

June 6, 2011

Dover Youth Hockey Association Board of Directors

MINUTES

Open Meeting:

1. Call to Order
 - a. Members in Attendance:
 - i. Dave Middleton
 - ii. Stacie Constas
 - iii. Melanie Walsh
 - iv. Cheryl Sullivan
 - v. John Kelly
 - vi. Ellen Barton
 - vii. Michelle Launsby
 - viii. Karim Durham
 - ix. Tim Broadrick
 - x. Ryan Kaichen
 - xi. Jim Gowen
 - b. Members Absent
 - i. Eric Post
2. Members' Comments –
 - a. Dave Bovee addressed the Board regarding several issues including the state of the Association, boys' travel format change to Major/Minor/Select, and openness in DYHA proceedings
 - b. LeeAnn Allaire addressed the Board regarding anticipated Office Manager position opening
3. Reports
 - a. Secretary – Minutes of May meeting and Annual meeting presented
 - i. Cheryl moved to accept both, Karim seconded - unanimous
 - b. Treasurer – Monthly report presented
 - i. Michelle moved, Melanie second - unanimous
 - c. NHAHA report - group
 - i. No meeting last month
 - ii. Tim worked w/ Jim Nolan on a Mite format meeting a couple of weeks ago. No meeting minutes or follow-up from Jim.
 - iii. Next meeting August 24
 - d. Seacoast League report – Cheryl Sullivan
 - i. Nothing to report
 - e. IJYHL report – Stacie Constas
 - i. Dave & Stacie participated in conference call recently. Many teams who left the league have asked to return, but the IJYHL is resisting their requests. Last year, IJ expanded from 8 to 12 teams (including Dover), then three teams left for the “Mass Selects” organization. Looks like the league will remain at 9

- ii. As of May 12 meeting there will be only 2 teams at 97, 6 teams at 98, 7 at 99, 11 at 2000, 5 at 2001
- iii. No parity rounds this fall
- iv. IJ scheduling meeting July 28th; each pair of teams will play four times (2 home, 2 away)
- v. Playoffs will be second weekend in March; all teams get into playoffs
- vi. Next IJYHL meeting in Peabody (?)
 - 1. Michelle moved to accept, Ellen second - unanimous
- f. Middlesex League report – Jim Gowen
 - i. Nothing to report from league
 - 1. Need to find out if U14 teams will be allowed one or two U16 players next season
- g. Level Reps & House League if/as needed - all
 - i. Nothing to report
- h. Other reports - all
 - i. None

4. Old Business

- a. Appointment of a new Director to open seat on Board – President
 - i. No candidate has come forward, no action at this time
- b. Designation of terms for all new members – President
 - i. Karim Durham – 1 year
 - ii. Ryan Kaichen – 2 year
 - iii. Eric Post – 2 year
 - iv. Jim Gowen – 3 year
 - v. Melanie Walsh – 3 year
 - vi. Ellen Barton – 3 year
 - vii. John Kelly – 3 year
 - viii. Open seat – 2 year
- c. Update on 2011 travel rosters – John Kelly & Stacie Constat
 - i. Bantam Major (1997) issues
 - 1. Tim to meet/talk with Blake Pease and Chris Grassi this week to discuss options
 - a. Will craft communication to all players/families involved
 - 2. Exec. Board to meet June 20 to resolve
 - ii. Girls' U19 and U14
 - 1. One U14 Green wants to move to U19 split season – coach will have to decide if skill level is appropriate
 - 2. Jim Gowen to be invited into meeting June 20 with Exec. Board to discuss this and other U19 roster issues
 - 3. Cost of U19 to be \$600
 - a. Add to website
- d. Uniform update – Melanie Walsh
 - i. Artwork must go in this week – Melanie will order uniforms
 - ii. Nameplates can be ordered in the fall for about \$10 each – each team can make its own decision about whether or not to add names at additional cost
- e. Alternate player policy & public communication

- i. Tim will take policy from past minutes, summarize, and post on website
 - ii. A new memo from Pee Wee 99 head coach Peter Kielty was read – no motion was made to alter the existing policy
- f. Office renovation
 - i. Floor – Karim has ideas, will look into it
 - ii. Board table & chairs – used or donation? Post on web site?
 - iii. Desks?
 - iv. When we move back in this summer, we need to figure out where the cable jack ended up (may need electrician back for this)
 - v. All involved to report back next meeting
- g. Other Old Business
 - i. None

5. New Business

- a. Motion & discussion regarding Office Administrator position
 - i. Meeting was closed for the purpose of discussing this motion.
 - ii. Motion by Tim, second by Cheryl – after discussion, passed (8-1)
 - 1. Motion is attached to minutes
 - 2. Executive Board will meet June 20 to review applications
- b. Executive Board for 2011-2012
 - i. President & NHAHA Rep, Dave Middleton
 - ii. Vice President & Disciplinary Committee Chair, Cheryl Sullivan
 - iii. Secretary, Tim Broadrick
 - iv. Treasurer, Stacie Constas
 - v. Registrar, John Kelly
- c. Other Board positions for 2011-2012
 - i. ACE/Coaching Coordinator – Jim Gowen
 - 1. next year, try to tighten up coach selection process; focus on filling ALL head coaching spots before tryouts
 - ii. Associate ACE – Ryan Kaichen
 - 1. Associate ACE will document coach selection process and request/collect player evaluations and coach evaluations
 - iii. Communications Officer, Ellen Barton
 - iv. Level Representatives:
 - 1. Midget, Bantam, Cheryl Sullivan
 - 2. Pee Wee, Mite, Melanie Walsh
 - 3. Squirt, Girls, John Kelly
 - v. Fundraising Committee Chair, Melanie Walsh
 - vi. House League Director, Tim Broadrick
 - vii. League Representatives:
 - 1. IJYHL Representative, Stacie Constas
 - 2. IJYHL Alternate Rep, Karim Durham
 - 3. Middlesex League Representative, Jim Gowen
 - 4. Middlesex League Alternate Rep, open
 - 5. NHAHA Alternate Rep, John Kelly
 - 6. Seacoast League Representative, Cheryl Sullivan
 - 7. Seacoast League Alternate Rep, Ellen Barton
 - viii. Player Development Committee Chair, Ryan Kaichen
 - ix. Risk Management Officer Ellen Barton

- x. Team Manager Coordinator, Michelle Launsby
- xi. Tournament Director/Committee Chair, Michelle Launsby
- xii. Tryout Director, Eric Post
- xiii. Webmasters (2), Ellen Barton, Stacie Constas
- xiv. Tim moved to table other job assignments until next month, seconded, passed (unanimous)
 - 1. Tim will bring a list of current assignments with point totals to July meeting

d. Skills coaching for next year

- i. Tim & Stacie are going to work on a “big picture” schedule before June 20 executive Board meeting, including skills coaching schedule
- ii. Jim to ask for coaches’ input at next month coaches’ meeting
- iii. Many options exist: Louis Chabot,

e. Draft schedule and ice time contract for next season

- i. See above – Tim & Stacie to work out a proposed schedule for the rink

f. Other New Business

- i. Melanie attended a meeting with poker room company
 - 1. Works with 36 charities in 10-day slots, and asks the nonprofits to promote at least one of its days
 - 2. Could partner with other Dover nonprofits (e.g. baseball)
 - 3. Average return is \$10-15k for the ten days
 - 4. Paperwork due by fall; fundraiser would take place next year
 - 5. No Board action required at this time

6. Adjournment

- a. Motion to adjourn by Tim, second Ellen - unanimous
- b. Executive Board meeting June 20
- c. Next Board meeting Monday, July 11, 6:30 p.m. at Dover Arena

7. Executive Session

- a. Exec. Board discussed advertising for Office Manager/Scheduler position, job description, and other related issues

ATTACHMENT:

Motion: That the Dover Youth Hockey Board of Directors direct the executive board to advertise, interview, and hire for the following position:

Association Office Manager

Responsibilities: to perform day-to-day administrative work as required by the executive board (President, Vice President, Secretary, Treasurer) and association Registrar, including:

- Scheduling team practices and games for all travel and house league teams
- Processing and filing registration paperwork, such as USAHockey membership confirmations, birth certificates, etc.
- Preparing billing statements, processing player tuition payments, and processing purchase orders in keeping with procedures established by the Treasurer and Board of Directors
- Processing association correspondence as required and in a timely manner
- Updating the association web site as necessary
- Create Standard Operating Procedure document for his/her role

Qualifications: Candidates should have a minimum of three years' experience in an administrative capacity, keyboarding fluency, and working knowledge of Quickbooks, Microsoft Office and email

Schedule: Position is available to an independent contractor, who will spend no more than half of his/her working hours at the association's offices at Dover Arena. Candidate will work with the association President to establish a schedule of 12 office hours per week, with an expectation that the job will require an *average* of 24 working hours per week. Certain weeks may require fewer hours and other weeks may require more, with highest demand anticipated during September, October, November, December and March. Candidate will be asked to keep track of hours to help the Board set future expectations for this position. Attendance at monthly Board of Directors meetings will be required.

Compensation: This part-time, seasonal contract position will pay \$220 per week from August 1, 2011 until March 31, 2012. Compensation will be payable monthly, with a 90-day review with the Executive Board to affirm that the candidate's services will be retained for the rest of the contract term.

Other: Candidate must provide his or her own computer for working off-site, and must maintain internet connectivity at all times during business hours. The Association will provide a cellular phone and will expect the Candidate to be available on a flexible, extended schedule to transact business (especially scheduling) via phone.

END of MOTION

Narrative to Board from Tim Broadrick regarding this motion:

Benefits:

The goal of this motion is to reduce that amount we rely on volunteerism to conduct our business.

We deal with nearly a half million dollars each year, we register over 400 players, and we schedule well over 1000 ice sessions annually.

Currently, we expect three of our board members to manage these processes, and in return we offer them a travel tuition waiver, worth \$1850 each next year, for a total of \$5,500. The attached proposal will cost a total of \$7,700, or, and increase of \$2,200 over our past practice. In return we will get regular office hours and an employee's commitment to doing the job, as opposed to a volunteer's.

We all get overwhelmed by our responsibilities here sometimes, largely because we are volunteers. An employee should be able to have greater commitment to the work, simply because it will be his or her source of income instead of a volunteer position, and the Board should benefit with greater oversight and accountability.

Each of us will be able to offload some of our administrative work to this employee. All filing, office work, communications... anything the Board decides to assign to the Association Manager, we will be able to have him or her complete for us. The Registrar will be responsible for overseeing the registration process, checking the work to confirm that it is correct, and submitting everything before USAHockey and League deadlines. The Treasurer could chair the Audit and Finance Committee and supervise the employee's use of Quickbooks, sign off on purchase orders, and reconcile monthly activity to a budget. The Scheduler position will not need to be filled. We may want to have the Registrar oversee scheduling as well as the registration process, or we might ask another board member to supervise the Association Manager's scheduling activities.

Drawbacks:

Can we afford an extra \$2,200 for this?

As of right now we do not have an explicit, line-by-line budget that is reviewed by and approved by the Board. As a result it is impossible for us to know what we can afford and what we can't.

I suggest that we should have a budget, and we should start it with a \$7,700 line item for this position. Then, as we divide up jobs for next season, we should establish an Audit and Finance Committee (as mentioned in our By-Laws) and charge them with creating a full line-item budget by our next meeting. Until we do this it will be impossible for all Board members to know what we can and cannot afford. Since the IJYHL is much smaller than we expected, we have a chance to review tuition and adjust it if necessary.

Creating a budget before we look back at tuition would allow us to account for expenses we want to include, such as this, or a line item for finishing the office renovation.