

Frederick Freeze Board of Directors
Meeting Agenda
March 3, 2025

Directors Present: Greg Dale, Ashley Waters, Brad Goehe, Kristin O'Neil, Josiah Storer, Tommy George, Jonathan Beattie, Mark Macera, Angie Hulton

Other Staff Present: Tim Summers, Pat St Clair, Adam Levine

- I. **Call to Order**
 - A. Meeting called to order at 7:03PM
- II. **Approval of Agenda and Minutes** ([February 2024 Minutes](#))
 - A. Meeting minutes approved; Motioned by Josiah, Seconded by Kristin
- III. **Check-In: Action Item Review from Last Month**
 - A. To Be Completed
 - B. Completed
 1. **ACTION ITEM:** Ashley to work with Kris to transition some EM duties to Secretary (request made)
 2. **ACTION ITEM:** Send ideas/recommendations to Kris for new Executive Managers by 2/15/25
 3. **ACTION ITEM:** Greg to reach out to Angie to discuss next steps on the Treasurer transition of duties and oversight
 4. **ACTION ITEM:** Finance Committee to meet to discuss member refunds and report back to the Board by 2/17
 5. **ACTION ITEM:** Greg to send Marketing the write-up to start promotion for End of Year Banquet
- IV. **Hockey Operations Updates**
 - A. Hockey Director
 1. Updates for Reading
 - a) Spring Hockey Tournaments are currently being booked
 - b) Pat and Adam are building out coaches handbook with playbook, expectations, etc.
 - c) All off-season ice activity is booked
 - d) Starting to build out August practice ice schedule
 2. Items for Discussion
 - a) Pat provided update on STJ new ownership of Washington Little Caps and the Loudoun Knights

- b) Tryout Update
 - (1) **ACTION:** Pat to notify independent evaluators on Hagerstown ice times
 - (2) **ACTION:** Greg to request blackout on LiveBarn during tryout times
 - (3) **ACTION:** Greg to notify final tryout location next week
- c) Discussion on Assistant Coach and Non-Parent Coaching Stipends for upcoming seasons/budget implications
 - (1) **VOTE:** Remove Assistant Coaches stipends moving forward beginning with 2025-2026 season; Motioned by Josiah, Seconded by Mark. Motion carries 3-2-3 (current assistant coaches abstained)

B. Associate Hockey Director

- 1. **ACTION:** Ashley to check on Adam's access to Drive files

C. Girls Director

V. Position Updates

A. President

1. Rink update

- a) Mechanical adjustments continue; power plant is starting and cooling ice effectively. Working to dial it in. Sheet 1 is being saturated now. One compressor is running, with the second one coming soon. Planning to start making ice Wednesday if all goes as planned.
- b) **ACTION:** Greg/Pat to send out email on canceled Mites Clinic on Thursday, 3/6
- c) **ACTION:** Pat to look for ice at Hagerstown for Pre-Tryout Clinics

2. Position Updates:

- a) Executive Manager:
 - (1) Kris Murphy submitted her resignation board position and executive manager, effective immediately.
 - (2) **VOTE:** Approve new Executive Manager vote for [Allison Robertson](#) for a two-year term. Motioned by Josiah; Seconded by Brad. Motion carries 9-0.

B. Vice President

C. Budget/Finance

1. Refund Status and Update

- a) Finance Committee met and, after some actuals came in, the updated refund percent is 35% on what a family paid.

- b) **VOTE:** Approve the increased refund to 35%. Motioned by Tommy, Seconded by Josiah. Motion carries 9-0.

2. 2025-2026 Budget

- a) Finance Committee will call for a vote via email in coming week to finalize before 12U and younger contracts go out. Must be approved by Monday, March 10th.
- b) Charge to Treasurer is to keep fees that same; goal is to drop fees if possible to get fees equal at all levels.
- c) **ACTION:** Ashley will coordinate a quick finance committee call for this week.

D. Secretary

- 1. Tryout administrative help is needed for check-in. Please sign up [here](#) (SF and Hagerstown listing)
- 2. Election call for BOD candidates will go out week of March 24th. Thanks to Kristin, Josiah, and Mark for serving on the committee with me.

E. Scheduling

- 1. Additional ice slots secured over the first three weeks of practice in August to teams participating in AHF showcases that month will receive a third on ice practice prior to their showcase.

F. Executive Manager

G. Registrar

- 1. Updates
 - a) [PVAHA Call for Nominations](#) for Affiliate BoD
 - b) **ACTION:** Pat to communicate changes to PVAHA patch process to Allison/Kris

H. Discipline

I. Equipment/Spirit wear

- 1. Jersey fitting options: 1-2 nights the 1st or 2nd week following each tryout. (So up to 4 nights in total)
 - a) **ACTION:** Nicole to set dates and send to Pat/Greg
- 2. When can we get together to move the shed?
 - a) **ACTION:** Greg to recruit folks for this coming weekend - March 8/9

J. Marketing/Communications Team

- 1. Hockey Night with the Frederick Keys is July 11, 2025. Board agreed to participate in ticket sales.
 - a) **ACTION:** Ashley to work with Branden McGee to get a contract in place and save the date out.

K. Fundraising

- L. Community Service/Charity
- M. Crisis Committee
- N. Hockey Oversight Committee
 - 1. Laura Stamm Power Skating Camp (July 7-10, 2025) to Freeze players only: 2-hour time slots; capped at 35 skaters per session
 - a) **ACTION:** Tim to add this ice to the budget (16 hours)

III. **IDS (Issue, Discuss, Solve) Session**

- A. End of Year Banquet Planning Status
 - a. Registration is open - March 29
 - b. Food/beverages/etc. are nearing completion. Likely to do drink tickets and then a cash bar.
 - c. Remarks being planned; highlights, celebrate outgoing 18s.
 - d. **ACTION ITEM:** Ashley to create form for coaches to submit sheet of accolades - playoff qualifiers/finalists/champions, tournament champions
 - e. **ACTION ITEM:** Greg to make sure TMs know hours of event, time for shout outs, and when team time is possible during event hours
 - f. **ACTION ITEM:** Greg and Pat to pull together run of show.

IV. **Action Item Review**

- A. ACTION: Pat to notify independent evaluators on Hagerstown ice times
- B. ACTION: Greg to request blackout on LiveBarn during tryout times
- C. ACTION: Greg to notify final tryout location next week
- D. ACTION: Greg/Pat to send out email on canceled Mites Clinic on Thursday, 3/6
- E. ACTION: Ashley to check Adam's access to drive once she gets admin access
- F. ACTION: Pat to look for ice at Hagerstown for Pre-Tryout Clinics
- G. ACTION: Pat to notify independent evaluators on Hagerstown ice times
- H. ACTION: Greg to request blackout on LiveBarn during tryout times
- I. ACTION: Greg to notify final tryout location next week
- J. ACTION ITEM: Ashley to create form for coaches to submit sheet of accolades - playoff qualifiers/finalists/champions, tournament champions
- K. ACTION ITEM: Greg to make sure TMs know hours of event, time for shout outs, and when team time is possible during event hours
- L. ACTION ITEM: Greg and Pat to pull together run of show.
- M. ACTION: Tim to add Laura Stamm ice to the budget (16 hours)

- N. ACTION: Ashley to work with Branden McGee to get a contract in place and save the date out.
- O. ACTION: Nicole to set dates for uniform fitting and send to Pat/Greg
- P. ACTION: Greg to recruit folks for this coming weekend - March 8/9
- Q. ACTION: Pat to communicate changes to PVAHA patch process to Allison/Kris
- R. ACTION: Ashley will coordinate a quick finance committee call for this week.

VII. **Adjourn**

- A. Meeting adjourned 8:40PM