

Hockey Club Alaska: Northern Knights August 16th, 2021 @ 5:30 pm

Attendees:

- 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:

- 1) One person talking at a time
- 2) Stick to time
- 3) Constructive listening
- 4) Stay open-minded
- 5) Remain kind & considerate

Agenda Item		Completed/ In-progress	Due Date	Responsible Party
Call meeting to order	Time: 5:39 pm			President/ VP
Roll Call of board	Andie, Jeremy, Sarah M., Rocky, Bruce, Brice, Tanya, Sarah W., Stephanie, Megan			Secretary
Call for Approval of Minutes	https://drive.google.com/file/d/1kn-ouJOirCg-GCqQG9RDfaAF9Mjk0CpE/view?usp=sh aring 1st: Brice 2nd: Andie Approved			Secretary
Call for Approval of Special Meeting Minutes	N/A 1st: 2nd: Approved			Secretary

	Any amendments from the Board to today's agenda? Reports etc.	
Call for Approval of Agenda	Rocky: Address issue of board members without children playing for HCAK	President / VP
	1st: Jeremy 2nd: Brice Approved	
	Public Comment Norms:	
	1) All comments must pertain to agenda items.	
Public Comment	2) Each speaker is allowed two minutes.	
	3) No profanity allowed	
	None	
Agenda	 Practice jerseys (locating prior year jerseys, process for checkout and collection, tracking system, and determine need to purchase more Notices have been sent out to turn in last year's jerseys. Under 20 still out. If players still have them, allow player to keep, note number and update spreadsheet. Andie has laundered and stored returned jerseys. Sign out log is in Google Drive. Tanya will issue practice jerseys this year. Need to purchase more is not anticipated at this time. Board members, coaches and volunteers completing SafeSport, background check, acquire Hockey USA volunteer card. Method of documentation? Brice has received some USA Hockey numbers, board members should forward that information to him. Bruce will import list into USA Hockey portal. Bruce-emailed Hannah Culley (registrar for state of AK), needs link to portal and will review to find out what other registrar information is required. Bruce and Brice will meet up to make sure U14AA is currently registered correctly now. Future meetings date/time/venue Update handbook with board decision to move meeting dates and times to 3rd Tuesday of the month at 6:00 p.m. Parent volunteer requirement discussion Waiver for parent volunteers signed before volunteering on the ice. Drafted by Tanya. Team managers will have volunteers complete before. Document can be found here: https://docs.google.com/document/d/1bjV6g8iZvrPo7mic_1lUi0kJcU1eVkYGOa5YlMT1H4E/edit?usp=sharing Insurance update Per Brice, insurance has agreed to pay the pending claim of \$9000. (HCC pays \$7500, \$1500 from Willis Tower Watson). Deductible was paid.	Secretary/IT

	Motion: Meetings to occur 3rd Tuesday of the month, 6:00 p.m. at t Public Library (Andie) 1st: Andie 2nd: Megan	he Soldotna Approved	
	, and the second		
	Motion Parent Volunteer Waiver to be completed by volunteers and distributed/collected by team managers		Secretary
	Document can be found here:		
	https://docs.google.com/document/d/1bjV6g8iZvrPo7mic_1IUi0kJc	:U1eVkYGOa5Yl	
	MT1H4E/edit?usp=sharing		
	1st: Andie 2nd: Brice	Approved	
	Rocky: Would like to discuss whether board members should consis		
	HCAK with children playing for HCAK. A board member's child playi might present a possible conflict of interest. Board discussion and c	_	
	continue on this issue.	onsideration will	
	Updated Handbook/Bylaws (for board approval)		
	https://docs.google.com/document/d/1dliapIZ2teComVseF0m2EbSI5	1MTPCT0HmVw	
	RkHnRxw/edit?usp=sharing Board members agree to read and discuss at next meeting.		
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	Print and read ASHA bylaws before next meeting.		
	ASHA Handbook can be found here:		
	https://cdn2.sportngin.com/attachments/document/201b-2502569		
Action Items	Handbook_Final.pdf#_ga=2.133541262.1444457064.1629871604-1471602	163853556.16298	Board
	71002		
	Motion: Keep current practice of having customers pay processing fee	es for online	
	payments made through Sports Engine, instead of HCAK assuming the	e cost of these	
	fees.		
	1st: Megan 2nd: Brice	Approved	
	Motion: Make ACS bill to be a permanent ACH rather than requiring b	ooard approval	
	each month		
	1st: Brice 2nd: Andie	Approved	
	Motion: Enable online registration and fees per Brice's draft. Deadlin	e for registration	
	is September 30. See link to draft document below, item 6.		
	1st: Brice 2nd: Andie	Approved	

	Sarah W./Andie: Homeschool forms update Sarah W. sarah toward in all forms from KDBSD. Broad was through	
	Sarah W. currently turned in all forms from KPBSD. Procedure through district will remain the same as last year. Brice will post forms on website in	
	PDF.	
	2. Stephanie: Scholarship Program	
	Will send information (required documentation & eligibility) gathered to	
	Andie- pulled from examples of other organizations. Will revisit at September meeting for board review.	
	3. Brice: POL-01-2021	
	Late payment policy. Board members- review policy on website and revisit	
	at September meeting.	
	4. Tanya/Andie: Liability Waivers for volunteers	
	Addressed	
	5. Jeremy and Rocky: Coaches recruiting & tryouts update	
	Attempts to reach out to former coaches, U18, U16. Possible consideration of combined U18/U16 team. Would welcome assistants for all current	
	coaches.	
	Current teams:	
Daniento franco Daniel	U14AA (Jeremy)	
Reports from Board Members	U14A (Rocky)	Board
IVICITIDEIS	U12A (Matt James)	
	U10A (Jake Lautaret)	
	Tryouts:	
	U14AA, U14A, U12 complete U10 (end of August)	
	6. Brice: Fee Schedule	
	See link to document in Google drive	
	https://docs.google.com/document/d/1QN68bkXXFT7O1a3C4k422FLJiQC-r2	
	seTyzQQjX8eNQ/edit?usp=sharing	
	7. Megan: KPB Tax Division update, Past Due Accounts and Registration, Check	
	order approval	
	Met with Bridges to get sales tax card (if anyone buys items on behalf of	
	club, use copies of cards to get tax exempt status). Checks ordered. Past due	
	account- \$12,420 for ice fees in January, February, March and April.	
	Checking account balance at \$6100 after paying these. Cities of Soldotna and Kenai now have corrected HCAK mailing address for future bills. Has	
	emailed previous treasurer to request previous accounting documents and	
	bank statements- awaiting response. Will provide update on bank accounts	

	at September meeting. Has obtained online version of Quickbooks. We do not collect, pay or file sales tax.	
	8. Brice: Registration process & website update (tabs added to website for	
	coaches/volunteers to complete their registration process; player registrations	
	with waiver forms built in, teams available, pricing/vouchers for game jerseys	
	and warmups)	
	9. Andie/Sarah/Megan: Bank accounts status update (AlaskaUSA, FNBA, online	
	account access, connection of Paypal/Venmo)	
	Need to obtain a club credit card (Sarah M., Andie).	
	10. Andie: Spreadsheet for jersey distribution	
	See Agenda item 1	
	11. Jeremy: ASHA meeting report	
	Rule changes: penalty times. State tournaments: Valley Thunder is hosting	
	U14. Allowing tournament games to count as league games. Digital format	
	for coaches participating in ASHA meeting.	
	Jersey distribution process	
	Review HCAK bylaws	
	Review ASHA bylaws	
	COVID mitigation plan remains on website, discuss need to revise as circumstances	
Future Agenda Items	change	
	POL-01-2021 (Late payment policy. Board members- review policy on website and	
	revisit at September meeting.)	
	Account balance update (Megan)	
	Scholarship eligibility and required documentation Public Comment Norms:	
	1) All comments must pertain to agenda items.	
Public Comments	2) Each speaker is allowed two minutes.	
	3) No profanity allowed	
	Tuesday, September 21 at 6:00 pm	
Next Meeting Date	racoda,, ocpicinoci 21 de oloo pili	
Adjournment	Adjourned at 7:00 p.m.	President/VP
	1st: Brice 2nd: Andie Approved	