

**HOLLIS BROOKLINE BASKETBALL CLUB BOARD MEETING**  
**September 11, 2022**

Attending

Board: Jamie Curran, Ryan Kelley, David Leclerc, James “Bo” Morrissey, Jonathan Pierce, Steven Stark, Tori Thomas

“Community”: Bethany Beck, Ashley Seiger-Jones

Location: Brookline Safety Complex

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**I. Agenda / Discussion Items**

- Board Meeting scheduling responsibility
  - Now aligned with Secretary role
- Background Check responsibility
  - Not necessarily aligned with a role, Jamie volunteered
- New Board candidates intros and vote
  - James Morrissey voted in as new Treasurer, succeeding founding member Jennifer Razzaboni
  - Ashley Seiger-Jones voted in as new Instructional Director, succeeding founding member Tori Thomas
  - Bethany Beck voted in as new Secretary, succeeding founding member Janet Lussier
- Community contact responsibility – Facebook, Coaches vs. Cancer, candid photos, etc.
  - Bethany Beck volunteered for this responsibility; name is TBD
- Treasurer transition status
  - Bo and outgoing Treasurer, Jenn Razzaboni, have exchanged emails and plan to meet up on 9/18
  - Need to transition bank account to Bo with Dave’s (and Janet’s) help
  - Insurance renewal would be next thing
- Off-season accomplishments to-date
  - Requested use from all 4 facilities (5 gyms) – all confirmed
  - 2022-2023 Gym Scheduling master file established on drive and on site
  - Created 2022-2023 season with team placeholders for Instructional, Rec, and Travel
  - Full preseason schedule posted for day 1
  - Registration system open for all programs for day 1
  - Created Fall Flyer – approved and distributed in all online school newsletters, website, and FB pages
  - League Athletics hosting annual renewal
  - Go Daddy URL annual renewal
  - 3 volunteer coaches so far, one background check completed
  - 7<sup>th</sup>-9<sup>th</sup> grade open gym @ HBMS in August
  - Requested HBBC equipment return
- Open Gym coverage
  - Ashley volunteered to coordinate OG coverage

- Travel: MSBL town meeting (9/19) prep
  - Stark/Bo attending meeting in Goffstown
  - Position on intermediate balls for 5<sup>th</sup>/6<sup>th</sup> grade
  - What are the dates for the season (coaches mtg / season dates)
  - Ensure during coaches meeting that we have the first week of play scheduled in Dec
  
- Rec: Position on Rindge hosting home games
  - HBBC position is that they can be in SVB but would have to host “home” games once again in New Ipswich
  
- Rec: 7<sup>th</sup>/9<sup>th</sup> grade boys/girls co-ed?
  - HBBC position is yes to having it open to both girls and boys
  
- Rec: wait list triggers per group
  - Board agreed with registration limit/waitlist concept
  - Suggested using consistent threshold levels across groups
  - Suggested adding some disclaimer information to top of Registration page
  
- Photo release as part of registration
  - Not adding to registration
  - Bo is going to investigate options for posting player images on site / FB
  
- Uniform ordering concept review
  - Fix issue where the 3<sup>rd</sup>-6<sup>th</sup> grade Rec ordering period is not long enough, mitigate risk of players not having uniforms in time for the first weekend of December
  - Fix issue where the Club has to wait for the last parent in each program to order before we kick off orders with Local Pro Sports supplier
  - 2021 due dates for individual parents to meet a 12/4 start:
    - 3<sup>rd</sup>-6<sup>th</sup> Travel: 10/29
    - 3<sup>rd</sup>-6<sup>th</sup> Rec: 11/14
    - 7<sup>th</sup>/8<sup>th</sup> Travel: 11/21
    - 7<sup>th</sup>-9<sup>th</sup> Rec: 11/21
  - Model Rec and Travel ordering after Instructional in that all needs/sizes are known at time of registration, Club places order once TTO and RA outcomes are known, would include some extras each year
  - Material can be ordered slightly ahead of #s being finalized
  - Uniform payment at time of registration (excl. TTO and Rec Wait List) is possible in system; can have a selection for tops + shorts, with shorts being optional for Rec
  - Phase in ASAP and request secondary payment from those who have already registered?
  - Assume LPS can still group the jerseys by player (bags) and boxes (team/coach) once we provide roster info (w/ sizes)
  - All Spirit Wear would be ordered separately; this includes shorts for Rec players
  - 2022 order dates under new scheme for a 12/3 start:
    - 3<sup>rd</sup>-6<sup>th</sup> Travel: 10/28
    - 3<sup>rd</sup>-6<sup>th</sup> Rec: 10/30
    - 7<sup>th</sup>/8<sup>th</sup> Travel: 11/18
    - 7<sup>th</sup>-9<sup>th</sup> Rec: 11/20
  
- Schedule 2022-2023 meetings
  - 10/10 for Travel Coaches Meeting @ Brookline Fire Dept
  - November for Rec/Instructional Coaches Meeting @ Brookline Fire Dept
  - December Board Mtg @ Brookline Safety Complex (approx 12/4)
  - Check-in January(late)/Feb(mid) @ Brookline Safety Complex
  - EOY wrap-up March(late) @ Brookline Safety Complex

- Discuss actions to be completed offline

## II. Actions

- All: coach recruiting, populate prospective coaches file
- All: review and comment on 2021-2022 EOY survey results
  - Do we communicate any feedback directly to the coaches?
  - Do we make adjustments to what we offer or how we do it based on the results?
- Ashley: start Open Gym coverage file and get word out to coaches
- Ashley: coordinate with Dave on time to get HBBC site tutorial
- Ashley: coordinate w/ Jamie/Jon/Ryan an Rec/Instr Coaches Mtg prep
- Ashley: periodically monitor gmail and registration data for Instructional coach volunteers
- Bethany: coordinate with Dave on time to get HBBC site tutorial
- Bethany: book 2022-2023 meetings
- Bethany: start talking with school administrators and coaches
- Bo: bank account permissions ... get minutes from Janet (or use work-around), schedule time with Dave
- Bo: insurance renewal, contingent on status of Mens League at CSDA; one .pdf per school
- Dave: grant HBBC site & google permissions to Ashley and Bethany
- Dave: provide survey results to Ashley and Bethany
- Dave: provide Brookline Safety Complex POC and permission form info to Bethany
- Dave: Mens League use of CSDA?
- Dave: initiate SVB discussion with towns
- Dave: add disclaimers at top of Registration page
- Dave: add uniform purchase option to registration system
- Dave: coordinate with Local Pro Sports on new uniform ordering scheme and timelines
- Jamie/Jon: Rec registration monitoring (relative to waitlist thresholds)
- Jamie/Jon: periodically monitor gmail and registration data for Rec coach volunteers
- Jamie/Jon: coordinate with both Ryan and Bethany to select, book, and communicate Rec/Instr Coaches Mtg
- Jamie/Jon: jump in on SVB Towns discussion after Dave's kick-off
- Ryan: start prospective coaches file on drive, communicate when it is ready and its location
- Ryan: brainstorm possible coaching clinic options
- Ryan/Stark: HBBC Travel Coach Mtg prep (update to the file, delivery of agenda, etc?)
- Stark: MSBL town meeting prep
- Stark: attend MSBL mtg on 9/19