CLHA BOARD MEETING AGENDA

April 11th, 2016

# ROLL CALL:

\_x\_ Ted Garvey \_x\_ Chris Phelps \_x\_ Brady Peterson \_x\_ Sara Nelson

\_x\_Jen Hegstad \_x\_ Chad Lindberg \_\_ Paul Gibson \_\_ Erik Edson

\_x\_ Raki Swanson \_x\_ Shannon Hejny \_\_ Jen Starkey \_x\_ Tammy Bluhm

\_\_ John Koch \_\_ Alexander Pohlman \_\_ Jason Devries \_x\_Keith Wilmer

**Others Present:**

**-Call to Order: 7:10 meeting called to order**

**-Review of Agenda**—

Do not have to vote on the agenda; agenda can be set the previous month at the board meeting; should new items need to be added, can be added at the time of the meeting with a majority vote.

Same with the acceptance of the meeting minutes of the previous month; each member to read the minutes ahead of the meeting and vote to accept

Do not need to do a roll call of members present; secretary will note who is present and advise if we have a quorum; it will be indicated on the meeting minutes of board members present, excused or missing.

Agenda for April meeting approved and 2nd

**-Review/approval of last meeting minutes:** minutes approved and 2nd;

Motion to accept annual meeting minutes approved and 2nd

**-Treasurer’s Report:**

**No treasure report for this month-**Treasurer not receiving financials from bank in timely manner; makes it difficult for composing monthly treasurer report; Treasurer is requesting to do the book keeping for the association to get financials and maintain in house. Treasurer would provide bank statements monthly to show to the board. For checks and balance, will seek request an audit of numbers yearly by CPA.

As follow up for May meeting, will check to see if we have contract with CPA; do we have a scope of agreement? Change it to an audit only if we do and will also look into double signature at bank to withdraw funds; as of right now, only double signature needed on checks.

Requesting that when checks need to be issued, will bring checks to monthly board meeting to get signatures and then mail out to members.

No motion made to make this change; need to speak with the accounting firm to look into our scope of agreement and confirmation of check writing time frame to be added to May agenda

Central Bank changed to Midwest One; change of the name of depository; Motion to accept bank name change-approved and 2nd (bank changed name; motion made to officially note name of bank)

Due to change to Sport Ngin for registration; obtained a debit card from the bank, in the Treasurers name; makes more sense to use this for association expenses vs getting reimbursed. Form will be created and need to be filled out and double signed with approval before card will be handed over to be used. When finished, obtain receipt and attach it to the approval form. As of time of meeting, only charge used on card has been for Sport Ngin.

Proposal for use of card will be added to agenda for May meeting; will not be used until process approved

**-Bills to be paid:**

Equipment refunds-hasn’t been able to get refunds out and also hasn’t gotten a list together of outstanding equipment; will be offering credits for next year or will send funds.

**NEW BUSINESS:**

1. Approval of newly elected Board Members-Motion made and 2nd-welcome new board members
2. Merchandise ordering-Teams ordering in own window or for association window(s); in the past, hockey operations has been in charge and set up ordering window; this responsibility falls under Business Director; majority agreed that Business Director would be responsible for merchandise ordering and establishing connections
3. Business Director or Director Hockey Operations to do fundraising-Business Director-Director of Hockey Operations responsible for jerseys and hockey uniform; additional add-ons (spirit wear) would fall under Business Director

# New Board Member introductions-Each member present provided brief bio of themselves

1. President expectations- President committed to helping the program during his term; wants all players to have a good experience, not just his own player; as a board, we need to objectively lead this program; need more transparency and do our jobs better- understand what that means. Transparency- propose kick off meeting in the fall; required by all association members to attend; great venue to communicate what this association is about—bi-law updates announced, policy and guidelines provided and tryout process discussed; what we feel as a board is important for members to know; Doing our job to the best of our ability-1) Bi-Laws need to be updated 2) policy and procedures needs to be updated; expectation is that you are at every meeting and participate to ensure quorum (one more than half); attendance-excused (know in advance you will be missing and communicating missing), absent-(not communicating up front that you will be missing meeting); board members will let Secretary know if won’t be attending meeting; acceptable attendance policy agreed upon, will confirm and discuss at May meeting—confirm, voting board members held to attendance policy
2. Mike Lizotte Scholarships- Applications were reviewed by board members; Jen will tally the votes and let board know recipients; President will attend awards ceremony on 5/9 and present letter and certificate
3. Recap of District 10 meeting-Whenever we have newly elected positions, need to let Secretary of District 10 know of changes-this is a responsibility of the Secretary, Raki to send email; If we have a new ice scheduler, need to let D 10 know (Mark Asmunson); Ted has 3 Presidents meetings to attend when D10 doesn’t have meetings during the summer; Mike Mannon will have coaches meeting, Coach in Chief will need to attend; if need/want in house meeting, let Mike know and will schedule; Home team must provide pucks for games; Score Sheets, cannot alter score sheets after referees have signed sheets, would need to reinforce 2016/2017 season-would/will not be accepted-any changes need to be discussed with referee, if won’t change, referee has final say-will provide training for parents prior to start of season at kick off meeting (in addition; clock, penalty box); D10 will participate in Tier 1 hockey (not HP), open to 2001/2002 birth years only, not much info available yet (check D10 website)-will ensure CLHA will not have tryouts during the timeframe of Tier 1; Goalie shortage in D10, encouraging us now to do what we can to implement/encourage goalie initiatives, needs to be done sooner rather than later; MN Hockey putting on leadership meeting May 7th, Chris and Brady to attend, will provide readout at June meeting on what was learned/discussed; Article 6 MN Hockey-we need to change our bi-laws to reflect this regarding hearings and suspensions, will only need to reflect, “Per Article 6…” we could get 17K fine if not done ASAP, Jen will update and provide for May meeting
4. Bi-Law review- Ours are very outdated, there have been many changes throughout the years that were never “completed” also, many things that need to be changed; Jen to put together draft of the bi-law changes and then to get final draft out to board so we can vote in May meeting-per bylaw changes, adding previously approved changes that were never updated; no new changes, have already been approved, do not need to send to association to review, will review May meeting-June board meeting will discuss policy and procedures can be modified and reviewed yearly; open to special bylaw meeting to add Article 6, remove/change other wording after May board meeting
5. Total Hockey starter gear option-Total Hockey sent program, First Stride; will set up with gear (minus skates) for free; to participate, need to schedule an hour on ice event; open to 1st year skaters; Chad will fill out form to get signed up; do not need motion to approve 1 hour of ice time to provide for event as it will be donated; Chris to go to arena board to get an hour of ice time for event.
6. Committees-how often are they updated/revised- How often are the committees re-evaluated; new members in August added to the committee; Was a tryout committee formed? Yes, it was; was open to all members via email sent from Director of Competition and anyone could have been a part of the committee; will update the website with the committee names and members on the website; recommendations discussed by the committee will be brought to the attention of the board; President doesn’t need to be in attendance of all meetings
7. Check writing/issuance procedure- To be addressed at May board meeting
8. Review 2016/2017 P&L Projection and budget discussion items- Review of projected budget; took spending/items from previous season to provide projected; had a 40K loss previous season; haven’t confirmed goalie reimbursement/incentive for 2016/2017 season; equipment line cost reviewed and clarified; referee fees added increase anticipated; reviewed tournament costs; fees will be discussed at May meeting; ice time was reviewed and how it will be used; will discuss paid coaches in May meeting; DIBs coordinator needs to be revisited (work credits)
9. Appointed/Nominated positions-President nominates Advisor as Jen Starkey; Treasurer has not nominated Assistant Treasurer; Director of Competition has not nominated Mite Director. Jen Starkey to be approved as Advisor at May meeting

# OLD BUSINESS

A few items not resolved from previous month; laundering jerseys, Tammy got cost to do so; if we are going to go that route on some of the more stained jerseys, will test it out to see how they turn out. Review that spending money on replacing jerseys has been tabled (see March meeting minutes); as a committee, will not replace all jerseys at once.

Registrar will begin transferring registration from Thriva to Sport Ngin

Meeting structure; going away with roll call; note taker will make notes; will not ask each member if they have old business, won’t go through everyone; in general will be asked “any old business” if you have old business; speak up.

Moving forward, will be asking at end of meeting, setting following meeting’s agenda at the meeting. Can be posted to association members, but will add disclosure that could be modified (last modification 7 days prior to scheduled meeting)

Setting time frames to agenda items; will try to keep meetings to 90 minutes; when assigned approximate time frame to topics, will do well to keep meeting on track.

**Open Forum:**

No other members present for open forum. Meeting adjourned 10:46