



DECEMBER 14TH, 2008

LOS ALAMOS HOCKEY ASSOCIATION

P.O. Box 517
Los Alamos, NM 87544

Executive Committee

President:
Mark Rochester
Vice President:
Mike Mallett
Treasurer:
Lysa Intrator
Secretary:
Ryan Tatro
Head Coach:
Stephen Schreiber
Head Referee:
Craig Wehner
Member at Large:
Krystal Zelner
Past President:
Dann Alison

Board Members:

ACE/Risk Manager:
Mike Penovich
Registrar:
Karen Martinez
Equipment Manager:
Dann Alison
Fundraising Manager:
Ryan Tatro
Merchandising Director:
Brian Hurshman
Ice Scheduler:
Mark Rochester
Referee Scheduler:
Susan Winton
Volunteer Coordinator:
Jean Picard
Holiday Festival Director:
Susan Winton
3v3 Director:
Donna Pimentel
Purchasing Director:
Mike Mallett
Ice Scheduler:
Rochester/Alison
WebMaster:
David Pimentel



Executive Committee Meeting Agenda

Sunday December 14th 5:00 pm

@ Larry R. Walkup Aquatic Center meeting room

- 1. Meeting Opening and Introductions**
- 2. Approve Previous Meeting Minutes**
- 3. Old Business**
 - a. Reports**
 - b. Action Items**
- 4. New Business**
 - a. Reports**
 - i. President**
 - ii. Treasurer**
 - iii. Registrar**
 - iv. Head Coach**
 - v. Head Referee**
 - b. Issues**
 - i. Policies**
 - ii. Programs**
 - iii. Staff**
 - iv. Players**
 - c. Planning**
 - d. Action Items**
- 5. Next Meeting Date**
- 6. Meeting Adjourns**

Detailed Agenda Items for Discussion

- 1) Meeting Opening & Introductions
- 2) Approve Previous Meeting Minutes
- 3) Old Business
 - a) Old Business Reports
 - Rock The Rink opening weekend summary and attendance. Dann Alison
 - b) Old Business Action Items

 - c) Old Business Issues
- 4) New Business
 - a) Reports
 - i) President
 - (1) Development of new positions and their respective responsibilities.
 - (a) Merchandising Director – Brian Hurshman
 - (i) Current Status for 08/09 season
 - (ii) Plan for 09/10 season
 - (b) Purchasing Director – Mike Mallett
 - (i) Proposal for 09/10 season
 - (c) 3v3 Jamboree Director – Donna Pimentel
 - (d) Webmaster – Dave Pimentel
 - (e) Holiday Festival Director – Susan Winton
 - (2) By Law Revisions re: new positions.
 - (3) Establish and online ACE seminar for future seasons for returning parents. Emphasis on Zero Tolerance.
 - (4) Discuss options for parents who have not attended an ACE presentation.
 - (5) Scholarship Vote
 - ii) Treasurer
 - (1) Budget Report.
 - (2) Team NM account status.
 - iii) Registrar
 - (1) Report Issues – Karen Martinez
 - (2) Background Screening Status - Karen Martinez and Mike Penovich
 - iv) Head Coach
 - (1) Report Issues – Steve Schreiber
 - v) Head Referee
 - (1) Report Issues – Craig Wehner
 - (2) Summary of Annual Referee meeting held on 12/15 - Craig Wehner
- b) Issues
 - i) Policies
 - (1) Play Up Policy
 - (a) Modify rule regarding 16 man roster for coach requested play ups.

(b) Eliminate parent requested play ups.

ii) Programs

(1) USAH Hockey Weekend Across America

(a) Report Issues – Jean Picard

(2) Holiday Hockey Festival

(a) Update and Report Issues – Susan Winton

(3) 3v3 Jamboree

(a) Update and Report Issues - Donna Pimentel

iii) Staff

(1) County

(a) Report Issues – Krystal Zellner

(2) Webmaster

(a) Report Issues – Dave Pimentel

(3) Scheduler

(a) Report Issues – Mark Rochester

(b) Discussion with regard to county involvement – Mark Rochester and Dan Alison

(4) Ref Scheduler

(a) Report Issues – Susan Winton

(5) Risk Manger/Ace Director

(a) Report Issues – Mike Penovich

(6) Purchasing Director

(a) Report Issues – Mike Mallett

(b) Status of Jersey order and cost summary

(c) Proposed timeline and management strategy for Jerseys and equipment in coming seasons.

(7) Merchandising Director

(a) Report model and plan– Brian Hurshman and Mark Rochester

iv) Players (New uniforms – Atoms, House, Select)

(1) Association covers cost of duplicate numbers on previously ordered jerseys. – Mark Rochester

c) Planning

d) Action Items

i) Schedule Status Mark Rochester

(a) Have webmaster modify website to have the same facility names and team names as LOE

ii) Equipment needs – Mike Mallett

(1) Review equipment ordered already and create baseline for needs in the coming season

iii) Parent Education

(1) Parent Education Meeting 12/15 – Mike Penovich

iv) Advertising – Order Board Advertisement, need artwork. – Dann Alison

v) Submit response to RFP from County – Ryan Tatro

vi) Submit request to Medical community for sponsorship funding – Ryan Tatro

vii) Submit Application to NHL Players Association requesting funding. – Mark Rochester

- viii) Find Scheduler to bring on board now for upcoming season. – Mark Rochester
- ix) Review 2008/2009 Schedule and note suggested changes for upcoming season prior to 1/1/09. - Dan Alison, Mark Rochester, Mike Mallett
- x) Design and develop product page on website to market apparel and other booster items. – Brian Hurshman and Dave Pimentel

5) Next Meeting Date

Board Meeting – January ? 2008

Position Descriptions

Purchasing Director:

Coordinates purchasing of all equipment and supplies for LAHA. Oversees and assists Equipment manager. Writes and submits for board approval an annual budget to include but not limited to all equipment rental needs, jersey needs, socks and miscellaneous items. Purchasing Director is responsible for managing numbers assigned to players in both select and house divisions and writing policy to deal with possible conflicts.

Merchandising Director:

Responsible for establishing contract with vendors for production of “dry goods” to be marketed to LAHA members. Responsible for all design related to production of dry goods. Writes and submits for board approval an annual budget for such expenses. Coordinates and produces all uniforms to be provided by LAHA to coaches.

Webmaster:

Oversees all use and maintenance of LAHA website. Grants permission of use to all users and assists in education of all users. Coordinates all data entry with the exception of scheduling. Develops and maintains all aspects of website and mail server necessities.

3v3 Jamborree Director:

Responsible for developing an invitation/application for tournament and distributing it to statewide organizations as well as posting to the website (via webmaster). Responsible for scheduling tournament ice time and coordination of volunteers. Coordinates with purchasing director to purchase giveaway items. Oversees entire tournament.

Holiday Tournament Director:

Responsible for developing an invitation/application for tournament and distributing it to region wide organizations (NM, CO, AZ) as well as posting to the website (via webmaster).

Responsible for scheduling tournament ice time and coordination of volunteers. Coordinates with purchasing director to purchase giveaway items. Oversees entire tournament.