

CHA BoD Meeting #1: 6/24/15, 6pm – 9pm

Location: Chelmsford Public Library, Conference Room

Attendees: Shawn Crowley, Brad Marmo, Bill Hogan, Cody Hoffman, Grant Cole, Mike Boucher, Steve Mcmillan

Meeting Minutes

I. Kick-off & Introduction: (Started at 6:05pm)

Went around the room and (re) made introductions. Some new people not in attendance from last meeting.

II. Open Floor for CHA Members (Started at 6:10pm)

No public/CHA members in attendance for open floor.

III. Review Open Action Items (Started at 6:15pm)

****Action item for Brian Macallister to bring list from last year. (RE: grants/scholarships)*

Unresolved.

Discussed ideas and brainstorming about grants/scholarships. If someone has an idea, write it up, bring it forth, and discuss. Grant request format/template?

****Action item – By next board meeting determine an improved budget and accounting methodology and/or propose over email for an email vote.*

Will cover this as a full agenda item later in the meeting.

****Action item -- Need to inventory what we have now – Tony Sabetti/Cody Hoffman/John Robinson.*

Cody – a lot, but a mish mosh. 2 cases of socks, 8 helmets, bunch of bags of equipment from 1 Goal, etc... Have some idea of what's there, but requesting an official tally to be forthcoming.

Talked about thinning the herd of old stuff.

Hand out old jerseys to all CHA members to just get them out of the closet?

(New action item about online store proposed. See below in Proposed Action Items.)

Talked more about apparel and best practices for ordering times. Working off of last year's trouble of placing a second order around Xmas time.

****Action item – Brian Macallister to start ball rolling on decal pricing and socks.*

Email from Brian: "Chelmsford Equipment Program - I received our costs quoted from Arrow and determined the list price for each item. This will be sent out to everyone over the next week to approve. I have arranged certain try-on days for the kids. Etc"

****Action item – At next meeting, agree on a checking clinic and early practices.*

First release of early practices is out and on the website – resolved.

A parent suggested working with USA Hockey to help facilitate a checking clinic. Shawn will pass the info along to the coaching directors – logged below in Proposed Action Items.

****Action item – Guidebook for volunteer coaches who might not have much coaching experience. Aka, what should a Mite know at beginning of the season vs. end of the season. The when and what coaches should be teaching to a particular age group.*

Email update from Brian: “Coaching - I have reached out to Phil and we are meeting the week after the 4th of July for official handoff of deliverables required for this role. We have also started crafting the coaching handbook. I still need to meet with Zach and Mike N. on contributions to this document. I am planning on scheduling our first coaches meeting for early August.”

****Action item – A mission for CHA for what skills we want our kids to know at each level and some more oversight to monitor that.*

See above email from Brian, folded in to same envelopes as previous 2 items.

A small tangent conversation took place about helping coaches know about coaching best practices. Not just localized to what skills, but what should coaches be looking for and monitoring.

****Action item – A calendar of due dates for the CHA.*

This is already happening to a degree on public calendar. But also need to dive deeper and create our own internal calendar. Logged below in Proposed.

****Action item – Someone grab a white #9 sweater from stock and get Eichel to sign it.*

Canceled. Other ideas in the mix.

****Action item – Need a fundraising person.*

****Action item – Invite Tracy Bernier and/or others (Barbara, Jeff) to next meeting to figure out the fundraising.*

Above to items combined. Commitment from Lisa I to run business sponsor program. Tracy Bernier should be coming to one of the next meetings and will be potentially take on the fundraising role.

IV. Proposed Action Items (Started at 6:15pm)

Action Item – Cody/Tony evaluate the possibility of an online store.

Action Item -- Shawn will pass the info along to the coaching directors.

New Action Item – Establish, or see about feasibility of creating an internal calendar of events. Need to be on website somewhere. Need to revisit. Need someone to champion it.

Action Item – Bill Hogan electing to looking into a further means of communication, like SLACK or something like that.

New Action Item – Shawn to follow up with coaching directions on Midget level returnee.

Action Item – All who have responsibilities of budget and budget line items to coordinate between meetings so by next meeting a draft budget with actual realistic projected data.

Action Item – Brad to highlight Bill spreadsheet page 3 and make sure all budget line items owner are aware that they have responsibility by July 7th.

Action Item – Need to fill the unfilled roles: Coaches skate, etc.. Shawn is taking responsibility for this.

Action Item – Add past dues to next meeting's agenda to iron out formal details of what is the policy, how do we report internally, and what/when triggers action.

V. CHA Business Updates (Started at 6:55pm)

State Tournament -- Shawn updated group on his ideas for State Tournaments and which were correct teams to enter. Want to enter the right level team into the right level tournament.

We applied to host a Midget tournament but did not get it. It will not be this year but suggested the idea for a board member to take the initiative and run with it next year.

Player Movement – Think some new members are entering, but not fully committed yet. Registered, but not on payment schedule yet. Request for player to re-enter at Midget level and still in discussion/working out logistics. (Action item for Shawn logged above.)

Lost a few players at various levels. 1 shifting focus in sports. Lost a few girls as well, but might pick up at least 1 from Mites and player will play both. Mike Boucher talks about some recruitment efforts during the summer to add some more girls to the roster.

VI. Budget Finance Preview for 2015/16 (Started at 7:15pm -- Hogan/Mcmillan)

Goal is to develop a process that we always know where we are at any point in time. Great need for transparency.

Would like to lay out and/or have someone propose estimate fundraising and estimate apparel sales projections.

Worked up a line item spreadsheet of who owns what within budget. Flaw in system of last year was having a budget line item with no line item owner to hold it accountable and/or update the status of instead of assuming revenue.

Worst case scenario is radio silence from a line item owner. If struggling to make number, engage others for help.

Revise the model about puck management. Maybe coaches manage their own pucks instead of the common puck bucket. Also talked about a combo lock instead of the key hanging in the public office.

Hogan shows a slide proposing a monthly spreadsheet to more frequently see where we are monthly as well as line by line per item. Also, need to hammer down the firm costs before we get to justifying discretionary spending – decals on socks, etc...

Talked about how business sponsorships overlap with budget. Will show up in its own line item and will play into overall plus/minus.

Hogan review his Next Step spreadsheet. The idea/goal is to have an actual draft budget with actual data by next meeting.

Discussed how to better utilize the coach's skate ice sheet. And what exactly is the mission of use for that sheet of us.

VII. '14-15 Past Due Accts & Approach to '15-16 Past Due Accts (Started 8pm -- McMillan/Crowley)

Reality is that we have past due account and already have 15/16 past due.

How do we communicate with families? What action are we prepared to implement. 3 player from 13/14 total \$1,200 – out of program now. 14/15 some still have a balance, and are still playing in Chelmsford, subset of that group owe and don't play in system.

Less is more as far as who manages the committee from a BoD perspective.

Things to consider – when can a kid not come on the ice anymore?

Credit card on file for backup?

Consider another site provider (Blue Sombrero) for next year?

Set up a criteria for the various payment methods, for example, people paying by checks need to pay in 3 installments vs. 7.

Shawn Crowley motions to form a sub-committee to manage past due accounts, committee includes the current President, Vice President, and Treasurer. Bill Hogan seconded, unanimously approved.

Create a line item in budget for project debt from unpaid dues.

Propose action item added above to add past due policy to agenda of next meeting.

VIII. 2015-16 Clinic Proposal

Simplify the program. Too many clinic programs and need to simplify. A sessions overlapping B sessions and just messy. Need to get the pricing on parity.

Crowley presents his slides about the progression through the clinics.

Include clinics apparel costs in budget.

IX. July 4th

Lots of great raffle items from USA Hockey came in.

Brad Marmo motions to adjourn. Mike Boucher seconds. Unanimously approval.