



## Regular Monthly Meeting of the Western Connecticut Youth Hockey Association Board of Directors

**Date:** July 20, 2016

**Call To Order at:** 7:23 PM

**Present:**

Brendan McCollam, Co-President Isabel Boulanger, Co-President John Browne, Vice-President Luisa Britton, Treasurer Cynthia Stango, Secretary Brien Merrill, Registrar Matt Dutton, CHC Representative (via Facetime) Dana Colwell, Communications
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**Absent:**

**Old Business:**

Item	Discussion	Action/Motion
Minutes	Matt motioned to accept the June minutes, Brien seconded the motion. The minutes were approved.	<ul style="list-style-type: none"><li>- Cindy to format the minutes to remove all confidential information in order to post them on the WCYHA website</li></ul>
CHC Report	Matt was unable to attend the July meeting due to a family commitment. After the meeting Matt was informed that he was named the Director of the CHC Squirt tournament. Matt is going to look into bringing a tournament to DIA. Brendan noted that in a prior year DIA committed to host a tournament to only have it fall through last minute. John believes that it is not the rink that hosts the tournament but rather Western as the organization. Western would have to take the lead on planning and supply everything which would result in some out of pocket costs for the organization. CHC only pays a set amount per hour for ice time and the organization who hosts covers the difference only getting a percentage of t-shirt sales. No concession fees would come to us.	<ul style="list-style-type: none"><li>- Brendan &amp; Isabel to attend the CHC President's meeting in August (tentative date = 3<sup>rd</sup> week of August)</li><li>- Matt to get more information from Chuck regarding tournaments and what is required to host one.</li></ul>



Financial Report	<p>Account balances were communicated Not many invoices were paid in July. We are up to date on obligations.</p> <p>John should be removed from the bank accounts at People's Bank. John spoke to a bank representative in the Brookfield branch. A letter on Western letterhead needs to be drafted designating Brendan &amp; Isabel as Presidents and Luisa as Treasurer. All will be signers. Cindy to draft letter for signature. Brendan will submit once complete.</p>	<ul style="list-style-type: none"> <li>- Cindy to draft letter to change authorized signers on the People's account.</li> <li>- The password for the online account to be handed over and updated.</li> <li>- Debit card to be handed over to Isabel and Brendan.</li> </ul>
2016/2017 Budget Updates	<p>Isabel updated the 2016/2017 budget using 2015/2016 actual results as a base. Discussion regarding the budget proceeded resulting in some updates being needed. Isabel is going to turn another draft of the budget and distribute to the BOD for approval. Some points that came up:</p> <ul style="list-style-type: none"> <li>- What we are paying the coaches? As they help to grow the program they will be compensated accordingly. Coaches need to sign commitment letters/contract for the season.</li> <li>- A bonus pool for coaches was discussed in order to motivate the coaches for the season. The pool/program will be determined closer to the end of the season when we have a better idea of the financial standing of the program.</li> <li>- Certain tournament figures needed updating/adding to the budget.</li> <li>- Most expenses hit August through December. There is a timing issue with tuition coming in and the expenses coming out. Isabel will see how she can display this.</li> </ul>	<ul style="list-style-type: none"> <li>- Commitment Letters for the coaches to be drafted and distributed.</li> <li>- Isabel to turn another draft of the budget prior to the next BOD meeting.</li> </ul>
Team Commitments	<p>6 – Mite B registered 11 – Mite A registered 10 – Squirt B registered- 8 players/2 goalies 16 – Squirt A registered - 14 players/2 goalies 15 – Pee Wee A registered – 14 players/1 goalie 11 – Pee Wee B registered– 10 players/1 goalie 18 – Bantam A registered- 17 Players/1 goalie 87 total players right now. Last year we had 96 at this point. We should be close to the same number.</p>	<ul style="list-style-type: none"> <li>- Brendan to draft another email to the Western organization giving them an update on the team status.</li> </ul>
2016/2017 Season Tournaments	<p>Tournaments we have historically played in each year: B Teams: (1) CHC State Tournament (2) Thanksgiving Tournament (3) Challenge Cup A Teams: (1) Silver Sticks (2) Challenge Cup (3) CHC State Tournament</p>	<ul style="list-style-type: none"> <li>- Brendan to talk to Kevin about hosting a tournament.</li> <li>- Brendan to work with Dana to send out a</li> </ul>



	<p>Mites: (1) Thanksgiving Tournament (2) CHC Jamboree</p> <p>We are sticking with the tournaments as detailed above for this season while communicating to the individual teams that they are able to participate in additional tournaments at their own cost. For example, the Pot O' Gold tournament in Vermont that takes place in March. Western participated once before after the CHC tournament and it received positive feedback. If the season is extended more practice times need to be secured. Currently practices have been booked through the week of March 2<sup>nd</sup>.</p> <p>CHC mandates that each team plays at least 26 games in order to compete in the year end tournament. 10 of the games must be against a CHC team and include one home game and one away game against the same team. This gets each team to at least 20 games. The other are 6 extra and you can plan whatever teams you would like.</p> <p>Hotels for tournaments – Isabel to secure the rooms for Western. 80 rooms needed. Request coach comp rooms, knee hockey area, and common area w/DVD for the teams to relax.</p> <p>Scheduler Meeting – DIA thanksgiving tournament. Design and print flyers that can be distributed at the CHC schedulers meeting in August.</p>	<p>survey monkey poll to gauge interest in another tournament</p> <ul style="list-style-type: none"> <li>- Isabel to look into hotels for the tournaments.</li> </ul>
WCYHA Bylaws	Luisa motion to approve, Dana second, All in favor 6 Opposed 0. By-laws are approved.	<ul style="list-style-type: none"> <li>- Make sure the mission matches with the by-laws on the website. CYS to look at the website and make sure everything is in synch</li> </ul>
Committee Updates	<p>Melissa confirmed she will be the communications chairperson.</p> <p>Jen &amp; Bridget – meeting Thursday afternoon at 2:30 at the arena. They picked up all the uniform orders and checks from Wesco. They are going to pull all the information together to make sure the order is set to go.</p>	<ul style="list-style-type: none"> <li>- Cindy to contact Effie Day to get her involved with a committee</li> </ul>

**New Business:**

Item	Discussion	Action/Motion
Midgets	Registration is officially open. No one has signed up yet.	- John to forward



	Brendan to ask Tim Hanlon if he sent it to high school coaches. In addition, get information posted at Wesco, leave flyers at arena, and post on CHC site and the Western site.	<p>information to Dana and CHC to post</p> <ul style="list-style-type: none"> <li>- Matt to get a contact name at CHC to help us resolve the issues we have been having posting info to the site.</li> </ul>
Overdue Balances/ Releases	<p>Family A - open receivable and are requesting a release. The release is not being granted until receivable is paid in full.</p> <p>Family B - looking to play for another CHC team but they have an outstanding receivable so they will not be granted a release until it is paid in full.</p> <p>Send Kathy a list of families that still owe us money with the understanding that no releases will be granted until they pay their outstanding balances.</p> <p>Outstanding receivables - Reach out to anyone on the list that we can recover funds from. Families are responsible in total, therefore we will not provide releases for any players if the family as a whole still owes money.</p>	<ul style="list-style-type: none"> <li>- Isabel to send letters out to the families that still owe us money. Start with an email and then send a letter</li> <li>- Brien to send Kathy the list of players with outstanding Western receivables</li> </ul>
Scheduler/ Manager Assignments	In house scheduler meeting should be in the next two weeks. Have to have it before the CHC meeting. The sooner the better. Jody back on Tuesday so ice times will be set. Squirt B, Pee Wee B, and Pee Wee A teams still have open volunteer positions for scheduler/manager. All other teams are set.	<ul style="list-style-type: none"> <li>- Isabel to reach out to Celiberti to ask if they will be scheduler for Squirt B.</li> <li>- Cindy to reach out to Faircloth for Pee Wee A scheduler.</li> </ul>
Scheduler/ Manager Meetings	<p>Chuck from the CHC is not sure when the schedulers meeting is scheduled for yet</p> <p>Western to host its schedulers meeting the week of August 8<sup>th</sup> 26 game minimum – if you play more than that do the extra games count towards your ranking. Need to get clarity on what games count so we know how to schedule games for each team. Potential separate internal meeting to figure out how the tiered system effects the game schedules. Regardless of rankings, Western should not turn down a CHC game over an out of state game. Need to get 26 CHC games scheduled at a minimum within our allotted 32 game slots. It is important to note that all CHC games played count towards and against your record.</p>	<ul style="list-style-type: none"> <li>- Matt to follow up with Chuck to see when the schedulers meeting is for the CHC.</li> <li>- Email to go out with date and time for schedulers/managers meeting the week of August 8<sup>th</sup>.</li> </ul>
Practice/Game Schedules	Games and Practices scheduled. Just checking on IPH	<ul style="list-style-type: none"> <li>- Brendan to confirm IPH</li> </ul>
Practice Plans for Coaches	IPH – Brendan would like to keep IPH for one more year. That way the coaches can see how to run a practice. We should combine the teams and make sure it is not at a financial cost to the organization.	<ul style="list-style-type: none"> <li>- Brendan to touch base with Bobby Stearns</li> </ul>



	<p>Bobby and Tim Hanlon have been working on practice plans for the coaches.</p> <p>Coaches meeting in the middle of August.</p>	
Coaches Meetings	<p>Brendan is trying to reach the Pee Wee coaches to get dryland training started. Squirts and Bantams have already started dry land.</p> <p>Early August meeting with the coaches where they can sign their commitment letters.</p> <p>Bobby Stearns wants to host an organization wide meeting. Set expectations for the whole organizations including parents. Potentially during the pre-season open family skate.</p>	<ul style="list-style-type: none"> <li>- Brien to pull together the information required for each coach for CHC/USA Hockey</li> </ul>
Marketing Initiatives	<p>Bruce Bennett meeting – approximately 10 days ago. Brendan and Isabel attended. It was a very positive meeting with Bruce being very open to suggestions and very energetic. It has been confirmed that the rink is for sale (~ \$4mm) and organizations in LI and MA looking to buy. Bruce gets first right of refusal on it. Bruce is open to investing in the rink but needs a partner with experience running a hockey program to help manage the rink. Bruce wants to team up with us to get people to the Titans games and we need more players to join the Western program. How can we help each other? Anna Grace night as a charity event to take place at a Titans game. Brendan emailed Nelba to ask about timing. Jimmy to play or sing national anthem. Titans will give us section 105 as a western specific section including discounted tickets and a banner above that section with our name on it. Other suggestions: Titans players to come on the ice and skate with our teams. Community service hours offered to Western players to assist at the games. Western lounge in the Titans locker room. April fools night game where our players would be part of the act. Titans bus can be used for some of our away games if we pay for the fuel and driver. He is even considering wrapping the bus and would put a colonial on as well. They are looking to us for ideas. Various other sponsorship opportunities for their games.</p> <p>Banners - Vision quote – if we stay with the same banner 48x60 \$148 like the ones in Liberty. 120x60 \$165. All banners should be uniform and be in Patriot only for now. Will give us all one pipe and hang everything side by side. Level, what you won, and the year you won it. All new</p>	<ul style="list-style-type: none"> <li>- Brendan to contact Nelba Greene about Titans fundraiser</li> <li>- Entire BOD – brainstorm about other ways to join forces with BB to increase attendance at the games as well as interest in our program.</li> <li>- John to provide banner information to Isabel</li> <li>- Isabel to follow up with Vision on new banners</li> <li>- Brendan to work with rink/Bruce Bennet on banner placement</li> </ul>



	banners in Patriot and move the old ones to Liberty. Copy Bruce Bennett style.	
Opening Week Planning	Underway	- Brendan to follow up with DIA about timing
Locker Room Enhancements	Locker Rooms – Stacy Burea and David Whitlock are spearheading the project. Team is reaching out to Rings End for donation of items such as lumber, paint, etc. Brendan to ask the arena which locker rooms we can use for Western. Updates include general clean up, paint, fix benches, Build up overhead cubbies, add stick holders.	- Brendan to work with Stacy and David and the arena to get specifics on the locker rooms.
General/Misc	<ul style="list-style-type: none"> <li>- Dana to look into the website and how to update contact name for families.</li> <li>- Dana to look at what documents are on there for public consumption.</li> <li>- Referral Program – couple changes needed. With changes Matt motioned to approve, John seconded the motion, all approved. It was passed</li> <li>- Sibling discount – 10 families with multiples in our organization. 1 out of the 10 has 3 in the program. In addition looking at 2 more families with multiples. John Motioned to table to adoption of the discount program to January 2017 for possible implementation next season, Second by Luisa, 4 approved, 2 opposed. The discount program is tabled until next season.</li> <li>- Cindy motioned to have Brendan confirm that the 2 prospective families will join if we offer the sibling discount, confirm they are fully registered, then announce the discount program to the rest of the organization. Matt second. 3 opposed and 1 abstained. Motion failed</li> </ul>	<ul style="list-style-type: none"> <li>- Isabel to send email out to all coaches, schedules, managers listing the requirements for USA Hockey.</li> <li>- Welcome to the season letter will go out to the organization. Week of August 15<sup>th</sup>.</li> </ul>

**Next Meeting Date:** Wednesday August 10, 2016 – 7:00 PM – 219 Greenwood Ave, Bethel

**Motion to Adjourn by:** Brien; Seconded: Dana

**In favor:** 8      **Opposed:** 0

**Meeting Adjourned at:** 10:30 PM

**Respectfully Submitted by:** Cynthia Stango, Secretary