



Hockey Club Alaska: Northern Knights
July 12, 2021 @ 5:30 pm

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 - Rocky Garcia 2021 - 2023 ● Registrar - Bruce Linton, 2021-2023 ● Information Technology - Brice Cunningham 2020 - present ● Ice Scheduler- Stephanie Derlith, 2021-2023 ● Manager of Managers - Tanya Lautaret 2021 - 2023 ● 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	Time: 5:40 pm	Complete		President/ VP
Roll Call of board	Stefanie Derlith, Andie Bock, Jeremy Love, Sarah Williams, Tanya Lautaret, Megan Swanson, Sarah Miller	Complete		Secretary
Call for Approval of Minutes	https://drive.google.com/file/d/1oVVYEMsqR4bp4wl4hO_eF3ckmFxmFDov/view?usp=sharing 1st: Megan 2nd: Tanya Approved	Complete		Secretary
Call for Approval of Special Meeting Minutes	N/A	Complete		Secretary
Call for Approval of Agenda	Any amendments from the Board to today's agenda? Reports etc. Add discussion of upcoming ASHA meeting (Saturday)- Andie	Complete		President / VP

	1st: Andie 2nd: Sarah	Approved		
Public Comment	None Public Comment Norms: 1) All comments must pertain to agenda items. 2) Each speaker is allowed two minutes. 3) No profanity allowed		Complete	
Agenda Items Discussion	<p>The following items were discussed from the agenda (linked here) https://drive.google.com/file/d/1APQqysztENOaRpp0bPiVRzlk0uKu5ff1/view?usp=sharing</p> <ol style="list-style-type: none"> 1. Update Homeschool forms: Sarah Williams (Connections, IDEA), Andie (check with Laura Garcia re: prior procedures) by August meeting 2. Purchase gear sets for Mites: table until July 2022 3. Gear seats for age division: table until July 2022 4. Practice jersey purchase: Jeremy will contact Robin to see about locating 2020-21 jerseys & check out list. Follow up on this issue at next meeting after tryouts. 5. Tracking system for practice jerseys: for outstanding jerseys, request players wear last year's jerseys to tryouts. Board members contact previous players to track down last year's jerseys. Andie will ask Brice for contact list and forward to board members. (Megan U10/12 A; Andie: U12 AA; Tanya U6/8; Andie U16). Set up shared spreadsheet on Google Drive (Sarah M.). Follow up at August meeting. 6. Scholarship Program for Ice Fees: Stephanie will research. Report at August meeting. 7. How to/code of conduct guide for each board member position: Brice working on currently. 8. Annual Process for Coach/Staff Qualifications (CEP, SafeSport, background screenings): On ASHA website & our website. All Board members need USA Hockey volunteer card/background check/SafeSport. Secretary- keep roster/records of completed background screen/check. Brice- add coaching tab to website with links to required check websites. 9. Seasonal timeline/task list with duties/communication: Sarah M. (ongoing) 10. Future meeting dates/venues: Jeremy will contact Andrew with Sports Center (and notify Board/public prior to August 16, 2021) to explore options for venues, this will determine meeting future times/dates. If Sports Center cannot be secured, a request to use the Community Room at the Soldotna Public Library for the third Tuesday of each month (August 2021-August 2022) 		Bold Items: In Progress	Secretary/IT

from 5:30 pm- closing has been submitted by Sarah M. There is no charge to use this room.

11. POL-01-2021: **ask Brice to speak about this at next meeting.**
12. Liability waiver for volunteers: does USA Hockey card cover? (**Andie will check**)
Tanya will research/draft, potentially add to Team Manager binders (next meeting)
13. Tryouts: Ice scheduled (Aug and September, weekend hours to be scheduled through Redline Sports). Use one time slot for open skate with Knights. Challenge: need coaches. Will determine which tryouts are held/advertised.
Jeremy recruiting for coaches- will report at August meeting or earlier.
14. See item 12
15. Online only payments: current process is online or mail check. Keep both options open for those needing to use check payment. No cash transactions.
16. Tournaments- **table for future meeting**
17. Prepay full season fees (see Action Items below)
18. Voucher: Warmups (jacket/pants) or game jersey. **Brice- add tab with jersey price difference. Add to player registration.**
19. See item 18
20. Opt out of fundraising: (see Action Items below). Add to player registration process.
21. Present revised Handbook/Bylaws at next meeting for board approval vote (**Sarah M.**)
22. Verify number of moveups allowed: Jeremy reported technically 4 players determined by what the roster is. Not allowed at U12/14 because of checking.
23. Determine teams to advertise and build into registration- see item 13
24. Fee Schedule: **Brice present at Aug. meeting**
25. Forms/waivers completed prior to skating: Brice built into registration process to address this.
26. COVID- check ASHA requirements for COVID. Wait to hear from borough/city.
27. Accounting program purchase (see Action Items). Table computer purchase until November 2021.
28. Update Binder documents: completed
29. SportsEngine & Paypal/Venmo- table until AlaskaUSA account is closed/funds transferred over. **Megan will order checks.** Vote on credit card application in future. EFT process: discuss and approve by board as need arises.
30. Approve annual budget no later than July 31 (see Action Items)
31. See item 21
32. See item 13
33. See item 10
34. KPB Tax Division: **Megan will research/file if necessary**

Discussion	<ol style="list-style-type: none"> 1. Add a parent volunteer requirement? (Meghan proposed. Discussion to continue at future meetings.) 2. Andie: ASHA meeting on Saturday (Andie unable to attend, Jeremy will attend via Zoom) 			
Action Items	<p>Offer option to receive 10% discount off ice fees if full season fees are paid up front. 1st: Meghan 2nd: Jeremy Approved</p> <p>Offer to allow players to opt out of fundraising requirement upon registration if \$200 is paid up front by the player. 1st: Meghan 2nd: Tanya Approved</p> <p>Accounting program subscription purchase (QuickBooks) that HCAK owns, access/usage can be transferred in event of Board membership turnover. 1st: Jeremy 2nd: Sarah M. Approved</p> <p>Motion to extend budget approval to October 1, 2021. 1st: Meghan 2nd: Jeremy Approved</p>	Complete		Board
Reports from Board Members	None	Complete		Board
Future Agenda Items	<ol style="list-style-type: none"> 1. Update Homeschool forms 2. Practice jersey purchase 3. Tracking system for practice jerseys 4. Scholarship Program for Ice Fees 5. CEP, SafeSport, background screenings (Board members, coaches, all volunteers working with kids) 6. Future meeting dates/venues 7. POL-01-2021 8. Liability waiver for volunteers 9. Tryout schedule, coaches & teams for 2021-22 10. Pricing and voucher for warmups/game jerseys 11. Revised Handbook/Bylaws- Board review and approval 12. 2021-22 Fee Schedule 13. Status of bank accounts (AlaskaUSA closed and FNB new deposits, FNB online account, and connection of Venmo/Paypal to FNB account) 14. KPB Tax Division status 		August 16, 2021	
Public Comments	None	Complete		

	Public Comment Norms: 1) All comments must pertain to agenda items. 2) Each speaker is allowed two minutes. 3) No profanity allowed			
Next Meeting Date	August 16, 2021 at 5:30 pm, location TBD	Complete		
Adjournment	Meeting adjourned at 7:49 1st: Jeremy 2nd: Megan Approved	Complete		President/VP