

# UVHA Board Meeting Minutes



November 19, 2014 ~ 6:00 PM

Kinney Pike Insurance, White River Junction, Vermont

1. **Attendance:** Kylie Ammel, Becky Dexter, Sarah Morlock, Kathy Roberts, Justin Barwood, Matt Maher, Bill Mann, Alex DeFelice, Jason Spaulding
2. **Meeting called to order:** 6:05 PM
  - a. October 8<sup>th</sup> meeting minutes were approved (motioned by Justin, seconded by Ryan).
3. **Monthly Reports:**
  - a. **SafeSport Coordinator-**Kathy Roberts has volunteered to be the UVHA's SafeSport Coordinator. She will help to ensure that the UVHA is following SafeSport protocol. Kathy brought up the need for having a printed locker room policy. This should be distributed to parents, including information pertaining to locker room monitors, cell phone use and undressing. There was discussion as to whose responsibility it was to verify background checks and SafeSport certification. As SafeSport Coordinator, Kathy may speak to those coaches, Board members and volunteers not in accordance with these requirements. Kathy will draft a proposal for locker room rules and email it to Sarah. It will then be emailed to the rest of the Board for consideration.
  - b. **Fundraising-**
    - i. **Christmas Tree Sale:** Becky updated the group on the status of planning for the upcoming December 6<sup>th</sup> and 7<sup>th</sup> Christmas Tree Sale. Work has been delegated amongst Fundraising Committee members. Alex spoke to the gentleman who is renting the lot across from the Municipal Building in White River Junction. Mitchell Jay agreed to let the UVHA use the lot as long as we clean up after ourselves. Justin also spoke with the town. The Municipal Building lot is available for us to use, if we'd like. Sarah arranged for the UVHA to be "penciled in" as a back-up plan. A schedule for coverage is being developed to be distributed to parents as soon as possible. Ryan has mailed payment to Bill Nichols for the 100 trees and 50 wreathes. Crystal and Billy Simmons have volunteered to arrange for the pick-up of the trees and wreathes.

- ii. Old Jerseys: Matt shared that the equipment manager, Kristen Chapman, has taken on the task of sorting through hundreds of old jerseys. She is organizing a jersey sale fundraiser. Any of the old UVHA and HYHA jerseys that are still in good condition will be sold for \$5. Any in fair condition will be donated, while those in poor condition will be discarded. Matt asked that Lebanon jerseys be kept off the table until he has the opportunity to speak with Lebanon families.
  - iii. Concession: Justin shared that the Town is willing to have the UVHA man the concession area for two December events, including WABA's grand opening on December 28<sup>th</sup> and a Hartford High School hosted tournament on the 29<sup>th</sup> and 30<sup>th</sup>. This would need to be solely organized and manned by the UVHA but would certainly be an excellent fundraising opportunity. Sarah will reach out to members of the Fundraising Committee and other UVHA families to see if there is interest in taking this on.
- c. **Registrar**-Kylie reported that registration numbers are still growing. There are now 107 total skaters, including 21 Termites, 17 House Mites, 14 Travel Mites, 27 Squirts, 15 Peewees and 13 Bantams. Sarah and Kylie worked together to create a flyer promoting the Termite and Mite programs. This was distributed to Hartford elementary schools, thanks to Amy Aher. Rick Desharnais also kindly sent this flyer out via Lebanon Parks and Recreation. With a number of new acquisitions coming from such promotions, the Board agreed that we should continue to advertise throughout the season.
- d. **Scheduler**-The Board anticipates that there may be some tier changes effecting scheduling. Bill shared that there was a request from Cardigan Mountain to play the UVHA's Bantam team. After receiving a positive response from parents, Bill will schedule a couple of home and away games with Cardigan. Bill will therefore likely need to purchase a number of additional sheets of ice. Bill also pointed out that with a number of schedules to refer to, including the GSL, there are some inherent issues. He has asked Kelly to link the master google calendar to the website. In the meantime, coaches and team parents should work together to be sure that the information they are presenting to families is up-to-date and accurate.
- e. **Coaching Coordinator**-Alex stated that rostered coaches have completed their background checks, modules and SafeSport certifications. There are a number of coaches with upcoming CEP expirations. Alex will continue to reach out to these coaches to be sure they complete the necessary coaching requirements. Alex addressed an issue with this season's Squirt evaluation skate procedure. He reiterated the importance of following the UVHA's by-laws, expressing his concern with the hurt feelings and off-ice bantering that ensues if these rules are not adhered to. Going forward, the Board agreed that the by-laws need to be revisited and any proposed changes drafted prior to voting at the annual meeting.
- f. **Season Highlight Review**-President Matt Maher acknowledged the efforts of Board members striving to improve the association. He was likewise recognized for his already many positive contributions as interim president.

4. **New Business:**

- a. **Treasurer's Report**-Ryan presented the 2014-2015 budget report based on the original 324 plus ice hours purchased by former President, Mark Weglarz (totaling \$66, 778.75). Including other expenses, such as Skills Camps and referee payments, the UVHA's estimated annual operating cost is \$93, 127.75. Given the Byrne Foundation contribution and a \$15,000 fundraising goal, the association will have a profit of \$3,322.25 to cover unforeseen expenses and feed the scholarship pool. Players with outstanding balances will be sought out to reconcile.
- b. **Equipment Storage**-Matt shared the need for acquiring a new storage space for the UVHA's jerseys, equipment, etc. Justin will discuss with the town the possibility of using a storage area at the rink. Matt also shared that Kristen proposed the purchase of garment bags (at less than \$5 a logo-screened bag) with the idea that jerseys would be stored and distributed to players in these for safe keeping. Although purchased by the UVHA, players and their families would be responsible for their care and return. Justin motioned to approve the purchase of the garment bags, pending seeing a sample of the bag. Bill seconded the motion. All were in favor. Matt will ask Kristen to provide the Board with a sample garment bag to inspect prior to moving forward with the purchase.
- c. **Magnets**- Sarah completed the UVHA's application for a 2014-2015 VSAHA Grow the Game grant. Proposed in that request were funds to purchase car magnets for club promotion. Kelly created a car magnet design including the Storm logo, adding "hockey" and "uvha.org." Both the original logo and new design were mocked-up by Logo Magnet. Sarah presented both versions to the Board. Kylie motioned to purchase 150 Storm magnet units, seconded by Bill. The Board voted on the designs. A majority voted to move forward with the purchase of 150 of the redesigned logo (minus uvha.org). Sarah will order the magnets for an estimated cost of \$653. Each UVHA family will receive a magnet. Remaining magnets will be sold as a fundraiser, affording the purchase of magnets for the following season, thus becoming self-sustaining.
- d. **Banner**- Sarah presented three options for a "Home of the Upper Valley Hockey Association" rink banner: one nylon applique option, one vinyl, and one glued nylon banner choice. Price points, quality and design were considered. Bill motioned to vote on one of the three banner types, seconded by Sarah. The Board voted in favor of the New England Flag and Banner Company's nylon applique banner. Sarah will work with Justin to determine if the 8' x 5' size will be appropriate for the proposed space. Sarah will also ask the company to redesign the banner's layout based on feedback from the meeting. She will email this revised design to Board members for final review before placing the order. The cost of this banner (\$680) was also requested in this year's VSAHA Grow the Game grant application.
- e. **Goalie Clinic**-Ryan proposed that the goalie clinic share ice time with the Termites. No one opposed this, though Justin expressed the importance of

keeping tight control to ensure the safety of all players, especially the Termites. Kylie and Ryan will work together to have this shared ice time run smoothly. Kylie met a woman interested in working with Storm goalies. A 2013 graduate of St. Michael's College, Erin Stevens works with both the Hartford High School men's and women's teams. Alex will reach out to both Erin and James Tierney, asking them to coordinate goalie clinic coaching.

- f. **Dual State Affiliation**-Matt shared that there are some fundamental, systematic issues in having both Vermont and New Hampshire affiliation. After doing some fact finding, Matt learned that the UVHA is in the position to self-determine. Even with a majority of players being from Vermont, being a New Hampshire affiliate is acceptable. This is an issue to revisit as it will likely be pressing in the near future.
- g. **Website**-The Board is aware that the website schedule needs to be corrected and updated, as well as the UVHA Board officer list. Matt will email Kelly to ask him to remedy these issues.
- h. **Preserving Best Practices**-Going forward, in consideration of future Board members, better documentation should exist for practices and procedures. Sarah will create an editable form of the UVHA by-laws for the Board to review at upcoming meetings. Changes will be drafted prior to the annual meeting for voting.
- i. **Manchester Monarchs**-There is an opportunity for teams to sell 50 tickets to be eligible to have their photo taken with the Stanley Cup at a December 27<sup>th</sup> Monarch's game. Coaches should gauge interest on an individual basis. Four tickets to an April 10<sup>th</sup> game versus the Portland Pirates were donated to the association. These will be utilized as a Skate-a-thon raffle item or prize.
- j. **NH State Report**-Matt reported that a Squirt team could play a Mite level team, a Bantam team could play a Peewee level team, etc. While it may not be encouraged, it is at the coaches' discretion. All players, however, must be USA Hockey registered.
- k. **VT State Report**-Bill previously shared via email his notes from the November 11<sup>th</sup> Vermont meeting. Of immediate attention was the need for a SafeSport Representative (now determined). Also noted was that there were \$17,500 in Grow the Game Grant funds requested by 13 associations. The VSAHA had only \$12,000 available in awards, however. Allocations have been made, reports will be emailed next week. Finally, coaches, Board members and volunteers need to have SafeSport Certifications, background checks and CEPs completed immediately, if not yet in compliance.
- l. **Skating Sessions**-Bryant Harris, of KUA, will be coaching power skating sessions for Squirts, Peewees and Bantams. Dates and times to be determined.

5. **Meeting adjourned**: 8:58 PM