

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

Oct 9, 2025

Location: Clubhouse Covil Estates

1. Call to Order – 6:38pm

2. Roll Call and Quorum Confirmation

- | | |
|--|-------------|
| • Rona Levin - President | Not Present |
| • Doug Shipley – Vice President, Director of Ops | Present |
| • Mike Doyle – Secretary | Present |
| • Dan Raatz - Hockey Director | Present |
| • Tom Reed - Member at Large | Not Present |
| • Niel Brooks - Member at Large | Present |
| • Brian Karg - Treasurer (non-voting) | Present |

Team Liaisons

- | | |
|----------------------|---------|
| • Meghan Stewart 12u | Present |
| • Eric Allen 16u | Present |
| • Melissa Coffey 10u | Present |
| • Dan Binder 14u | Present |

3. Approval of Agenda - Approved

4. Approval of Previous Meeting Minutes – Approved. Doug to Post.

5. Finance Review

- Overall Update
 - o \$86.7k in Operating account. (live information presented)
 - o \$4k in Fundraising account. (Does not include team accounts. Paid roughly \$16.6k for tournaments.)
 - o \$10.8k in Scholarship account. Moved all money for approved scholarships to Operating account including needs-based scholarships, sibling discounts, and First Responder discounts.
 - o \$10k in working capital. Per previous vote, this can only can be used with approval from the Board.
 - o Team Fundraising accounts reviewed. 10% organizational split still needs to be finalized.
 - o Givebutter will only distribute to one account and then Brian K. needs to do distribute.
 - o Zero is our accounting software. This information was provided to the Team Liaisons.
 - o Relay is a banking software. This information was provided to the Team Liaisons.
- Budget Analysis: Forecast VS Expenditures
 - o Two rounds of player tuition installments remain.
 - o 1st Tournament Paid, ½ 2nd tournaments,
 - o Tournament fees still to be billed to players. These will be billed at a later date closer to the date of the tournament.
 - o USA Hockey Certification Reimbursements – Dan to review with coaches and ask that any expenses be submitted for reimbursement.

- o ACHC fees have not been paid – fees \$550
- Reimbursement for missed ice time due to Polar Ice rink closure was discussed. It is not the intent to provide reimbursements at this time. Added ice time, practices, or skills sessions will be evaluated a later time in the season.
- Taxes due in November. Brian K. to review.

6. Board, Legal & Policy

- Purpose & mission review & confirmation – not ready to be reviewed at this time.
- Policies (new)
 - o Concussions / Baseline Testing – USA Hockey standard policies. USA Hockey does not require coaches to be certified. Heads up certification available. See previous minutes for recommendations for coaches. Jenny drafted a policy for review.
 - o Injuries / return to play – Return to Learn / Return to Play (Physician / Family / Coach) Jenny drafted a policy for review to include illness. This item was tabled due to concerns regarding language around return to play.

7. Hockey / Hockey Director

- USA Hockey / CHL / CAHA updates
 - o No USA Hockey Update
 - o CAHA Disciplinary Meeting
 - Pushed information out coaches.
 - There may be a need for Jenny to be included in the committee.
 - o No Hockey Director Call in September (Probably October)
 - o No CHL Updates
 - o ACHC – need to get Stan the address so they can invoice us.
 - o Playoffs – this is an additional fee. North vs. South. Dan to get more information.
- Coaching Certifications Update
 - o All rosters submitted and approved.
 - o Jenny to continue to monitor.
 - o CEPs requested by 11/15. Latest by 12/31
- Off Ice Training - feedback
 - o Need to secure a television for game/practice review. 55"
 - o iPad received. Working through software needed and whether the IOS can support our needs.
- Concussion incidents & reporting – Two concussion reports reports were received and these cases / return to play are being monitored. We still need a report for the 14u broken collarbone.
- Coaches Meeting 10-20-2025 at 6pm Virtual Meeting with Brad Hoffman
- Practices are looking good. First 10u and 12u full ice practices. Small tweaks suggested.
- Games are going well.
 - o Dan provided feedback to coaches from games.
- Players who made Carolina Alliance have their first tournament coming up.
 - o Declan Doyle for the 2011 Team.
 - CCM Motown Classic in Detroit, Michigan

■ October 17-19 2025

- Tryout for 14u player – Mike Kaplinski joined the meeting to discuss the potential for having an additional player tryout for the 14u team. This player moved to the area after tryouts and initially made an inquiry in July. This will be reviewed further in closed session.
- Jenny to share login information for Registrar.
- Skills Sessions with Tim – all good feedback to date.
- Target date of 12/1 for Coaches Applications for 2025/2026 season.

8. Committee Updates

- Compliance - Jenny
 - Jenny is on top of it. No major updates other than the items noted previously in the minutes.
 - Everything is going GREAT!
- Grant Writing – no person right now
 - 2 current grants applied for and waiting on response
- Merchandising
 - A request was made by Salt and Made to become an official vendor. General discussion was had and it was determined that all vendors this year have been approved and we would not add/subtract any until next year.
- Public Relations
 - Christmas Parade – Registered for the organization.
 - Need truck with a trailer
 - Need a committee to organize.
 - Budget -\$250 (this was voted on and approved)
 - December 7
 - Michele Populus and Danielle Karabin leading efforts.
 - Marketing display at Polar Ice – table until next meeting.
- Fundraising
 - Car wash – Doug to follow-up on getting cards.
 - Team Fundraising process
 - Gifts Cards and Food were discussed. In general, these types of donations do not meet the requirements of our fundraising policy unless they are being used to raise money.
 - Chair(s) – Need a chair with experience.
 - Jotform Approval for Team Events – 3 board members need to review and approve.
 - Sponsorship Opportunities – Table until we identify chairs.
- It was requested that 1 person/team for the fundraising requests.
- Giving Tuesday – TBD
- Vacancies
 - Fundraising
 - Merchandizing
 - Grant Writing

9. Season Updates, other

- Have Veteran's day weekend ice slot ready to sell.

10. New Business

- None.

11. AOB / Open Forum

- End of year banquet – table until next meeting

12. Next Meeting(s)

- Board Meeting - November 13, 2025
- General Meeting – November 10 (Marsh Oaks) Doug to send out invite.

Adjourn for closed Session 9:10**13. Closed Session**

- Board Communication – this item was discussed in closed session. No action items.
- Contract for Hockey Director – this item was discussed in closed session. Table further discussion a future date.
- Polar Ice Contract Contract – Mike D to Follow Up with Baxter regarding changes.
- Additional tryout for 14U player – no determination. Table further discussion Rona and Tom are available.

Adjourn 10:23