

**Frederick Freeze Board of Directors**  
**Meeting Agenda**  
**October 6, 2025**

**Members Present:** Greg Dale, Justin Holler, Ashley Waters, Josiah Storer, Mark Macera, Allison Robertson, Ginny Nuckols, Brad Goehe, Toby Heusser, Tommy George

**Staff Present:** Adam Levine

- I. **Call to Order**
  - A. Meeting called to order at 6:33PM
- II. **Approval of Agenda and Minutes** ([September 2025 Minutes](#))
  - A. Meeting minutes motioned by Justin, Seconded by Josiah. Motion carries 7-0-0.
- III. **Check-In: Action Item Review from Last Month**
  - A. To Be Completed
    - 1. ACTION: Josiah to evaluate each photographer option with Greg.  
>>> Updated ACTION: Deadline to select Photographer is October 15, 2025.
    - 2. ACTION: Mark to send email to Greg, to be sent to Will regarding moving rink banners >>> Updated ACTION: Mark to send email once Greg send email address for Will.
  - B. Completed
    - 1. ACTION: Ashley to help gather committee information and share out to help finalize committee roles and needs from general membership
    - 2. ACTION: Ashley to schedule Finance Committee meeting for Bank RFP review
    - 3. ACTION: Ashley to research quotes on logo pins for tournament exchange
    - 4. ACTION: Greg to talk to Joyce about Rink 2 AED
    - 5. ACTION: Greg going to discuss HUML removing parent access; communication to teams to follow
    - 6. ACTION: Greg to continue to work on hard mounting and modem conversations and decisions

7. ACTION: Greg to follow up with Blake/AHF to try to find greater clarity on hotel rebates
8. ACTION: Greg to confirm Brad's interest in Hockey Ops committee
9. ACTION: Pat and Adam to discuss Goaltending support, consult with Allison and Hockey Ops as needed
10. ACTION: Pat and Allison to finalize Freeze how to guide for HUDL
11. ACTION: Greg to confirm Brad's interest in Hockey Ops committee
12. ACTION: Coaches need to submit names for Hudl to Allison or Greg to be added in system
13. ACTION: Adam to check in with JT to review schedule of team visits

#### **IV. Hockey Operations Updates**

##### **A. Hockey Director**

1. Information Sharing
  - a) Last session of the free power skating clinic series taking place this Friday 10/10
    - (1) Discussion about how to make these more successful based on feedback and how it is producing
  - b) Season is off to a good start with most teams competing well in their declared divisions - a few sore spots
    - (1) **ACTION:** Greg to send the attendance policy to the league as a reminder
    - (2) **ACTION:** Pat to email coaches regarding neck guard wearing about practices
  - c) Running a quick in-season check in (not a review) with coaches to identify areas of support needed so that Adam and I can develop a plan to intervene for corrective action
  - d) New CBHL player attendance tracking policy in GameSheets - HCs and TMs have been made aware. This is important primarily for NTB teams in ensuring players meet the minimum attendance required for playoff eligibility
  - e) Washington Capitals' Coaches Day info sent out to HCs
    - (1) **ACTION:** Pat to let Comms know who will be attending
  - f) Pat and Adam working document to track goal setting, progress tracking, and to-do's

##### **B. Associate Hockey Director**

1. Information Sharing

- a) Captains Academy- Gave coaches deadline for submitting the attendee list. Reserving party room to confirm dates at rink and finalizing agenda

## V. Board Position/Committee Updates

### A. President

- 1. Committees
  - a) **ACTION:** Ashley to finalize this [Committee Assignments](#) with Greg's list
  - b) **ACTION:** Ashley to create a volunteer form for website for committee/strength signups
  - c) **ACTION:** Greg to send Mark the most recent Hockey Director job description
  - d) **ACTION:** Greg to email Jessica Dockens updated committee support information
  - e) **ACTION:** Allison/Greg/Ashley to discuss how best to communicate volunteer needs to membership
- 2. Black Bear TV Viewing Subscription
  - a) **ACTION:** Greg will be subscribing to a premium black bear viewing subscription to allow teams to download full games; which allows for two access accounts.
    - (1) **ACTION:** Greg & Allison to identify how best to handle BBTV accounts and access
    - (2) **ACTION:** Greg to reach out to Blake/AHF regarding BBTV and CBHL games.
- 3. HUDL
  - a) **ACTION:** Mark to see if he can edit player profiles in HUML

### B. Vice President

### C. Budget/Finance

- 1. Bank RFP Update
  - a) Finance team met; discussed two RFP responses. Clarification wanted on CD rates.
  - b) **ACTION:** Finance Committee to connect before November meeting to discuss and finalize the recommendation
- 2. Hotel Credit from AHF
  - a) **ACTION:** Greg to follow up with Blake regarding AHF hotel credit from last season
  - b) **ACTION:** Allison to let TMs know that we no longer need to prioritize AHF hotels

### D. Secretary

- E. Discipline
- F. Marketing/Communications Team
  - 1. Logo Pins for Placid
    - a) **VOTE:** Approve purchase up to \$1000 for pins for Lake Placid. Motion to approve up to \$1000 by Greg, Seconded by Allison. Motion carries 9-0-0.
  - 2. **ACTION:** Ashley and Greg to discuss website protocols/posting
- G. Fundraising
  - 1. Golf Tournament
    - a) Waiting on a few straggler checks to come in so we can finalize the
- H. Community Service/Charity
  - 1. Winter coat drive potential for late Fall/early Winter
  - 2. **ACTION:** Justin to check with Skate Frederick about a coat collection
- I. Crisis Committee
- J. Hockey Oversight Committee
  - 1. Reviews will be done in November and February for Hockey Director

## **VI. Contracted Administrative Position Updates (if available)**

- A. Scheduling
- B. Executive Manager
- C. Treasurer
- D. Equipment/Spirit wear

## **VII. IDS (Issue, Discuss, Solve) Session**

- A. Pictures - see notes above

## **VIII. Action Item Review**

- A. **ACTION:** Deadline to select Photographer is October 15, 2025.
- B. **ACTION:** Mark to send banner email once Greg sends email address for Will.
- C. **ACTION:** Greg to send the attendance policy to the league as a reminder
- D. **ACTION:** Pat to email coaches regarding neck guard wearing about practices
- E. **ACTION:** Pat to let Comms know who will be attending
- F. **ACTION:** Ashley to finalize this [Committee Assignments](#) with Greg's list
- G. **ACTION:** Ashley to create a volunteer form for website for committee/strength signups

- H. **ACTION:** Greg to send Mark the most recent Hockey Director job description
- I. **ACTION:** Greg to email Jessica Dockens updated committee support information
- J. **ACTION:** Allison/Greg/Ashley to discuss how best to communicate volunteer needs to membership
- K. **ACTION:** Greg will be subscribing to a premium black bear viewing subscription to allow teams to download full games; which allows for two access accounts.
- L. **ACTION:** Greg & Allison to identify how best to handle BBTV accounts and access
- M. **ACTION:** Greg to reach out to Blake/AHF regarding BBTV and CBHL games.
- N. **ACTION:** Mark to see if he can edit player profiles in HUDL
- O. **ACTION:** Finance Committee to connect before November meeting to discuss and finalize the recommendation
- P. **ACTION:** Greg to follow up with Blake regarding AHF hotel credit from last season
- Q. **ACTION:** Allison to let TMs know that we no longer need to prioritize AHF hotels
- R. **ACTION:** Justin to check with Skate Frederick about a coat collection
- S. **ACTION:** Ashley and Greg to discuss website protocols/posting

## **IX. Closed Session**

- A. A closed session will be held to discuss a hardship request from 7:42PM to 7:54PM.

## **X. Adjourn**

- A. Meeting adjourned at 7:56PM

**Next Meeting:** November 3, 2025