



Hockey Club Alaska: Northern Knights
Tuesday, February 15, 2022 6:00 pm Soldotna Public Library

Attendees: <ul style="list-style-type: none"> ● President - Andie Bock 2021-Present ● Vice President - Jeremy Love 2020 - 2022 ● Treasurer - Megan Swanson 2021 - 2023 ● Secretary - Sarah Miller 2021 - 2023 ● Coach Coordinator - Jeremy Love, Interim ● Registrar - ● Information Technology - Brice Cunningham 2020 - present ● Ice Scheduler- Stephanie Derleth, 2021-2023 ● Manager of Managers - ● Volunteer Coordinator- Sarah Williams 2021-present ● Other - 	Board Member Norms: <ol style="list-style-type: none"> 1) One person talking at a time 2) Stick to time 3) Constructive listening 4) Stay open-minded 5) Remain kind & considerate
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Agenda Item		Completed/ In-progress	Due Date	Responsible Party
Call meeting to order	6:11 p.m.	Complete		President/ VP
Roll Call of board	Andie, Sarah M., Sarah W., Jeremy, Brice, Megan	Complete		Secretary
Call for Approval of Minutes	January Minutes 1st: Brice 2nd: Andie	Approved		Secretary
Call for Approval of Special Meeting Minutes	N/A 1st: 2nd:	Complete		Secretary
Call for Approval of Agenda	Any amendments from the Board to today's agenda? Reports etc. Brice - add action item, 6,000 coach stipend, coaching coordinator to decide disbursement.	Approved		President / VP

	<p>Brice - add Discussion item, revisit scholarship/low income program. Propose reserving 6,000 for it. We will need to develop a form and decide which factors to grade/award on. Stephanie may have already done some work on this.</p> <p>Brice - add Discussion item, Registrar status update.</p> <p>Brice - add Discussion item, we only had two teams this year, should we do an end of year awards ceremony? Or would having a low-key, end of season pizza party amongst the teams suffice?</p> <p>1st: Jeremy 2nd: Brice</p>			
Public Comment	<p>Public Comment Norms:</p> <p>1) All comments must pertain to agenda items.</p> <p>2) Each speaker is allowed two minutes.</p> <p>3) No profanity allowed</p>			
Discussion Items				
	<p>1. SafeSport board member status update</p> <p>All board members, coaches and team managers are SafeSport certified for the 21-22 season. All but 1 (ice scheduler) have completed background screening.</p> <p>All board members, coaches & team managers are SafeSport approved, background screenings completed.</p>	Complete		Brice
	<p>2. Ice schedule update</p> <p>Jeremy: issues with communication from SSC re: scheduling conflicts and double bookings. HCAK schedule was consistent, so difficulties were on the SSC side. Encourages ice scheduler to include multiple people on the board in scheduling emails to avoid miscommunication and to continue developing relationship with SSC or Kenai rink managers.</p> <p>Andie: Ice scheduling needs to be carefully tracked to make sure ice isn't paid for when sheets aren't used due to scheduling conflicts on rink's end.</p> <p>Megan: Treasurer doesn't see a bill for actual ice used when paying charges, so no double checking or cross-referencing is possible. Need to be able to confirm charges are correct.</p> <p>Brice: ice scheduling update could be a calendar rather than a verbal report.</p>	Complete		Jeremy/Andie
	<p>3. Accounting update</p> <p>a. JAN 31 ENDING BANK BAL \$21445.16</p> <p>b. \$10508.75 IN OUTSTANDING CHECKS</p> <p>c. OPERATING ACCT BAL. AFTER ALL CHECKS CLEAR</p> <p>d. \$10936.41</p> <p>e. \$25000.00 DEPOSITED FUNDS IN ADDITION TO OPERATING ACCT BAL.</p>	Complete		Megan

	f.			
	<p>4. ASHA Meeting Reports Sarah W.- attended on behalf of Andie. Importance of attending meetings on regular basis to remain in membership. USA Hockey registration will be \$115 per player going forward. Stephanie attended and was not present to provide update.</p>	Complete		Sarah W./Stephanie
	<p>5. Registrar update Issue: After Linton’s resignation as Registrar, Brice assumed the role interim. He was able to access the USAH portal for HCAK and discovered that one player on the 14UT2 team was not added to the roster and that the 12UA team had not yet been created. The deadline for comp team submissions was 12/31/21 and the deadline for 12UA was 01/31/22. Brice added the missing player and created/submitted the 12U team. Brice contacted the ASHA Registrar immediately and requested exceptions be made due to admin error. Player addition and late team submission were both approved. Coach Howard is redlined (expired CEP). Coach James is currently redlined as well, however Brice has requested an exception since he obtained a waiver for CEP level 1; waiting to hear back.</p> <p>Note: @Jeremy, please remind coach James to submit a receipt to Treasurer for reimbursement. 14UAA 1T Roster 12UA 1T Roster</p> <p><u>Remediation: Brice proposes adding detailed steps to our handbook for the role of Registrar so very critical steps or deadlines are not missed, to ensure players and coaches are able to participate in league games and state tournaments.</u></p>	In progress		Brice
	<p>6. Discussion- should HCAK develop a Disciplinary/Conflict Resolution Protocol, and form a Discipline Committee. Protocol Draft</p>	In progress		Sarah M.
	<p>7. Discussion - We only had two teams this year, should we do an end of year awards ceremony? Or would having a low-key, end of season pizza party amongst the teams suffice? Board: have the party, combine the teams. <u>Add to next agenda.</u> Andie will check availability of AATC.</p>	In progress		Brice
	<p>8. Discussion: Hilcorp Donation usage suggestions Andie: \$25,000 from a player’s grandfather through Hilcorp. We can’t gift the donor anything. Donor has requested the funds go only to players. If HCAK should close</p>	In progress		Andie

	<p>4. Helmet devices for concussions- include in registration fee, required by HCAK? Maybe write a safety grant? Neckguards?</p> <p>5. Goalie discount</p> <p>6. ASHA Scheduling meetings- Team Managers or Manager of Managers, Coaching Coordinator attend. Ensure a board member attends on behalf of all teams.</p> <p>7. Disciplinary Committee/Protocol Disciplinary Committee- with currently small membership, should probably be our entire board. ASHA requires organizations to have an established committee. Policy should include stipulation about possible conflict of interest and whether any board member should recuse from committee if too close to the situation/issue?</p> <p>8. <u>Registrar Role Remediation: Brice proposes adding detailed steps to our handbook for the role of Registrar so very critical steps or deadlines are not missed, to ensure players and coaches are able to participate in league games and state tournaments.</u></p> <p>9. Discussion- should HCAK develop a Disciplinary/Conflict Resolution Protocol, and form a Discipline Committee. Need steps for due process for players. Protocol Draft</p>			
Public Comments	<p>Public Comment Norms:</p> <p>1) All comments must pertain to agenda items.</p> <p>2) Each speaker is allowed two minutes.</p> <p>3) No profanity allowed</p>			
Next Meeting Date	Tuesday, March 15th. 6:00pm Soldotna Public Library			
Adjournment	<p>Motion to adjourn at 7:10 p.m.</p> <p>1st: Megan 2nd: Sarah W.</p>	Complete		President/VP