

**Wakefield Youth Skating Association**  
**November 15, 2011**  
**Meeting Minutes**

**Attendees:** Jim Sullivan, Tracey Coyne, Maureen Leone, Tim Miller, Marty Kane, Paul Buckley, Brian Donahoe, Mike Guarino, Kevin Haggerty, Don Dubuque and Francene Harrington

**Members in Attendance:** Rich Chambers and Patty Stack

**Public Participation:** Patty Stack spoke to the committee regarding the level placement of her son. Her son was placed on a squirt team because he tried out with the squirts and had a medical waiver on file from last season. The board thought that this is where his parents wanted him placed. The outcome is that if there isn't a medical waiver, he must be placed in his age division, peewee. Kevin Haggerty will speak to the peewee coach. It was recommended that the child practice with the peewee team at the next practice, and following that Patty can speak to the coach and Kevin.

**Review of Previous Minutes:** The October meeting minutes were reviewed and approved by attendees.

**Financial Update:** Marty reviewed the current financial statement. The raffle money collected is up to date. (Additional checks were turned in by Maureen). The current A/R outstanding is \$15K. Marty reviewed the checks and payments that were made in the past month, including Valley League, ice and skills payments. The group discussed the purchasing of equipment and shirts. More money was spent than what was originally approved by the board. Jim is going to forward the by-laws and clarify the purchasing of equipment section.

**Functional Reports:** A general comment was made to the group; if there are specific topics that you want to discuss send an email to the group before the meeting. This should help facilitate the discussion; people can research the topic and bring relevant material to the meeting.

**Clinics:** The Learn to Skate participation numbers are down from past years. The group discussed that the Learn to Play hockey program was cutting into the number. The group agreed that when the Lean to Play Hockey program was being developed the group discussed the potential conflict with the two programs reaching out to the same group of participants. There is also a goalie clinic coming up. Brian suggested that parents of goalies sign up for the specific category on the web-site so that they receive email alerts when dates are scheduled.

**Imites:** Bill was not present. Items under Miscellaneous Business.

**Mites:** The Valley League Cross Ice Jamboree was held over the weekend for 2 of the mite teams. The second jamboree will be held in December. The jamboree went well. The mite 1 and 2 teams will be participating in the Andover Scott Heseltine tournament.

**Squirts:** New player Roberts has been added to the team. Paperwork is needed for McMasters and Petitto. This is the WYSA paperwork, not the USA Hockey and League paperwork.

**Peewee:** Nothing to report

**Bantam:** A new player, Melanson has requested to join. Motion made to add player and place on B2 team and follow protocol for upward movement. Motion seconded. Motion passed. Decision was made that requests to add additional players will be made on a player by player basis based on the current numbers in the division. B1 incident was discussed in executive session.

**Midget:** This year's season is over; there is a good chance that with the current numbers there will be two teams next year.

**Coaching Coordinator:** The coaching modules are due by January 1. Mike will send out an email to remind the coaches to complete the modules. It was pointed out that some of the modules are lengthy and appropriate time should be scheduled.

**Purchasing:** Nothing to report

**Equipment:** The 6<sup>th</sup> grade shirt pick up took place. Not problems. Rich reminded people to make sure that the pucks are put back in the bucket. The bucket is low on pucks.

**D10:** Tracey left WYSA to attend D10 meeting and turned in rosters. The Peewee and Squirt D10 play downs will be held the weekend of January 14-16, 2012. Maureen will follow up with Valley League scheduler to let them know about the tournament and eliminate double scheduling on that weekend.

**Valley League:** supplemental rosters will need to be submitted based on the changes that are being made.

**Miscellaneous Business topics:**

1. Legal document – the WYSA accountant has suggested that the following documents be put into use. The board members will receive copies and need to sign off where appropriate.

The following documents were reviewed:

- Compliance Officer – Jim Sullivan will be the compliance officer for the WYSA. A motion was made and the membership approved the motion.
- Conflict of Interest – each member must sign and return the conflict on interest document. At any time a member can remove themselves from voting if they feel that there may be a conflict on interest present.
- Record Retention – Fran Harrington will be responsible for record retention.
- Document Destruction – each member will review this policy and if anything should be destroyed it will be discussed at the next meeting.

2. New Sixth Grade Team – The web sign up and payment has been slow coming in for this team. They are playing this weekend and the coach was told that no one plays unless they have signed up through the WYSA website.
3. Try Hockey free clinic – Bill requested a second Try Hockey date 2/18/2012 at 9:00am. The motion was seconded and passed.
4. I-Mite Winter Classic at Patriots Place – Bill requested \$330 for the cost for the 3 I-Mite teams to play at Patriots Place. The motion was seconded and passed.
5. Mite Shirts – 12 additional shirts were needed. The order was placed and the shirts are in.
6. Web site enhancements – Brian is working on the calendar for the website. The registration form is now on-line.

The Next meeting is scheduled for December 12<sup>th</sup>, at 7:00 in the Americal Civic Center.

Meeting Adjourned 10:05pm

#### Action Items

- Kevin Haggerty will speak to the peewee coach regarding Robert Stack.
- Jim Sullivan to forward the by-laws and clarify the purchasing of equipment.
- Mike Guarino to send email to coaches regarding completing training modules
- Jim Sullivan to email legal documents for the board to review and sign for the next meeting.