

**REGULAR MEETING FOR WILMINGTON JUNIOR SEAHAWKS HOCKEY ASSOCIATION,
INC**

January 14, 2025

Location: El Arriero Taqueria

Item 1: Call to Order 6:33

Item 2: Roll Call and Quorum Confirmation

	Confirmed
● Rona Levin - President	Present
● Doug Shipley – Vice President, Director of Operations	Present
● Mike Doyle – Secretary	Present
● Dan Raatz - Hockey Director	Present
● Liaisons	
○ Sandy Brosseau (16U Navy / 14U Navy)	Not Present
○ Danielle Karabin (12U Teal, 10U Navy)	Present
○ Brian Karg (12U Navy)	Present

Item 3: Approval of Agenda - Approved

Item 4: Approval of Previous Meeting Minutes – Approved and Posted to Website

Item 5: Finance Review

- Financial / Budget Update: Doug provided an overview of our current financial status. This included outstanding payments to the rink, reallocations of fundraising proceeds to our general account for tournaments, and the transfer of funds from the scholarship account to our general account for previously awarded scholarships. He also outlined our projected remaining expenses, aiming to finish the year with approximately \$7,000 in positive cash flow.
- Bookkeeping: Sean will be concluding his role as treasurer at the end of the fiscal year. He has proposed continuing as a bookkeeper for the Association at a rate of \$500 per month. A decision on this will be deferred until later in the fiscal year.
- Grants / Other: We successfully secured an \$800 grant for rebounders and received a \$1,600 payment from Pure Hockey as part of our Team Store agreement.

Item 6: Legal & Policy

- Bylaws: Rona will incorporate previously approved bylaw changes into the master bylaw file. Once finalized, the master version will be updated and posted on the website.
- Code of Conduct & Disciplinary Process:
 - Mike will draft a Parent Code of Conduct before the next meeting.
 - Once the Parent Code of Conduct is finalized, Rona will develop a Code of Conduct Enforcement Policy.

- The board will review a Compliance Reporting Form for addressing conduct violations.
- USA Hockey 2025 MAAPP Updates:
 - The only proposed change pertains to billeting. This is unlikely to impact our association unless specific players choose to play elsewhere.
- SafeSport Representative:
 - Discussion on who should serve as the SafeSport Representative for the association. Dan will seek guidance at the next CAHA meeting.
- Compliance Officer:
 - A general discussion was held on the need for a Compliance Officer to track incidents and coach certifications. Rona will draft a job description for the role.

Item 7: Hockey Director

- Tryouts & Play-In Tournament:
 - Tryouts will open on May 16; ice time needs to be confirmed with Polar Ice.
 - The Play-In Tournament is tentatively scheduled for June 7-8, pending ice availability.
- Meetings & Season Timeline:
 - CAHA Meeting is scheduled for Thursday, January 16 – Dan will provide an update afterward.
 - USA Hockey season officially ends on August 31, 2025.
- Coaching & Documentation:
 - Coaching Documentation: Dan will provide an update by the end of the month.
 - Coaching Applications:
 - Head Coaches: Applications are still being collected, but there is at least one applicant per age level.
 - Assistant Coaches: Selection will be deferred until head coaches are finalized.
 - Next Steps: Dan will begin interviewing candidates, involving the board as needed. The goal is to have head coach selections finalized by March 1, 2025.
- Coaches Meeting:
 - Dan held his first coaches' meeting as Hockey Director on January 13.
 - Dan will develop an agenda for the February Coaches Meeting.
- Polar Ice Discussions:
 - A meeting with Tim McKeag at Polar Ice is planned for next week to discuss Spring/Summer programs and planning for the 2025-2026 season.

Item 8: Committee Updates

- Grant Writing: No update provided.
- Merchandising: Rona will follow up on options for team uniforms and other items.
- Public Relations: No update provided.
- Equipment: Dan will follow up with coaches to assess current and future equipment needs.

- Fundraising: Danielle provided an update:
 - Working on Islands fundraiser on 3/10.
 - Implementing Give Back Program.
 - Organizing Beef n Beer event.
 - Pursuing Corporate Sponsorships.

Item 9: 2025/2026 Year Planning

- Vacancies:
 - Seeking to fill 2 out of 5 board member positions.
 - Director of Operations applications sought; none received yet.
 - Treasurer replacement needed for Sean; no applications received.
- Discuss nomination/election process for new board members (Tabled until next meeting).
- Planning follow-up communications to the organization regarding vacancies. Process for approval of Board Member to be reviewed and approved prior to finalizing the replacement of any vacancies.

Item 10: New Business / Team Liaisons – none at this time.

Item 11: Open Forum / AOB

- Survey: results to be provided and discussed at the next community meeting.
- Scorekeeper functions
- General meeting agenda – Rona to generate agenda for next meeting based on previous agenda.

Item 12: Closed Session

- A closed session was held to discuss private personnel and player information. Minutes from this portion of the meeting will not be published.

**Item 13: Next General Meeting currently scheduled for Jan 27, 2025
Next Board Meeting currently scheduled for Feb 17, 2025**

Item 14: Adjournment 10:05pm