



CCHA Board Meeting Minutes

Chaska Chanhassen Hockey Association (CCHA)
 Board Meeting Minutes – June 20, 2016
 Victoria Recreation Center – Blue Line Room
 8:00 – 9:00 pm (Planned)

1.) **Call to Order:** Brian Hegarty @ 8:08 pm

2.) **Roll Call/Introductions:**

Board Members	
*Brian Hegarty	<i>President</i>
*Mike Newman	<i>Vice President</i>
Dawn Rodell Riley	<i>Treasurer</i>
*Jeff Weyandt	<i>Jr. Gold</i>
*John Lynch	<i>Bantam</i>
*Jay Girard	<i>PeeWee</i>
*Jessee Parker	<i>Squirts</i>
*Jay Musolf	<i>Mites</i>
*Brian Baker	<i>Mini Mites/Termites</i>
Jeffrey Peltier	<i>U10, U12, U14</i>
*Cordell Mack	<i>U6, U8</i>

Key Volunteers and Committees	
Julie Eklund	<i>Ice Coordinator</i>
*Lori Hill	<i>Accounting</i>
Michelle Fontaine	<i>Website</i>
Tammy Lueck	<i>Registrar</i>
Brenda Reddan	<i>Concessions (CCC)</i>
Rachel Anderson	<i>Concession (VRC)</i>
Joyce Thomas	<i>Volunteers</i>
Courtney Hamre	<i>Brick City</i>
*Mike Colleran	<i>Equipment</i>
Eric Jensen	<i>HDC</i>
*Jeff Heil	<i>HDC</i>
Nick Gerbi	<i>HDC</i>
Yo Schugel	<i>HDC</i>
Brian Charchenko	<i>HDC</i>
Pat Kourcek	<i>HDC</i>

List of Members at Large in Attendance:

- None.

3.) **May Minutes Approval:** Approved; to be posted on the web site.

4.) **Special Matters from the President:**

A. **Budget Approval:** We are seeking approval of the version of the budget circulated by Dawn on 6/3/16. One note, we upped advertising to \$2500 as discussed at the budget-specific meeting at the beginning of June. Motion to approve (B. Hegarty); seconded (Newman); unanimously approved.

B. **Registration (M. Fontaine Update):**

- We are on track to open registration on 7/1/16 for all levels.



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- Registration Close Dates to be communicated in Registration:
 - Squirt/10U; Pee wee/12U; Bantam – each closes at midnight of **8/31/16**.
 - \$100 late fee to register thereafter for the Bantam level. Motion by the President to approve the assessment of a late fee and communicate to members the rationale for the imposition of the fee (tryout planning; parent communications, team registrations). Motion seconded by VP Newman. Vote resulted in unanimous approval.
 - Mites/8U – same open; closes on **10/9/16** at midnight. No late fees.
 - 15U – same open; closes on **11/4/16** at midnight. No late fees.
 - Jr. Gold – same open; closes on **11/21/16** at midnight. No late fees.
 - Below Mites - same open; closes on **10/9/16** at midnight. No late fees.
 - Motion to approve open and close dates above (President Hegarty); seconded (VP Newman); unanimous approval.
 - Discussion held regarding persons who continue to carry balances due from last season. Decision made to require those people to completely resolve balances due before being allowed to register for the '16-'17 season. Motion to approve this approach and communicate it in the registration process (President Hegarty; seconded by VP Newman). Vote held and unanimously approved. *Need to update registration document to have policy on getting current on balances prior to registration availability. Also agreed to remove offline payment options so this problem does not repeat itself.*
 - All persons who register must provide valid credit card or bank information for automatic payment; all others who need financial assistance will need to contact the Treasurer as has always been the case; scholarship funds are available to help families needing assistance.
- Need Executive Committee approval of four (4) edited policies forwarded by the Web Master on 6/14 (Coach application; Player Code of Conduct; Parent Code of Conduct; Volunteer Policy). Approval requested by 6/27/16 for modified versions. President Hegarty requested that the policies be circulated to the Board members generally so that people can identify any major concerns, but not for a vote, which is reserved to the Executive Committee.
- HockeyStop sponsorship programming/campaign to be resolved quickly by web master, Commissioner Musolf and the sponsor (Mr. Parker representing). Option for least amount of work between now and 7/1 is to be chosen.
- Dibs/volunteer registration and coaches application will be published in tandem with the season registration.
- All level commissioners in attendance accept web master's offer to create a mailing list for parents of prospective players at their level that they can access from their level's main page for parent mailings. Bantam prospect already created and in use. Lists are created from the registration document Lori uses.



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- All notified that the web master needs now the final list of available/open key volunteer positions to post to the site.

C.) Board Workshop Updates:

i. Recruiting/Incentives (Mr. Mack)

- Proposal for recruitment support/adding four (4) key volunteers for recruiting campaigns;
 - i. Total Hockey event – Sept 12th – kids register and get \$125 card to be used to acquire their initial set of protective equipment at Total Hockey so long as they participate in the CCHA program.
 - ii. Need four (4) additional volunteers for this event; motion made for the approval of these additional volunteer positions by Mr. Mack; seconded by Mr. Baker; motion unanimously approved. Position descriptions to be provided by Mr. Mack to the web master ASAP. Each volunteer in this area (recruiting) to get 7 volunteer hours.
- Proposal for repeat of first year incentive program
 - i. Set stretch goal of 110% of last year's participation level.
 - ii. The idea would be that the Total Hockey program will reduce the number of sets of rented equipment the CCHA makes available. Most parents asked that their deposit check be cashed so they could keep the equipment. Our participation level likely qualified us for the replacement of all sets of equipment that were kept last year.
 - iii. The equipment manager, Mr. Colleran, will determine and report back whether he has any checks left that were to be cashed or need to be destroyed.
 - iv. Motion to reauthorize last year's first-half-free program by Mr. Mack, seconded by Mr. Baker; vote taken and unanimously approved.
- Proposal for HDC structural change
 - i. Proposal to be circulated by Cordell. See the redline in the charter, etc. Proposal orally summarized by Mr. Mack. Generally as follows: Boys and girls to have separate, but coordinated, HDCs; Boys side will be 6 Board-appointed members plus the 2 public HS school coaches with being voting members so long as participation is regular; girls HDC will be 3 plus Stormhawks' coach; coordination will occur through regular schedule of combined meetings.
 1. Chair of HDCs – board appointed Chair for each subject to the HDC member's non-binding nomination.
 2. Chair's stipend will be \$1800.
 3. Off-cycle motion for approval to follow.

ii. Concessions

- President Hegarty has a meeting with CCC this Friday to finalize their proposal re takeover of concessions.



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iii. Commissioner Parker got a DECCA project approved for assistance with CCHA's social media campaigns/strategy. Details to follow.

D.) Tryouts – HDC Proposal to the Board

- i. Tryout document to be finalized at HDC meeting on Thursday 6/23.
- ii. There will be no tryouts during Ryder Cup week and that will be communicated to parents who are wondering/voicing concerns.
- iii. HDC to circulate finalized plan before next Board meeting.
- iv. Mr. Heil (HDC) to confirm with Julie that ice has been reserved for all proposed tryout dates, which Mr. Heil had previously communicated to Julie.

E.) Special Election for two new Board positions (VP – Administration; Secretary)

- i. No discussion held due to time constraints.

5.) Standard Agenda:

A. Special Reports/Guests On the Agenda

- i. None.

B. Executive Updates

- i. President – Brian Hegarty
 - See above.

ii. Vice President – Hockey Operations – Mike Newman

- CCHA Confidentiality and Code of Ethics Agreement – for Board, Key Volunteers and members of all committees approved by the Board. VP Newman to circulate for comments.
- Handbook Update
 - Initial draft is done – Mike to circulate.
 - Approach –
 - Framework/TOC created based on other associations' documents and historical policies and web site content;
 - Filled in our policies where we had one and drafted new policies where we didn't (e.g., electronic communications and social media policy);
 - Formalized operational functions into committees where appropriate (Grievance & Disciplinary Committee)
 - Overall idea is to take static information out of policies plastered on web pages, update and put in a single section in the Handbook. Variable information (e.g., tryout composition, scoring; volunteer hour requirements & yearly credits; parent/player/coach code of conduct) goes on the web pages because it can change year to year. Nothing else goes on the web pages.



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- Insurance – will have a full proposal from underwriter by the end of the month. We will not seek internet/cybersecurity/privacy liability coverage.
- D6 – no news. I was told to stop inquiring, get on their mailing list and be patient.
 - Presidents' meeting on Wednesday and President Hegarty will report back at next meeting.
- **Off-cycle votes held and concluded as follows with vote totals by FOR-AGAINST-ABSTAINING:**
 - **Vote re adoption of HDC Structural changes, new charter and accompanying policy: APPROVED (11-0-0).**
 - **Vote re adoption of modified Code of Conduct for players, parents and coaches: APPROVED (10-0-1)**
 - **Vote re adoption of modified Volunteer Policy: APPROVED (10-0-1)**

iii. Treasurer – Dawn Rodell Riley

- Budget approval as discussed above.
- For players who have balances due – require people to get current before they can register. Approx. 20 people with \$100 or more.
- No exceptions to requiring volunteer checks being provided before players can get on ice for tryout or evaluations. Had a little difficulty last year due to the transition away from Gold Card program to raffle ticket fundraiser.

C. Updates to the Board

- i. Brian Baker – Lower Mite Commissioner
 - No report due to time constraints.
- ii. Jay Musolf – Upper Mite Commissioner
 - No report due to time constraints.
- iii. Cordell Mack – Lower U Commissioner
 - No report on Lower U due to time constraints.
- iv. Jeff Peltier – Upper U Commissioner
 - Email update only.
 - Registrations for tournaments is complete.
 - Fielded questions from 3 15U Waconia parents re playing for CCHA in '16-'17. Numbers look favorable for doing this.



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- v. Jesse Parker – Squirt Commissioner
 - No report due to time constraints.
- vi. Jay Girard – PeeWee Commissioner
 - No report due to time constraints.
- vii. John Lynch – Bantam Commissioner
 - No report due to time constraints.
- viii. Jeff Weyandt – Jr. Gold Commissioner
 - No report due to time constraints.

D. Committee/Key Volunteer Updates

- i. Accounting – Julie Eckland/Lori Hill
 - Provided Treasurer’s report above.
 - Reported that ~40 volunteer checks were cashed.
- ii. Concessions – Brenda Redden/Amy Lindquist/Rachel Anderson
No report due to time constraints and President’s meeting later in the week.
- iii. Equipment – Mike Colleran
No report due to time constraints.
- iv. Apparel – Sarah Grobel
No report due to time constraints.
- v. Web Master – Michelle Fontaine
See above re registrations.

6.) Closed Session¹

None.

7.) Next Meeting

July 18th from 8-9 pm at VRC, Blue Line Room

Motion to Adjourn:

¹ Required for any individual player/member discussion, family financial discussion, discipline or other sensitive matters.



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Time: 9:07 pm.

By: President Hegarty

Seconded By: VP Newman