



Cortland County Youth Hockey Association (CCYHA)



# Monthly Board Meeting Agenda – December 15, 2021

**Meeting Date: Wednesday December 15, 2021**

**Time: 6:15pm**

**Location: Virtual**

**Approval Date:**

Attendees: (X=Present, NP= Not Present, G=Guest)

X	Bridget Dutcher	President	X	Josh Dolbec	Operations Director
X	Shannon Spalding	Vice President	NP	Melissa Quinlan	Scheduler
X	Jenai Rossow	Communication Director	X	Shana Blum	Fundraising Director
X	Tara Wetherell	Treasurer	X	Erin Gray	Tournament Director
X	Jordan Perkins	Registrar	X	Tessa Brown	IP Coordinator
			X	Mark Jackson	Guest

- 1) **Call to Order, Time: 6:15 pm**
- 2) **Executive Session, Start Time: 6:18 - 1st - Josh, 2nd - Tara**
  - a. **Out of Executive Session, End Time: 6:34 pm.**
- 3) **Approval of November 10, 2021**
  - a. Motion to approve Minutes: 1st - Erin 2nd - Jenai ; Motion Carried - yes

## Directors' Reports

- 4) **Treasurer's Report**
  - a. Budget Report 12/15/2021
    - i. Motion to approve: 1st - Jordan, 2nd - Jenai, Motion Carried - yes
    - ii. Vote on how to define refund. What does prorate mean? Weekly or session based? 3% out of remaining balance for the fee.
      1. Vote
        - a. Weekly - No- Josh, Shannon, Jordan, Jenai, Erin, Tara / Yes - Shana, Tessa

- b. Session based - Yes - Josh, Shannon, Jordan, Jenai, Erin, Tara / No - Tessa, Shana

Vote to approve Peewee family refund - Motion Carried: Yes (Bridget will email Tara the information needed to issue refund)

iii. 8 Failed payments from Sports Engine - How to contact them?

iv. Many fundraising checks came in this month.

v. Only invoice left is Radja

vi. Sent Snowbelt check

vii. Received two checks for Fire on Ice already - Tara will look up who they were from so Erin can follow up.

## 5) Communication's Report

a. Newsletter:

- i. Meet the Board - Send pictures and Get-to-know you blurb
- ii. Send any updates teams might want.
- iii. Digital Signage and how to feature sponsors. Add in Digital Signage sponsors on a full page screen a few times during the rotation.
- iv. Facebook - continue to send updates so we can continue to feature our teams/players.
- v. Videos of kids talking about their experiences and adding them to the screens.

## 6) Registrar's Report

- i. A couple coaches do not have level 1 CEPs done. IP coaches. Jordan has emailed and no response. If they are not registered, they cannot continue to coach. They can be on the ice until 12/31/21.
  - 1. Keith, Don, and Tessa should know who is missing CEPs so they have the information needed to notify them of their coaching status.
  - 2. Two Mite managers - Jamie and Heather - need to complete - Bridget will follow up.
  - 3. For IP, when do we want to notify coaches they need to have them done by?
  - 4. Bridget has been emailing Jordan about any available CEPs.

## 7) Operation's Report

- a. Mark Jackson secured clinic with SUNY Cortland Women's team on January 11th with Mites, Squirts, and Peewees. Team and Coaches will be running station based clinic that nights.
- b. Snowbelt - Games that have not taken place due to COVID. Josh spoke with Ithaca. What is Snowbelt concerned about? Amount of games. Meeting tomorrow night, Josh is attending even though he is excused. If you are short games - won't be penalized.

## 8) Coaching Director

- a. Coaches meeting - Meet and Greet with Don Armstrong. Importance of being a coach. Went well. Received feedback from coaches about what is going well. IP is going strong. IP and Mites have many coaching volunteers to support each other. Don is going to have conversations with coaches and attend practices as well. He is looking at having a coaches meeting/training on the 1/11/22 date while SUNY is running practices. Also asked, what are we looking forward to next year? Radja Clinic, idea of split session seasons to have staggered start times. Tara had taken meeting minutes that night. Mark would like to see this happen this year. Unsure if that is possible.
  - i. Mark has great ideas about how to retain and attract new players to the association.
  - ii. Potential for a mid season hockey experience - Mark has been in touch with the owner of instant replay to put packages of used equipment together to assist new players - Would simplify. If they don't continue, could sell back to Instant Replay. Mark has been in touch with head coaches of levels to discuss potential numbers per level. Would have to register with USA Hockey - \$54 dollar fee for over 6. % is free. The players would not be rostered on a team. Limited number at each age group. They would participate in the Learn to Skate program with the Petrie's and then attend a level practice to learn some skills. Would be grouped with youth of similar ability. We would need a price point, registration process. Learn to Skate starts 1/5/22. Is it possible to do this in this short time period? How do we get people interested? What kind of advertisement? Word of mouth, Mark has a rough draft of a document we could share. How would registration go? We would still need full registration, birth certificate, code of conduct, etc. You can't not have people rostered on a team, so Jordan will inquire about how to roster these players. How much would Learn to Skate be? 2x a week would be \$125. Mark will clarify with how many sessions are this Spring (2, 5 week sessions). Wed and Saturdays. What would we charge for 1 or 2 practices a week? Without games, similar to prorated plan but less without games. We need to figure out a price for each level. Originally thought 9 - 5 ish age wise. Would need to work out if any older child wanted to skate.
    1. Registration with USA Hockey
    2. Develop price point for each level (Can they just pay use directly?)
    3. Mark will email the numbers coaches stated they felt could be added to their practices.
  - iii. All in favor of starting this up this year? Yes - Motion passed

## 9) Scheduler's Report

- a. Skate and Shoot - Revisit : Should there always be a coach there? We should provide supervision for a CCYHA sponsored event.

- i. Usually there is a coach that shows up. However, the ones where it is a general skate and shoot, saying we are providing supervision might be difficult. What do other associations do? Should we open it up to other associations? If we open it up, who is there from CCYHA? Should we charge a fee? What are the insurance considerations on opening it up to other associations? They must be USA Hockey registered... how would they prove that? We discussed starting a Venmo - they could put their USA Hockey number on there. Could we have them sign a waiver?
- b. Meeting with Quinn next week to start discussions for ice. Will discuss when contracts need to be signed.

**10) Fundraising Report**

- a. The Sticker Sale went really well - Profit of almost \$900. People still have pending invoices for sticker sale. Bridget will follow up.
- b. Another Hat Trick Fundraiser after the holidays.
- c. Tumbler fundraiser - \$10 for custom tumblers - we can charge the \$25 for each one.
- d. Float in the Cortland Dairy Parade - Possibly Dryden too?

**11) Tournament Director's Report**

- a. Fire on Ice Dates Feb 11th - 13th
  - i. Tournament is full. 30 teams total. 5 teams on waiting list. Collected \$6000 so far. Checks have been turned in. Team who still have to pay have until 12/31/21. If checks come into the PO Box, notify Erin. Planning is going well. Apparel is ready to go. Online store on 1/21/22 for 2.5 weeks. Information about hotels is coming in. Coffee Mania has sponsored. Shannon has all the vendors. Photographer taken care of. Food is a question, what do we do for food? What do we serve during COVID? Hard to know what to expect due to COVID. Erin is talking with someone about a menu. Talk with Quinn about eating spaces where people can be spaced out. Food is most up in the air. Questions about ice for the weekend - do we pay a set fee for the weekend or is it just by hour? Erin is working on the budget - what are we bringing in vs what we are putting out? We did get a discount per hour, not sure how much. Erin will inquire.
    - 1. Digital Signage - Pre program, schedule, menu, slide show, sponsors, QR code for live updates of scores? Or can REACH do some sort of live update.
  - b. Binghamton Senators Locker for raffle - Raffle it - AHL Locker - keep it original. Touch up paint, coat of poly on it, shine it up.

**12) IP Coordinator's Report**

a. Missing pictures. Check if they were mailed to them? Tessa is following up, but Bridget can as well.

**13) Vice President's Report**

a. Disciplinary

- i. 2nd reading of procedure - Adjusting the handbook. Shannon reading updated procedure. Shannon will email to the Board to review and vote on.

B. Conflicts reviewed and resolved. Peewee ice time. Names on back of Ithaca Jerseys.

Facebook group - Discussion about the conversation about CCYHA on Facebook. We should continue to do positive updates to bring the positives of the association to the forefront and to the public. Should coaches/Board members be participating in these kinds of discussions? Can't monitor what people say in a public forum. Many complaints were in connection to previous boards and we are working towards making positive changes for our players and associations.

**14) President's Report:**

a. Covid

- i. JMM Protocol - Bridget met with Quinn to discuss our concerns. JMM had concerns about financial impacts. Bridget has in writing that CCYHA is allowed to continue participation as planned. Should we require masks? Bridget is concerned that it couldn't be enforced or what repercussions would we do if someone wasn't wearing a mask? Vote on the use of the word "required" - passed. Jenai will send out a notice. Requirement to wear masks at all CCYHA functions. Expectation of families, players, and visiting teams.
  - ii. Covid Account - Should we be putting money aside for potential closures/cancellations? Shana will pick a fundraiser. Are we allowed to set money aside? Tara will check in on it. What could we call this?
  - iii. Bullying Policy & Procedure - First reading - Hard to pinpoint bullying. Review and revise. Should concerns go straight to the disciplinary committee? The events that have been concerns, the coaches have handled it very well and it stopped. After that, should it go to the disciplinary committee? Should be multiple coaches, board member, or another third party. Any board member can be present and is just there to account for what was said if needed, no need to intervene in that moment.
- b. Waivers - Opening up Skate and Shoots to sign waivers and pay. Outside people need to have a USA hockey number. Can we do this through something like SportsEngine? Bridget will email the rough draft of a waiver based off of Skaneateles YWCA waiver.
- c. Spring League - Are we doing a Spring League? Financially it is a smart idea. Shannon spearheaded, committee? Bridget will send an email out asking for

volunteers.

- d. Next Year Planning
  - i. Committee - Coach or two, Don Armstrong. Need to talk with Quinn about ice. Discussion about split seasons, etc. Volunteers from the board? Shana.
- e. Community Building Events
  - i. Wear your jersey to school day #ccyhajerseyday. Some sort of incentive to wear something and take a pic for it to be posted? Show your CCYHA Pride!
  - ii. Santa for Christmas - Anyone know a Santa? Jordan might know a Santa. Possible date is this Saturday or coming Tuesday.

**15) Next meeting**

- a. January 19, 2021 - 6:15 pm - Virtual as well. Post to contact Bridget for an invite.

**Old Business**

**Future Discussions**

- Review of Bylaws
- Free Try Out Hockey Days - with kids their own age to help boost numbers and get new kids/families involved and excited about hockey.

**16) Motion to Adjourn, pm.**

- a. Motion by 1st - Shana, 2nd - Josh. Motion to approve: yes