

HYHA Monthly Meeting
October 9, 5:30pm
Board of Directors Agenda
Location ZOOM

Members in attendance: Matt Lillard, Sam Huber, Liza Sikora, Chris Martin, Amy Wells, Sarah Duffy, Dan Farr, Jodi LaVanway, Jen McCabe Lindsay Staples

Guests: Beth Keen, Deb Calkins

Member regrets:

Amy Wells called meeting to order: 5:35pm

Treasurer Report:

- Checking Balance \$51,242.75
- **Bills:**
 - P.O box is due: 12 months for \$90. Matt Lillard made a motion to approve payment for the P.O. BOX, Sarah 2nd, All in favor
 - **Domain name registry is due soon:** Matt Lillard made a motion to approve registering for 2 years at \$90, Amy 2nd, All in favor
 - **Coaches:** Background check and Safe Sport for Tristan Weide at \$81, Amy Wells makes a motion to approve this, Dan 2nd, All in favor

*** There is a Clause about board member reimbursement in the bylaws: under the compensation section, Section 11. Do the coaches on the board qualify for the reimbursement for background and coach clinics? It was agreed upon that this is a cost not affiliated with being a board member and will be covered.***

- Sarah \$30 reimbursement for background check, Amy Wells made a motion to approve, Dan 2nd, All in favor, **sarah abstained
 - Sam \$51 reimbursement for USA coaches registration. Amy Wells made a motion to approve, Dan 2nd, All in favor **Sam abstained
 - Ice center 3 sessions for pre-season each \$1537.50 Sam will reach out to Tim about this. We are being charged more than the \$205 we agreed on! Tim responded to an email during the meeting and will fix this. **(See Email votes)**
- Taxes are done, It has not been filed yet. If you would like to see this document please contact Sam Huber!
 - Preseason: 2 players that have not paid! They got an email reminder again last night 9/30. The policy needs to be posted again and people held accountable for paying!

*Amy Wells makes a motion to approve the report, Matt Lillard Second, All in favor.

Approval of last month's meeting minutes: Amy makes a motion to approve the September Minutes, Jodi 2nd, All in favor.

***Email Vote to approve the game schedule, Jodi made a motion to approve the schedule in the order of 8u, 12u, 14u, and 10u. Jen 2nd, Majority voted at the meeting on 10/1 All in favor.

Registration Update: No new registration. Current Numbers are as follows:

LTS 12

House 16 (2 who need to move up to travel Liza will contact them)

U8 13

U10 12

U12 13

U14 10

- Sarah has reached out to Northfield along with Amy. They will send a note to the coaching coordinator letting their coaches know we are looking for help and give them Keith's name for contact! Also have their secretary reach out to the whole organization. Current plan is for Keith, Brett and Matt to help cover the 10U team.
- Do we also want to look at play-up policy?
 - Jodi will see how VSAHA feels about this.
 - Keith will need to reach out to coaches and see what they think.
 - Player size and ability plays into this. This decision needs to start with the coaches. The Coaches will discuss then go from there.
- Tim's email from the Ice Center said guidance for the rink will update soon. Lots of posts on social media going around about families waiting for the guidelines to change. Stay tuned.

Coaches:

- Coaches Meeting Recap: Meeting went well.
 - They cover policies and what's needed.
 - Introduced the game times and practice times. Games are good to go, but we need to talk with the ice rink about practice.
 - Coach Brett Belknap is good to lead practice for 10U along with Matt Migonis on days when U8 and U10 are together and Keith will support when 12U and 14U are together.

Lots of questions have come up!

- What is the ice center doing and will we have any say? When will we find out when things change? Who is coordinating parent volunteers for teams and what not? Do the coaches need to help?

**Amy and Lindsay will put together some written contracts going between the Ice center and HYHA . Members of the HYHA board plan to join the Ice Center board meeting on 10/15 to have open and clear communications about the season going forward.

Next meeting date for Ice center board meeting: 10/15/2020, more information about time and place to come!

Pre Season Lesson: What have we learned and what do we need to do to prepare for practices?

- WE SHOULD NOT BE RESPONSIBLE FOR TEMP CHECKS OR CLEANING! This is an Ice Center liability!
- Each team needs to have a team parent who can help with check in and getting kids settled.
- We need to maybe have a list of the team parent duties.
- Rosters/ game sheets need to be sent in to the State after each game per-usual.

**Working with Ian we need to be very on top of what we will provide and what he expects from us. There has been a great deal of miscommunications between HYHA and Ian Smith during this pre-season Skills.

Expectations from the Ice center: These expectations with what they expect from the organization will be included in the contract!

Confirmation: We need to get November times set in stone. Waiting for the State Update on October 15th to check on varsity times. Chris said Cairns is scheduling out through the season for all their teams. This is a topic to discuss at the Ice Center meeting.

P&L: Planning for no snack bar!! How much does it cost to run a team? Matt still needs to calculate this. The P&L can show us what we will need to fundraise to compensate.

Fundraising: Wait for the p&l Jen said she will help as the possible fundraising coordinator!

Incentives: How can we market what the program offers. If we do have incentives we need to advertise them. Not funding extras this year 2020-2021 due to the pandemic. Goalies, beginner refs, coaching incentives? Table this and continue for another meeting**

Conflict of interest and board member responsibilities:

**It was brought to the attention of the board that there had been a conflict of interest in regards to scholarship policy and scholarship funds. The board was made aware of this issue and a plan was put into place to resolve it. The following information is a result from that conversation.

- Lindsay sent information out before the meeting (10/1/2020) on an overview of the bylaws section about board member responsibilities and conflicts of interest involving refunds or registration rates. ***Board members should read and re-read the bylaws and know them!!**
- VSAHA looks at things within the organization to see that we are following protocols and abiding by our bylaws. The bylaws must be adhered to.
- Members should NOT be involved in any financial decisions that would benefit the members as an individual.
- We as a board are liable due to being a non-profit organization. Anything to do with waiving fees or scholarships must be decided as a whole board.
- If scholarships are being applied for by a board member, then that board member needs to remove themselves from all things including scholarships and creating policies or documents on the matter.

**The board needs to be more aware of conflicts and need to be transparent with anything financial.

- Payment plans have been stopped for the individuals awaiting scholarship information to avoid potential financial hardships.
- There will be a scholarship form created by others on the board. This form needs to be recreated due to a conflict of interest. This new form must be consistent with the policy that is in place.
- Lindsay will email the board with this new documentation so it can be voted on. Please see additional information about motions made over email at the bottom of the meeting minutes.**

Obtaining passwords for emails/Harwood email addresses.

- As board members we should be using our Harwood hockey email addresses for all things hockey. In the event of an audit, our personal email would be included if it had been used for hockey purposes.
- It will be discussed further if there will be emails made for the members at large on the board.
- Admin information is being figured out in regards to the current G-suite that is used for the organization. Lindsay and Amy will work together to get this set up.
- All email log-ins need to be changed over from past board members and passwords should be changed.
- Lindsay, Liza, and Sarah are all set with their emails. Lindsay will work on resetting the password to the other accounts!

Quickbooks: Next Level? Matt looked into this and decided it is not beneficial for the board to pay for the next level. He is able to do what we need with the current level and excel!

Equipment manager: Ronda Achilles has resigned from the position of equipment manager. Lindsay can step in until a volunteer is available to do this. Someone will be reaching out to the organization to look for volunteers for this position.
Some of this can be on the team parent responsibility, such as handing out jerseys.

*****If you have not checked in with Sarah or she said you need to get them done please GET BACKGROUNDS AND SAFESPORTS DONE ASAP!******

Next BOD Meeting: Tentative date November 2nd at 5:30pm. If a special meeting is called the board will need 48 hour notice to the public.

Meetings adjourned at 7:39

Votes over Email:

Vote to Approve the new Ice Center Bill for September at \$1230.00 (\$205 per hour) Jodi made a motion, all in favor

Vote to Approve the payment and scholarship policy. Sam made a motion to approve the policy, Dan 2nd All in favor. Jen and Amy Abstained from voting on this.

Vote to Approve Head coaches:

LTS- Keith LaCroix

House- Sam Huber

8U- Brett Belknap

10U- Dan Farr

12U- Keith LaCroix

14U- Chris Martin

Jodi made a motion to approve the head coaches, All in favor

Vote to Approve invoice for Ian Smith for pre-season skills at \$750.00 (\$75 per hour). Jodi made a motion to approve, Sarah seconded, All in favor.