

# **CHEYENNE CAPITALS YOUTH HOCKEY ASSOCIATION**

## **DECEMBER 2024 MINUTES**

DATE: 12/4/24 TIME: 5:58p MEETING LOCATION: Cheyenne Ice and Events Center

### **I. CALL TO ORDER**

### **II. PRESENTATIONS**

- a. Natalie Collins, Edward Jones presented details about our investment portfolio.
- b. CCYHA maintains two accounts with a total of \$36,416 since the accounts were started in September 2019. For additional details, see portfolio analysis.
- c. Board members discussed capping the money market value and moving dividends to the investment account. J HESSER inquired if there are limitations on the number or frequency of money market transactions. N COLLINS confirmed there are none. CCYHA could move all the funds from the checking account into the money market account and transfer out monthly to pay the rink.

### **III. ROLL CALL**

- a. Attendees include President J HESSER, Secretary J GRONSKI, Registrar T SCHLAGEL, Scheduler K WASHENFELDER, Coach-in-Chief K PARKS, Discipline Chair B MOORE, SafeSport Liaison J COVER, Equipment Manager C VAUGHAN
- b. QUORUM ESTABLISHED

### **IV. AUDIENCE INTRODUCTION**

- a. No additional attendees

### **V. APPROVAL OF PRIOR MEETING MINUTES**

- a. NOVEMBER 6 2024 BOARD MEETING– approved with no edits (Motion: K PARKS; 2<sup>nd</sup> B MOORE; passed unanimously)

### **VI. OPEN ISSUES (OLD BUSINESS)**

- a. 2024-2025 Budget—tabled
- b. Confidentiality Policy—tabled
- c. Discipline Guide—tabled
- d. Financial Assistance Guidelines and Budget
  - a. J HESSER shared that the club received one request and presented one \$300 scholarship at the u8 level.
- e. Concussion Protocol/Policy
  - a. J HESSER introduced a conversation about if we are compliant with WY Hockey policy.
    - i. B MOORE committed to gathering the one outstanding return-to-ice release document
    - ii. K PARKS suggested a concussion training for coaches, and highlighted that there may be some hesitation to report concussions if USA Hockey limits the number of reported concussions (he thinks it's a total of 4) you can have before you can no longer play USA Hockey-sanctioned games/tournaments.

1. J HESSER will look into this as a limited number of reported concussions does not align with the training he's been participating in.
- iii. B MOORE will provide appropriate forms to all coaches.
- f. Non-Parent Coaches Independent Contractor Agreement Policy
  - a. J HESSER shared a sample coaching agreement document. This outlines that coaches are to be paid \$100 for each game coached, that non-parent coaches are responsible for their own expenses including coaching memberships/dues and exempting allowable travel expenses and indicates an acknowledgment of their independent contractor status.
  - b. T SCHLAGEL will work with the CCYHA Finance Committee to get the exact language of what is covered for travel reimbursements (tentatively lodging, a per diem for meals, gas reimbursement (not mileage)). Need to clarify if this is for all non-parent coaches or just head coaches like game pay. In the updated language, T SCHLAGEL will ensure that the timing and communication requirements are clear.
  - c. J GRONSKI asked that the document be updated to gender-neutral language. J HESSER will update.
- g. State Tournament Bids
  - a. J HESSER met with Meghan based on her previous experience bidding for state tournaments.
  - b. CCYHA will bid on Girls and Peewee B. J HESSER is completing the bids but could use assistance with a list for lodging and other events that are happening these weekends.
  - c. In the process, J HESSER has confirmed that medical assistance will be available (we are not required to have an ambulance on staff), the rink will allow a hospitality room with a list of approved items from Jeff, refreshments will be allowed in the locker rooms, we will need to seek a bid for apparel services (including designing a logo) and will give a preference to local businesses.
  - d. One major thing we will need to identify is a tournament director, this will be especially challenging for Peewee. From our discussion it is unclear who have been tournament directors in the past.
  - e. J HESSER will share a version of the form before he submits.
  - f. The board also discussed asking Jeff to host food trucks or bring in pizza or something more substantial than the typical snack bar food.
- h. Facebook Page—Public or Private
  - a. J HESSER has received several responses to his inquiry. Several members said their preference would be for the page to be public, but there were no volunteers to assist with the additional workload. Members also pointed out that it would be nice to have the option to tag the club in other Facebook activities. There were some privacy concerns from some parents. J HESSER will consolidate the google form response before we make any decisions.

## **VII. NEW BUSINESS**

- a. Crossbar Contract
  - a. Our current contract expires in June/July 2025 (with a one-year automatic extension).

- b. Board members and coaches have pointed out that it is not great for communication from coaches, but worth it for the schedules and benefit for registration/payments. There seems to be a general consensus that the website is great but the app is less terrific.
    - c. After requests from the board, J HESSER will follow up with Crossbar to see if we can have a feedback session.
    - d. K PARKS motioned to continue our contract with Crossbar for an additional year, 2<sup>nd</sup> B MOORE; passed unanimously.
  - b. Photography agreement—tabled
  - c. Alumni Game
    - a. Scheduled for 5-8pm Wednesday, March 5. We will need 3 hours of ice. K WASHENFELDER or J HESSER will talk to Jeff.
    - b. NOTE: The Ice and Events Center has an event scheduled for March 21-25 so ice will be out by that date.
  - d. High School Game Coach Reimbursement
    - a. After learning that the High School coaches were unavailable a day before the games, three of the Bantam coaches stepped up to coach the HS JV team in Sheridan.
    - b. J GRONSKI motioned to pay these 3 coaches the game fee and reimburse them for their travel expenses. 2<sup>nd</sup> B MOORE; passed unanimously.
  - e. Pee wee and Bantam Practice Jersey Payment
    - a. K PARKS ordered 56 jerseys for a total expense of \$1187.20 (\$1120 + \$67.20 in tax)
    - b. C VAUGHAN motioned to pay for the jerseys, K WASHNEFELDER 2<sup>nd</sup>; passed unanimously (with discussion below)
      - i. Can we pay for other teams to get practice jerseys? Yes, the budget can support this
      - ii. We need to have better communication before funds are expended
      - iii. K PARKS motioned that team managers will communicate that these are rental jerseys and parents will be billed \$30 if not returned washed and in quality condition at the end of the season. C VAUGHAN 2<sup>nd</sup>; passed unanimously.
      - iv. J HESSER will talk to Girls, HS & other teams to see if they want new practice jerseys.
      - v. J HESSER suggested this may be a good opportunity to partner with a potential sponsor. They could cover the cost of this specific project and we could include their logo on the jerseys. He will follow up with S CLARK.

## VIII. REPORTS

- a. REGISTRAR'S REPORT
  - a. T SCHLAGEL opened up a u8 second session registration to capture any of the Learn-to-Play kids who might be interested.
    - i. J HESSER will coordinate a try Mites free practice before Christmas break
  - b. All goalies Pee wee and up have been reimbursed
- b. SECRETARY'S REPORT

- a. J GRONSKI shared updates on the cost of letters and potential of partnering with a local business to get new letters this season.
  - b. J GRONSKI also pointed out that in the past players have received a Cheyenne Capitals pin with their first letter. Those are likely cost prohibitive and she suggests just providing crossed hockey stick pins for all 4 years. The board agreed.
- c. SCHEDULER'S REPORTS
  - a. K WASHENFELDER reports that the last WAHL schedule issue was just resolved
- d. SAFESPORT REPORT
  - a. J COVER met with the State SafeSport Coordinator to clarify our reporting requirements. Moving forward he will report any violations, investigations and status or club response updates one time each month.
- e. EQUIPMENT MANAGER REPORT
  - a. C VAUGHAN reports that the jerseys shipped last week and have cleared customs, she anticipates delivery in the next few days.
  - b. C VAUGHAN also committed to taking over the Mites Jamboree but highlighted that she will need help.
    - i. Dates: Feb 21-23
    - ii. Cost: was \$400 last year, other jamborees are running \$450—will keep at \$400 for 4 guaranteed games
    - iii. Registration: T SCHLAGEL will set up a link and share it with C VAUGHAN; she also highlighted that we will need birth certificates for our Mites who have not previously shared one
    - iv. J HESSER inquired about sanctioning—specifically who is responsible for getting the tournament sanctioned. **UPDATED 1/8: Tournament does not need to be sanctioned**
    - v. C VAUGHAN needs help with distributing the event to teams—she will use C CONNALLY's email list
- f. FUNDRAISING REPORT
  - a. S CLARK reports the wreaths have arrived. She could use help sorting them on Thursday night
- g. PRESIDENT'S REPORT
  - a. J HESSER highlighted that with the Squirt teams full, there may not be an opportunity for final year Mites to play up this season. The coaches are looking at a u8 graduation tournament
  - b. J HESSER is looking at new dates for a long range planning meeting, potentially in January.

#### IV. EXECUTIVE SESSION

- a. J GRONSKI motioned that we move into executive session; K PARKS 2<sup>nd</sup>; passed unanimously.

#### VII. ADJOURNED 8:21p