

CFHC Board Meeting Agenda

Date: March 11th, 2006

Attendees: Simon Allen, Theresa Sukal, Steve Moulton, Shayan Zaidi, Margreet Coolen, Kamal ElKhadiri, Rico Fernandes

Objectives: Define 2006 CFHC summer Tournament, Update progress, and assign tasks & milestones. Focus on priority tasks – logistics, budget, communications (invitations and website), sponsorship, organizing third party support (facilities, officials, medical).

1. Ground Rules
2. Project Schedule Overview – major comments, omissions.
3. Tournament Basics
 - a. Venue
 - b. Insurance
 - c. Date
 - d. Number of Teams
 - e. Financial Budget
 - i. Anticipated costs
 - ii. Budgeted sponsorship
 - iii. Realistic fees range – CFHC teams pay or not?
 - iv. Break even or profit objective
 - v. Set tournament fee
4. Tournament Announcement & Invitations
 - a. Agree tournament format
 - b. Invitation short list and back ups
 - c. RSVP and payment deadlines
 - d. Invitations format
 - e. Tournament Website
5. Main Club Sponsor
 - a. Finalize sponsorship letter
 - b. Identify companies to approach
 - c. Assign task to discover contact person
 - d. Agree timeline and follow up method and timing.
6. Assign Responsibilities and Agree Milestones
 - a. Major Sub-Project Leaders
 - b. Individual task Owners
 - c. Ensure all activities starting before April 1st are covered.
7. Any Other Club Business
 - a. Midwest League
 - b. Outdoor season start date
 - c. Pitches – Concordia still in? Alternatives to NU & Concordia?
 - d. Handling and follow up of new members/inquiries
 - e. www.chicagofhc.com – photo album, www.chicagofieldhockey.com?
 - f. High School senior's recruitment drive or involvement?