per player and $70 for goalies.   
M/S/C: BRADY CAMPBELL / PAUL GUSE / CARRIED*

*Motion: to implement a $60.00 rental fee for jerseys paid by each player to offset jersey costs of storage, cleaning, replacing as needed. This amount will be built into each team’s budget with payment submitted to CMLA treasurer by May 15th with travel fees.*   
*M/S/C: BRADY CAMPBELL / PAUL GUSE / CARRIED*

* **Finance**

**Current Balances:**

* Main Account (as of Jan 13): $30,456.95
* Bingo Account (as of end Dec): $12,948.15

**Tasks Completed:**

* Paid the first installment of winter sessions on December 15 ($1,890); the second installment is due February 2 ($1,890), both covered by Bingo Funds as previously discussed.
* Confirmed all winter session participants have paid in full per the last update from the Registrar.
* Updated the Refund Policy and prepared an explanation of registration fees for the website; sent to the board for approval.
* Sent a $1,300 deposit for 3 sets of 4"x4'6" junior-size nets for U17 & U22 (total cost: $3,151, including tax and delivery).
* Ensured all other invoices are up to date.

**Upcoming Activities:**

* Payment for training aids has been processed.
* Pay the second installment for winter sessions.
* Payment for winter swag.
* Payment for jersey, Paul to look into the option of a deposit and payment plan.
* **Special Events**

**Activities During the Past Month:**

* Emailed past bingo volunteers about the 2025 incentive.
* Filled December and January bingo dates; next date is February 16, 8–10 PM.
* Organized Croc charm pickups; 43 charms sold, with 2 pending pickups.
* Worked with Joel Fraser and Gary MacRae (ONESOURCEppp.ca) on winter swag designs and clothing:
  + Youth long-sleeve tees: $15.99 each (52/48 cotton/poly blend).
  + Adult long-sleeve tees: $16.50 each (52/48 cotton/poly blend).
  + Flexfit Trucker Caps: $20.50 each for 85–90 units ($25 each for a minimum of 24).

**Activities Planned for Next Month:**

* Promote bingo incentive and dates; need info to email all winter session participants.
* Continue promoting Croc charm sales.
* Finalize winter swag order; need participant list and sizes.
* Offer board members the option to order extra swag items. Suggest making shirts an exclusive specialty item instead of a contest prize this year.
  + Assist wherever needed.

**Referee in Chief**

**Activities During the Past Month:**

* + Nothing to report.
  + Will not be attending the January meeting.

**Activities Planned for Next Month:**

* + Monitor for 2025 referee clinic announcements.
  + Reach out to past referees.
  + Explore an online clinic: "Skilled Interaction with Coaches for Officials."
  + Research GameSheet training options for timekeepers.
* **Secretary**
* Thank you to everyone for submitting their reports in advance, it was incredibly helpful in setting up the template for the minutes. Submitting reports on time is part of this commitment and supports effective governance.
* Moving forward, Shayna will provide a proposed agenda in advance of the board meeting along with a board package. Any information that will be shared at the meeting should be submitted in advance to be included in the package. This includes quotes, mock-ups, AGM information, and any other relevant information pertaining to directors reports.
* Thank you for your efforts in meeting these expectations.

**New Business**

**Old Business**

* Finalize Jersey Order and get submitted

*Motion: to approve the black and the white jerseys with the tartan design across the arms with a sublimated logo for the upcoming season.*  
*M/S/C: PAUL GUSE / KELLY GILLESPIE / CARRIED*

*Motion: to move forward with Gary Macrae for all team sport orders and online store moving forward.*  
*M/S/C: KALIN WILSON / KELLY GILLESPIE / CARRIED*

* Update on registration – see registrar report
* Update on Winter Programing – see registrar report
* SAGM attendance
  + Katrina and Kalin are tentatively confirmed to attend. Paul Guse will attend if Kalin is unable to attend.
* Start date for tryouts
  + Week of March 24th, 2025.

**Date of Next Meeting**

Monday, February 24th, 2025 at 7:30 p.m. in person at a location to be confirmed. (Board members will be notified of any change).

**Adjournment**

*Motion: To adjourn the meeting at 9:52pm  
M/S/C: PAUL GUSE / KATRINA CAMPBELL / CARRIED*

Signatures:

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Signature Name Date

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Signature Name Date