

# WCYHA Board of Directors Meeting

October 29, 2012 – Kettle Moraine Ice Center

## Role Call

**Attending:** Doug Pickett, Tracey McCardle, Russ Wanta, Jeremy Grannon, Eddie MacDonald, Deb McClarran, Amy Dennings, Tom Postulka, Charlie Voigt, Dennis Opalacz, Paula Beine

**Staff:** Craig Petersen

**Excused:** None

**Guest:** Too many to list (25 + guests)

**I. Doug Pickett called meeting to order at 7:02PM**

- a. Doug Pickett established quorum via the roll call

**II. Paula Beine motion and Russ Wanta seconded the approval of Agenda. Motion passed**

**III. Charlie Voigt motion and Jeremy Grannon seconded the approval of the 9/17/2012 BOD meeting minutes with corrections, Paula Beine was excused, and Amy Hennings name spelling correction. Motion passed**

**IV. Committee Reports**

a. Finance Committee

- i. A promissory note is authorized to be signed by the officers, Doug Pickett, President; Tom Postulka, Vice President; Paula Beine, Treasurer; Russ Wanta, Secretary, for \$45,000 payable to BMO Harris Bank. Motion by Jeremy Grannon, seconded by Doug Pickett – motion carries
- ii. Effective immediately, only the following expenditures are authorized by only the following individuals per month: Motion by Russ Wanta seconded by Jeremy Grannon. Motion carries
  1. **Craig Petersen** is authorized to spend up to \$250. Expenditures above that amount must be approved by the Executive Committee. In the event of an emergency, the Board President, Vice President, Treasurer, Secretary, or Rink Manager may approve the expenditure. The individuals authorized to approve emergency expenditures are listed in order, so that in the case where the individual is not able to be contacted, the next person listed will have authority.
  2. **Kathy Schairer** is authorized to spend up to \$250 for concessions items.
  3. No expenditures are authorized for the building expansion at this time other than those required to obtain the occupancy permit from the City of West Bend.
  4. Office supply needs shall be posted on the office door or window and sent to the membership to ask for donations.
- iii. New Financial Policies: Motion by Russ Wanta, seconded by Jeremy Grannon, motion carries.
  1. WCYHA will not buy items to be raffled or auctioned off except as a condition of a restricted donation.
  2. Any special financial arrangements proposed to satisfy accounts receivable, including offers to work, donations of goods or services, or special payment plans, must be in writing and approved by the Executive Committee.

3. An individual who receives goods should verify the type and quantity of goods and indicate this by signing the packing slip, the receipt, or the invoice noting any discrepancies. The document should be forwarded to the bookkeeper.
  4. Only officers will be authorized signers
  5. All checks will be signed by 2 officers
  6. The Treasurer will always be one of the check signers. If the Treasurer will be unavailable, he/she will make arrangements with the other officers to be available to perform check-signing duties.
  7. Signers check the due date of the invoice, the date of the check, the amount of the invoice, the amount of the check, whether or not sales tax was charged, whether proper documentation is attached such as invoices, receipts, and/or packing slips, and whether those documents have been properly approved.
  8. The second signer marks the invoice "paid" so that it will not be paid again.
  9. The second signer mails the checks.
- b. Fund Raising (Amy Hennings)
- i. Breakfast with Santa on 12/22 \$6.00 in advance, \$7.00 at the door
  - ii. Gift Wrapping service 12/22
  - iii. Working on collecting past pledges due
  - iv. New annual building appeal – will launch in next month
  - v. Wreath sales look very positive // cookie dough blast in the work
  - vi. Working on an association night with the Admirals
  - vii. Motion by Amy Hennings, seconded by Tom Postulka to approve a second website dedicated to fund raising that will be linked to wcyha.org Motion carries.
- c. Rink Manager's Report (Craig Petersen)
- i. Ice install went well – new chiller running well – Thanks to all who helped!
  - ii. Texas Roadhouse event Oct 4<sup>th</sup> went well. 183 meals. Brought in over \$2,000
  - iii. Ice Logo on the wall done by Kelly Opperman
  - iv. Kathy and I met with concessions suppliers – we increased several products
  - v. Increased skate admissions \$1
  - vi. I had Dave from MGL fitness service all the free motion equipment. Still working in running power to the 4 treadmills.
  - vii. I met with our neighbor (Pastor Dunford) and discussed the maintenance agreement for the driveway – working on writing it up
  - viii. New dehumidifier wheel is installed – Thanks Dale Rider, Scott Haver and John Schairer for helping. And thanks to Kevin Airaudi for the boom lift.
  - ix. Cleaning company has started on the weekends.
  - x. CNG Leak on the CNG fill station was detected and repaired
  - xi. Blew a main hydraulic line on the zam yesterday after the ADM zam. We lost several gallons of fluid. We ran into to hockey and public skate, but I Cancelled KMFSC ice. Back running by 6pm – WCAHL started on schedule.
  - xii. Bombers Home opener November 3<sup>rd</sup> at 7:30pm
  - xiii. Bonifide guys have been working on the new fitness center door access
  - xiv. Ice Bears proposed JV holiday tourney times
  - xv. Kettle Moraine Ice Center Zumba Fitness new classes start nov 6<sup>th</sup> at 6:30

- xvi. Halloween Skating Spooktacular
- xvii. New coordinator positions
- d. Tournament Director's Report (Jeremy Grannon)
  - i. See Report by Jeremy Grannon outlining options for increasing revenues for tournaments.
  - ii. Motion by Russ Wanta, seconded by Tom Postulka to cancel the Bantam tournament. Motion carries
- e. Player Development and Coaching Director Report (Eddie MacDonald)
  - i. Try hockey for free is now scheduled
  - ii. Thanks to Jeremy and Deb for help at tryouts
  - iii. Ice Bear mentorship program is in the works
  - iv. Thanksgiving hockey camp open for enrollment
  - v. USA Hockey Coaching clinics are online and must be completed by 12/31/2012
- f. Zamboni Coordinator (Jim Meyers)
  - i. Because of personal reason, Jim Meyers is resigning his position as Zamboni Coordinator. The Board formally thanks Jim for his years of service in this position.

**V. Old Business**

- a. Building Project Update (Russ Wanta)
  - i. Phase one and Phase two of driveway is completed
  - ii. Grate for entrance has been ordered – should install soon
  - iii. Steve Sarauer working to complete final electrical details
  - iv. Some signage on new entrances required
  - v. Waiting for Landscaping crew / WCYHA prep work is completed
- b. Fitness Center Update (Doug Pickett)
  - i. Hopes to have the fitness center operational in next two weeks
  - ii. Need for free flooring
  - iii. Some electrical work needed, John Schairer will coordinate
- c. Check Investigation Report (Doug Pickett)
  - i. Nothing new to report
- d. Ice Bear Update (Doug Pickett)
  - i. Whole new board has been established, Solomon's are no-longer involved
  - ii. \$15,000 outstanding balance is still being research by AD's and new BOD

**VI. New Business**

- a. Open membership discussion
  - i. Jersey continue to be an issue

**VII. Adjournment**

- a. Meeting adjourned at 8:17PM

Respectfully submitted by

Russell C. Wanta  
Board Secretary