

CHA BoD Meeting #3: 7/22/15, 6pm – 9pm

Location: Chelmsford Public Library, Conference Room

Attendees: Shawn Crowley, Brad Marmo, Bill Hogan, Mike Boucher, Steve Mcmillan, Grant Cole, Zach Maybury, John Robinson, Brian Macallister

Meeting Minutes

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

No public/CHA members in attendance for open floor.

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

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

Update: No movement, no update. Lightly discussed where it's at. Action item carried over.

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

Update: Need to figure out what this was in relation to. (7/24/15 – Found out what this was in relation to and added to proposed action item section. –Brad Marmo)

****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.*

Update: Discussed a shared calendar on Google, as well as Google Docs. Does it actually need to be on the website somewhere? Zach willing to look into this and also look into how this will relate to future BoD groups – added to proposed action items.

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

Update: Four or five of us joined Slack, Shawn set it up. Discussion about whether it will work or not. Shawn to invite the rest of the team – added to proposed action items.

****Action Item – Shawn to follow up with coaching directors on Midget level returnee.*

Update: Shawn had communication regarding this between meetings. Need to make sure there is a standard process for how the Board influences coaching decisions and player movement. Action item complete, coaches and coaching directors are engaged. Overall, a player needs to register first before anything can happen. There is no process in place to move an unregistered player up a level. Also, need to come out of tryouts with better data.

****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.*

Update: Progress was made, part of an agenda item today.

****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.*

Update: Complete.

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

Update: Complete.

****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.*

Update: Some offline conversation, progress being made.

III. Proposed Action Items

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

Action Item – Zach looking into Google Calendar/Docs for shared calendar of internal events/key dates.

Action Item – Shawn to invite the rest of group to Slack.

Action Item – Connect with Arrow to evaluate sock options for next year – Shawn, Cody and Brian to own.

Action Item – Brian to pick a date for equipment fitting day and organize logistics.

Action Item – Steve to create a Square account.

Action Item – John to spearhead the scope of putting together a charity game as a fundraising effort.

Action Items – Mike Boucher taking board ownership of business sponsorship ownership.

Action Item -- Shawn will pass the info along to the coaching directors. (A parent suggested working with USA Hockey to help facilitate a checking clinic. Shawn will pass the info along to the coaching directors.)

IV. Old Action Items

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

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

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 – 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. Post Action Item Discussion (Started at 6:50pm)

Talked a little bit about the apparel. What is the percentage of having apparel in skate shop vs. a specific table setup during public skates and events, etc...

VI. Business updates (Started at 6:55pm)

Player movement: Talked about some minor player movement. Filling gaps and player movement between levels.

Half-ice boards: Brian – mailed in order form and they lost the order form. Mass Hockey involved and going to put a rush on the order. Check still not cashed, going to need another check cut. Meeting again at rink to take measurements. Mass Hockey confident the boards can still come in on time. Need to send some sort of letter of appreciation to Fleetwing.

Chelmsford Forum: Some talk about 2018 when FMC lease comes up and what is going to happen with Forum. Some discussion by Chelmsford BoS in last year’s June meeting. Not a good feeling on this board that the BoS would vote in favor. Desire to figure out what the town actually thinks and maybe designate a liaison to approach the town.

Make a request to FMC to see their capital improvement plan.

Equipment purchase: Limited window to schedule a day where the rep comes out for a tryout session. Need to schedule a date and send out a mass email. BoD would be able to pick what items would be included in the offering to CHA.

We would want to evaluate socks before we purchase with a new vendor.

Evaluating Center Sports vs. Arrow on sock pricing.

Pick a date for equipment tryout date and maybe coordinate with the skate swap?

Keep a small markup on equipment as the goal is uniform apparel, not fundraising.

VII. Budget and Finance review (Started 7:40pm – Bill Hogan)

Bill presents his new template to have a more detailed/frequent budget analysis throughout the year and each person's ownership of their particular item.

Also layout the budget in a way for how successful/not successful certain line items are.

Bill going line by line down his spreadsheet. Tabling detailed discussion for each item for after the overall review.

Shawn talking about his Business Sponsorship line item. No overhead, sponsorship price point set right now at \$250. Lisa I is spearheading this for the Board. Goal is to get 8 sponsors as an initial target. Discount for business owners with kids in the program?

Need to fill in some gaps for projected budgets.

Need to really engage and get activity on some fundraising initiatives.

Concept of coaches being reimbursed for their certification fees. It was available last year but it wasn't advertised. Cap at, say, 1 head coach and 2 assistants.

Fundraising ownership is really a big need. Discussing engaging the volunteer list to get involved with fundraising.

Discussing more ideas for fundraising (car wash, kids skills contest, 3 on 3 tournament), etc...
Looking for people to take ownership of line items.

Bill taking ownership of golf tourney. Brad taking ownership of UML night. Zach taking ownership of 3 on 3 tourney. Brian doing Monte Carlo night. John has charity game (already an action item). Shawn taking Hockey-ween. Grant taking Skills Competition.

Talking about shedding some sheets of ice. Looking for ways to fund tournaments.

Brad Marmo motions to adjourn. Shawn Crowley seconds. Unanimously approval.