

Coeur d'Alene Hockey Association Board Agenda

Meeting Date: November 5, 2025

Meeting Details

- Date: November 5, 2025
- Time: 6:0pm PST – 7:19pm PST
- Location: Frontier Arena
- Meeting Facilitator: Sara Bascetta, President

Summary of Key Resolutions

KEY MOTION – Require all Student coaches to follow CDAHA Student Coaching Expectations and Requirements which includes completing Training with their coach and completing application forms prior to coaching.

- Motion made by: Jeremy Wheeler, Treasurer
- Seconded by: Matt Fisher, Member
- In Favor (Once Amended): Tom Spencer, Bill Thexton, Nick Balsimo, Annie Brown
- Opposed: None
- Vote: Approved

KEY MOTION – Designate Ice Time for Stick and Puck during Thanksgiving Holiday

- Motion made by: Jeremy Wheeler, Treasurer
- Seconded by: Bill Thexton, Member
- In Favor: Tom Spencer, Bill Thexton, Nick Balsimo, Annie Brown
- Opposed: None
- Vote: Approved

KEY MOTION – Fund \$250 toward Holiday Christmas Skate Event

- Motion made by: Jeremy Wheeler, Treasurer
- Seconded by: Matt Fisher, Member

- Favor: Tom Spencer, Bill Thexton, Nick Balsimo, Annie Brown
- Opposed: None
- Vote: Approved

KEY MOTION – Implement Tournament Scheduling Procedure requiring coaches to coordinate all tournament schedules with Scheduling Coordinator prior to booking.

- Motion made by: Jeremy Wheeler, Treasurer
- Seconded by: Matt Fisher, Member
- In Favor: Tom Spencer, Bill Thexton, Nick Balsimo, Annie Brown
- Opposed: None
- Vote: Approved

Supporting Documents

- Financial Documents
- CDAHA Student Coaching Expectations and Requirements
- Coach Tournament Scheduling & Coordination Procedure

Agenda Items

- I. Call to order 6:01pm.
- II. Attendance: Verification of quorum.
- III. Confirmation of previous minutes approved via email.
- IV. Financial Update – Treasurer Wheeler
 - A. P&L should be provided within the next two weeks.
 - B. Treasurer Wheeler emailed October transactions.
 - C. Tournaments will be billed after they take place to ensure only those who actually attended are billed.
 1. Must pay for tournaments on website – phone application does not work to pay.

2. CDAHA will bill after tournaments to avoid refunding players who do not attend.

V. Allocation of Hoedown funds from 2025

- A. Board intends funds to be allocated for the season.
- B. Funding suggestions included end of year party, ice time, and tournaments.
- C. John Heinrich, President IAHA, inquired if there is a policy directing use funds. There is not one in place at this time, but something the board can consider.
- D. The Board agreed that the funds should be used during this season but tabled the decision on the specific use.

VI. Student Coaches - Training and CDAHA Policy

- A. CDAHA currently has 4 Student coaches this season.
- B. President Bascetta reviewed the general rules for student coaches, outlining their permitted responsibilities and limitations according to USA Hockey regulations and CDAHA policy.
- C. The Board discussed the policy and emphasized the importance of completing USA Hockey training (PowerPoint provided), along with the required request forms and questionnaire.
- D. **KEY MOTION: Treasurer Wheeler motioned that the organization consistently enforce the policy requiring all training and forms to be completed prior to any student coaching. Member Fisher seconded the motion.**

1. Discussion Requested – Clarify requested as to whether this should be annually to renew each year and if this needs to be done with “their coach” as USA Hockey recommends or any coach.

2. KEY AMENDED MOTION – Treasurer Wheeler motioned that current coaches may complete SafeSport training as a group review. Beginning next season, all student coaches must renew the process each year they wish to coach and complete training alongside the coach they intend to work with. Member Fisher seconded the motion.

VI. Update: Locker Room Policies

A. Vice President Spencer updated the Board on a concern from 10U parents regarding locker room monitors. Monitors are ensuring only SafeSport- approved parents are present; however, parents of 10U and younger players are allowed to assist their child with dressing and then must leave the locker room. Vice President Spencer, Coach-in-Chief Nilson, and Secretary Brown met with the concerned parents.

B. A policy clarification message was sent to parents as well as coaches and managers of this policy. A SafeSport locker room monitor must still be present at all times.

C. The Board discussed locker room sign-ups and resolutions to ensure the responsibility is shared and not limited to the same parents each time.

VIII. Picture Day – President Bascetta has not received a response from the photographer and requested suggestions for alternative photographers for the teams and players.

IX. Update: Scheduler Gustafson

A. 60-70% of games have been scheduled with 10-14 games per team. Reaching out to other organizations to work on more where possible.

B. Scheduler Gustafson suggested a Stick and Puck time over Thanksgiving.

C. KEY MOTION: Treasurer Wheeler motioned to Designate ice Time for Stick and Puck during Thanksgiving Holiday. Member Sexton seconded the motion.

D. Scheduler Gustafson would like to make Goodie bags for Christmas skate and suggested use of Halloween Candy parents would like to turnover. Social Media Hills to post.

E. KEY MOTION Treasurer Wheeler motioned to Fund \$250 toward Holiday Christmas Skate Event. Member Fisher Seconded motion.

X. Score Sheet Form Drop Off

A. Score Sheets will be slipped under locked equipment door.

B. President Bascetta reported that electronic score keeping is easy. A demo for the board and training for managers will be provided.

- XI. Update: Procedure Update Proposal for Tournaments
- A. President Bascetta presented a new procedure that coaches will follow that they will not schedule tournaments until they coordinate with scheduler. This will prevent overlaps in scheduling. This is possible to do now that we do have a scheduler.
 - B. KEY MOTION: Key motion made by Treasurer Wheeler Implement Tournament Scheduling Procedure requiring coaches to coordinate all tournament schedules with Scheduling Coordinator prior to booking. Member Fisher seconded the motion.**
 - C. Coach-in-Chief Nilson suggested that coaches could also provide a core list of tournaments to schedule pre-season to lock in for scheduler to look to schedule as soon as available. Also noted that some tournaments are not scheduled until season starts and coaches hold out spaces to be able to attend.
- XII. Fundraising
- A. Raffle Tickets raised \$11,000.00 and will be distributed to players who raised the money.
 - B. Raffle ticket won by Gared Copstead won \$1,000.00 raffle prize.
 - C. Bite Night raised \$28.00. It was our first event and not well promoted.

Board Attendance

- ✓ Sara Bascetta, President
- ✓ Tom Spencer, Vice President
- ✓ Jeremy Wheeler, Treasurer
- ✓ Annie Brown, Secretary
- ✓ Bill Thexton
- ✓ Matt Fisher
- ✓ Nick Balsimo

Leadership & Guest Attendance

- ✓ Rhett Nelson, Coach-In-Chief
- ✓ Allison Carter, Fundraising Coordinator
- ✓ Jackie Guerin, Uniform Coordinator
- ✓ Jon Perkins, Goalie Coach-in-Chief
- ✓ Nick Knoll, Safe Sport Coordinator
- ✓ Jackie Gustafson, Scheduler
- ✓ Bri Hills, Social Media
- ✓ April Hocking, Registrar
- ✓ Jeremy Guerin, Parent
- ✓ Kathleen Tetreault, Scorekeeper
- ✓ Melissa Yohill, Team Manager 10U White
- ✓ John Heinrich, President IAHA
- ✓ Sara Benson, Vice President IAHA