

CLHA BOARD MEETING MINUTES APPROVED

Approved via Email on Thursday, April 28th. Those CLHA Voting Board Members approving the CLHA April 11th, 2022 meeting minutes were: Neil Carlson, Sara Nelson, Valerie Linhoff, Tara Jacobson, and Jake Rivard. 5 out of 7 CLHA Voting Board Members.

CLHA BOARD MEETING AGENDA

Monday, April 11th

Board Members:

Position	Name	In Person	Virtual	Absent
President	Cory Spencer	X		
Vice President	Neil Carlson	X		
Secretary	Valerie Linhoff		X	
Treasurer	Sara Nelson	X		
Director of Business Operations	Jake Rivard	X		
Director of Youth Hockey	Matt Blum	X		
Director of Girls Hockey	Tara Jacobson			Excused

Additional Board Members:

Position	Name	In Person	Virtual	Absent
Advisor				
Registrar	Calhy Trosen		X	
Web Coordinator	Derek Roche			X
Fundraising Coordinator				
Equipment Coordinator	Michelle Carlson			X
Ice Schedule Coordinator	Brittany Celski			X
Mite Coordinator	Matt Howe	X		
In-House Mini-Mite/ Little Wildcat Manager	Sami Neurer			X
Goalie Coordinator	Brian Schaeppi		X	
Assistant Treasurer/ DIBS	Lindsey Crabtree			X
TEACH/ SKATE Coordinator	Alice Cunningham			X
In-House Tournament Coordinator				

Additional Attendees: Pat LeVasseur

AGENDA

- o **Call to Order:** 1904
- o **Review/approval of last meeting minutes:**
 - o *Motion to approve last month's meeting minutes*
 - o Motion: Sara Nelson
 - o Second: Jake Rivard
- o **Treasurer's Report and Association bills to be paid:**
 - o \$ in Checking: \$94,635.90
 - o \$ in Money Market Account: \$65,013.52
 - o \$ in QuickBooks Cash: \$ 0.00
 - o
 - o Still waiting for D2 league and referee fees
 - o We still need to invoice D2 for the Squirts B2 tournament
 - o End of Fiscal Year should have a Net Income of **(\$5k)** once we pay the remaining D2 fees and receive our payment from D2
 - o We over purchased ice by \$20k
 - o Spencer - requesting an audit committee to review and put together finances at the end of the fiscal year
 - o Nelson - we need to have a minimum of ~\$50k in our checking to be able to pay/ register for tournaments and make payments for next season's ice time
 - o Nelson - the ~\$65k in the money market is for our insurance policy as required by USA Hockey
 - o Nelson - will provide Cash Flow statements for future meetings
 - o Nelson - we need to have discussions with Arena Inc. to see about doing a smaller commitment at the beginning of the season to help with cash flow
 - o Spencer - contracts will not be signed without the board's approval

 - o Motion to Approve Treasurer's Report
 - Motion: Jake Rivard
 - Second: Neil Carlson
- o **Unfinished Business:**
 - o CLHA Tryouts Process and Procedures (Carlson, Linhoff, Roche)
 - Moved to Strategy Planning Meeting
 - o CLHA Board Members "How To" for their positions (Linhoff)
 - Tabled until May meeting - after Strategy Planning Meeting
 - o CLHA Volunteers, Coaches, and Managers Code of Conduct (Linhoff)
 - Tabled until May meeting - after Strategy Planning Meeting
 - o Scholarship Policy Changes (Nelson and Celski)
 - Table until May meeting (approve with budget/fees for 22-23 season)
 - o SportStar Collage Pictures (Nelson)
 - The collage photos will be offered at a discounted rate
 - More information to follow once we finalize our photographers for next season.

- o Recruitment Coordinator Position - CLHA ByLaw Change - Vote Required
 - See addendum to Meeting Agenda

CLHA Board Member	Voting
Cory Spencer	Abstain
Neil Carlson	Yes
Valerie Linhoff	Yes
Sara Nelson	Yes
Jake Rivard	Yes
Matt Blum	Yes
Tara Jacobson	Absent

- o FL/CL Merger/Co-op update (Jacobson)
 - Still moving forward; it sounds like the FL board will approve
 - Spencer suggests we put money towards jerseys to help ensure that the Wildcats will be on the jerseys.
 - Side-Note: MN Hockey may change the Girls Hockey levels for next season. Decisions will be made at the April 24th MN Hockey meeting

o Open Forum:

- o This section will be moved to after the Treasurer's Report for subsequent meetings
- o Spencer - Filling Vacant Board Positions
 - Invoking Section 5.10 for Advisor position.
 - ✓ Pat LeVasseur - Nominated by Neil Carlson; Second: Matt Howe
 - All vacant positions will be posted on the CLHA Board website and the required application will be available.
- o Spencer - Committees to be formed - these will be discussed further at the Strategy Meeting
 - Grievance
 - Operations and Finance
 - ✓ Budgeting, Fundraising, Charitable Gambling
 - Hockey Development
 - ✓ Player improvement, Coach improvement, Coach selection, Player retention and recruitment
- o Spencer - MN Hockey Leaders Conference
 - Grand Rapids - April 31st: 8am-4pm
 - St. Louis Park - May 1st: 8am-4pm
 - Cost \$30 and CLHA will pay for mileage - CLHA will pay for CLHA Board members to attend
- o Spencer - Post Season Coaches Meeting
 - April 20th @ Uncommon Loon; 6pm start - Barrel Room
 - Bring in all the Boys Coaches to say Thank You and garner feedback

- Include Head and Assistant Coaches
- Blum, Carlson, and Howe - will plan topics for coaches/ teams
- Trosen - mention that Coaching requirements are changing
- Schaeppi - possibly losing 1-2 goalies to CLHS next year
- Spencer - would like to have Bergen and Lushanko assist with tryouts next season
- o Spencer - Fall Coaches Clinic
 - Would like to have a Fall Coaches Clinic to go over expectations, resources, tryouts, etc.
- o Spencer - Managers Training Development with Linhoff
 - Refinement of Manager's Handbook, Code of Conduct, and responsibilities
- o Spencer - Bylaws and policies/ procedures
 - Would like to see signed documents
 - Need to clean up the current documents
 - Added to the Strategy Planning Meeting

o New Business:

- Strategy Plan Meeting (Carlson, Linhoff)
 - Voting and Non-Voting Board Members invited to Strategy Planning Meeting
 - Creation of timelines and top priorities
 - Linhoff - Development of a "mural" board for individuals to complete "prior to" the Strategy planning meeting
 - Motion to move CLHA Board Meeting and schedule Strategy Meeting:
 - Date and Time: May 11th at 6:00pm-Strategy; 7:00pm-Board mtg
 - Motion: Sara Nelson
 - Second: Neil Carlson

CLHA Board Member	Voting
Cory Spencer	Yes
Neil Carlson	Yes
Valerie Linhoff	Yes
Sara Nelson	Yes
Jake Rivard	Yes
Matt Blum	Yes
Tara Jacobson	Absent

- Coaches Survey Results (Carlson, Blum)
 - Received 55 responses; compiling results
- End of Season Survey Results (Carlson)
 - Received 49 responses; compiling results
 - Mostly good; a few spots of concern
- Arena Inc.

- Spencer will address some of the comments and concerns regarding the cleanliness of the facility and heat.
- Possibility - have players help to clean up the facility
- Check signer changes/updates (Nelson)
 - Removing the previous signers: Eric Luoma and Pete Smothers
 - Adding: Cory Spencer
 - Nelson will ask bank if they need draft or approved meeting minutes
 - Motion: Neil Carlson
 - Second: Sara Nelson
 - Motion Passes

CLHA Board Member	Voting
Cory Spencer	Abstain
Neil Carlson	Yes
Valerie Linhoff	Yes
Sara Nelson	Yes
Jake Rivard	Yes
Matt Blum	Yes
Tara Jacobson	Absent

- Mike Lizotte scholarship winner selection (Nelson)
 - 1 male applicant - \$500
 - 2 female applicants
 - Spencer - recuses from the voting since he knows all 3 applicants
 - Applications had the applicant's names redacted
 - Boy 1: Any objections to awarding the scholarship to this individual - None
 - Motion: Neil Carlson
 - Second: Jake Rivard
 - Motion Passes

CLHA Board Member	Voting
Cory Spencer	Abstain
Neil Carlson	Yes
Valerie Linhoff	Yes
Sara Nelson	Yes
Jake Rivard	Yes
Matt Blum	Yes
Tara Jacobson	Absent

- Female Votes
 - Female Winner: Girl 1

CLHA Board Member	Voting
Cory Spencer	Abstain
Neil Carlson	1
Valerie Linhoff	1
Sara Nelson	1

Jake Rivard	2
Matt Blum	1
Tara Jacobson	Absent

- Mike Lizotte Memorial Golf Tournament Update (Spencer)
 - Met as a committee last week - Howe attended as well
 - Adjusted corporation sponsorship levels
 - Working to get more raffle prizes
 - CLHA will need to sell 200 gun raffle tickets for the 2022 event
 - We will table the action regarding “DIBS” for the Gun Raffle tickets until a more thorough discussion is conducted.
 - The committee is requesting \$10,000 from CLHA to purchase the guns

- Motion: Howe

- Second: Blum

CLHA Board Member	Voting
Cory Spencer	Abstain
Neil Carlson	Yes
Valerie Linhoff	Yes
Sara Nelson	Yes
Jake Rivard	Yes
Matt Blum	Yes
Tara Jacobson	Absent

- Charitable Gambling (Spencer)
 - We can have 5 events on our current license
 - With a Charitable Gambling license we would need to hire a gambling manager
 - The association could create an auxiliary board to the CLHA to hold another 5 events (e.g. purse bingos, meat raffles, pancake breakfasts, etc.)
 - We currently receive: \$15k from the golf tournament, \$20k from cash calendar, possibly \$5k from purse bingo
 - The Chisago Grill is open to pull tabs by CLHA; there are other options within the county
- Closed Meeting Business (Spencer)
 - When there is “Closed Meeting Business,” the main meeting will be concluded and all non-voting board members and CLHA members will be excused from the meeting.
 - Closed Meeting Business will be conducted following the regular CLHA Board meeting.

o **Meeting Adjourned:** 2038

- o Motion: Neil Carlson
- o Second: Matt Howe

Next Meeting: May 11, 2022 at 7pm

BYLAW CHANGE REQUEST FORM
FOR THE CHISAGO LAKES HOCKEY ASSOCIATION

SECTION I. I wish to: (check one)

Change an existing Bylaw

Add a new Bylaw

Delete an existing Bylaw

SECTION II. If you want to change or delete an existing Bylaw, list Bylaw Article and Section:

Background: Addition of Recruitment Coordinator position to CLHA Non-Voting Board. Recruitment Coordinator would report to the Director of Business Operations and be a Non-Voting Board position.

Update/ Addition: Section 5.5 Board Elected Non-Voting Positions

Update/ Addition: Section 8.14 Recruitment Coordinator (position description)

Update: Move existing Section 8.14 to 8.15 to keep all Board Elected Non-Voting Position Descriptions in the same area.

Recruitment Coordinator

The recruitment coordinator is responsible for recruitment of new girls and boys skaters at all levels, with emphasis on the youngest levels. The recruitment coordinator coordinates and schedules Try Hockey for Free and promotes Chisago Lakes Hockey registration throughout the community.

SECTION III. Describe what you want to do and why, in detail. (Use additional paper if needed, numbering each additional page.)

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Update/ Addition: Section 5.5 Board Elected Non-Voting Positions

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SECTION IV. Today's Date: _____ Your Name: _____

Your Signature: _____

Board Member Name: _____

Board Member Signature: _____

SECTION V. Action taken: (Use additional paper if necessary, numbering each additional page.)