



## WHAM Meeting Minutes

<b>Date:</b> November 14, 2011	<b>Time:</b> 6:30 – 9:40 pm
<b>Location:</b> Davanni's Pizza, 66 <sup>th</sup> & Penn in Richfield	<b>Minutes by:</b> Erica Weiler

**Meeting Attendees:**

	2-07-11	3-07-11	4-11-11	5-16-11	7-11-11	8-8-11	9-6-11	10-3-11	11-14-11	12-12-11
<b>President:</b> Terry Provo									X	
<b>President:</b> Beth Larson	X	X	X	X	X	X	X			
<b>Secretary:</b> Sandi Wewerka	X		X	X						
<b>Secretary:</b> Erica Weiler					X	X	X	X	X	
<b>Treasurer:</b> Lori Jorgenson	X	X	X	X	X	X	X	X	X	
<b>Vice-President A:</b> Alison Hanson	X	X		X	X	X	X	X	X	
<b>Vice President B:</b> Beth Chaplin									X	
<b>Vice-President B:</b> Carrie Peterson		X	X	X	X		X			
<b>Vice-President C:</b> Terry Provo	X	X	X	X						
<b>Vice-President C:</b> Gina Ryan		X		X	X	X		X	X	
<b>MN Women's Hockey Dir:</b> Nancy Wefler				X			X	X	X	
<b>Guests:</b> Becca Grossman, Sandi Wewerka, Kathy Wabner									X	

**Attachments:** Treasurer's reports included

TOPIC	DISCUSSION	ACTION ITEMS/WHO
<b>Appointment of President</b>	The President position has been vacant since Beth Larson resigned on September 19, 2011. Despite a league-wide solicitation for nominees, none were received. The Board asked Terry Provo to fulfill the remainder of the President's term (through Spring 2012) and she agreed. A motion was made to appoint Terry to the role of President and the motion passed unanimously.	Transition name on WHAM account from previous President to new President. – <b>Jorgenson, Provo</b>  Link president email address to Terry. - <b>Hockinson-Spande</b>
<b>Previous Action Items</b>	All outstanding action items from the October meeting have been completed or addressed.	
<b>Secretary's Report:</b>	A motion was made to approve the minutes from 10/03/11 Board meeting and the motion passed unanimously.	Post October minutes to website. – <b>Weiler</b>



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<b>Erica Weiler</b>	WHAM owns three computers (treasurer, secretary, league administrator). The Board will be more diligent in making sure that, going forward, all key documents will get memorialized on the secretary's laptop, including an archive of all key documents at the end of each season.	Bring the back-up drive to future meetings to assure all key documents get archived. - <b>Weiler</b>
<b>Treasurer's Report: Lori Jorgenson</b>	<p>Taxes have been completed and submitted for last fiscal year.</p> <p>All teams have paid their outstanding fees for not attending the Spring Meeting. Three teams still have outstanding fees for missing the Fall Meeting; A2 MN Maroons, C1 Inside Edge and C2 Galaxy; these invoices are now overdue.</p> <p>Last year, WHAM members were given the option to purchase discounted tickets for a home MN Wild game. Approximately 20 - 25 people took advantage of this offer. The Wild are again extending an offer for discounted tickets to WHAM members. Discounted tickets will be available for the game on <u>Tuesday, January 31 vs the Nashville Predators.</u></p>	<p>Email financial reports to Board members for review. - <b>Jorgenson</b></p> <p>Email teams with outstanding invoices. - <b>Hanson, Wright</b></p> <p>Post information about discounted Wild tickets on website. – <b>Jorgenson, Hockinson-Spande</b></p>
<b>A Vice-President's Report: Alison Hanson</b>	Alison will be on maternity leave for the December meeting.	
<b>B Vice-President's Report: Beth Chaplin</b>	<p>The B Vice-President position has been vacant since Carrie Peterson resigned. Despite a league-wide solicitation for nominees, none were received. The Board asked Beth Chaplin to fulfill the remainder of the B Vice-President's term (through Spring 2012) and she agreed. A motion was made to appoint Beth to the role of B Vice-President and the motion passed unanimously.</p> <p>A grievance has been filed by a B2 team (Shooting Stars) against a former player with outstanding financial obligations, who is now playing for the Puck Hogs. Terry has been working on the issue and will work with Beth on resolving the issue.</p>	<p>Link vice-president email address to Beth. - <b>Hockinson-Spande</b></p> <p>Resolve grievance filled by Shooting Stars for player with outstanding financial obligations to previous team. - <b>Provo, Chaplin</b></p>
<b>C Vice-President's Report: Gina Ryan</b>	Gina has been working on a grievance involving C2 teams (Macalester, Crew) that include issues related to conduct and the skating abilities of some members. These issues will be addressed directly with the teams involved as well as with the division in general in the next newsletter to teams.	Resolve Crew-Macalester grievance. – <b>Wright</b>
<b>MN Hockey Women's</b>	Bonnie Hasen is the new MN Hockey Women's Registrar, replacing Sue Sentiri. Bonnie can be reached at: <a href="mailto:i3on@aol.com">i3on@aol.com</a> . The USA Hockey Registrar for the MN District (the	



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<b>Director: Nancy Wefler</b>	<p>position formerly filled by Carol Carlson) is Diane Ytuarte. Diane can be reached at: <a href="mailto:dianey@hickorytech.net">dianey@hickorytech.net</a>.</p> <p>Hockey Day MN is January 20 on Lake Minnetonka. There will be a lot of activities going on; there is also the Pond Hockey North American Championship going on that weekend on Lake Minnetonka. The Pond Hockey tournament has both Women's B &amp; C divisions listed on the website, with what appears to be plenty of room to sign up in either division; more information on that can be found here: <a href="http://www.pondhockeynac.com/page/show/58730-home">http://www.pondhockeynac.com/page/show/58730-home</a> .</p> <p>The Quarterly MN Hockey meeting will be that same weekend, so there will be a MN Hockey update available for the February WHAM Board Meeting.</p>	
<b>President's Report: Terry Provo</b>	See new business items below.	
<b>Grievance Committee</b>	<p>The Grievance Committee (GC) does not currently have a representative from A1. Alison will contact previous A1 rep to see if she is interested in serving again on that committee if needed.</p> <p>Terry has updated the form used for filing a grievance. Hopefully these changes will more clearly define the process for filing a grievance and prevent forms from being sent directly to committee members. Completed grievance forms should be filed with the team's (or player's) Division Commissioner and/or Vice President. The grievance is then brought before the Board to determine whether or not to convene the committee.</p>	<p>Contact previous A1 rep for GC. – <b>Hanson</b></p> <p>Remove email addresses of GC members from website. – <b>Hockinson-Spande</b></p>
<b>Team Page Updates</b>	<p>There is currently confusion about the ROSTER tab on each team's website (used to enter stats, so it can include things like "sub goalie" players) and the roster that appears on the home page for each team, which is the official list of players who are registered with USA Hockey to play for a specific team. Some teams, in personalizing their WHAM website, have removed the official roster from the site altogether. The Official Roster list generally appears at the bottom of each team's home page – the page you are directed to when you click the team name from the list found here: <a href="http://www.whamhockey.org/page/show/136892-divisions-teams">http://www.whamhockey.org/page/show/136892-divisions-teams</a></p>	Reinsert official rosters for teams that have deleted them on their home page and add verbiage about not deleting them. – <b>Hockinson-Spande</b>
<b>League Administrator Update</b>	Over 1400 people have registered with WHAM so far (1429 as of meeting date). Eleven people bypassed the payment fee by telling the system that they were registering for the second time when it was actually their first; the League Administrator has caught these	Get additional information from the Whitecaps about sponsorship. –



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	<p>incorrect registrations &amp; worked with the people to resolve these. 169 assessment registrations have been processed for this season.</p> <p>In years past WHAM has provided financial support for the MN Whitecaps, the women's semi-professional hockey team from the Western Women's Hockey League. They have asked whether WHAM will be able to provide financial support again for this season. A decision will be made at the December meeting after more information is received.</p>	<p><b>Hockinson-Spande</b></p>
<p><b>Referee-Players in WHAM</b></p>	<p>The WHAM Handbook (Operating Rules, Section <b>F.5.d</b> or (F) Game Protocol for League Play, (5) Officials –Referees, (d) Conflicts of Interest) prohibits players from refereeing the same division in which she plays; however, the Board has been made aware that this has happened on several occasions. The Board will work with the referee schedulers to prevent future occurrences. It is currently up to the referees assigned to these games to tell the referee scheduler that they are not able to work a specific level of game and then to give the game away to another referee.</p>	<p>Speak with Dennis Alm and Pam Loftus about scheduling referees within their own division. - <b>Provo</b></p>
<p><b>Current Assessment Process</b></p>	<p>Sandi Wewerka (C Assessment Coordinator) and Kathy Wabner (C Level Assessor) attended the meeting and outlined the current assessment process for the C assessments, which include two skating drills, one stick-handling drill, a 30-minute scrimmage and a shoot out. It is made clear to players in the locker room at the start of the assessment that the results of assessment are not negotiable, but there have been an increasing number of assessed players who appeal the decisions. These appeals are very time consuming and many times not based upon skill level. A/B assessments are conducted differently from C assessments and different from how they have been in the past. The assessment process was also one of the most frequently mentioned in the survey of league members earlier in the spring. Issues that need addressing include: shortage of assessors at all levels, use of more objective drills (e.g. timed drills), players who intentionally “dog” their assessment, timing of the release of results, de-identification of assesses to limit bias of assessors, whether the league should consider hiring outside evaluators, etc. An ad hoc committee will be formed to address this with invitation from the membership to participate.</p> <p>Additionally, Becca Grossman was in attendance to appeal the level of placement of a player at the last C assessment. Becca stated that her team is in dire need of players for their roster and inquired about whether the assessment could be reconsidered. Terry described the appeal process to Becca and stated she needed to put her appeal in writing and submit it to the assessment coordinator.</p>	<p>Appoint an ad hoc committee to review the current assessment process and offer solutions for improvement . - <b>Provo</b></p>



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<b>Future League Organization and Direction</b>	Another source of widespread comments on the spring survey was managing the growth of the league. Some teams have expressed concern about the high number of games per season and the fact that there seems to be top teams that never move up, discouraging teams from lower divisions from moving up. There has been discussion for years about whether a B3 division would help. The Board discussed some options for resolving the team parity issues, while still permitting growth (e.g. ranking teams into subdivisions for following season based upon the previous season record). It will be important to take into consideration the comments received in the survey as well as solicit input from the membership about future options. An ad hoc committee will be formed to address this with invitation from the membership to participate.	Appoint an ad hoc committee to offer solutions for future league organization. – <b>Provo</b>
<b>B2 Online Scheduling</b>	Terry reported that the mandatory Fall scheduling meeting went very well with all divisions getting 1087 games scheduled within two hours. In September the B2 division trialed online scheduling that excused managers from having to attend the required scheduling. There is a need to get feedback from B2 schedulers about what they liked and disliked about the process they trialed to see if it should be repeated next season for the entire league.	Work with B Vice-president and B2 commissioner to get feedback from B2 schedulers. - <b>Provo</b>
<b>Guide to Running WHAM</b>	Terry would like to create a guide that will memorialize, by month, all the critical tasks that are necessary to effectively run the league. This document will serve as a guide for current and future Board members. Each Board member and the league administrator were tasked with listing critical tasks for their position. Once these are received, Terry will assemble and create the first draft of the league guide.	Complete task list and return to Terry prior to next meeting. – <b>All Board members and Hockinson-Spande</b>
<b>Future Meeting Locations</b>  <b>Spring Meeting Dates</b>	The Board decided to continue meeting in the party room at the Davanni's in Richfield.  If the spring meeting is conducted virtually as last year, the meeting dates will be April 3 <sup>rd</sup> through April 30 <sup>th</sup> , 2012.	Reserve Davanni's party room for Board meetings through May 2012. – <b>Weiler</b> Post meeting locations and Spring meeting dates on website. – <b>Hockinson-Spande</b>
<b>League Administrator Contract</b>	The current contract with the League Administrator has expired. Since she has not had a pay increase since inception of the contract, a motion was made to create a new contract that includes an increase to \$21.50/hour. This rate reflects a cost-of-living increase of 3.5% per year and will be within the amount budgeted for league administration fees. The dates for the new contract will be consistent with the league's fiscal year (September 1, 2011 through August 1, 2012). The motion passed unanimously.	Amend and sign new contract with league administrator. - <b>Provo</b>



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<p><b>Carryover of Game Misconduct</b></p>	<p>A C1 player was issued a game misconduct during the last game of the 2004-2005 season. WHAM rules require the player to serve a one game suspension in the next regularly scheduled game even if it carries over to the next season. The player did not register with WHAM subsequently until this current season. Terry checked with Dennis Alm regarding enforcement of the suspension and was counseled that too much time had elapsed to enforce the penalty without prejudice, so this particular suspension will not be enforced. However, the Board takes player safety seriously and will work to make sure that all game suspensions will be enforced in a timely manner. Teams will be reminded about this provision in the upcoming newsletter and the stat coordinators will keep an eye out for misconducts and will notify VPs when they come across one.</p>	<p>Consider method to track penalties from season to season. - <b>Weiler</b></p>
<p><b>Players Switching Levels</b></p>	<p>Most players who elect to move down a level because they are over 40 have not been properly notifying their commissioners of the move. The league handbook states the player should notify the commissioner of the level she was playing at as well as the commissioner of the new level. The Board will be following up to see how many players actually switched levels this year and whether or not they notified the appropriate people before they did so. .</p>	<p>Compare list of registered names and levels to last year's list. – <b>Hockinson-Spande</b></p>
<p><b>Processing Score Sheets</b></p>	<p>Stat coordinators have reported that many teams have not been in compliance with the timelines regarding the submission of score sheets. The Board elected to begin strict enforcement of this rule on 12/01/11. After that date, all score sheets must be postmarked within the 7-day window after the date of play or teams will begin losing the two points for their wins. Teams will have until then to catch up and get all score sheets from the start of the season in to stat coordinators.</p>	<p>Remind teams about timelines for submission of score sheets. – <b>Hanson, Chaplin, Wright</b></p> <p>Send master schedule of games to stat coordinators. – <b>Hockinson-Spande</b></p> <p>Notify stat coordinators about specific duties. - <b>Provo</b></p>
<p><b>National Girl's &amp; Women in Sports Day</b></p>	<p>National Girl's and Women in Sports Day is February 1, 2012. Minnesota's event is from noon to 1 pm at the State Capitol rotunda in St Paul. Awards for individuals or organizations who have broken barriers, overcome challenges, or provided athletic opportunities to women/girls of all ages, races, &amp; levels of athletic ability will be given out at this event. More information on the event itself may be found here: <a href="http://ngwsd-mn.com/about.html">http://ngwsd-mn.com/about.html</a>. Sponsorship opportunities are available at this event. The Board decided this would be a good opportunity to get the word out about WHAM. The Board</p>	<p>Reserve table for WHAM at National Girl's and Women in Sports Day event. – <b>Provo, Jorgenson</b></p>



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TOPIC	DISCUSSION	ACTION ITEMS/WHO
	decided to sponsor a table and Nancy Wefler offered to staff the table. More discussion will occur at the December meeting about developing advertising and marketing tools.	
<b>Season-End Tournament</b>	Last year, WHAM did not staff the end of season league tournament with emergency medical staff. For the 2011-12 tournament, WHAM will contract for EMS services.	Update tournament budget to include EMS coverage. – <b>Jorgenson, Hockinson-Spande</b>
<b>Next Meeting Date</b>	December 12, 2011 at Davanni's party room; 6345 Penn Ave S in Richfield at 6:30 pm.	

**Women's Hockey Association of Minnesota  
Reconciliation Summary  
Cash in Bank Checking Account, Period Ending 10/31/2011**

	<u>Oct 31, 11</u>	
<b>Beginning Balance</b>		<b>30,698.44</b>
<b>Cleared Transactions</b>		
Checks and Payments – 11 Items	-1,016.25	
Deposits and Credits – 12 Items	<u>11,447.02</u>	
<b>Total Cleared Transactions</b>	<b>10,430.77</b>	
<b>Cleared Balance</b>		<b>41,123.21</b>
<hr/>		
<b>Uncleared Transactions</b>		
Checks and Payments – 32 Items	<u>-830.66</u>	
<b>Total Uncleared Transactions</b>	<b>-830.66</b>	
<b>Register Balance as of 10/31/2011</b>		<b>40,298.55</b>
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<b>New Transactions</b>		
Checks and Payments – 17 Items	<u>-625.00</u>	
<b>Total New Transactions</b>	<b>-625.00</b>	
<b>Ending Balance</b>		<b>39,673.55</b>

**Women's Hockey Association of Minnesota**  
**Balance Sheet**  
As of November 14, 2011

	<u>Nov 14, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash in Bank - Money Market	11,340.34
Cash in Bank Checking Account	40,133.55
Petty Cash	156.00
<b>Total Checking/Savings</b>	<u>51,629.89</u>
<b>Accounts Receivable</b>	
Accounts Receivable	760.00
<b>Total Accounts Receivable</b>	<u>760.00</u>
<b>Total Current Assets</b>	52,389.89
<b>Fixed Assets</b>	
<b>Office Equipment</b>	
Computer Hardware	1,986.75
Computer Software	279.68
<b>Total Office Equipment</b>	<u>2,266.43</u>
<b>Office Equipment Depreciation</b>	
Computer Hardware	-630.25
Computer Software	-212.00
Office Equipment Depreciation - Other	-31.00
<b>Total Office Equipment Depreciation</b>	<u>-873.25</u>
<b>Total Fixed Assets</b>	<u>1,393.18</u>
<b>TOTAL ASSETS</b>	<b><u><u>53,783.07</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Goalie Equipment Deposit	500.00
<b>Total Other Current Liabilities</b>	<u>500.00</u>
<b>Total Current Liabilities</b>	<u>500.00</u>
<b>Total Liabilities</b>	500.00
<b>Equity</b>	
Retained Earnings	41,782.31
Net Income	11,500.76
<b>Total Equity</b>	<u>53,283.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>53,783.07</u></u></b>