

# PORTLAND JR. WINTERHAWKS

## BOARD MEETING MINUTES

*April 28, 2018 | Meeting Location: Urban Office, 4949 SW Macadam, Portland, OR*

### EXECUTIVE BOARD OF DIRECTORS

Paul Gaustad, President

Jason Vaillancourt, Vice President

Georgia Bailey, Treasurer

Meerta Meyer, Secretary

Chris Givens, Director at Large

*Meeting called to order 8:15am by Paul Gaustad*

### In Attendance:

Executive Board Present: Paul Gaustad, Jason Vaillancourt, Georgia Bailey, Chris Givens, Meerta Meyer

Board Advisors Present: Andy Potter, Matt Bader

### Approval of Minutes

Review November 2017 – April 20, 2018 Board Meeting Minutes

Motion Made:

Jason submitted motion to approve meeting minutes with one point of clarification, Paul 2<sup>nd</sup> – unanimous approval

### Old Business

- 2017/18 End of Season 'Thank you' game for coaches TBD; Chris Givens to work with Summer Facchini to schedule ice.  
**ACTION ITEM: Chris Givens will work with Chris Meyer to assure coaches receive invitation and with Georgia Bailey on budget for food/beverages.**
- End of 2017/18 season President note distributed to membership via email (and amended 4/28/18) to include upcoming events:  
Midget Try Outs scheduled May 12 – 14, 2018 (birth years 2000-2003)  
Annual General Meeting scheduled June 28, 2018 (time and location to be determined and distributed to membership)  
**ACTION ITEM: Continue to improve upon membership communication via email, website improvements, and social media; identify AGM meeting location and time.**

### New Business

Review PJW Board: Mission, Focus, Approach

- Strategy house discussion: how did we do? General consensus, the membership (based on survey results), is pleased with the direction of PJW. Survey results include approximately 1/3 of membership. Clear and consistent communication with membership is good, athlete experience mostly positive, members generally want more ice time though most unwilling to pay more in dues. Some members seem to feel athlete off ice development at the Train Station was in lieu of ice time (this was not the case; Train Station time was an add-on for athletes; with or without time at Train Station – ice times would have been exactly the same).

Overall Executive Board perspective aligns with the membership though recognizes opportunities for growth and improvement to include more frequent communication. Identifying skilled leaders, defining roles and objectives, and improving overall communication will support our focus on player experience, development of leaders, and graduating players.

Discussion surrounding effective leadership, accountability of Board and Operational Directors, streamlining procedures ensued.

#### Board Composition, Leadership & Administration Discussion

- Review Operational Director Roles/Responsibilities and end of season feedback  
**ACTION ITEM: Finalize/distribute role descriptions to clarify responsibilities by June 1, 2018.**
- An organizational chart was drafted and discussed; athletes, members, volunteers, and others need to know who to contact for information. Training opportunities and mentorship needed to support and grow volunteer base.  
**ACTION ITEM: Finalize organizational chart; distribute to Operational Directors and membership**
- Review Committee Roles/objectives; committees will serve in a supportive role to PJW to further promote its mission. While committees (Fundraising, Communications, Culture & Community, and Girls Hockey) were established in 2017/18, committee goals/objectives must be more clearly defined for committees to be effective. More volunteers would be helpful.

Lisa Masog, 2017/18 Chair for Culture & Community, submitted a request to fund some projects; until the goals/objectives committee are clarified, funds request tabled.

**ACTION ITEM: Notify new Committee Chairs; distribute goals and objectives of each committee to support overall mission of PJW. Unanimous board agreement on committee lead appointments for 2018/19.**

#### 2018/19 Committee Chairs:

Culture & Community Chairwoman: **Jennifer Schidler**

Disciplinary Committee Chairwoman: **Kristan Rinnell**

Fundraising Committee Chairman: **Marc Blattner**

Communications Committee Chairman: **Jason Vaillancourt**

#### PJW Bylaw discussion

- PJW Bylaws have not been updated in some time and lack clarity

**Motion Made by Jason to begin bylaw revisions (with attorney) and present to membership for review and approval. Meerta 2nd, no discussion, unanimous board agreement.**

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**MEETING ADJOURNED 1PM**

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Meeting Minutes Submitted by: Meerta Meyer, Executive Board Secretary

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Jason Vaillancourt, Vice President

Georgia Bailey, Treasurer

Meerta Meyer, Secretary

Chris Givens, Director at Large

*Meeting called to order at 8:00am by Paul Gaustad*

### In Attendance:

Executive Board Present: Paul Gaustad, Jason Vaillancourt, Georgia Bailey, Chris Givens, Meerta Meyer

Board Advisors Present: Andy Potter, Matt Bader

Invitee: Coaching Director, Chris Meyer

### Treasurer Update provided by Georgia Bailey

- Tier Program Reconciliations complete; collection efforts continue on past due accounts by both Georgia and/or team financial managers and coaches.

**Motion Made: By Georgia - If prior year dues not paid by August 1, 2018, athletes may not participate in final 2018/19 try out and will not be rostered for 2018/19 season; no exceptions will be made. Chris Givens 2<sup>nd</sup>, no discussion, motion passes unanimously.**

**Motion Made: By Paul - If past due balances are not paid IN FULL to team financial managers or coaches (including but not limited to travel expenses) by August 1, 2018 athletes may not participate in final try out for 2018/19 season and will not be rostered for 2018/19 season; no exceptions will be made. Jason Vaillancourt, 2<sup>nd</sup>, no discussion, motion passes unanimously.**

- Georgia processing final reimbursement requests for 2017/18 (from Board Members, Directors, others)
- Awaiting receipt of funds from donors/fundraising: Les Schwab & Golf Tournament
- Inquiry made regarding funds from OSHA/Pacific District (Andy Potter has not had an opportunity to follow up but will prior to next meeting)

### 2018/19 PROGRAMMING DISCUSSION

Among the question(s): How do we best facilitate graduating athletes? How many athletes are likely to return to PJW from 2017/18 season? How will Mountain View Ice Arena closing impact PJW?

General Discussion points:

- 2 Tier Teams in each division may not best serve athlete growth and development
- Andy Potter and Chris Meyer reported on anticipated numbers of athletes for tryouts/evaluations (based on prior discussions with Tier Coaches and Austin Coldwell, Player Development Director)

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## 2018/19 PROGRAMMING DISCUSSION cont.

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- Based on Austin Coldwell's perspective, the impact of Mountain View Ice Arena closure minimal; there are few players ready to compete at a higher level; majority of Vancouver athletes require further development.
- Discussion of USA Hockey model and general discussion of similar associations identifying pros/cons
- USA Hockey identifies 4:1 ratio of Metro to Tier teams and PJW has historically had a 4:2 ratio.

Proposal for 2018/19:

**TIER:**

MIDGET – 18 A1

MIDGET – 18 A2

BANTAM – A1

BANTAM – DEVELOPMENT TEAM

PEE WEE – A1

PEE WEE – DEVELOPMENT TEAM

SQUIRT – A1

SQUIRT – DEVELOPMENT TEAM

MITE DEVELOPMENT TEAM

**METRO:**

WVHL/ MIDGET

BANTAM

PEE WEE

SQUIRT

MITES

MINI MITES

*NOTE: DEVELOPMENT TEAM PLAYERS MAY DUAL ROSTER AND PLAY IN METRO; MIDGET TIER MAY NOT DUAL ROSTER;  
INCENTIVE TO WIN: CHAMPIONSHIP TEAM IN EACH DIVISION OF METRO WILL PLAY AT STATE*

**Motion made by Jason to approve proposed 2018/19 teams noted pending availability of ice/additional request for ice; Georgia 2<sup>nd</sup>; additional discussion, unanimous approval**

Meeting Minutes Submitted by: Meerta Meyer, Executive Board Secretary