**SPHA MEETING AGENDA**

**5/25/21**

1. **Items to Cover Today:**
	1. We have money in the bank! Financial statements – need to create bylaws on funds control. Two signatories?
	2. **[SL]** Communications leading up to the event (captains, crafted teams, protocols, tournament format/rules, etc.).
		1. Team names – done (Marsha, Harvey, Edie, Laverne)
		2. Jerseys ordered – done
		3. Schedule & matchups – done
		4. Volunteers – anyone?
		5. Final game details, rules, etc., the Tuesday prior
	3. Coordination with NHL/Kraken comms team (photographer, video team, follow-up with Pride Tape idea) – hang tight for updates from Kraken/Pride Tape NHL call. Still no info.
	4. Steven interview with NHL on Friday, May 28.
	5. Giveaways (trophy for winner?) BDA, Pride Tape, No Name Hockey
		1. Steven has collected a bunch of sticks. Ian and Steven will begin building trophy next week.
	6. How to leverage our volunteers
		1. Scorekeeper - Gavin
		2. DJ/Emcee
		3. Check-in/registration – Joey/Steven/Steven
		4. Social Media Manager: Becca
		5. Setup/teardown – Randy, Gavin, Steven/Steven, Joey, James
		6. Team Liaison (Gopher) – James?
		7. Gavin – create jobs list
	7. **[ST]** Check-in with rink on when we can show up Sat/Sun, bathrooms, etc.
		1. What are current covid regs around score keepers box? (What’s the setup? Cords? Power?)
		2. Scorekeepers box is equipped with a mic and Bluetooth to play music. This has been approved by the rink.
		3. All signage has been approved by the rink so long as it is removed nightly.
	8. **[Randy]** Naming of teams (how can we have fun with this?)
	9. **[Steven Laing]** We’re still in need of a DJ/emcee for sponsorship announcements, goal announcements, controlling music, etc.

**NOTES**

**General Day Of Thoughts**

* Check-in, restrooms, common spaces, etc. Think through what signage is needed.
* Gender neutral (all restrooms become all gender) Let rink know that this will be happening. Slap up a sign
* Encourage players to show up early for the event (check-in desk early)
* **[JOEY]** Create a one-sheeter for the event (make sure event details can get out on social if it makes sense). PDF lives on website and on website

**Day of event signage, waivers, marketing materials, and swag**

* [Randy] Signage: literally all of the signs!
	+ [JG] send Randy logo files
	+ Welcome (parking/welcome event sign)
	+ Sign-in desk signage
	+ Bathroom signage
	+ Sponsor signage
	+ Covid protocols (mask reminders, distance, etc)
	+ Hanging (tape!) Randy to grab signage go-bag
	+ Consider how we could spice up OVA
	+ Table cloth
	+ Raffle Legal
* **“Vibe call” week of the eventLGB**
* **Waivers**
	+ **[ST]** Andy (see what forms/liability waivers he has/what needs to be signed by participants). [Steven T will produce a version and get it approved by Andy and GSHL’s attorney.]
* **Swag**
	+ Pride tape
	+ No Name Hockey (Sticks/Hat) Giveaway
	+ Kraken Swag (from Kyle)
	+ BDA (Kraken Store) more donations/TBD on goods
	+ Coastal Hockey (donate one stick, buy one?)
	+ ~~Pure Hockey (Gift cards) Hockey Wolf partnership~~
	+ Play it again?
	+ Future asks
		- Get swag for a giveaway OR something for all 60 participants
		- Pick a deadline for final decisions on giveaways
		- [JG] See what other brands we can reach out to
	+ Giveaways
		- Have teams nominate players/MVP
* **Trophy**
	+ **[SL]** Reach out to fabricating friend – see what we could put together

**Pronouns at registration**

**Accessibility – explicitly invite the LGBT people to the event**