

Minutes

Chiefs BOD Meeting

May 9, 2023 | 7:00pm – 10:15pm

In Attendance

BOD: Lisa Thompson, Kara Vanskike, Tracy Malvestuto, Brian Cafarelli, Michelle Smith, Shannon Miner, Nick Miner, Jake Ellis

Members: Cherin Whitaker, Tim Hoss, Beth Bailey

Minutes

- Public Comment: Cherin – Thank you to all the Board members for their time and all they do
- Minutes from last meeting: Shannon motions to accept, Michelle seconds, all approve
- Action Items from last meeting:
 - Jake passed out a summary of the survey that went out to the membership. Responses were kept anonymous.
 - Dryland training this summer – Village of Mahomet owns the building so we can't be added as a rider. Will need our own insurance or USA Hockey players only. Lisa has a contact she will follow-up with.
 - Storage – We owe \$6 on current contract because they raised the prices. Pay \$119/mo. To get out of contract, give 10 days' notice before first of the month. Payment is setup automatically. Shift this decision to the new BOD. Marcos Asse has offered storage space. Need more info from him before moving. May need to take out of budget.
 - Danville ice time – No response from them yet. Lisa will stop in. Michelle to copy Lisa on the email she's sending.
 - Development Plan – Jake – don't want to release anything until it's complete
 - Spring Store – For older players only and adults. May 31st is the order deadline.
 - Blank jersey pricing - \$9.99 each, \$15 - \$20 total depending on printing (Body & Sole). Same quality as Howie's but bulk order – larger cost for printing
 - Tracy – Guy in South Bend talked with her about his printing company – four-week turnaround. Howie's has reversible jerseys that are sublimated
 - Tracy – Are we ordering House jerseys every year? Lisa – Don't know yet. Do have some left over but only go up to Youth XL. This might be an option for little kids independent or House travel or LTP. Have "lots" leftover – S and M. Enough for at least two years – Gold, Orange, Blue, White, and Red
 - Queen of Hearts fundraiser – Start in Aug
 - Ad packages – Nick emailed link to all BOD with the details
- High School
 - Jen emailed info:
 - Lincoln Land introducing JV and Varsity teams
 - Lincoln Land wants to schedule with rinks directly for ice time. Bill is adamantly against working with another organization. He's willing to give CUYHA a block then HS get ice from that block. He's fine with billing separately.

- HS JV team – Development opportunity – Area teams have approximately 25 players: 8-10 players locked in varsity, Top 10 to play V, then the rest can float. JV is developmental, but they will get some V playing time.
 - Development time for goalies – more game time
 - 25-35 games, no tournaments
 - JV team, 16u team – Could play on three teams: JV, V, 16u Tournament team – all pay to play. Pay for HS they pay for tournaments like we did Spring
 - Waiting on AHAI to vote. May not be able to play in Chicago, but that's OK.
 - Coach would designate who's locked in
 - Jake – Varsity team, 16u midget team. Pushing for 16u midget team to advance kids
 - Tracy – Have a problem with tournament team. Tournaments have gone downhill last several years
 - Jake – We're not chasing trophies and banners – working to advance kids
 - Lisa – Options out there, but will discuss more later. Evaluations will be necessary.
 - Michelle – It's not based on upper classmen vs under classmen
 - Brian – Numbers will dictate
- Officer Reports
 - President
 - Major issues at South Bend tournament
 - Had a player with two broken vertebrae from a dirty hit
 - AHAI has threatened suspension of the board for two misconducts
 - 1. Hooking, two interferences, high sticking – NO roughing
 - 2. Player lost temper and deserved suspension. Was handled immediately
 - Could suspend our affiliation
 - Lisa has heard nothing officially about our player with a broken back Unofficially it was handled immediately. Player got a 5-10 game suspension
 - Our player still has not been released to do anything. Must meet with a neurosurgeon.
 - Michelle did a wonderful job serving as fill-in mom and communicator
 - Little Hawks
 - Can do it this fall. A development program – may not be a long-term relationship. They don't have a lot of supply. Fall is a go with discussion, but want budget for 40 players. \$125 for full set including skates – affiliate sponsors. Pure Hockey may be a possibility, too.
 - Secretary
 - Working on reserving a room for the annual meeting
 - Treasurer
 - Some bills from May haven't come through yet. Haven't been billed for April ice yet (\$5000). Not close to goal yet, but improving.
 - Some families still owe for spring tournaments
 - Look at where we went over on ice
 - Provided a list of things we need to budget for in the future
 - Need to start running budget from July to June
 - Brian – lots of questions. How to read net income
 - Will go through individual teams next
 - Some families still owe reg fees approx. \$1000

- Still need to improve, but started with nothing
 - Increased fees by only \$50. Need a sustainable plan for the future. We are the cheapest organization in the area
 - Brian – coaching fees? Tracy – 50% discount is added in plus Director of Coaching fee and stipend for Peewee, Bantam team. Travel fees are in there, too. Still must show the expense because it's coming out of our budget. In line items. We don't have access to QuickBooks – Molly has all this info. Done with journaling, but will double check with Molly
- Registrar
 - Absent
- Ice
 - Waiting on Bill, but looks like he'll be able to get us ice earlier. Aug 25 is a Friday, but will likely have tryouts the following week. Tryouts will likely be two mandatory days. Should have info in July. Bill must talk with clubs before he can get us approval, but clubs are asking for more ice time
- PR
 - Newsletter – send tomorrow – year-end wrap-up. Get him anything you want included ASAP
- Apparel
 - Player number policy – Player has a number, and we will hold it for a year if they leave. We need five years between numbers.
 - Player in question was gone for two years – we think
 - Lisa – Need a written policy
 - If you leave to play elsewhere then you forfeit your number. If there's an injury or don't have a team, then we hold the number
 - Shannon to write up as an official policy for the handbook
- DC
 - See earlier comments. Thank you to everyone who came together at the tournament for the difficult situation
- Fundraising
 - Just sent link for advertising as well as the store
 - Will take pics of baskets and upload to site before annual meeting
- Equipment
 - 95% of equipment has been returned
 - Michelle has equipment in her car to return
- NIHL
 - Nothing
- Bylaw Updates
 - Committee took the info that has come up throughout the year and looked at those areas specifically
 - Restructuring of BOD – Looked at some other orgs to see how they're structured
 - Executive Board – vote
 - Five positions (two years) plus two Executive Directors (one year)
 - Executive Directors don't have specific duties, but have knowledge to offer. Serve as consultants. Past BOD members will be able to offer insight that would often be lost.

- Directors (appointed): PR, Fundraising, Apparel, Equipment. More may be added as necessary
- Executive Board and Directors serve from July to June
- Coaching Director serves from May to April based on contract
- Directors – Don't have to be at every meeting
- June – All old board members and new board members meet together. Treasurer to present a three-year forecasted budget
- Requirements for Accepting Office - Add:
 - A code of ethics will be instituted for all elected board members. Failure to meet the code standards will result in the executive member's immediate removal by a majority vote of the executive board. The member in question does receive a vote.
- Board Positions:
 - EXECUTIVE BOARD - Voted on by the membership at the annual meeting
 - 2yr President (even years)
 - 2yr Vice President (odd years)
 - 2yr Secretary (even years)
 - 2yr Treasurer (odd years)
 - 2yr Registrar (odd years)
 - 1yr Executive Director (every year)
 - 1yr Executive Director (every year)
 - (Job descriptions to be updated by the new board (July). Each member has one vote.)
 - DIRECTORS – 1 year term
 - Public Relations
 - Fundraising
 - Ice Scheduler
 - Apparel
 - NIHL Rep
 - HS Rep
 - Coaching Director*
 - Ethics and Discipline Chair (Rules and Ethics Committee Chair)
 - All director positions are appointed by the Executive Board at the first meeting in July. Term runs through June. These positions are advisory in nature and do not vote.
- Rules & Ethics Committee
 - The Rules and Ethics Committee shall serve as the disciplinary committee. The disciplinary committee will comply with Article IX of AHAI (Amateur Hockey Association of Illinois) Rules and Regulations regarding disciplinary matters. Members of the executive board will serve as the committee members. Behavior leading up to board-level discipline will be outlined and signed by all families of CUYHA. Note - Appeals will follow the process already in place.
- Quorum
 - Is four executive members (or majority of filled positions). Motions are carried by a simple majority of the members present (exec) when a quorum is present.
- Types of Meetings
 - Membership Meeting

- Held monthly to discuss and conduct organization business. Open to all members.
- Executive Meetings
 - Executive Meetings (Executive Session) - Held at the beginning of every monthly meeting. Open only to executive members and anyone else invited to attend (and confirmed by a majority of the exec members present).
- Special Meetings
 - May be called by the President or any four members of the Executive Committee. Meeting time/date/location must be announced in a timely fashion and held in a reasonable amount of time. Members (any number) of the organization may request a special meeting be held by making a written request to the President or through any four executive members. Any four executive members in agreement will request a special meeting on behalf of the member(s). It is the executive members' responsibility to ensure that the proper channels have been accessed before agreeing to request the meeting on the member(s) behalf. Special meetings may be held utilizing only an executive session or utilizing a membership meeting format. The format will be determined by the president.
- Discipline policy
 - It's currently general and subjective. Needs to be spelled out to prevent coaches letting thing go. We have a Code of Conduct. Need a process for the progressive discipline. Need official form detailing the act and the process
- Kara should have sent these proposed changes in an email. Email sent during the meeting. Apologies!
- Brian – How and when to change the bylaws – would like to add a reading system to change bylaws. Example: Want to make a change then read in Jan, then read in Feb, then vote in March
- Lisa – was supposed to be done earlier in April
- Brian – Why is nominating committee made up of BOD members?
- Lisa – Membership doesn't know what happens in BOD meetings. That's why the nominating committee must present a slate. And why the nominating committee has BOD members on it – they know what's going on the org. Members were given several opportunities (via email and social media) to volunteer for both the nominating committee and the bylaws committee. Having members and BOD members on both committees allows for multiple perspectives. We do this as corporate search/hiring committees do it. Notices went out asking for people to join the nominating and bylaws committees. Members need to show up to meetings if they want to know more or be involved.
- We operate off the master calendar – move when we start looking at bylaws – make it earlier. Make tweaks each year.
- Questions about board restructuring?
- Directors specialize in certain areas, don't have to come to every meeting. Offers more representation – gets more people involved. Need more people to fill more roles.
- Brian – like proposed structure. Directors can have committees under them, so they will have people to help them
- Nominating Committee is in favor of this change
- This bylaws change will affect the next Executive Board
- Quorum – Flexes – Four executive members or majority of filled positions
- Code of ethics for BOD – created by new Executive Board
- Development Plan presented by Coaching Director

- Brian – If we approve this what happens with the slate?
- Lisa – We have two directions
- Tracy – Motions to accept changes, Brian seconds, Changes pass unanimously
- Nominating Committee – Lisa, Kara, Patrick Hartman, Cara Quednau
 - Heather Jacobs – VP – Has policy experience and hockey knowledge
 - Marcos Asse – Treasurer – Finance degree
 - Macy Ellis – Registrar – Special-ed teacher, detail oriented
 - Tim Hoss – PR – Large network, people and communication skills
 - Kaitlyn Clark – Apparel – Extensive organizational experience in other groups
 - Cherin Whitaker – Equipment – Day job is managing students and staff and keeping everyone organized
 - Shannon Miner – Executive Director
 - Jen Davidson - Executive Director
 - Goal was to have new people move into roles while having experienced people still involved. Important to pass knowledge around for the growth and longevity of the organization. It's succession planning which is what any organization must do for long-term success.
 - New BOD will be able to appoint Executive Directors as needed – won't need to be voted on
 - Lisa – Has touched based with the people moving into new roles
 - Lisa – Stays in as President unless someone else comes forward. The nominating committee did not support any of the applicants for the position this time around; not all were eligible.
 - Tracy – willing to stay on as Discipline/Ethics chair
 - Brian – Did you talk with Jen about the ED position?
 - Lisa – Not yet. Didn't know she wasn't going to be here tonight.
 - Brian – Registrar is probably the most important position
 - Lisa – Have to move people around to spread knowledge. If Jen declines the ED position, someone else will need to be appointed to that position.
 - Motion to approve – Tracy. Michelle seconds.
 - Brain – Secret info – needs to make a phone call – AHAI changes are coming
 - All in favor of the slate
- Summarize the bylaws for the membership (Lisa)
- Brian – Rooms are available for meetings at Parkland

Action Items – From this Meeting

- Brian – End of Year Newsletter – send this week – awards, annual meeting
- Lisa/Jake – Summer dryland, figure out insurance
- Tracy – Have budget ready to review in full at next meeting
- Michelle/Lisa – Find out what Danville's ice schedule look likes
- Jake – Create development plan, present next month
- Nick – Get license for Queen of Hearts
- Nick – Get baskets online in time for annual meeting
- Kara – Reserve room for annual meeting
- Lisa/Kara – Summarize bylaw changes and present slate to the membership for vote
- Lisa/Kara – Prepare presentation for annual meeting

Master Calendar – June

- Reserve next year's Board meeting space
- Send List of BOD Meeting Dates for next season to BOD
- Attend NIHL BOD meeting
- Submit Combined HS Team application/tentative roster by June 1 to AHAI HS Committee
- Review and renew Director of Coaches, HS, and other coaches' contracts.
- Create budget subcommittee
- Attend AHAI club President's meeting
- Make changes (as necessary) to Master Calendar for upcoming season
- Present slate of new season's coaches to BOD for approval Director of Coaching
- Draft of Member Handbook is distributed via email to BOD
- Create roster of incoming Board members
- Coordinate USA Hockey Registration with online registration
- Review fundraising results for past season and discuss plans for next season
- Equipment Inventory Report presented to BOD
- Update and maintain website
- Attend NIHL BOD meeting

Action Items – Off Season

- Need to establish Goals for our program
- Have a plan in place by the end of year meeting for how we classify our teams and how we retain players who are cut from travel teams
- Determine the fee for someone who doesn't want to volunteer
- Turn in requested changes to contracts
- Reach out to potential sponsors
- Develop coach fee schedule
- Continue planning for potentially offering Little Hawks program in the Fall
- Create a plan to offer an adaptive program for those with disabilities
- Plan a 3 on 3 tournament for the Fall

Next Meeting

BOD

Date: June 5, 2023

Time: 7:00pm

Location: TBD