

CLHA BOARD MEETING AGENDA

Monday, Dec 13th

Board Members:

Position	Name	In Person	Virtual	Absent
President	Eric Luoma	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	Pat LeVasseur	X		
Director of Girls Hockey	Tara Jacobson			X

Additional Board Members:

Position	Name	In Person	Virtual	Absent
Advisor	Chris Phelps			X
Registrar	Megan Hyde			X
Web Coordinator	Derek Roche	X		
Fundraising Coordinator	John Gustin			X
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
TEACH/ SKATE Coordinator	Jessica Howe		X	
In-House Tournament Coordinator				

Additional Attendees: Jessica Howe, Chris Linhoff,

AGENDA

- o **Call to Order:** 7:02pm
- o **Review/approval of last meeting minutes:**
 - o *Motion to approve last month's meeting minutes*
 - *Lindsey Crabtree will need to be voted in for the Assistant Treasurer Meeting*
 - *Dissent by Linhoff: there is a comment regarding that there are no managers that are barred from CLHA at this point.*
 - o Motion: Neil Carlson
 - o Second: Derek Roche
- o **Treasurer's Report and Association bills to be paid:**
 - o \$ in Checking: \$112,332.27
 - o \$ in Money Market Account: \$64,991.97
 - o \$ in QuickBooks Cash: \$0.00

 - o Motion to Approve Treasurer's Report
 - Motion: LeVasseur
 - Second: Roche
- o **Unfinished Business:**
 - o Hardship Awards (Luoma) - Settled
 - o CLHA Tryouts Process and Procedures (Carlson, Linhoff, Roche)
 - No update
 - o CLHA Website Overhaul (Linhoff, Roche)
 - Roche - SE was done for a few days last week
 - Utilized new permission systems on the website, so now we no longer have people that were old and should not be on the HQ website.
 - Only the current board members have select permissions on the website.
 - The groups have been set up/ cleaned up to reflect the current membership
 - Setting up a page for the "Daily Raffle" announcements - still working on the fully set up so that it unveils each day.
 - Roche - The "Documents" page does not need to be showed. Keep the documents on Google Drive
 - Roche - Boys and Girls High School schedules were updated to CLHA website.
 - o CLHA Board Members "How To" for their positions (Linhoff)
 - More info to come in upcoming months
 - o CLHA Refund Policy Committee Update (Carlson, Nelson, Roche, J. Howe)

- An updated policy for the Refund policy was sent out by Neil Carlson.
- Refund Policy:
 - ✓ Once tryouts have started no refunds shall be issued in the event a player changes their mind about playing. Refunds will only be issued for extenuating circumstances including injuries that would prevent a player from completing the season. All refunds shall be subject to a \$100.00 fee withheld from the refund and will be prorated based on when they occur during the season.
 - ✓ Voting Results
 - ✓ Motion: Carlson, Second: Nelson

Position	Name	Vote
President	Eric Luoma	Abstain
Vice President	Neil Carlson	Yes
Secretary	Valerie Linhoff	Yes
Treasurer	Sara Nelson	Yes
Director of Business Operations	Jake Rivard	Yes
Director of Youth Hockey	Pat LeVasseur	Yes
Director of Girls Hockey	Tara Jacobson	Absent

- o Voting and procedures for open board positions
 - Nelson, Roche, Linhoff will discuss with Somerset Hockey Association or other associations that utilize online voting and how they are conducting online voting.
 - Jessica Howe sent a link to Election Buddy.com regarding an online voting tool (\$89.99 for 1,000 votes). Our voting clientele is roughly 500 votes.
- o CLHA Volunteers, Coaches, and Managers Code of Conduct (Linhoff)
 - Tabled for next month
 - Celski has some items to add to the Managers Code of Conduct pertaining to requesting ice and managers/ district roles and responsibilities.
- o Open Forum:**
 - o Matt Howe - Little Wildcats jerseys - the jerseys were turned within 2 weeks and were super helpful with the graphic and jerseys. Very happy with the jerseys and the quality of material.
 - o New Jersey Designs - we could have the membership to design the jerseys, or have another.

- o Association bought all the jerseys when the design was changed approximately 5 years ago.
- o We have new speakers for the Google Meet CLHA Board Meetings

o New Business:

- o Scholarship Policy Changes (Nelson)
 - Brittany Celski and Sara Nelson - we would like to have an agreement that the persons who receive the scholarship that the family is still responsible for other items pertaining to the acceptance of the scholarship (e.g. turn in DIBS checks, photos, tournament fees, etc.)
 - Policy is written that families can only receive a scholarship for 3 years, but there are exceptions.
 - Policy is written that it's 3 scholarships per family
 - It has to be requested every year.
 - There is no income, or information, that is required for people that have submitted for Scholarship.
 - \$3,000 per year and is a First Come-First Served. Each year the entire amount is used and some years that the amount has been over budget.
 - Mites, Travel Mites, and In House Mites - DIBS opportunities for "Chuck A Puck" for each Sunday from 4-5pm.
 - Brittany Celski and Sara Nelson - will work up a document pertaining to the contract as to what the scholarship will cover and what it will not.
- o CLHA OCI forms (Linhoff)
 - Clarification: Fiscal Year is May 1 - April 30
 - Clarification: Board Positions is April 1 - March 31
 - Jacobson and Gustin need to complete their OCI forms immediately.
- o CLHA Member that is not able to be a manager (Linhoff)
 - The CLHA member is not allowed to be a manager.
 - If the person wants to file a grievance they can.
 - It was decided that the Secretary has the responsibility to manage the Managers, which is the same as the Director of Youth Hockey who manages and makes decisions regarding all CLHA Coaches.
- o **Meeting Adjourned:** 2015
 - o Motion: LeVassuer
 - o Second: Roche
- o Next Meeting: January 10th, 2021