📝 Meeting Minutes - Northwest Montana Youth Hockey Association

Date & Time:
July 28, 2026 6:00-7:30PM

Attendees:
Heather Vezane - President
Cara Ryan Lemire – Vice President
~~Cristinna Gebbia - Treasurer~~
Rich Evers - Secretary
Susie Kalgren
Brittney Crest
Lindsey Foster
~~Abbie Steffen~~
Amanda Hayes – Executive Director
Brandon Cottrell – Hockey Director

Meeting Objective / Agenda:

- High School Jerseys
- Bylaws - Pending Roxann
- Policy Manual - Pending Roxann
- Budget
- Annual Board Signature Pages
  - Roles & Responsibilities
  - Conflict of Interest
  - Confidentiality Agreement
- Account Access
  - Executive Director needs ability to process payments and pay bills
  - Google, Crossbar & domain access
  - Security Concerns with Crossbar

Key Discussion Points:

- Discussed concerns regarding the high school jersey design and reviewed member feedback regarding use of the logo versus script design.
- Reviewed status of bylaws, policy manual revisions, and board signature documents including conflict of interest, confidentiality, and board responsibility acknowledgements.
- Discussed Crossbar website implementation, domain management, security concerns, and protecting Google Workspace data using a separate domain.

- Reviewed Google Workspace and Crossbar access, emphasizing transparency, continuity, shared access, and organizational safeguards.
- Discussed technology security measures, including multi-factor authentication, role-based permissions, and development of a formal technology policy.
- Reviewed financial oversight procedures, bookkeeping responsibilities, reconciliation processes, board access to financial reports, and annual financial reviews.
- Discussed obtaining historical financial information and profit and loss statements from predecessor organizations to support budgeting and forecasting.
- Reviewed upcoming tournament opportunities, proposed tournament schedules, registration timelines, and opportunities to expand participation across age divisions.
- Discussed fundraising opportunities related to the sale of legacy GHA and FVHA jerseys and potential association-wide fundraising events.

Decisions Made ✅

Approval of changing the high school blue jersey design to the script version.
Motion passed 4-2.

Approved maintaining separate domains for Crossbar and organizational Google Workspace operations to improve security and protect organizational data.
Rich motioned. Lindsey 2nded. All approved

Approved that organizational officers will have administrative access to Google Workspace and Crossbar systems as part of continuity and governance planning.
Lindsey motioned. Rich 2nded. All approved.

- Approved development of a formal technology and access policy for future review and adoption.
- Agreed that bookkeeping duties will remain with the Executive Director, with monthly review by the Treasurer and annual third-party financial review.
- Agreed to continue obtaining and reviewing historical financial information from predecessor organizations for budgeting purposes.
- Directed staff and board leadership to further evaluate tournament scheduling options before final approval.

Next Steps:
- Amanda to update the high school jersey design with the approved script version.

- Amanda to follow up with Roxann regarding bylaw and policy manual review status.
- Board members to review and prepare to sign board responsibility, conflict of interest, and confidentiality documents at the next meeting.
- Cara to draft a technology, security, and access policy for board review.
- Amanda and Cristinna to organize Google Workspace folders, permissions, and access controls.
- Cara and Cristinna to coordinate obtaining historical financial reports and profit and loss statements.
- Lindsey, Amanda, and Brandon to develop tournament schedule recommendations and present options at the next board meeting.
- Cara to assist with implementation of the separate Crossbar domain structure.
- Susie to coordinate discussions regarding the sale or fundraising use of legacy jerseys.
- Technology and financial policies to be presented for board consideration at the next meeting.