

Monthly Special Board Meeting 2024
1/4/24

Special meetings scheduled by the Board to formally check in on season topics and work on the overhaul of the By Laws, P&P, and other formal documents of the MYCCA for presentation/approval at the Spring 2024 Meeting.

Present via Google Meet: Amanda, Tracy, Christine, Courtney, Kayla.

8:30pm-9:30pm

1. Rosters - updates from Courtney and Amanda
 - a. Will review if we need to have towns on, what we should ensure is in the documents if we remove this requirement
 - b. We have some rosters still not submitted
 - i. Courtney is keeping track of how many rosters we received for each organization and how many they reported on their registration form
2. Comp Registration Confirmations - Update from Amanda and Courtney
 - a. Amanda figured out the missing confirmations and turned the setting on so members should be getting confirmations now
 - i. Courtney will work on getting the rest of the forms updated so all hosts are getting the confirmations
 - ii. Once these are updated, we will send the spreadsheet to hosts and let them know they may not have gotten all the forms when the links first went live but as of xx/xx/xx date, they will receive all of them so they need to use the spreadsheet through that date, then rely on the emails they are receiving.
3. Google Form Registration Update from Tracy
 - a. Only issue will be hosts unfamiliar with using Google
 - i. Reviewed with the Board and Tracy will update as it goes along
 - ii. Will need to test out using the form with dummy "hosts" who don't have gmail email addresses to ensure they receive the information the same way a gmail address will
4. Website - final review to ensure everything is set for the season
 - a. Some of the forms weren't live per Courtney's 12/30 email to membership
 - b. DIDN'T REVIEW THIS DURING THE MEETING
5. Comps - Update from Tracy and Courtney
 - a. All hosts confirmed their facilities other than Oxford Hills (who has never had a problem in the past). Oxford Hills still missing flyer?
 - b. Tracy will email hosts on 1/14/24 and explain member/non-member
6. By Laws - P&P - Other Document Updates
 - a. How to efficiently review these items and create the updated document
 - i. Board members will email a bulleted list of items that need to be added into one of the Board documents (bylaws, PP, host guidelines)

- ii. Amanda will compile a master list
 - iii. Will review where each item should be documented and then review the location and wording of each item at the next meeting
 - iv. We agreed it makes sense to somehow try to document the date each of the votes/decisions were made as part of the document
 - 1. Parentheses next to the item vs footnote, etc
- b. Schedule for meeting? Is monthly enough or should be do more frequent/topic focused meetings? How much can be done via email vs a physical discussion?
 - i. All agreed to meet a little more frequently this year since we are doing more than the normal work.
 - ii. Could consider monthly during the season next year if needed
 - iii. For now, will meet in two weeks, then decide from there
- c. How to best organize the work we are doing - Google Drive organization?
 - i. DIDN'T REVIEW DURING THE MEETING