



Mound Westonka Hockey Association
Meeting Minutes for Meeting held 3/19/2018
6:00 PM, Thaler Conference Room

1. Meeting Called to Order at 6:03pm by President Studebaker

- a. Board members present: Mark Studebaker Ryan Flom, Robin Halonen, Shane Weltzin Tim Niccum, Lawrence Nemechek, Dean Swanson, Machel Whitmore–
Quorum Achieved
- b. Guests present – Sarah Reinholdz, Benji Rashleger, Christine Biehl, Ryan Johnson, Eric Beazley, Jack Henningsgaard, Ross Carlson, Tricia Seemann, Randy Lee, Roger Lund

2. Approve Last Meetings Minutes

- a. Discussion/Motion to accept February 2018 minutes as presented via email
 - i. Ryan first / Dean second -- Approved, all in favor, none opposed

Meeting Guests:

- b. Shirley Hills Outdoor Rink Update
 - i. Randy Lee – Board responsibility to build, maintain and operate the outdoor rink at Shirley Hills
 - ii. Roger & Cindy Lund (Max C PeeWee)
 1. Leader of the Shirley Hills outdoor rink
 2. Requests of help – new coordination and assistance needed on the ice crew
- c. BOD Applicants; each applicant provide a brief summary of their relevant experience, connection to the association and desire to participate on the BOD
 - i. Benji Rashleger – Alternate Dir, possibly consider for marketing and communications
 - ii. Christine Biehl – Tournaments / Volunteers / DIBS – Open to help where needed
 - iii. Ryan Johnson – Girls Program Director
 - iv. Tricia Seeman – Volunteer / DIBS; Update 3/22/18 Tricia Seeman withdrew her application
 - v. Eric Beazley - Volunteer / DIBS, Alternate – also OPEN to help where needed
 - vi. Sara Reinholdz – Fundraising

- d. Todd Courneya
 - i. 2017-18 Ice Scheduler's Report
 - 1. Summary Report
 - 2. Review of Scheduling Software and Support Contract.
 - a. \$450 annual license fee + \$50 module for Todd
 - b. Discussion of 8:45a and 3:30p practices for Squirts
 - c. Recommendation to review solo ice numbers / compare against budget '17-18
 - d. Recommendation to follow 2017-18 budgeted / planned ice hours for 2018-19 season

3. **Agenda – Old Business Review, Committee Updates, Financial Update, New Business**

4. **Old Business:**

- a. Dec 2017: Ryan would like to see all minutes posted on WestonkaHockey.org from 2017 [Jan-Oct '17 complete. CRC 3/15 - Nov-Dec '17 and 2018 TBD]
- b. Nov 2017: Ryan discussed updating by-laws to amend the number of members of the Board of Directors. We may have other issues with the length of terms of positions. Ryan is going to consult with an attorney to prepare our by-laws to update.

Update bylaws and when complete send an email to the state confirming the changes. [RLF 3/15 -Bylaws updated and shared in advance of the Feb 2018 BOD mtg. Also posted to westonkahockey.org on 2/20/18. An email vote of the BOD has been requested for 3/21/18 to approve the amended and revised MWA Bylaws.]

Charitable Gambling Follow-up:

Next steps would be:

- Have a serious discussion with Carbone's regarding moving us in (tentative date 2019)
 - If this not scheduled, who will own this? This is trigger point for all other activities.
- Meeting has not yet been scheduled with Carbone's management
 - Jason to take AI to meet with the leadership team and confirm our placement post acquisition of proper licensing
 - Shane spoke with the owner of Surfside. They have a one year contract with their current partner. They are curious about the full proposal for raffle tickets, meat raffles, bingo, other contests, football boards, etc.

Website Updates:

- Follow up mtg on the website revisions/improvements - new google drive link to track the work:
 - <https://docs.google.com/spreadsheets/d/15yl0dKCUeigFP0PaMUudJHQh1LVx18q93xBOvJEtSm4/edit#gid=0>
 - Team is planning to make updates in the off-season, CR to set up some time with Ngin
 - Rachel – (NGIN employee) needs reach out develop the plan
 - Robin to speak with CR and deliver a plan and timeline for the redevelopment / refresh of westonkahockey.org at the April Board meeting

5. Committee Updates:**2017-18 Board Member Assignments / Reports Follow**

- a. President – Mark Studebaker
- b. VP – Ryan Flom
- c. D3 Tournaments / D3 rep – Dean Swanson
 - i. Reported that a D3 Locker Room policy is likely
- d. Treasurer – Jason Trost
- e. Secretary – CR Childers
- f. Registrar / Safe Sport – Machel Whitmore
 - i. Reported that all 2017-18 outstanding dues have been collected
- g. Tournament Director – Open as of 2.19.18
- h. Web Master – Robin Halonen
- i. Player Recruitment and Rookie Camp – Open as of 2.19.18
- j. Marketing – Open as of 2.19.18
- k. Fundraising – Open as of 2.19.18
- l. Equipment & Apparel– Tim Niccum
 - i. Jersey collection by the team managers is underway
- m. Girls Program – Created 2.19.18
- n. Alternate Director – Shane Weltzin
- o. Volunteer/DIBS Director – Created 2.19.18
- p. Hockey Operations Director – Created 2.19.18
- q. Alternate Director – Open as of 2.19.18

Ad Hoc Committee Members

- a. Volunteer Coordinator – Erik Hanson
 - A list has been sent by Erik to Machel of the families that may not have completed their volunteer hours
 - Machel to confirm with Maureen / Amy – re: Fire and Ice volunteers
 - Machel to review and provide a final, reconciled list
 - Machel to communicate with families that have not completed their hours and invoice outstanding \$75/hr.

6. **Financial Report** – No Financial Report this week as bank accounts transition to Jason in his new role.
- a. Jason to provide a financial update and report in the April Board Meeting
 - b. \$37,000 was paid for ice
 - c. Review the 2017-18 financials with Tim to ensure the Girls Program expenses are finalized
 - i. Tim will work with Orono to ensure that the 2017-18 Girls Program expenses are charged out on a percentage basis

7. **New Business**

- a. Acquisition of hard-dividers for cross-ice hockey
 - i. Both arenas or just one?
 - 1. Recommendation to have Orono purchase the dividers for Pond; MWA to reimburse Orono for 50% of the cost
 - 2. Recommendation for MWA to purchase dividers for Thaler
 - ii. Considerations with Bruce and crew on Storage
 - 1. Ryan to research and make a proposal to Bruce/Sharon and Roger in the Rookie Camp meeting in 4/5
 - a. Competitive Analysis – which rinks have them
 - b. Size & Storage
 - c. Recommendation for storage and how the boards will be handled
 - iii. MN Hockey currently has a grant program to help with expense (details attached to email)
- b. Recommendation from the HOC about acquiring Intermediate size nets for the Mite 2's for 2018-19
 - i. Board decided to table this for 2018-19. Potentially revisit if and when the hard dividers are approved by Thaler and Pond
- c. Participation in the Positive Coaching Alliance Seminars for 2018-19
 - i. Recommendation to continue with Coaching Alliance Seminars at Mite, Squirt, PeeWee levels (does this include the Girls Programs?)
 - ii. Budget approved for 3 sessions, estimated at \$900 per session or \$2700
 - iii. Motion to approve: Ryan first, Dean Second.
All in favor, none opposed
- d. Hockey Operations Committee
 - i. Review and Approve the HOC Code of Conduct for all HOC members to review and sign
 - DRAFT HOC Code of Conduct:
https://www.dropbox.com/s/6ewnzwe4zrrdft/MWA_Com

[mittee%20CODE%20OF%20CONDUCT %20MAR%202018.doc?dl=0](#)

- Motion to approve as drafted; Ryan first, Dean second.
 - All in favor, none opposed
- ii. **PeeWee Coordinator** -- Dave Peterson (Squirt C coach this past year) – need to vote/appoint Dave to this position
1. Motion to appoint Dave Petersen, Ryan first, Mark second
 2. All in favor, none opposed
- iii. **Bantam Coordinator** – Nick Zilka – this position is potentially open for 2018-19, HOC to verify Nick’s intentions for 2018-19
- iv. **Skills Coordinator** – Open Position for 2018-19
- v. **Update on Orono / Westonka Girls Program Branding** – Mark and Tim provided an overview of the next steps.
1. Idea submission for rebranding effort / logos; Robin to send out an email to all parents of MWAH
 2. Budgeting - Jerseys – Potentially need to factor this into the 2018-19 budget
 - a. Orono’s assumption is the sponsors will pay for everything
 - b. U10s / U12s – Jersey are short due to increased program participation
- e. **Review Data/document storage options:**
- i. Recommendation: purchase a license for cloud storage to ensure the continuity of the organization and ensure proper files are kept. This will also ensure a secure storage for all MWAH files. Several options were discussed.
 - ii. The board heard a recommendation from Flom that Box.org was a cost effective solution for the organization.
 1. Box.org
 - a. 10 user licenses, unlimited storage; \$84 annual admin fee
 - b. Motion to purchase a non-profit organization license for MWAH; Ryan first, Machel second
 - c. All in favor, none opposed

Two additional items were added to the agenda at the beginning of the meeting as they were missed in the February meeting:

- a. Review the Fundraising policy as submitted by Weltzin

- Board reviewed and agreed that their needs to be a mandatory fundraiser for all players and that the organization should select and make available team fundraising options.
- Flom asked that this policy be tabled until the new fundraising director is appointed in the April BOD meeting.

Ross Carlson recommended a Coaches Application Form be added to westonakhockey.org; Ross to revise the sample form to suit MHWAs needs and Ryan to “code” the form

The following items were tabled at the Feb and March BOD Mtg for further review and input.

Hockey Operations Committee

a. Current Version:

https://cdn3.sportngin.com/attachments/document/0083/6321/Hockey_Operations_Committee_HOC_Structure_and_Responsibilities.pdf

b. Proposed Revised Draft:

https://www.dropbox.com/s/3tqyb91priptkhp/Hockey_Operations_Committee_HOC_Structure_and_Responsibilities_FEB%202018%20DRAFT.docx?dl=0

Locker Room Policy

USA Hockey: Locker Room Policy

USA Hockey is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of USA Hockey and USA Hockey In Line that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey

Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

Example Policy:

https://assets.ngin.com/attachments/document/0102/5710/SafeSport_Sample_Locker_Room_Policy.pdf

D3 Proposed Locker Room Policy 2017-18

4.4.1 In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to District 3's goals. District 3 adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, District 3 has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

4.4.2. Rostered team coaches shall be responsible for locker room monitoring.

4.4.2.1 No player will be allowed in a locker room until a rostered coach is in attendance.

4.4.2.2 Direct and constant monitoring of locker room areas while any player is in attendance shall be practiced.

4.4.2.3 A minimum of 2 players will be allowed in the locker room at any time.

4.4.2.4 In the event of mixed gender youth teams, female players proceed to a separate locker room to dress/undress and then convene in a single locker room. A designated female shall monitor the locker room.

4.4.2.5 In the event of a girls' team with male coaches, a designated female shall monitor the locker room.

SafeSport Recommendations:

https://assets.ngin.com/attachments/document/0133/2212/Quick_Reference_-_Locker_Room_Monitoring.pdf

HOC met on 3/13 and made the following recommendation: A coach (asst/head) be present in the locker room. Furthermore they recommended that players not be in the locker room more than 30 minutes in-advance of the scheduled practice time.

1. MWAH Current Policy? Not currently live on westonkahockey.org
 - a. <https://www.dropbox.com/s/gi7y1d1t6vdpisif/Locker%20Room%20Policy.docx?dl=0>
2. DRAFT REVISED Policy
 - a. https://www.dropbox.com/s/p91fpaylu39xmcw/Locker%20Room%20Policy_FEB_2018.docx?dl=0

- b. BOD need to review and discuss/determine potential penalties for violating the policy
Current penalties (as defined in the Coaches Responsibilities doc are:
 - 1st Offense – 1 Game Suspension
 - 2nd Offense - 3 Game Suspension
 - 3rd Offense - Suspended until further notice.

Volunteer Agreement

1. Current Version Posted on MWAH / Documents
 - a. https://www.dropbox.com/s/ggyyc70y7kjqotu/Volunteer_Agreement_Form.pdf?dl=0
2. Current Version Posted on MWAH as a part of the player registrations process
 - a. <https://www.dropbox.com/s/7srgo8po4lvlydk/Current%20Volunteer%20Policy%20embedded%20in%20MWAH%20Registration%20Process.docx?dl=0>
3. Orono Policy
 - a. <https://www.dropbox.com/s/ddxh39ek13p5iao/Orono%20Youth%20Hockey%20Association%20Volunteer%20Policy.docx?dl=0>
4. Proposed Revised Draft
 - a. TBD – Need BOD input on number of hours and buy out options and alignment

Parent Code of Conduct

1. Current Policy
 - a. https://cdn4.sportngin.com/attachments/document/0136/4154/Parent_Code_of_Conduct_2017-05-12.pdf
2. Revised DRAFT Policy for review
 - a. https://www.dropbox.com/s/8jgt9g8yytc9b3v/DRAFT%20Parent%20Code%20of%20Conduct_MAR2018.docx?dl=0
 - i. Recommend embedding in Player Registration and posting to westonkahockey.org. Maybe emailing out with Player Code of Conduct before the season begins (after registration).

Grievance Policy

2. No Current MWAH Policy
3. Orono Policy
 - a. <https://www.dropbox.com/s/pkd5h00kw37yejo/Orono%20Youth%20Hockey%20Grievance%20Policy.docx?dl=0>
4. NEW MWAH DRAFT policy

1. https://www.dropbox.com/s/w1g5dmix8t9t5ck/MWHA%20GRIEVANCE%20POLICY_DRAFT%20MAR%202018.docx?dl=0

Player Code of Conduct

5. Current Code of conduct embedded into MWAH Registration
 - . <https://www.dropbox.com/s/6mbaw8dgbj64oqe/Current%20Code%20of%20Conduct%20embedded%20in%20registration%20process.docx?dl=0>
 6. Orono Player Code of Conduct
 - . <https://www.dropbox.com/s/i410n5fobrd852g/PlayerCodeofConduct.docx%20%281%29.pdf?dl=0>
 7. NEW MWAH DRAFT policy
 - . https://www.dropbox.com/s/q75u0818ul47j6q/DRAFT_%20Player%20Code%20of%20Conduct.docx?dl=0
 - 1. Recommend embedding in Player Registration and posting to westonkahockey.org. Maybe emailing out with Parent Code of Conduct before the season begins (after registration).
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