

CLHA BOARD MEETING AGENDA

Monday, June 13th

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			X

Additional Board Members:

Position	Name	In Person	Virtual	Absent
Advisor	Pat LeVasseur			X
Registrar				
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				
Recruitment Coordinator				

Additional Attendees:

AGENDA

- o **Call to Order:** 1903
- o **Review/approval of last meeting minutes:**
 - o *Motion to approve last month's meeting minutes*
 - o Motion: Neil Carlson
 - o Second: Derek Roche
- o **Treasurer's Report and Association bills to be paid:**
 - o \$ in Checking: \$ 94,895.93
 - o \$ in Money Market Account: \$ 65,013.52
 - o \$ in QuickBooks Cash: \$ 10.42
 - o Purse Bingo Profit: \$ 5,577.00

 - o Motion to Approve Treasurer's Report
 - Motion: Jake Rivard
 - Second: Matt Howe
- o **Open Forum:**
 - o CLHA Hosting Tournaments
 - Peewee C October 28-30
 - ✓ \$1,200-\$1,500 registration = \$9,600 for \$1,200 registration fee
 - ✓ 8 teams
 - ✓ 4 game minimum guarantee
 - ✓ 1630 @ Friday: 7 hours of ice = \$1,505 ice
 - ✓ 12 hours Saturday
 - ✓ 8 hours Sunday
 - ✓ \$6,000 ice time
 - ✓ \$95 / game for referee = \$2,000
 - ✓ The specifics will be flushed out at Committee and brought back for approval.
 - Bantam ?? December 16-18
 - U10 B1/B2 Girls January 6-8
 - ✓ Forest Lake will need to pay for registration

- Travel Mite Jamboree Nov 4-6? (Howe)
 - ✓ Howe will get
- Organizational Structure Adjustment
 - This will be just an advisement for this meeting. For the July meeting, we will have Bylaws changes per regulations.
 - ✓ Move Ice Scheduler to Hockey Operations side under VP and between both youth directors. Positional change only.
 - ✓ Add role of managing and mentoring managers to Hockey Operations (Equipment Coordinator) coordinator position.
 - ✓ In-house Tournament Coordinator absorbed by Mite Coordinator
 - ✓ Fundraising Coordinator role to be dissolved but duties assigned to Director of Business Operations and Assistant Treasurer. Duties would be separated out between the two positions.
 - ✓ Mite Director - pull up to voting position; put other positions below Mite Director
 - ✓ Assistant Treasurer to become more of a treasurer apprentice in case of sudden vacancy.
- Registrar Position - Vacant
 - Extending appointment to Tara Jacobson as CLHA Registrar as a dual appointment with her director of girls hockey position
 - Motion: Neil Carlson; Derek Roche
 - Motion Passes
- Other Open Board Positions
 - No applicants for other open positions
- Karl Oscar Days Parade (Nelson)
 - Need kids and parents to walk the parade
 - Float, swag items, candy, fliers (Try Hockey for Free, Fall Hockey, etc.)
 - DIBS for parents/ families for participants
 - \$15 for non-profit organizations; \$140 pucks;
 - Motion: \$300 to be spent on Karl Oscar Days Parade; Jake Rivard will take over the duties to coordinate the Parade.
 - ✓ Derek Roche

- Cost per ticket: \$100
 - Spencer will get tickets and we will use same process used last year with spreadsheet managed by Linhoff, Nelson, and Spencer
 - Need to gather raffle prize donations - send emails like last year to gather raffles
 - Social media blast
 - Bimonthly email blast to membership (Linhoff)
- Managers Training Development (Spencer, Linhoff)
 - Refinement of Manager's Handbook, Code of Conduct, and responsibilities
 - Tabled to next month
- Bylaws and policies/ procedures (Spencer, Carlson, Linhoff)
 - Signed documents
 - Voting
 - Clean up needed on current documents
 - Shared drive to house all documents
- Fall Coaches Clinic Update (Carlson, Blum, Jacobson)
 - Tabled for now
- Crossbar Meeting Update (Roche)
 - \$69.00/ month
 - \$1.99% plus \$0.99 per transaction
 - \$780 fee for Sports Engine; Nelson will look into a month-to-month payment after our contract ends in September
 - Possible to run SportsEngine for our 22-23 Registration, but use Crossbar to manage the teams once they are finalized in October.
 - Derek Roche will work to set up another demo meeting with Crossbar
- Arena Meeting Update (Spencer)
 - Sound proofing
 - Looking for options; no update
 - Concessions - make offer to arena
 - Motion: Spencer will approach Arena Inc that CLHA will have 4 tournaments (80/20 split) with Howe helping to source food, supplies (stick/ sock tape, etc.)
 - Motion: Neil Carlson
 - Second: Jake Rivard
 - Passes
- Committee Updates - if needed
 - Grievance (Carlson)
 - Nothing to Report
 - Hockey Development
 - Tryout Software: North Branch, Cambridge-Isanti, Andover, Coon Rapids, etc. Tryout Engine is the name of the software. Run skill

based drills, 3v3, 4v4, 5v5, etc. tryouts.... The 3v3, 4v4, 5v5 use randomized players on each line/ set.

- 1-9 evaluation with multiple “looks” throughout each day/ session
- Final numbers are tabulated at the end of the session with no interaction from board members.
- Feedback could be offered on the skills section of the Tryouts software
- Need clarification on the price. Is it \$3,500 a year, or \$2,500 for 3 years - Neil Carlson will reach out to determine the exact cost of the software
- Operations and Finance
 - Tabled to next meeting

○ **Unfinished Business:**

- Scholarship Policy Changes (Nelson and Celski)
 - Tabled to Operations and Finance Committee Meeting
 - One application was received; this will be done in a closed session.
- SportStar Collage Pictures (Nelson)
 - Have not heard back from the Rep
- FL/CL Merger/Co-op update (Jacobson)
 - Merger is moving forward. Slight hangup on the jersey side. WBL is trying to get in with the FL/CL Coop
- Coaches Survey and End of Year Survey Results (Linhoff)
 - Share with membership?
 - Appropriate to generalize and send the End of Season results - Linhoff
 - Share the Coaches Survey with the returning coaches - Nelson
- Option to change emails to position@chisagolakeshockey.org (Roche)
 - Solution update
 - Still working on the solution
- New Electronics Purchase for tryouts/board members (Roche)
 - Looking for deals on the windows; then fell of the plate
 - Roche will find ones and then Nelson will purchase

○ **Meeting Adjourned: 10:03**

- Motion: Jake Rivard
- Second: Matt Howe

Next Meeting: July 11, 2022 at 7pm

Chisago Lakes Hockey Association

DIBS Policy

Updated for 2022-2023 Season

Chisago Lakes Hockey Association (CLHA) depends on the assistance of its members to function as a successful organization. It is important that we all share in the commitment to produce a program that operates efficiently.

I. What is a “DIB”

- A. A DIB is a single “credit” for volunteer help you provide to CLHA. Most of the time 1 credit = 1 hour of actual commitment. DIBS are only eligible for credit if they are approved/authorized by any two CLHA board members at least one of which shall be a voting board member.

II. DIB REQUIREMENTS

- A. Players in the Little Wildcats program are exempt from the DIBS requirement.
- B. Players in the in-house mite program are required to complete 2 DIBS credits.
- C. Players in Mites are required to complete 4 DIBS credits.
- D. Players in Squirts, Peewees, and 1st year Bantams will be required to complete 8 DIBS.
- E. 2nd year Bantams are required to complete 4 DIBS credits.
- F. Families with multiple players will be required to complete the DIBS of the oldest child and half of the second oldest never to exceed 12 DIBS per family.
- G. Current board members, rostered head coaches, and team managers will have DIBS requirements waived.
 - 1. Head Coaches will have 12 credits to distribute to Assistant Coaches for each team as they see fit among rostered assistant coaches and other volunteers based on their commitment to the team.
- H. In general, DIBS are not allowed to be transferred or shared among different families within the association except for in extreme and rare cases.
- I. In the event “extra” DIBS are completed in one season, excess volunteer hours are not allowed to be transferred to future seasons.
- J. Mike Lizotte Memorial Golf Tournament Raffle Tickets
 - 1. Members will be given 1 DIB credit for each raffle ticket purchased with a maximum credit of half of the required DIBS.
- K. DIBS can be purchased for \$600 if individuals choose to “buy out” their DIBS.

III. AUTOMATIC CREDIT CARD WITHDRAWAL

- A. Failure to fulfill DIBS requirements by the April board meeting will result in an automatic charge of \$600 to the credit card on file for registration.
- B. In the event that the transaction is denied, players will be ineligible to register for a subsequent season until arrears have been paid in full.

IV. INDIVIDUAL RESPONSIBILITY FOR DIBS

- A. The responsibility to seek DIBS opportunities, register for volunteer hours, and monitor progress rests on each family. The team manager IS NOT responsible for tracking each players DIBS progress; however, they may inquire periodically for an update on the teams DIBS completion progress from the assistant treasurer as a courtesy to provide that information to their families.
 - 1. Each player/family may contact their manager, the assistant treasurer, or treasurer for any questions pertaining to DIBS.

V. TEAM DUTIES

- A. Each travel team will have additional responsibilities that do NOT count toward your volunteer credits. Such duties may include but are not limited to running the game clock, assisting with the penalty box, completing the score sheet, and working in the concession stand.

VI. CLAIMING DIBS - "HOW TO"

- A. Log in to the CLHA website with your username and password (located in the upper left-hand corner of the screen).
- B. Click on the DIBS tab.
- C. Under "Available Sessions" click on current year volunteers (i.e.: 2021-2022 DIBS).
- D. Once you select the DIB item, enter the volunteer information "Claim DIB item on behalf"- select profile name (first registered CLHA player)
- E. Enter the name of the person completing volunteer hours in the "person fulfilling DIB item" including contact phone number for cancellation/changes that may occur.
- F. Select "Claim DIB item" to complete your session.

** If you decide while you are in the session that you don't want a DIB item- click Cancel before you complete the last step **

VII. HOW TO VIEW "CLAIMED" DIB ITEMS?

- A. If you sign up for an opportunity online and can't remember the information, simply log on with your username and password (located in the upper left-hand corner of the screen) and click on the DIBs menu and then "My Dibs" --> View all my currently claimed DIB items.

VIII. WHAT TO DO IF YOU ARE UNABLE TO WORK A SELECTED DIB ITEM?

- A. Find a replacement to work the selected DIB item on your behalf. Contact the DIBS coordinator of that event with the replacement volunteer information to ensure credits are awarded appropriately.