

# 2023 – 2024 May CHA BOD Minutes

*Date 30-MAY-2023 | Time: 6:00p | Location: Establishment*

Meeting called by	Heather Hoffman	<b>Invitees:</b> Heather Hoffman, Sean Kowalik, Allie Bishop, Gerry Harrington, Sarah Fink, Mike Mahoney, Alanna Coleman, Scott Trahan, Sean O'Leary, Faye O'Leary, Lisa Jarek, David Bishop
Type of meeting	Monthly Meeting	
Facilitator	Heather Hoffman	<b>Guest:</b>
Note taker	Allie Bishop	<b>Absent:</b> Stephen Remick
Timekeeper	Allie Bishop	

## Agenda Items

### Agenda 30 MAY 2023

- **Introductions**
- **Officer Votes/Position Selection**
  - Officers:
    - President: Heather Hoffman
      - *Motion: Allie, Second: Sarah, 12-0-1*
    - Vice President: Sean Kowalik
      - *Motion: Heather, Second: Lisa, 12-0-1*
    - Secretary: Allie Bishop
      - *Motion: Heather, Second: Gerry, 12-0-1*
    - Treasurer: Mike Mahoney
      - *Motion: Heather, Second: Sean K., 12-0-1*
    - Coaching Director: David Bishop & Scott Trahan (shared role)
      - *Motion: Heather, Second: Allie, 12-0-1*
    - BC Girls Program Director: Sean O'Leary
      - *Create as a new Executive Board position for 2023-2024 - Motion: Heather, Second: Allie, 12-0-1*
  - BoD Positions:
    - Registrar: Lisa Jarek
    - Webmaster: Lisa Jarek
    - Social Media Director/Content Creator: Faye O'Leary
    - Budget Director: David Bishop
    - Goalie Director: Alanna Coleman
    - D9 Representative: Sean Kowalik
    - VHL Representative: Gerry Harrington
    - Fundraising: Sarah Fink, Faye O'Leary, Alanna Coleman
    - Sponsorship: Alanna Coleman
    - Ice Scheduler: Chris Jarek (games), Allie Bishop (practice)
    - Equipment Director: Stephen Remick
    - Picture Coordinator: Sarah Fink
    - Apparel Coordinator: Alanna Coleman
    - Elmore Scholarship Chair: Faye O'Leary, Sarah Fink
    - SafeSport: Lisa Jarek
    - Development Director: Brad Marmo
    - Jerseys/Uniforms: Gerry Harrington, Faye O'Leary
- **CHA Apparel**
  - Arrow provides a good product, but some concern about shipping
    - Team manager could be in charge of group order to save on shipping or possibly offer pick up at store location

- *Sean O. will get a proposal from Tewksbury High School apparel company for comparison*
- *Dave will follow up with Drew at Center Sports regarding what he can offer so that we can support local*
- **Select and Club Competition**
  - Conversation about our limitations as a program, but ideas shared to mitigate players leaving for Select/Club
- **Jerseys**
  - Communicated to membership that new jerseys would be coming this year, want to stay true to our word
    - Planned jersey reveal did not work out as expected due to quality concerns (we do not want to offer a product with poor quality or design)
    - *Allie will communicate to Arrow that CHA will not be purchasing jerseys this year from them*
    - For 2023-2024 season, CHA buys newly designed jerseys from Owayo for each CHA player
      - *Heather will reach out to Edwin at Owayo to see feasibility of this plan (newly designed set of jerseys and 1 pair of socks)*
      - *Lisa will create an online form for sizing/ordering*
      - **Fitting: Chelmsford Forum Wednesday, June 7<sup>th</sup> (Fink, Trahan, Kowalik) and Friday, June 16<sup>th</sup> (Bishop, Hoffman, Kowalik)**
  - *Allie will book a date for BC Girls Sizing and ask for samples*
    - BC Girls have new jerseys so they are not included in this plan and will need to purchase a jersey if needed
- **VHL Registration**
  - *Gerry will complete by 5/31/23, collaborate with Coaching Directors regarding questions*
- **Coaches**
  - Initial coaches meeting needs to be mandatory and go over important information about conduct, climate and expectations
  - More structured and frequent coach meetings as the season progresses (shared practice plans, team check ins)
  - *Sean O. will look into online modules for coaching/parent/player conduct/expectations*
- **Game Only Teams**
  - PeeWee: Players looking to play competitively with friends at the game only level
    - Coaches have volunteered, waiver would be completed through VHL
    - 15 skaters plus goalie (scholarship the goalie)
      - Try out needed by end of June
    - Out of town, non-CHA alumni need board approval
    - *Submit a team to VHL and reconvene*
- **Goalie Skills**
  - Review goalie skills proposal sent by Alanna, discuss through email
- **Skills**
  - Link former/current high school coaches
  - *Scott will touch base with Jack Fletcher about collaboration*
  - Focus on level appropriate skills

#### **Next Meeting Date:**

Meetings will be 2<sup>nd</sup> Tuesday of the month:

**Tuesday, July 11th**

Pushed to July Agenda:

- Budget
- Open Rosters
- Elmore Locker Room Refresh/Trophy Case
- Red Room Renovation

**Tuesday, August 8<sup>th</sup>**

**Tuesday, September 12<sup>th</sup>**

#### **Follow Ups:**

- *All Board Members need to be SafeSport certified*
- *Update bylaws to add BC Girls Program Director to Executive Board*
- Half ice boards are not sturdy, need to contact vendor
- *Bring USA Hockey Certified person in or create internal person*

- *Mike will look into credit card with benefits*
- Mike will send notice and CC Heather to family about overdue payment - offer a reduced lump sum payment of \$4,500 by January 1, 2023 or \$1,000 per month until balance is paid off with understanding that any missed or bounced payments will lead to small claims court