

CLHA BOARD MEETING AGENDA

Monday, July 11th

Board Members:

Position	Name	In Person	Virtual	Absent
President	Cory Spencer	X		
Vice President	Neil Carlson	X		
Secretary	Valerie Linhoff	X		
Treasurer	Sara Nelson		X	
Director of Business Operations	Jake Rivard	X		
Director of Youth Hockey	Matt Blum	X		
Director of Girls Hockey	Tara Jacobson		X	

Additional Board Members:

Position	Name	In Person	Virtual	Absent
Advisor	Pat LeVasseur			X
Registrar	Valerie Linhoff	X		
Web Coordinator	Derek Roche	X		
Fundraising Coordinator				
Equipment Coordinator	Michelle Carlson	X		
Ice Schedule Coordinator	Brittany Celski			X
Mite Coordinator	Matt Howe	X		
In-House Mini-Mite/ Little Wildcat Manager	Sami Neurer			X
Goalie Coordinator	Brian Schaeppi			X
Assistant Treasurer/ DIBS	Lindsey Crabtree	X		
TEACH/ SKATE Coordinator	Alice Cunningham			X
In-House Tournament Coordinator				
Recruitment Coordinator				

Additional Attendees: Holly Cardoni, Jessica Howe

AGENDA

- o **Call to Order:** 1902 - Closed Session Starts; 1925 - Regular Session Starts
- o **Review/approval of last meeting minutes:**
 - o *Motion to approve last month's meeting minutes*
 - o Motion: Neil Carlson
 - o Second: Matt Howe
- o **Treasurer's Report and Association bills to be paid:**
 - o \$ in Checking: \$ 102,833.53
 - o \$ in Money Market Account: \$ 65,029.73
 - o \$ in QuickBooks Cash: \$ 10.43
 - o Reconciling for all families will be conducted at the end of the season. This covers both sides; paying families back for overpayments or charging for underpayments.
 - o No down payment for ice time with Arena yet.

 - o Motion to Approve Treasurer's Report
 - Motion: Lindsay Crabtree
 - Second: Jake Rivard
- o **Open Forum:**
 - o Waiver Request (closed session at beginning of meeting)
- o **New Business:**
 - CLHA Bylaws update
 - Managers Training Development (Linhoff, M Carlson)
 - o Refinement of Manager's Handbook, Code of Conduct, and responsibilities
 - o Awaiting final decisions on DIBS and Concessions to include in Manager's Handbook
 - o Finalized Manager's Handbook and supporting documents to be voted on by CLHA Board at August meeting
 - Committee Updates - if needed
 - o Grievance (Carlson)
 - Potential Grievance is under investigation
 - o Hockey Development
 - HDC will meet to discuss Coaches
 - o Operations and Finance
 - Nothing to Report
- o **Unfinished Business:**
 - o Scholarship Policy Changes (Nelson and Celski)

- Would like to add additional DIBS and the scholarship does not cover anything outside of registration fees
- Sara Nelson will draft a document and bring this to the next meeting for vote
- Tryout software contract (N. Carlson)
 - Tryout Engine: 1 year - \$2,500 to use the software; trial period for 1 year
 - ✓ Motion: Neil Carlson
 - ✓ Second: Matt Blum
 - ✓ Result: Passes
- SportStar Collage Pictures (Nelson)
 - Emails have been sent out to families about downloading/ buying old photos
- FL/CL Merger/Co-op update (Jacobson)
 - Meeting with FL tomorrow night and the contract should be finalized.
 - Intent to Tryout - High School email for the girls will go out soon
- Option to change emails to position@chisagolakeshockey.org (Roche)
 - In Process
- New Electronics Purchase for tryouts/board members (Roche)
 - Ordering from Best Buy
- CLHA Hosting Tournaments
 - Peewee C October 28-30
 - Bantam ?? December 16-18
 - U10 B1/B2 Girls January 6-8
 - Travel Mite Jamboree Dec 2-4
 - Artwork for tournament medals - \$3-\$4/ medal - wanting to order 4,000 500 (per Cory revision at 8/8 meeting) medals at one time to get a discount on the medals.
- Arena Meeting Update (Spencer)
 - Concessions
 - ✓ Counter Offer: \$8,000 to run all the Concessions and Vending Machines.
 - ✓ The person that does the bookkeeping will give us the financials and contracts.
 - ✓ Motion is to see the \$8,000 contract that the Arena will give us and to have the last 3 years of Net Profit to view prior to full final approval from the CLHA Board and execution. Cory Spencer will show the Arena Board the procedures document that has been prepared.
 - Motion: Sara Nelson
 - Second: Jake Rivard
 - Result: Passes

- o Mike Lizotte Memorial Golf Tournament Update (Spencer)
 - Raffle tickets available to disseminate
 - ✓ Number of tickets available: 400 tickets
 - ✓ CLHA has 200 tickets to sell
 - ✓ Cost per ticket: \$75
 - ✓ Spencer will get tickets and we will use same process used last year with spreadsheet managed by Linhoff, Nelson, and Spencer - editors of Google spreadsheet
 - o All CLHA Board members can sell, but Linhoff, Nelson, and Spencer will assign the tickets
 - Need to gather raffle prize donations - send emails like last year to gather raffles
 - Social media blast
 - ✓ Bimonthly email blast to membership (Linhoff)
- o Karl Oscar Days Parade (Celski)
 - The parade went well.
 - Went out of candy and flyers very early - need more of both next year
- o Pizza/Butter Braid/Cookie Dough Fundraiser (Spencer)
 - Sold 850 items - Gross Sales = \$11,897; Profit = \$4,758
 - Pickup Date: Monday, July 25th - Spencer will confirm with delivery driver that they will be there at 4:30pm; Parents need to pick up between 5:00-6:00pm (tentative - more once date is closer)
 - DIBS for the pick up - 2 hours - 4 people total (2 DIBS) 4:30pm - 7:30pm; set up delivery; pull orders; give orders for families; clean up area
 - Nelson and Crabtree will get it set up DIBS opportunity for this opportunity
- o Fall Coaches Clinic Update (Carlson, Blum, Jacobson)
 - Tabled for now
 - HDC meeting next Monday, July 18, 2022 at 7:30pm
- o Crossbar Meeting Update (Roche)
 - Dates/ Times - all during the day. Linhoff, M. Carlson, and Roche will meet with the Crossbar Team to see a Demo.
- o DIBS Policy Update 2022-2023
 - See notes at end of meeting minutes
 - ✓ Motion: Neil Carlson
 - ✓ Second: Matt Blum
 - ✓ Result: Passes
- o **Meeting Adjourned: 2104**
 - o Motion: Jake Rivard
 - o Second: Matt Howe

CLHA Bylaws - Proposed Changes

Section 4.3.1 Special Emergency Meetings

~~Special~~ **Emergency** meetings of the Board of Directors shall be called by the President or held upon written demand of any two (2) Directors, addressed to the President of the Corporation, stating the purpose or object thereof. **Emergency meetings may be called when there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the board.** Notice of such meeting shall be emailed to each Director as well as each member of CLHA ~~no later than seven (7) days~~ **less than one hour** prior to the meeting. The notice shall state the time, place and purpose of the meeting. No business other than that so stated in the notice shall be transacted at said meeting without the consent of the majority of all members of the Voting Board of Directors.

Motion: Neil Carlson

Second: Matt Blum

Result: Passes

Section 4.3.2 Emergency Meeting Format

Emergency meetings may be conducted in person at the CL Arena or other place if unavailable. Meetings under this section may also be held electronically by audio, visual, or both. Lastly, emergency meetings may be conducted through email communication where a quorum can be reached by written acknowledgement/consent via email of board business transacted at said meeting a record of which shall be noted in the following monthly board meeting minutes.

Motion: Jake Rivard

Second: Valerie Linhoff

Result: Passes

Section 4.6 Quorum

A simple majority of the Voting Directors in office at the time of any meeting of the Board of Directors shall constitute a quorum for the transaction of business ~~and the act of a majority of the Voting Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.~~ **For example if the board consists of 7 voting members then the quorum would be 4 members. If only 4 members are present at a meeting then all 4 would need to be unanimous with motions and votes.**

Motion: Jake Rivard

Second: Derek Roche

Result: Passes

Section 5.3 Voting Directors

In addition to the Officers, the Board of Directors shall consist of the following: Director of Youth Hockey, Director of Girls Hockey, Director of Business Operations, **Mite Coordinator, and Hockey Operations Coordinator.**

Motion: Jake Rivard

Second: Neil Carlson

Result: Opposed - Valerie Linhoff
Everyone Else - Yes

Section 5.5 Board Elected Non-Voting Positions

Board Elected Non-Voting Positions. In addition to the Elected Officers and Elected Directors, the Board shall consist of the following non-voting Board Elected Positions: Assistant Treasurer, ~~Mite Coordinator, In House Tournament Coordinator,~~ Goalie Coordinator, Advisor to the Board, ~~Hockey Operations Coordinator, Outdoor Facilities Coordinator,~~ Registrar, Web Coordinator, SKATE Coordinator, ~~Fundraising Coordinator,~~ Ice Schedule Coordinator, **Recruitment Coordinator,** and Gambling Manager. Applications shall be given to the Board of Directors at least fourteen (14) days prior to the **annual meeting when the general election takes place at which the non-voting positions shall be elected by the Board.** The applicants for non-voting positions shall be elected by a majority vote of the Board of Directors. **Should a vacancy occur for any voting or non voting board position mid term the voting board may fill the vacancy by appointment or conduct a selection process requiring applications from interested candidates for a period of five (5) days. The remainder of the selection process will be at the discretion of the voting board.**

Motion: Jake Rivard

Second: Neil Carlson

Result: Passes

Section 6.3 Secretary

The Secretary shall attend all meetings of the Board of Directors and shall record all the proceedings of the meetings of the Board of Directors, give notice of all meetings of the Board of Directors as well as any other notices prescribed by the Board of Directors or authorized by these Bylaws, and perform such other duties as may be assigned by the Board of Directors or the President. **Meeting minutes should be compiled and disseminated to the board within five (5) days of the meeting at which the minutes were taken.** The Secretary shall be responsible for assisting CLHA with validating that each team has an assigned team manager and that each manager is aware of all required duties of a team manager.

Motion: Lindsay Crabtree

Second: Jake Rivard

Result: Motion to Amend; changed "shall" to "should"
Motion; Neil Carlson
Second: Matt Blum
Result: Passes

Section 7.1 Director of Business Operations. With the assistance of the ~~In-House~~ Tournament Coordinator **and** Assistant Treasurer, ~~and Fundraising Coordinator~~ the Director of Business Operations shall be responsible for all general fundraising, including making any reports or filings required by the Minnesota Secretary of State, the Internal Revenue Service and the Minnesota Attorney General, and to maintain the Corporation's charitable gaming license. The Director of Business Operations shall, with the assistance of the ~~In-House~~ Tournament Coordinator, be responsible for tournament fundraising and shall, with the assistance of the Treasurer, prepare the Corporation's annual budget and shall supervise all sponsorship activities. The Director of Business Operations shall report to the Treasurer

Motion: Derek Roche

Second: Sara Nelson

Result: Passes

Section ~~8.2~~ 7.4 Mite Coordinator. The Mite Coordinator shall manage the in-house and travel programs for all the boys and girls who by their age would typically be in 3rd grade or younger. These levels are individually known as Mites, U8s, ~~Mini~~ **In-house** Mites, and Little Wildcats. For this group, the Mite Coordinator shall be responsible for: recruiting and retaining our youngest skaters, selecting coaches, forming teams, working with the registrar to register teams, putting on a jamboree, forming and registering jamboree only teams, working with the ice scheduler, fundraising, planning and implementing summer hockey, running draft day, putting on the pre-season parents meeting, working with the equipment manager for rental gear needs/pickups/returns and ordering jerseys. The Mite Coordinator shall report to the **Vice President and work directly with the** Director of Youth Hockey and Director of Girls Hockey.

Motion: Jake Rivard

Second: Neil Carlson

Result: Passes

Section 8.2 Recruitment Coordinator

The recruitment coordinator is responsible for recruiting and retaining youth hockey players at the younger levels and specifically working with the Mite Coordinator under his or her direction. The main purpose and goal of this position is to direct energy and resources to the mission of growing youth hockey and sustaining strong numbers by enhancing program offerings with CLHA.

Motion: Jake Rivard

Second: Derek Roche

Result: Amend

Amended Motion: To Amend the 8.2 to add "coordinates and schedules Try Hockey for Free and promotes Chisago Lakes Hockey registration throughout the community."

Motion: Derek Roche

Second: Valerie Linhoff

Result: Passes

Section 8.3 ~~In-House~~ Tournament Coordinator.

The ~~In-House~~ Tournament Coordinator shall be responsible for all tournaments conducted by the Corporation. In the event only one (1) ~~in-house~~ tournament is planned for the pending season, the duties of the ~~In-House~~ Tournament Coordinator may be absorbed by other board positions as ~~seen~~ **deemed** fit by the Board of Directors. The ~~In-House~~ Tournament Coordinator shall report to the Director of Business Operations.

Motion: Matt Howe

Second: Jake Rivard

Result: Passes

~~Section 8.10 Fundraising Coordinator. The Fundraising Coordinator is responsible for the coordination, planning and execution of fundraising tasks on behalf of the Association. Responsibility includes creating different strategies for effective fundraising, identifying opportunities, and presenting these findings to the Chisago Lakes Hockey Association Board. The Fundraising Coordinator shall report to the Director of Business Operations.~~

Motion: Derek Roche

Second: Neil Carlson

Result: Passes

Section 8.12 **7.5** Hockey Operations Coordinator. ~~The Hockey Operations Coordinator with the assistance of the Hockey Facilities Coordinator shall be responsible for outdoor ice maintenance.~~ **The Hockey Operations Coordinator will manage the managers of the association and be their point of contact with the board. With the assistance of the Secretary and Registrar the Hockey Operations Coordinator will conduct a manager training in late Summer prior to the Fall Hockey Season.** The Hockey Operations Coordinator will further act as equipment manager and be primarily responsible for the purchase and distribution of required equipment as approved by the Voting Board of Directors. The Hockey Operations Coordinator will be responsible for organizing an equipment exchange. The Hockey Operations Coordinator shall report to the ~~President~~ **Secretary and work directly with the Mite Coordinator for equipment needs.**

Motion: Derek Roche

Second: Neil Carlson

Result: Opposed - Not changed

Sara Nelson - States that the Equipment Person should be separate duties from managing managers.

ARTICLE XIII Amendments

Except as these Bylaws otherwise expressly provide, all Bylaws of the Corporation shall be subject to repeal or modification and new bylaws must be by a 2/3 vote of those Voting Directors

present and voting at a meeting at which a quorum is present and with respect to which written notice of the proposed changes in the Bylaws has been given not later than ~~two (2) weeks~~ **less than seven (7) days** prior to the date of such meeting. **Each year by the August meeting the board shall ratify the bylaws and policy and procedure manual so as to procure up to date governing documents. The signed original copies of the documents shall be in possession of the President. A scanned PDF copy of each shall be uploaded on the CLHA website. An additional copy shall be available in a binder in the arena meeting room. Should amendments be made at other times of the year the same process will be followed as outlined above.**

Motion: Jake Rivard

Second: Neil Carlson

Result: Passes

Chisago Lakes Hockey Association

DIBS Policy

Updated for 2022-2023 Season

Chisago Lakes Hockey Association (CLHA) depends on the assistance of its members to function as a successful organization. It is important that we all share in the commitment to produce a program that operates efficiently.

I. What is a “DIB”

- A. A DIB is a single “credit” for volunteer help you provide to CLHA. Most of the time 1 credit = 1 hour of actual commitment. DIBS are only eligible for credit if they are approved/authorized by any two CLHA board members at least one of which shall be a voting board member.

II. DIB REQUIREMENTS

- A. Players in the Little Wildcats program are exempt from the DIBS requirement.
- B. Players in the in-house mite program are required to complete 2 DIBS credits.
- C. Players in Mites are required to complete 4 DIBS credits.
- D. Players in Squirts, Peewees, and 1st year Bantams will be required to complete 8 DIBS.
- E. 2nd year Bantams are required to complete 4 DIBS credits.
- F. Families with multiple players will be required to complete the DIBS of the oldest child and half of the second oldest never to exceed 12 DIBS per family.
- G. Current board members, rostered head coaches, and team managers will have DIBS requirements waived.
 1. Head Coaches will have 12 credits to distribute to Assistant Coaches for each team as they see fit among rostered assistant coaches and other volunteers based on their commitment to the team.
- H. In general, DIBS are not allowed to be transferred or shared among different families within the association except for in extreme and rare cases.
- I. In the event “extra” DIBS are completed in one season, excess volunteer hours are not allowed to be transferred to future seasons.
- J. Mike Lizotte Memorial Golf Tournament Raffle Tickets
 1. Members will be given 1 DIB credit for each raffle ticket sold with a maximum credit of half of the required DIBS.
- K. DIBS can be purchased for \$600 if individuals choose to “buy out” their DIBS.

III. AUTOMATIC CREDIT CARD WITHDRAWAL

- A. Failure to fulfill DIBS requirements by the April board meeting will result in an automatic charge of \$600 to the credit card on file for registration.
- B. In the event that the transaction is denied, players will be ineligible to register for a subsequent season until arrears have been paid in full.

IV. INDIVIDUAL RESPONSIBILITY FOR DIBS

- A. The responsibility to seek DIBS opportunities, register for volunteer hours, and monitor progress rests on each family. The team manager IS NOT responsible for tracking each players DIBS progress; however, they may inquire periodically for an update on the teams DIBS completion progress from the assistant treasurer as a courtesy to provide that information to their families.
 - 1. Each player/family may contact their manager, the assistant treasurer, or treasurer for any questions pertaining to DIBS.

V. TEAM DUTIES

- A. Each travel team will have additional responsibilities that do NOT count toward your volunteer credits. Such duties may include but are not limited to running the game clock, assisting with the penalty box, completing the score sheet, and working in the concession stand.

VI. CLAIMING DIBS - "HOW TO"

- A. Log in to the CLHA website with your username and password (located in the upper left-hand corner of the screen).
- B. Click on the DIBS tab.
- C. Under "Available Sessions" click on current year volunteers (i.e.: 2021-2022 DIBS).
- D. Once you select the DIB item, enter the volunteer information "Claim DIB item on behalf"- select profile name (first registered CLHA player)
- E. Enter the name of the person completing volunteer hours in the "person fulfilling DIB item" including contact phone number for cancellation/changes that may occur.
- F. Select "Claim DIB item" to complete your session.

** If you decide while you are in the session that you don't want a DIB item- click Cancel before you complete the last step **

VII. HOW TO VIEW "CLAIMED" DIB ITEMS?

- A. If you sign up for an opportunity online and can't remember the information, simply log on with your username and password (located in the upper left-hand corner of the screen) and click on the DIBS menu and then "My Dibs" --> View

all my currently claimed DIB items.

VIII. WHAT TO DO IF YOU ARE UNABLE TO WORK A SELECTED DIB ITEM?

- A. Find a replacement to work the selected DIB item on your behalf. Contact the DIBS coordinator of that event with the replacement volunteer information to ensure credits are awarded appropriately.