

## **CLHA BOARD MEETING AGENDA**

Monday, July 11th

### **Board Members:**

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

### **Additional Board Members:**

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

### **Additional Attendees:**

## AGENDA

- o **Call to Order:**
- o **Review/approval of last meeting minutes:**
  - o *Motion to approve last month's meeting minutes*
  - o Motion:
  - o Second:
- o **Treasurer's Report and Association bills to be paid:**
  - o \$ in Checking: \$
  - o \$ in Money Market Account: \$
  - o \$ in QuickBooks Cash: \$
  - o Purse Bingo Profit: \$
  
  - o Motion to Approve Treasurer's Report
    - Motion:
    - Second:
- o **Open Forum:**
  - o Waiver Request (closed session at beginning of meeting)
- o **New Business:**
  - CLHA Bylaws update
  - Managers Training Development (Linhoff, M Carlson)
    - o Refinement of Manager's Handbook, Code of Conduct, and responsibilities
    - o Awaiting final decisions on DIBS and Concessions to include in Manager's Handbook
    - o Finalized Manager's Handbook and supporting documents to be voted on by CLHA Board at August meeting
  - Committee Updates - if needed
    - o Grievance (Carlson)
      - .
    - o Hockey Development
      - .
    - o Operations and Finance
      - .
- o **Unfinished Business:**
  - o Scholarship Policy Changes (Nelson and Celski)
  - o SportStar Collage Pictures (Nelson)
    - Emails have been sent out to families about downloading/ buying old photos
  - o FL/CL Merger/Co-op update (Jacobson)
  - o Option to change emails to [position@chisagolakeshockey.org](mailto:position@chisagolakeshockey.org) (Roche)
  - o New Electronics Purchase for tryouts/board members (Roche)

- o CLHA Hosting Tournaments
  - Peewee C October 28-30
  - Bantam ?? December 16-18
  - U10 B1/B2 Girls January 6-8
  - Travel Mite Jamboree Nov 4-6? (Howe)
- o Arena Meeting Update (Spencer)
  - Concessions
- o Mike Lizotte Memorial Golf Tournament Update (Spencer)
  - Raffle tickets available to disseminate
    - ✓ Number of tickets available: 350 tickets
    - ✓ 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)
- o Karl Oscar Days Parade (Celski)
- o Pizza/Butter Braid/Cookie Dough Fundraiser (Spencer)
- o Fall Coaches Clinic Update (Carlson, Blum, Jacobson)
  - Tabled for now
- o Crossbar Meeting Update (Roche)
- o DIBS Policy Update 2022-2023
  - See notes at end of meeting minutes
- o **Meeting Adjourned:**
  - o Motion:
  - o Second:

Next Meeting: August 8, 2022 at 7pm

# CLHA Bylaws - Proposed Changes

## **Section 4.3.1 Special Emergency Meetings**

Special Emergency meetings of the Board of Directors shall be called by the President or held upon written demand of any two (2) Directors, addressed to the President of the Corporation, stating the purpose or object thereof. Emergency meetings may be called when there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the board. Notice of such meeting shall be emailed to each Director as well as each member of CLHA no later than seven (7) days less than one hour prior to the meeting. The notice shall state the time, place and purpose of the meeting. No business other than that so stated in the notice shall be transacted at said meeting without the consent of the majority of all members of the Voting Board of Directors.

## **Section 4.3.2 Emergency Meeting Format**

Emergency meetings may be conducted in person at the CL Arena or other place if unavailable. Meetings under this section may also be held electronically by audio, visual, or both. Lastly, emergency meetings may be conducted through email communication where a quorum can be reached by written acknowledgement/consent via email of board business transacted at said meeting a record of which shall be noted in the following monthly board meeting minutes.

## **Section 4.6 Quorum**

A simple majority of the Voting Directors in office at the time of any meeting of the Board of Directors shall constitute a quorum for the transaction of business and the act of a majority of the Voting Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors. for example if the board consists of 7 voting members then the quorum would be 4 members. If only 4 members are present at a meeting then all 4 would need to be unanimous with motions and votes.

## **Section 5.3 Voting Directors**

In addition to the Officers, the Board of Directors shall consist of the following: Director of Youth Hockey, Director of Girls Hockey, Director of Business Operations, Mite Coordinator, and Hockey Operations Coordinator.

## **Section 5.5 Board Elected Non-Voting Positions**

Board Elected Non-Voting Positions. In addition to the Elected Officers and Elected Directors, the Board shall consist of the following non-voting Board Elected Positions: Assistant Treasurer, Mite Coordinator, In House Tournament Coordinator, Goalie Coordinator, Advisor to the Board, Hockey Operations Coordinator, Outdoor Facilities Coordinator, Registrar, Web Coordinator, SKATE Coordinator, Fundraising Coordinator, Ice Schedule Coordinator, Recruitment Coordinator, and Gambling Manager. Applications shall be given to the Board of Directors at least fourteen (14) days prior to the annual meeting when the general election takes place at which the non-voting positions shall be elected by the Board. The applicants for non-voting positions shall be elected by a majority vote of the Board of Directors. Should a vacancy occur

for any voting or non voting board position mid term the voting board may fill the vacancy by appointment or conduct a selection process requiring applications from interested candidates for a period of five (5) days. The remainder of the selection process will be at the discretion of the voting board.

### **Section 6.3 Secretary**

The Secretary shall attend all meetings of the Board of Directors and shall record all the proceedings of the meetings of the Board of Directors, give notice of all meetings of the Board of Directors as well as any other notices prescribed by the Board of Directors or authorized by these Bylaws, and perform such other duties as may be assigned by the Board of Directors or the President. Meeting minutes shall be compiled and disseminated to the board within five (5) days of the meeting at which the minutes were taken. The Secretary shall be responsible for assisting CLHA with validating that each team has an assigned team manager and that each manager is aware of all required duties of a team manager.

**Section 7.1 Director of Business Operations.** With the assistance of the ~~In-House~~ Tournament Coordinator and Assistant Treasurer, ~~and Fundraising Coordinator~~ the Director of Business Operations shall be responsible for all general fundraising, including making any reports or filings required by the Minnesota Secretary of State, the Internal Revenue Service and the Minnesota Attorney General, and to maintain the Corporation's charitable gaming license. The Director of Business Operations shall, with the assistance of the ~~In-House~~ Tournament Coordinator, be responsible for tournament fundraising and shall, with the assistance of the Treasurer, prepare the Corporation's annual budget and shall supervise all sponsorship activities. The Director of Business Operations shall report to the Treasurer

**Section ~~8.2~~ 7.4 Mite Coordinator.** The Mite Coordinator shall manage the in-house and travel programs for all the boys and girls who by their age would typically be in 3rd grade or younger. These levels are individually known as Mites, U8s, ~~Mini~~ Inhouse Mites, and Little Wildcats. For this group, the Mite Coordinator shall be responsible for: recruiting and retaining our youngest skaters, selecting coaches, forming teams, working with the registrar to register teams, putting on a jamboree, forming and registering jamboree only teams, working with the ice scheduler, fundraising, planning and implementing summer hockey, running draft day, putting on the pre-season parents meeting, working with the equipment manager for rental gear needs/pickups/returns and ordering jerseys. The Mite Coordinator shall report to the Vice President and work directly with the Director of Youth Hockey and Director of Girls Hockey.

### **Section 8.2 Recruitment Coordinator**

The recruitment coordinator is responsible for recruiting and retaining youth hockey players at the younger levels and specifically working with the Mite Coordinator under his or her direction. The main purpose and goal of this position is to direct energy and resources to the mission of growing youth hockey and sustaining strong numbers by enhancing program offerings with CLHA.

Section 8.3 ~~In-House~~ Tournament Coordinator.

The ~~In-House~~ Tournament Coordinator shall be responsible for all tournaments conducted by the Corporation. In the event only one (1) ~~in-house~~ tournament is planned for the pending season, the duties of the ~~In-House~~ Coordinator may be absorbed by other board positions as ~~seen~~ **deemed** fit by the Board of Directors. The ~~In-House~~ Tournament Coordinator shall report to the Director of Business Operations.

~~Section 8.10 Fundraising Coordinator. The Fundraising Coordinator is responsible for the coordination, planning and execution of fundraising tasks on behalf of the Association. Responsibility includes creating different strategies for effective fundraising, identifying opportunities, and presenting these findings to the Chisago Lakes Hockey Association Board. The Fundraising Coordinator shall report to the Director of Business Operations.~~

~~Section 8.12~~ **7.5 Hockey Operations Coordinator.** ~~The Hockey Operations Coordinator with the assistance of the Hockey Facilities Coordinator shall be responsible for outdoor ice maintenance. The Hockey Operations Coordinator will manage the managers of the association and be their point of contact with the board. With the assistance of the Secretary and Registrar the Hockey Operations Coordinator will conduct a manager training in late Summer prior to the Fall Hockey Season.~~ The Hockey Operations Coordinator will further act as equipment manager and be primarily responsible for the purchase and distribution of required equipment as approved by the Voting Board of Directors. The Hockey Operations Coordinator will be responsible for organizing an equipment exchange. The Hockey Operations Coordinator shall report to the ~~President~~ **Secretary and work directly with the Mite Coordinator for equipment needs.**

### **ARTICLE XIII Amendments**

Except as these Bylaws otherwise expressly provide, all Bylaws of the Corporation shall be subject to repeal or modification and new bylaws must be by a 2/3 vote of those Voting Directors present and voting at a meeting at which a quorum is present and with respect to which written notice of the proposed changes in the Bylaws has been given ~~not later than two (2) weeks~~ **less than seven (7) days** prior to the date of such meeting. **Each year by the August meeting the board shall ratify the bylaws and policy and procedure manual so as to procure up to date governing documents. The signed original copies of the documents shall be in possession of the President. A scanned PDF copy of each shall be uploaded on the CLHA website. An additional copy shall be available in a binder in the arena meeting room. Should amendments be made at other times of the year the same process will be followed as outlined above.**

# 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 sold 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.