



Meeting Minutes

SASA BOD Meeting

May 27, 2025 7:00 PM

CPSC – classroom

Attendees – *In-person* - Chelsea Forsyth, Tom Waltz, Joe Montagne, David Blatchly, Emily Norris, Melissa Bocash, Nate Liese, Danielle Snelling, Mike Irwin, Colin Branon, Logan Lamothe, Kevin Smith. *Virtually* - Danielle Luneau, Chris Heald, Dan Ellis

Absent – Dustin Degree

Guests – *In-person* - Michael Tuttle, Marnie Carlton, Heather Gonyeau, Shawna Mead, Ben Driver, Matt Robtoy, Jeremy Glerum, Ayreal Wilbur, Jason Booth. *Virtually* – Ashley Ovitt, Andrew Norris, Adam Routhier, Chris Brosseau, Pam Ellis.

Meeting called to order 6:00 PM.

1. Meeting minutes – Meeting minutes from the 05/12/2025 and 05/27/2025 SASA BOD meetings. Motion by Joe, 2nd by Colin. Unanimous – motion carries.
2. Public Comment – None
3. Head Coach – Tom, Scooter and Toby met last week and reviewed all teams as they stand now. In conjunction with head coaches, starting to pull together assistant coaches. There is a head coaches meeting occurring next week with all head coaches and Kevin to review general expectations and being planning for next season. Current we have the following committed players:
 - a. 14U T2 Youth – all players are committed with one that left the organization.
 - b. 14U T3 Youth – all players are committed with three that left the organization.
 - c. 14U T2 Girls – all players are committed with two that left the organization.
 - d. 12U T2 Youth – all players are committed.
 - e. 12U T3 Youth – all players are committed.
 - f. 12U T4 Youth – all but two players are committed.

- g. 12U Girls – all but two players are committed.
- h. 10U T2 Youth – all players are committed.
- i. 10U T3 Youth – all players are committed.
- j. 10U T4 Youth – all but two players are committed.
- k. 10U Girls – all but one player are committed.

Tom will be reaching out to uncommitted families this week.

- 4. Young Blades – need to wait to recruit coaches. Would like to expand to 3-year-olds. Kevin is going to get signs made up for advertising the Young Blades program. Motion to approve opening up Young Blades program to skaters 3 and up. Motion by Colin, 2nd by Logan. Unanimous – motion carries.
- 5. Mites – Working on getting commitment fee for Mites out by late this week to begin to understand numbers, etc.
- 6. Girls – Due to scheduling conflicts with Regionals, Nationals and Easter USA Hockey is requiring 14U T2 Girls to have their State Championship weekend November 15-16th. John Cioffi was recently at USA Hockey meeting in Colorado, learned this and communicated right away. This is a non-negotiable and has happened before. It will be imperative for the 14U T2 Girls to get their State games in ahead of November 15-16.

35 girls signed up for summer program. Reaching out to head coaches and assistant coaches. Starts in July. Working on a video of why girls love SASA to work on recruiting. Discussion around how we promote girls summer event. Messages via SportsEngine, flyers in schools, social media, etc. were all discussed. Chelsea will use these methods to spread the word.

- 7. Dryland – Matt Robtoy is reporting that his summer drylands are going well. He has incorporated the St. Albans Steelers kids into the mix and has approximately 60 – 75 kids total. Program is growing based on word of mouth. In addition to dryland in Highgate he is also working with Shawn Mead on spinning, which has been very well received. Steelers kids are \$5/session. Overall dryland breaks up the monotony and provide some variation to kids. Matt and Shawna recommend continuing both dryland and spinning into the season. Right now spinning is occurring just on Wednesday at 6:30. Shawna would love to do 3 spins a week during the regular season along with body weights and plyo with 10U who can't spin. Will need to work with the complex on times as during the season classes don't end until 7:15,

creating a 7:30 or later start. Highgate has a lot of open space and open times. \$50 rental fee for the facility. Matt has found dryland to be a great way to build relationships and grow the game for SASA. Rollerblades at Highgate is another offering that Matt has historically done once the turf is out. Discussion around tailoring programs specifically for intended groups like girls hockey, 10U and 8U. Spinning is open to 10U and up and is height dependent. Shawna has been working with 10U using body weight and plyo. She's willing to look at something for 8U as well. Swimming is another option...swimming is a life sport.

8. SafeSport – Working on connecting Corey Lozier with Ray at the State level.
9. Scheduling – Crossbar is under construction and will house a scheduling feature
10. Tournaments – we are **looking for volunteers for Connor Roberts and Maple City**. Tournaments were listed on Hocekyfinder, but taken down as there was uncertainty in dates, cost, etc.

Question was asked of when teams can sign up for tournaments, specifically 18U. Please send tournaments along if interested and we'll work together to register.

Discussion around trying to coordinate multiple levels at the same tournaments or all of the same level at a tournament. This promotes community and may make it easier on families for travel.

Rail City Tournament dates are currently set for 12/12 – 12/14. This coincides with the Craft Show and Comet Blitz, but there is also a Bobwhites scrimmage that weekend. The question of cost and level of play came up. The goal is to have a fee structure in place by the end of next week. In terms of levels, we'll match what we have teams for; 14U T2, 12U and 10U.

11. Head Ref – there are two new individuals interested in signing up to officiate this year. Interested parties sign up through USA Hockey just as they do as a player, but via the officiating option. This year all the requirements are in place including tests, modules, etc. We are fortunate to have 36 officials in Highgate and St. Albans. Some of these refs are players as well. Managing the schedule online can be a challenge for the younger kids. Discussion around younger officials wearing green bands as new refs – should be brought up through the State Rep. It is happening in Colorado, Michigan, etc. Officials are being paid the following rates 10U = \$45, 12U = \$55, 14U - \$65, 18U - \$75 per game.

Master scheduling – committee is in place. Mark already submitted VPA availability related to tournaments. Mark is looking for one point of contact with scheduling. Crossbar will be a great resource for scheduling this year.

12. State Rep – no report.

13. Discipline – no report.

14. Snackbar – looking for sponsorships. Aryel has reached out to Mother Hubbards and Mimmos on potential sponsorship. Met as a committee and talked about menu, scheduling, new equipment, new cash register. Looking to add variety, but nothing over the top.

Discussion around cards only and not having cash. Cash is desired. Kids like to bring their wallet/piggy bank and spend it at the snack bar. We can't use a card for a \$0.25 lolipop.

In terms of volunteers we can't have the no call, no show – do we penalize for not showing up? Further work needs to be done on analyzing volunteer hours and the appropriate times to have the snack bar open.

15. Skate Shack – Looking at doing some revamps in the skate shack including taking down a wall to open up the space. Mark indicated that work can be done anytime. Committee is working on a Standard Operating Procedure and hopes to have that ready for the next BOD meeting. Last year the skate shack was open 528 hours. Joe would like to explore opening for BFA game nights to sell t-shirts, hats, etc. BFA players do buy a lot of tape in early season.

Discussion on cash in skate shack and moving to all cards. The suggestion to get night drop bags for cash and create a centralized location. This will be worked into the SOP being worked on.

16. Communication – Sent trial of newsletter to Board members for review. Moving forward would like to have consistent categories and the goal is to have this out every month on the 15th of the month. Reaching out to Kim (graphic designer) for assistance in format. There will still be one off communications that will have to go out. There is a general mailbox being create for communications - info@stalbashockey.org.

Discussion around highlighting teams and adding coaches dialogue. The plan is to highlight or do monthly spotlight for each level...8U, 10U, 12U and 14U. A recommendation to have a parent volunteer on each team communicate with the

team weekly (Monday's) based on the head coaches direction for a weekly recap. This would alleviate the coaches and allow parents to get involved. Communication from coaches to kids need to frequent and consistent.

Do we have a vehicle for complaints? Yes, this is being developed via the Microsoft 365 account and SASA email addresses which are being rolled out now. More information to come on that.

17. Equipment – we are still looking for volunteers for fittings later this week on Wednesday and Thursday. There will be stations for practice jersey, game jersey, socks, shells, and jackets. Schedule is wide open...no assigned times. The questions of How numbers are going to be chosen and whether we are purchasing jersey's annually came up. The goal is to not have membership not pay for jersey's and SASA not have to collect jersey's at the end of the season. Players have been asked to come to fitting with their top 3 number choices and decisions will be made from there. A question on why the commitment fee come out first and then the jersey's were thrown out after that. The survey results indicated strong preference for jerseys with names on them. We are working diligently to provide these for all players.

18. Fundraising – Danielle Luneau has been names the Chair of this Committee. Danielle is coming forward with sponsorship packages. People's Trust Company committed \$10,000 in sponsorship of for reversible practice jersey's for all players. This is a 3-year commitment, which we are asking of all donors. We plan to utilize social media to leverage our sponsorship. Just tonight came up with a large list of potential donors.

19. Finance – hired Katherine Barnard as a bookkeeper to reconcile monthly statements and provide timely and accurate P&L's. This alleviates burden on Logan and Chris. Asst. Treasurer Andy Norris is on board. Working as 3 to spread duties. Katherine charges \$150/month to reconcile books and \$75/hour for special projects.

Logan communicated with Mike Swim about our need to cancel the golf tournament this year. Mike understood and offered that \$5 of every greens fees that day will be donated back to SASA. We need to highlight this via social media. This is very generous of Mike and Champlain Country Club.

20. By Laws – Mike Irwin, Jason Booth and Dave Blatchly are taking this work on. The group has started their work by beginning to define what the approach and desired change is. They are committed to being thorough and complete, but also time sensitive. They are looking at a total re-write of the By Laws to bring them current and provide clear, consistent language that brings transparency especially to the voting process. They have a self-imposed deadline of October for implementation, following a 30-day notice, so likely a September presentation. This will allow time for kinks to be worked out ahead of January voting. In the meantime, the group will bring sections of the By Laws to the Board for review and discussion each month between now and September. Annual meeting process – membership voting – is this an avenue we want to go down? Other organizations are doing it, Lyndonville, BlackBears, BAHA, Harwood, etc. This brings transparency and gives people the opportunity to be a part of the process. Could do electronic balloting. With term limits overlayed only 1/3rd of the team is rolling off at any one time. There would still be nominating committee. Board would vote on the slate of officers. Vote and results would be up to membership. Had 6 applicants for BOD this year. Nominating committee would bring candidates forward to the BOD for interviews. BOD speaks to each candidate – then Board selects slate of officers.

Question on recourse of Board members came up. Currently there seems to be no recourse on the Board – no getting people out if they are in the wrong position. Disciplinary actions of Board members will be included in the new By Laws.

There will be better definition on things like voting and what constitutes a quorum. Standing committees will be included in the By Laws.

Question around are we worried about past members or donors being put off by making changes. No – Alumni are behind us and happy with what is happening.

21. Technology – able to receive a grant through Microsoft for Business Basic package allowing free access to Microsoft 365. Have set up email [stalbanshockey.org](mailto:role@stalbanshockey.org) email addresses for all Board members and will begin to distribute those out. This will provide organization access to the Microsoft suite of products including Outlook, Teams, SharePoint, Word, Excel, etc. In addition, the executive board will have additional email addresses of role@stalbanshockey.org. Being able to maintain and retain this data will be helpful in long run. We will utilize Teams going forward for virtual meeting options as well as committee work and planning. Dana Boomhower has set up project management tracking in each project and is willing

to maintain that data for us to create task management and accountability to committees.

Crossbar does handle volunteer management which is a feature that is being explored as we navigate Crossbar.

22. Volunteer Hours - committee started pulling data from Square to view sales history and determining busiest times. 80% of revenue is around weekends and Wednesday (high school games). Makes no sense to have snack bar open 12 hours weekends. Looking at creating efficient use of snack bar hours and potentially reducing volunteer hours as a result. Potentially looking at 8 hours a day on weekend and 3 or 4 hours on Wednesday and Friday.

Question about whether or not hiring someone would make sense to cover these hours.

Discussion around picking a parent or two for each team to run the clock.

23. Motion to go into Executive Session at 8:30 PM by Colin, 2nd by Mike. Unanimous. Motion carried.

24. Motion to come out of executive session at 9:27 PM by Colin, 2nd by Melissa. Unanimous. Motion carried.

25. Motion to supply every SASA player 8U and up with reversible practice jersey, 2 game jersey's, game socks, and shells. Motion by Colin, 2nd by Emily. Unanimous. Motion carried.

26. Motion to authorize Chair to pay Pam Ellis \$3,499.43. Motion by Logan, 2nd by Melissa. 11 - yay. 1- nay. Chris Heald, Dan Ellis, Chelsea Forsyth and Dustin Degree were not present for the vote. Motion carries.

27. Motion to adjourn by Joe, 2nd by Logan. Unanimous. Meeting adjourned at 9:31 PM.