

## CYHA Monthly Board Meeting Minutes

**October 25, 2023**

The meeting was called to order at 6:29 Board Member Roll Call (**P**resent / **A**bsent / **L**ate / **E**xcused)

President	Tom Schoolmeesters	P	Mite Director	Jake Swanson	P
VP Hockey	Chris Orlett	P	Tryout Director	Michelle Rice	P
VP Admin	Chelsea Johnson	P	Goalie Director	Meg Sawyer	P
Secretary	Kristi Brusletto	P	Volunteer Director	Kaylee Wissink	P
Treasurer	Barb Salchow	P	Fundraising Director	Lindsey Martin	P
Boys Director	Ryan Cardinal	P	Tournament Director	Rachel Micheletti	P
Girls Director	Cali Cheesebrow	P			

### Coordinators

Coordinator	Name	Attend Y/N
Scheduler(s)	Mark / Peter	N
Registrar	Deb Matko	Y
Sponsorship Coordinator	Mark Lewke	N
Recruiting/Retention	Glen Jenkins	N
Junior Gold Coordinator	Paul Ledin	Y
U8 Coordinator	Tim Mortenson	Y
Golf Coordinator	Chris Weinhold	N
Jersey Coordinator	Katie Arndt	N
Mite Jersey Coordinator	Ashlie Nielson	N

### Monthly Meeting Agenda & Notes

#### Guests

- Kyle Frase, High School Boys Soccer Captains, Laura Ueland, Lora Martin, Brian Hemr.

#### Donation Request Presentations

- Boys Soccer – Kyle Frase, 3 captains presented on need for funding, explained current fundraising efforts and challenges, and explained planned use of funds.

#### Secretary's Report

- Review/Approve last month's minutes: Approve Meeting Notes from September 15, 2023. Barb Salchow motion to approve, Chelsea Johnson 2nd. Motion passes.

#### Treasury Report

- Previous Month's Ending Balance and Transaction Detail

Beginning Balance	\$700,893.95
Adjustments	-
Deposits	\$211,063.91
Disbursements	\$55,025.45
Accountant Reconciliation	-
Ending Balance	\$856,932.41

- Discussed details of payments made for socks and jerseys for accuracy.

### **Donation Request Presentations**

- High School Boys Soccer, Kyle Frase & boys soccer team captains.
  - Board discussed soccer team's request for donation – discussed needs, current fundraising efforts, and challenges. Use of funds and request is reasonable. Have not asked or received funding in few years with shared athletes in soccer and hockey. Motion to approve donation request by Jake Swanson, Chelsea Johnson 2<sup>nd</sup>. Motion passes.

### **Post-Tryout meeting – Tom**

Go through any Concerns, Compliments, and Opportunities with Membership

Heard and discussed feedback on tryout process for multiple levels, including Squirt, 8U, 10U, 15U. Feedback & discussions included tryout fees, athlete supervision & organization on benches for phase II scrimmages, coaching, selection process, optics of how/where board involved, and communication. Feedback will be taken by the Tryout Committee and board to further improve tryouts. Discussion included that board members are not present while evaluators are selecting teams; each final list of jersey numbers is handed to VP Admin, and VP Admin, Tryout Director, and President read and confirm numbers. Additionally, two parent-head coaches of traveling teams forfeited their 2 picks in this year's final team selection and followed evaluators selections.

### **District 10 News / Presidents – Tom**

- See Notes – Minutes from D10 Website
- Discussed locker room adult attendant is not going away and D10 has already been monitoring this season.

### **CYHA Document Review – Project – Chelsea**

Clean up of formatting, table of contents, page numbers, ordering, links, and other updates not relating to content for Tryout Procedure, Job Descriptions, and Operational Procedures. Future updates will focus on the content in all board documents for consistency and alignment across board operations.

- Approve and upload to CYHA Website – tabled until next meeting to allow for full board review.

**Action:** All board members to review updates in documents for approval proposal to occur at November meeting.

### **Registration Update**

- Update on numbers for Cougar Cubs – 1 or 2 Teams (Let Scheduler know ASAP)
- Discussion on registration numbers and plans for ice schedules.

### **Microsoft 365 Update**

Go through List and commit to a plan to get everyone on Microsoft 365 by 10/31/23.

- Get into email (Outlook web, desktop, or mobile based application)
- Get into Teams (365 web, desktop, or mobile based application)
- Download any Microsoft 365 applications that you need from office.com, sign-in – reach out to Kristi with help needed.
- Internet access changes at Centennial School District resulting in no internet access for Board's ability to connect during board meetings and other work at Centennial Arena. Tom working with ISD12 for Board internet access while at arena.

### **Coaching & Managers Master File – On Teams**

Presented file and discussed who needs access:

- President, VP Admin, VP Hockey

- Secretary and Treasurer
- Registrar
- Girls, Boys, Mite Directors
- U8 Girls Coordinator
- Jersey Coordinators
- Picture Coordinator

Master teams list to be pulled and validated and posted in Microsoft files using Microsoft file permissions for appropriate board member use. Will look in the future to automations/efficiencies and give more agile reporting abilities for various board needs.

### **IT Consulting & Work performed to move CYHA Board Operations to Microsoft.**

- Community member who is an IT professional spent significant hours and expertise to update backend web hosting and flow. A stipend/ reimbursement of IT consulting and time spent (~15 hours) for IT support by a community member. Motion to approve by Barb Salchow motion, Lindsay Martin 2<sup>nd</sup>. Motion passes.

### **Director Report Outs**

- VP Hockey/ACE – Chris
  - Discussed ice scheduling and feedback on ice times.
  - Discussed development scheduling difficulties.
  - Discussed proposal to get board members updated branded CYHA jackets. Board has not had apparel updates in many years. Motion to approve by Chris Orlett, Chelsea Johnson 2<sup>nd</sup>. Motion passes.
- VP Hockey/Admin – Chelsea
  - No updates aside from document clean up.
- Tryout Director – Michelle
  - Reviewing feedback from tryouts.
  - Working through GameSheet and getting rosters and iPads up and running. Experiencing some issues and working through those issues.
- Girl's Director – Cali
  - Researching to understand how other hockey associations board membership terms & commitments work for future board review.
- Boy's Director – Ryan
  - Discussed possibility of a skating coach who has reached out to do sessions at no cost as introductory trial period. Will have her work with a few teams for introduction.
- Mite Director – Jake
  - Mites up and running, focusing on cougar cubs next.
- Goalie Director – Meg
  - No update.
- Fundraising Director – Lindsay
  - Heggies is almost finished, pick up next Wednesday.
  - Down 1% over pizzas sold over last year.

- Gertens closed, had issues with website. Pick up 20Nov2023, DIBS will be posted. 50% fewer items than last year.
- Trophy cases delivered next Friday.
- Sound paneling for shooting room need further discussion by board. Proposals are more expensive and involved than anticipated.
- Tournament Director - Rachel Micheletti
  - Updates on Girls Chill
    - Items ordered.
    - Application submitted for sanctioning.
    - Working through scheduling. Teams can only play 2-games per day, and do not schedule out of town teams on Thursday.
      - 15s: 3 15-minute
      - 13s: 3 13-minute
    - Updating brochure.
    - Working to hire EMTs.
- Volunteer Director – Kaylee Wissink
  - Discussed updates to Volunteer playbook.
  - Working through collecting remaining checks.
  - Will propose process improvement and efficiencies for volunteer forms and checks for future years.

### **Coordinator Report Outs**

- Scheduler(s) – Mark / Peter (Update given by Tom)
  - Working to post November ice schedules.
- Registrar – Deb Matko
  - Update on rosters approvals & signoff.
    - Still people not cleared to be able to finalize roster. Working to get updates by this weekend. Discussed details of what's needed for specific teams and people. Locker room monitors driving extra demand.
    - Working through Mite teams rosters.
- Sponsorship Coordinator – Mark Lewke
  - Not present, no update.
- Recruiting/Retention – Glen Jenkins (Update given by Tom)
  - Reviewing year-over-year attrition and retention needs.
- Junior Gold Coordinator – Paul Ledin
  - Discussion on tryouts next month. Pre-skates underway.
- U8 Coordinator – Tim Mortenson
  - Updates on team formations and tournament scheduling.
- Golf Coordinator – Chris Weinhold
  - Not present, no update.
- Jersey Coordinator – Katie Arndt

- Not present, no update.
- Mite Jersey Coordinator – Ashlie Nielson
  - Not present, no update.
- Picture Coordinator – Stephanie Westphal (update given by Tom)
  - Not present, no update.

### Committee - Report Outs

- Tryout Committee – Chris Orlett
  - No update.
- Tournament Committee – Tom
  - No update
- Golf Committee – Chris Weinhold
  - No update
- History Wall Committee – Ryan Cardinal
  - No update.
- CSLP CO-OP – Cali Cheesebrow
  - No update

### Old Items

None

### Next Meeting

Wednesday, November 29th, 2023 at Centennial Sports Arena (Board Room)

- Gambling Meeting: 6:15 PM
- Board Meeting: To Follow

### Upcoming Dates

- **2023 CYHA Board Meeting Dates: 1/25, 2/22, 3/22, 4/26, 5/24, 6/21, 7/26, 8/23, 9/13, 10/25, 11/29**
  - No December Meeting
- **2024 CYHA Board Meeting Dates: TBD**

### ~~Upcoming Season Dates~~

- ~~○ Registration:
 
  - ~~● Sunday 10/1 – Mite Registration Deadline~~
  - ~~● Sunday 10/29 – Cougar Cub Registration Deadline~~~~
- ~~○ Pre-Tryout Meeting – Wednesday September 13th (Before Board Meeting), Centennial Sports Arena~~
- ~~○ Tryouts – Sunday September 17th – Monday October 2nd~~
- ~~○ Post-Tryout Meeting – Wednesday October 25th (Before Board Meeting), Centennial Sports Arena~~
- ~~○ Mite & U8 Evaluation Dates – Friday October 6th – Sunday October 8th~~
- ~~○ Traveling Manager/Coach Meeting – October 10th~~

- ~~o Mite & U8 Team Drafts – Tuesday October 17th~~
- ~~o Mite Manager/Coach Meeting – October 24th~~
- o District 10 Mandatory Head Coaches Meetings (October 30th and November 1st 6:00 & 7:30 PM) Pick 1
- o Pictures – November 1st (Mandatory Coaches Meeting!!) and November 2nd
- o JG Pictures (December TBD)
- o JG Manager / Coaches Meeting (Mid November Before Thanksgiving)

- **Registrations**

- o Girls Chill – Open (FULL - Waitlist)
- o Boys Chill – Open (FULL - Waitlist)
- ~~o JG Summer Ice – Open~~
- o Sponsor - Open
- ~~o Mite Pre Tryout – Open~~
- ~~o Traveling Pre Tryout – Open~~
- o JG Pre-Tryout - Target Opens after Labor Day, dates TBD.
- ~~o Player Registration – Target Opens July 9th~~
- ~~o Coach/Manager/Volunteer – Target Opens August 14<sup>th</sup>~~

**Visitor/Member Comments**

- None

**Parking Lot Item(s)**

- None

Motion to adjourn by Jake Swanson at 10:09pm, Lindsay Martin 2<sup>nd</sup>. Meeting adjourns.