

PORTLAND JR. WINTERHAWKS

January 9, 2019 | Meeting Location: Oregon Sports Office, 6:30pm – 8:30pm

EXECUTIVE BOARD OF DIRECTORS

Paul Gaustad, President

Jason Vaillancourt, Vice President

Georgia Bailey, Treasurer

Meerta Meyer, Secretary

Chris Givens, Director at Large

MEETING MINUTES

Attendance: Andy Potter, Karin Jewett, Jennifer Anderson, Meerta Meyer, Kristan Rinnell, Georgia Bailey, Summer Facchini, Chris Givens, Tracy Meyer

Not in Attendance: Paul Gaustad, Jason Vaillancourt, Chris Meyer, Kyle Gustafson, Derek Gustafson, Jenn Shidler, Marc Blattner, Chris Armstrong

Vote Called to APPROVE OF PRIOR BOARD MEETING MINUTES for December 5, 2018 and December 28, 2018
Georgia motion, Chris 2nd – Meerta Approved; majority approval

OLD BUSINESS

- Equipment/Special Projects (*Chris G.*)
PJW Apparel/Gear Shop
Swag from Travel order should be here this week
Metro orders will be delivered this Saturday
Varsity track suits? Chris to follow up.

NEW BUSINESS

- **Secretary Update:**
-Executive Board to meet with Winterhawks January 15, 2019 to discuss a more enhanced partnership

-2019 Election: Two Issues to be presented to membership: Bylaw Revisions and Nominees for VP
Paul will serve as Committee Chair; Paul requested Georgia & Meerta work with him on PJW 2019 Election;
Georgia & Meerta accepted and Jennifer Anderson to assist
- **Coaching Director Report/Update** (*Chris Meyer*)
(*Chris Meyer submitted the following update via email; athlete/family names have been removed for confidentiality*)

Coaching Credentials Status

December 31st was the deadline for all Coaches to complete their USAH CEP Level training. All active Coaches credentials have been verified except for Michael Forney who is a special case because his professional IIHF certification waives him from requiring his Level 1 USA Hockey CEP. Andy Potter is working with Flint D. to get the USAH database updated.

I am working with Karin to ensure all Coaches have been properly claimed and rostered by PJW. If any issues exist I will continue to work with her toward resolution.

Coaching-related Issues

1. Held a meeting with Kristan and 2-14U families on Dec. 17th to resolve an internal team conflict of bullying and physical altercations. The situation seems to have settled down and will check in with the Coaches to make sure we are still progressing in the right direction.
2. Imposed a suspension of a coach for using profanity directed at a minor in the presence of other minors and other off ice officials. Worked with Kristan to ensure the consequences 'fit the crime' and the coach was notified. Since the notification, the coach has satisfied his suspension and is clear to return to duty.
3. Currently working to mitigate a Parent/Player issue on a 10U Travel Team. Head Coach is working through the situation with his Assistant Coaches and may request assistance from the Board for further discipline (depending upon the outcome of their discussions).
4. I am working with a 12U Metro Coach to resolve an internal team bullying situation with two players and other athletes on the team. The parents have been consulted by the Coaching Staff and the situation seems to be settling down for now. I will check in with this Coach next week.
5. Last week, met with Andy, Jamey Stephenson (12U Dev Coach) and Aaron Isenhardt (12U Metro Lead) to discuss tournament date conflicts and work toward an agreed upon resolution. Andy will be discussing this as part of his update and I am in full agreement of his recommendations to the Board.

Coaches Survey status

The Coaches Survey was launched on Dec. 8th and has approximately 180 responses to date. While some are negative attacks on the Board, the poor quality swag vendor, scheduling issues and issues with specific Coaches, the majority are extremely positive and provide lots of constructive criticism we can use to improve our Coaching program. I will share results with each Coaching age group soon and will target the end of the month to deliver a "Survey Results Summary Document" that the Board can distribute to the membership.

Coaches mid-year check-in meetings

I am preparing to hold division level check-in meetings with coaches over the next few weeks. The goal is to listen to their season experiences, concerns and needs (mostly in preparation for next year). I will also share the survey data with them and discuss opportunities for improvement for the remainder of the season.

Coaches Appreciation & Recognition

I'd like to offer them a Coaches Appreciation Night celebration at the end of the season to honor their dedication to our Association. I will work with Georgia to determine what we can afford to put together.

- **2019 - 2020 PJW Coaching Team Planning**

I am in the early stages of planning for our 2019-2020 Season Coaching and Coaching Education programs (i.e. Program overhaul - formalized budgeting, Coaches handbook creation, New Coach onboarding program, etc.). Stay tuned in coming months for more details.

Updates from Coaching Education Director (*Kyle Gustafson*) Hockey Operations Advisor (*Derek Gustafson*)
None.

- **Disciplinary Chair** (*Kristan*)

- Feedback from families – how to file complaint, grievance, discipline issue? Need clarity.

- U18 Match Penalty Reported – Intent to Injure; Athlete suspended from all USA Hockey related activities (Hearing to be scheduled)

- Meerta Reported: 12/19/18 Bylaw 10 Hearing occurred; WHVL athlete suspended from PJW for remainder of current season (and) next season

Other discussion ensued:

- A process/procedures manual really important (Meerta/Jason in early stages of manual development).
- Board roles /job descriptions/expectations to be revisited for 2019/20 season (Focus of 4/10/19 board meeting)
- Administrative Training in 2019/20 for managers and coaches to be streamlined to assure consistency (team managers and coaches particularly in Metro require need additional training)

- **Communications/Administration** (*Jennifer*)
 - Needs scores from Metro and WVHL to update stats
 - Website issue with 14U travel updates (appears to be isolated issue)
 - Emergency response document in progress (working with Andy to finalize)
- **Fundraising Report** (*Paul/Marc*)
Not present
- **Treasurer** (*Georgia*)
Status quo: Processing reimbursements, invoices, etc.
Reminder: Directors must review and confirm approval on reimbursement requests
Awaiting ice reconciliation from Summer
- **Scheduler and Tournament Discussion** (*Summer & Jennifer*)
2/22/18 – 2/24/18 Final Metro Weekend
Summer needs information for MLK weekend
A1 Teams have requested March practices; there may be additional costs to team pending ice availability (Andy to review with Summer and Georgia)
- **Upcoming Tournament Update** (*Jennifer*)
8U will be at SIA /10U will be at WSC
OSHA will be billed at a rate of \$450/hour for ice/administrative support
State Play Offs: Pee Wee, Bantam, WVHL – Reminder: Entry Fees will be covered by PJW
- **Registrar** (*Karin*)
Scholarship request presented to Board for review and approval; scholarship to be awarded based on financial need (majority approval; Chris G, Georgia and Meerta)

Meeting Adjourned 10pm