

CHA BoD Meeting #7: 9/9/15, 7pm – 10pm

Location: Chelmsford Forum, Function Room

Attendees: Shawn Crowley, Cody Hoffman, Bill Hogan, Brad Marmo, Mike Nickerson, Steve McMillan, Mike Boucher, Zach Maybury

## Meeting Minutes

### I. **Open Floor for CHA Members (Started at 7:20)**

No public/CHA members in attendance for open floor.

### II. **Review Open Recent Off-Cycle Votes – Brad Marmo:**

#### Vote #1:

Guys- we will have a series of these, so apologize in advance for the email clutter. From a Policy perspective: **5.2.4.2.3. The BOD will approve all roster changes**

This vote is for placement of the two new Pee Wee Players that were added in August. After the first two weeks on the ice, the recommendation is to place as follows:

- (Player A) to be placed on PW4
- (Player B) to be placed on PW4

Please vote on these recommendations; Approve or No.

Please feel free to ask any clarifying questions that you may have.

Thanks,  
Shawn

#### Vote #1 Results:

*Joe Caruso – Approve. I liked the thorough eval process for the new players.*

*Steve McMillan – Approved.*

*Mike Nickerson – Approve.*

*John Robinson – Approve.*

*Bill Hogan – Approve.*

*Brian Macallister – Approve.*

*Michael Boucher – Approved.*

*Brad Marmo – Approve.*

*Cody Hoffman – Approve.*

*Guys- thank you for your prompt attention to this one, the vote is approved.*

*Next steps:*

- *Shawn to notify families of team assignment*
- *Shawn to move players in website to PW4*

*Next up will be the vote to approve player movement from PW2 to PW1*

*Shawn Crowley*

**Vote #2:**

Guys-

Vote #2 concerning rosters.

The coaches and Coaching Directors have determine that (Player C) is the player that should move from PW2 to PW1.

Reason for move:

With (Player D and also Player referenced in Item III, Scenario 1 of previous off-cycle minutes dated 8/31/15) moving to ALT, PW1 was left with only 9 full-time skaters (4 ALTs).

Reason for vote:

From a Policy perspective: **5.2.4.2.3. The BOD will approve all roster changes**

Please vote either to 'Approve' or 'No'.

**Vote #2 Results:**

*Mike Nickerson – Approved.*

*Cody Hoffman – Approved.*

*Tony Sabetti – Approved.*

*Joe Caruso – Approved.*

*Steve McMillan – Approve.*

*Mike Boucher – Approved.*

*Brad Marmo – Approve.*

Guys-

*I also vote to approve.*

*There are enough votes to consider this one approved as well.*

*Not sure who is taking the action item to notify the (Player C's family), as well as, Tony Racioppi. Maybe Mike, but let's clarify that. Once that discussion has occurred, please let me know and I will move (Player C) to the PW1 roster.*

*Shawn Crowley*

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*I have been in communication with Tony on this. I will talk to him and (Player C's family). Will have (Player C) practice with us Monday. When should I tell tony we will have the decision on moving a pw3 to his team?*

*Thanks,*

*Mike*

**Vote #3:**

Guys-

Vote #3 concerning rosters.

The coaches have collectively determine that (Player E) is the player that should move from PW3 to PW2.

Reason for move:

With (Player C) moving from PW2 to PW1, PW2 was left with only 10 full-time skaters (1 ALTs).

Reason for vote:

From a Policy perspective: **5.2.4.2.3. The BOD will approve all roster changes**

Please vote either to 'Approve' or 'No'.

On this one guys, would really ask that we don't put the cart before the horse. Even if (Player E) is approved, there is an outside chance that the family preference might be to stay with PW3.

**Vote #3 Results:**

*Mike Nickerson – Approved.*

*Steve McMillan – Approved.*

*Joe Caruso – Approved.*

*John Robinson – Approve.*

*Brad Marmo – Approve.*

*Mike Boucher – Approve.*

*Bill Hogan – Approve.*

*I also vote to approve.*

*This roster change is now approved. I will take the lead on contacting (Player E's family) to discuss.*

*Shawn Crowley*

\*\*\*\*

All-

*(Player E) will be joining the PW2 team. (Player E) has been moved on the website roster and Tony Racioppi has been notified.*

Shawn

### **III. Review Open Action Items (Started at 7:20pm) – Brad Marmo:**

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

*Update: Store is up. Steve M and Brian Mac set up an online store with a bunch of items. But now that the online store is mostly up, who tracks shipment and delivery to parents, etc...  
Completing this action item and creating a new one about ownership/future/expectations.*

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

*Update: Once budget complete Bill Hogan will post to Google Docs. Status pending until budget complete. Added to proposed.*

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

*Update: Completed. Everyone invited, but Slack not being used as avidly as planned. Email is still being used as the primary communication method in between meetings.*

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

*Update: Closed. Ordered through Arrow.*

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

*Update: Completed*

*\*\*\*Action Item – Steve to create a Square account.*

*Update: Steve has looked into buying option. Specific need went away during fitting day, but Board is still open to getting one. Questions about the flexibility of Square. Is it a single point of processing? Aka, Steve? This action item closed, new one opened related to analysis.*

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

*Update: John not here, will carry over.*

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

*Update: Closed and kicking butt.*

*\*\*\*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.)*

*Update: Completed and done. Roger Grillo lined up for this Saturday, 9/12.*

#### **IV. Proposed Action Items**

*\*\*\*Action Item: What is the future of the online store? Shawn to follow up with Brian on the status of the online store and clarify ownership, future, execution/fulfillment.*

*\*\*\*Action Item – Zach looking into Google Calendar/Docs for shared calendar of internal events/key dates. (Update: Once budget complete Bill Hogan will post to Google Docs. Status pending until budget complete.)*

*\*\*\*Action Item – Shawn to follow up with Brian on holiday apparel order timeframe.*

*\*\*\*Action Item – Brad to write an article for website about Tom at Forum skate shop.*

*\*\*\*Action Item – Steve to continue to evaluate need/rollout of Square.*

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

*\*\*\*Action Item – Brad to follow up with Mites 1 about USA Hockey registration.*

*\*\*\*Group Action Item – At a later date, full review of existing policy and procedures. Some highlights – payment progress terms, refund date, ALT policy.*

*\*\*\*Group Action Item – an agenda item for Oct meeting and determine next steps about following up with overdue payments, establish benchmark dates, etc... How to reach out? For a small % email isn't a reliable medium – spam folders, not email people, etc...*

*\*\*\*Action item – Everyone who is going to play for Midgets needs to be paid by Sunday night 9/13 at 8pm. Ownership on Midget 1 coach, Shawn to own communicating this to him.*

*\*\*\*Action item – We need to understand the drop dead date of Girls U19.*

*\*\*\*Action item – Bill Hogan to send around final budget for email vote and ratification.*

**V. Old Action Items (if indented, they are 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.

2<sup>nd</sup> Update: Now part of a new group action item for this to be made part of the Oct meeting’s agenda. Closing this particular action item.

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

*Brian Macallister update over email on 9/8/15: I am not aware of this action item and who assigned this to me. Please provide clarification on what you are requesting. Kelly Foundation, Fleetwing and Elmore scholarship are the ones that we are involved with.*

*Update #2 from email exchange:*

*Brian- think I asked to have this action item captured thinking you were responsible for Scholarships for CHA in 2014-15. My assumption was that you were and we need to educate and assign whatever tasks were associated with that body of work.*

*Including; Kelly, Apsen, Fleetwing, Elmore or any other entity that you are aware of.*

*If this was not you, can you direct the group in the right direction? I have limited to zero experience with any of it.*

*Thanks,  
Shawn*

*\*\*\*\**

*That makes sense. Related to kelly: It would be wise for someone to review the tuition scholarship success and arrange a meeting with Kelly to review potential other partner opportunities with them.*

*Whoever owns this now just let me know when you can chat over the phone for a few minutes so I can share our history. If I have time, I will attempt to write up any notes.*

*Brian*

*\*\*\*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.”

*Brian Macallister update over email on 9/8/15: This was completed and delivered to all coach's*

*\*\*\*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.

*Brian Macallister update over email on 9/8/15: Not sure what we are looking for here. I am not interested in creating these standards for each level. This is something we can leverage USA hockey for.*

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.

*Brian Macallister update over email on 9/8/15: This is taken care of with the handbook*

*\*\*\*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: Part of October's agenda and marking this one closed.*

## **VI. CHA Business Updates (Player Movement, ADM Boards, etc) (Started at 8:00pm) – Shawn Crowley:**

2 new kids joined CHA today. Roster moves are mostly finalized. Midget family requested player to become an ALT. Some worry about the commitment level of the kids who haven't paid/only paid tryout fee.

ADM Boards – are a week or so away according to rep. Storage area options discussed. Vision to be used for half-ice mite games. Service to parents to provide Mites with home games. Can't have home Valley Mite games without ADM boards.

Discussion about when do we get concerned about people falling behind on dues. When does it go from “Hey, you still owe money” to “You can't take the ice.” Need to find specific policy item that speaks to progress payment terms, or if there isn't one, to create one.

How aggressive do we want to be out of the gates vs. second email vs. once we hit the ice?

We need to make sure that we don't lose leverage. Aka, trying to collect too late in the season.

New Action Item created to review entire policy including the above items.

There is a district meeting next week that Mike Boucher, Shawn Crowley and Joe Caruso are attending.

Shawn shared an email from a parent about white jersey passed along from the prior season. It wasn't a good email. Circles back to an off-cycle conversation about how to better manage jerseys. Family ownership? Families get to keep a lesser quality jersey?

**VII. Midget Team/Roster Review (Started at 8:40pm) – Zach Maybury and Tom:**

Zach talks about Midget rosters. Some talk at off-cycle meeting about scuttling Midget 2 team but how that really wouldn't be the best scenario for the overall goal of the organization. There is also a problem with combining both teams, safety and logistics mainly. Kind of caught between a rock and hard place. Best case scenario is to find more/new kids. Hold another tryout? Do we even have enough time?

Tom proposes – platooning the kids all year instead of just for the parity round. Concern is some kids on Midge 1s just way too kid to play on the 2s, but not the entire team. We are “married” to the 6 parity round games, but what about the next 9? What about practice logistics? Can they practice together all the time and sell back some ice time?

Circling back to the overdue payment conversation with these Midget players who fall into that category.

Talk again about establishing a date for ALT declaration.

Zach brings up that while we want all our teams to play and perform be a part of an elite organization, with town hockey also comes inclusion.

Idea to try and make this work by Midgets giving up and selling back their full sheet of ice that they get once per month – subsidize the cost of playing those additional 9 games with the challenge of a roster size that doesn't cover those 9 game.

Question about diminishing the value to families of what they signed up for, less practice ice time, sharing ice, etc... What's that vs. telling a bunch of kids they have to go home after 6 games or combining 2 teams and making an undesirable situation?

Good discussion, went around and around. But what are next steps?

The only hope of not collapsing these Midget team is to get the payment fulfillment from outstanding Midgets (see last action item). If we get this money, we can get creative on the backend to close the gap on cost differential.

**VIII. Girls U19 Team/Roster Review (Started at 10:10pm) – Crowley/Boucher:**

Nothing has changed since last meeting because of Labor Day weekend. Johns says we will have a better picture of what this looks like after this next weekend.



**IX. Budget/ Finance Review for 2015-16 (Started at 10:15pm) – Bill Hogan:**

Going to email. Bill giving a quick update, money from ice sales and great fundraising. So there is a surplus, but not so much extra money as we now have an allowance for withdrawals and bad debt. We are basically at where we want to be.

**X. CHA Social Proposal (Started at 10:20pm) – Shawn Crowley:**

Jen Dibari and Brenda Carpenter working on the social in Jan/Feb. Concept is to move away from an adult concept and involve kids and use the Forum. Joe has secured skills on the 11/6 from 5-8 and have a Chelmsford Hockey kickoff social. Gift baskets, raffle, etc... but also use the ice and run free skate, skills competition, use half boards, etc... All conceptual at this point.

**XI. Clinic Update (Table) – Crowley/Cole:**

*Shawn Crowley motions to adjourn. Bill Hogan seconds. Unanimously approval.*