



**ACYHA Board of Directors  
Meeting Minutes  
December 2011**

**Meeting Type:** Monthly Meeting  
**Date:** December 12, 2011  
**Time:** 6:30 pm  
**Location:** New Hope Ice Arena - Meeting Room #1

<b>Attendees:</b>	P	Eric Berns	P	Dale Bjerke	A	Alicia Brown	P	Kevin Byrnes
	A	Brad Caron	P	Kevin Conway	A	Mike Goergen	P	Tawnia Johnson
	P	Josh Levoir	P	Len Lopez	P	Dave McDonough	A	Derek Olson
	P	Dave Parenteau	A	Beth Preissing	A	Derrick Raymond	P	Cristy Siede
	P	Greg Symicek	P	Anne Winter				

<b>Add'l Reps:</b>		Kirk Anderson		Jon Campion	P	Tracee de Neui		Eric Marsh
		John O'Dell		Jon Piazza				

- |   |                      |
|---|----------------------|
| <b>Topics:</b>  | <b>Presenter(s):</b> |
| 1) Call to Order<br>Meeting called to order by Kevin Conway at 6:39 pm.   | Kevin Conway         |
| 2) Roll call<br>Attendance taken; results indicated above.  | Cristy Siede         |
| 3) Approval of Meeting Minutes  | Cristy Siede         |
| a) Verification of November 27, 2011 electronic board vote for Kyle Maas, Bantam B2 Head Coach  |                      |
| i) Cristy Siede moved to ratify the November 27, 2011 electronic board vote approving Kyle Maas as the head coach of the Bantam B2 team. 15 votes in favor were cast in addition to three non-votes. Motion seconded and carried unanimously.   |                      |
| b) November 14, 2011 meeting  |                      |
| i) Cristy Siede presented the minutes from the November 14, 2011 meeting for approval. Moved by Kevin Conway and seconded to approve the minutes as presented. Motion carried unanimously.  |                      |
| 4) Reports/Updates  |                      |
| a) Charitable Gambling Manager  | Tracee deNeui        |
| Tracee deNeui shared the following report and sought board approvals as indicated below:  |                      |
| i) Charitable Gambling report   |                      |
| (1) Checkbook balance as of November 30, 2011 = \$37,702.55   |                      |
| (2) Profit for November 2011 = \$3,373.00   |                      |
| (3) Revenue for November 2011 = \$48,000  |                      |
| (4) Met with Jere Bartz this past week with KC, Deb P, Fred Proferl; pay attention to game audits; nothing of significance. ACYHA/Tracee has done a great job per Jere.   |                      |
| (5) Sites a little slower, typical this time of year. Steve O's was the only site without a profit. Meetings took place during the last month to evaluate the viability of continuing this relationship. Discussion regarding Steve O's location.   |                      |
| (6) Compliance review taking place by the Gambling Control Board. Will have info to share at next meeting.  |                      |
| (7) Donation from ACYHA is due to the City of Maple Grove. Expect to donate at end of December. In 2010, ACYHA donated \$5,000 through Maple Grove Lions for a holiday basket program helping families in need, donated to Osseo Lacrosse, swimming and wrestling. Did not donate to OMGHA hockey for last two years; we are not obligated to. Tracee is open to suggestions for charitable contributions for 2011 donation. Suggest we let Deb Jacobson make the suggestions and Tracee to follow through. |                      |

- ii) Monthly approvals
  - (1) Approval of expenses for January 2011 in the amount of \$39,975.
  - (2) Approval to pay November 2011 taxes to the City of Maple Grove in the amount of \$91.74.
- iii) Moved by Tawnia Johnson and seconded to approve the charitable gambling report as presented. Motion carried unanimously.
- b) Youth Director Kevin Conway
  - i) City of New Hope Meeting update
    - Delay in roof project has been weather related.
    - ACYHA was awarded \$275,000 by the Met Sports Commission. This will be the funding for the upgrades to the lighting, new locker room mats, stairs, etc. Mayor Hemken and Mike Opat, Hennepin County Commissioner, were huge supporters of ACYHA in this bid.
    - Advertising agreement has been signed. ACYHA is now responsible for advertising within the arena. Kevin and Jill will be working with Jim Corbett on building specs for ads, etc. ACYHA will be splitting ad revenue with City of New Hope.
- c) Assistant Youth Director Dave Parenteau
  - i) No report.
- d) Boys’ Traveling Coordinator Brad Caron
  - i) Absent, no report.
- e) Girls’ Traveling Coordinator Anne Winter
  - i) Discussion took place regarding emergency procedures following a recent skater injury. It was determined that in the event of a serious injury, 911 should be called. Professionals will move injured player, not coaches or parents. Additional discussion took place regarding emergency kits (containing towels for wound care, shock blankets, etc.) Cristy Siede to follow up with Jim Corbett at city of New Hope regarding the arena’s procedures and equipment. Discussion followed regarding coaches being trained in first aid. HDC indicated that coaches are willing to do this training, but prefer to do it in the off-season. Working with North Memorial or the American Red Cross to provide basic first aid training for sport injuries was discussed. A communication plan needs to be created and sent to coaches/parents regarding first aid training; seeking out who is currently certified. The importance of having emergency contact information available in the event of injury was discussed. Cristy Siede will request travel team managers provide emergency contact cards to be placed in the puck bag, first aid kit, provided to each coach, and a copy kept in a master binder in the Youth Hockey office.
- f) Mite Coordinator Derrick Raymond

Derrick Raymond was unable to attend the meeting due to a death in his family. Cristy Siede provided the following report on Derrick’s behalf:

  - i) Program is running smoothly; pictures are completed; teams have been formed.
  - ii) Outdoor ice has been scheduled in New Hope. Golden Valley wanted to charge for reserving outdoor ice; New Hope allowed reservations at no charge. While Golden Valley has well- groomed ice, Derrick couldn’t justify paying for ice when participation from the kids is limited.
  - iii) Mite coach volunteer hours
 

The ADM model requires six different training zones in each practice with some zones requiring multiple coaches. Derrick believes a minimum of 10 on-ice coaches results in an optimal practice situation.

Coaching Roles and Responsibilities:  
**Lead** - Each Mite level has a designated Lead coach (same format as years past).  
 Responsible for putting together practice plan, ensuring there are enough coaches to

execute the plan, gathering props needed for drills, and are the reason the practices run smoothly.

2011-12 Lead coaches

Mite 3 - Jon Hill

Mite 2 - Pete Hartley

Mite 1 - Dave Essen

Mini-Mites - Erik Homme, Tim Kuebelbeck, & Joe Donato

**Head** – Responsible for running practice, attending all the practices; are familiar with the association and program, and have kids in the association, have a good hockey background.

**Assistant** – Responsible for assisting with stations, helping on ice. We never tell anyone they cannot come on the ice.

Volunteer Hour Proposal:

Full credit (20/25 hours)	Lead coach
20 hours	Head coach <u>and/or</u> attends 80% of practice sessions or more
10 hours	Assistant coach <u>and/or</u> attends less than 80% of the practices

Coach Attendance Tracking Proposal:

Leads to get a head count before preparing the practice plan (send an email or ask at the previous practice who will be there). Leads have a pretty good grasp of who is there all the time and who is not.

Kevin Conway shared that the Mite program is far more intensive this year. Discussion took place suggesting Lead coaches have a sign-in sheet at each practice for the purpose of tracking coach attendance. This documentation can then be provided by the Leads to Derrick Raymond who will, at the February board meeting, put forth names of Mite coaches for volunteer credit hour grants based on their role and/or attendance.

- g) Hockey Development Committee (HDC) Jon Champion  
 In Jon Champion’s absence, Kevin Conway presented the following based on information Jon obtained from coaches. Jon will vet in greater detail and get language into the policies and guidelines.

2011 Tryout Recap and Improvement Opportunities

1. ‘A’ team tryout; players would have the option of paying to try out for the ‘A’ team. Purpose is to reach bubble kids. Funds will go to additional ice cost, evaluators, ACYHA general fund, etc. To be done only at levels where there are three or more teams.
  - a. Discussion took place regarding how the additional cost would be covered for families on scholarship.
2. Closed tryouts; pilot program in 2012-13
3. Eliminate alphabetical pooling of players by last name
4. B-C coach plan; currently there is no plan in place for deciding on B and C coaches; ACE coordinator should be at the last night of try outs for team selection and coach identification. B-C coaches take part in B-C team evaluations and selections after 'A' team tryout complete.
5. Generic tryout plans approved by HDC for all levels
6. One (1) goalie evaluator (current guidelines require more)

7. Hire outside evaluators
    - a. Board discussion took place regarding 'independent' panel vs. 'independent' evaluators.
  8. Revise Parent coach guidelines; remove some restrictions on parent coaches to allow them to be on the ice during try outs and have the final number of picks appropriate to the size of the team if their own skater's scores indicate s/he is locked in to the top 10, allow a tiered scale for the # of picks based on size of the team.
  9. Upper/lower team split after 2nd or 3rd session; more discussion on when to split pools and the impact it has on the tryouts - 'A' team tryout eliminates this issue
  10. Limit skills to one session; consider using skills session data to determine groups
  11. Limit scrimmages to one hour
  12. Player notification to take place within 24 hrs after last session; not posted evening of last tryout
  13. HDC director, level coordinator, coach attendance required at last session.
    - a. Board discussion regarding Champion's suggestion to eliminate travel coordinators from the board; focus more on level coordinators.
    - b. Discussion regarding tryout committee made up of parents; parent abstains from tryout for their own kid's level.
  14. Schedule 'C' team ice time – if players notified before tryout are over
  15. Don't schedule skills session the last three sessions of camp to allow time to review drills and scrimmage format
  16. New grading system
    - 7 – definite A
    - 6 – A/B1 bubble
    - 5 – definite B1
    - 4 – B1/B2 bubble
    - 3 – definite B2
    - 2 – B2/C bubble
    - 1 – definite C
  17. Avoid scheduling conflicts – Jewish holiday, other sports when possible, etc.
- h) ACE and Coaches Coordinator Greg Symicek
- i) Working with treasurer to pay non-parent coaches.
  - ii) Bantam B2 situation settling down
  - iii) Mite coaches being administered by Derrick Raymond; qualifications.
  - iv) Traveling coaches being administered by Greg Symicek; qualifications.
  - v) Discussion regarding CEP coach card process; it is likely one AC coach may not complete required certification training by the 12/31/11 deadline.
  - vi) Discussion regarding mid-season evaluation. Plan to use paper evaluations working through team managers. Managers distribute to parents with blank envelopes, parents complete evaluation and place back into the envelope, returning it sealed to the team manager. Discussion regarding content of evaluation; Dave Parenteau suggested using the same three questions presented in MN Hockey article and the board agreed. Dave Parenteau moved that the Coaches Coordinator construct the mid-season evaluation to contain the following four questions: 1) Is your child having fun? 2) Is your child learning? 3) Does the coach treat your child with respect? 4) Do you have any additional comments? Motion seconded and carried unanimously.
- i) Equipment Manager Dave McDonough
- i) Dave shared that his position expires in April and he has been looking for a replacement without success. He plans to assist with the transition and training of the new equipment manager. Discussion took place regarding the need to make a couple of announcements to notify association of forthcoming board position openings. Cristy Siede suggested we

- develop simple job descriptions to demystify the board positions. Kevin Conway suggested the executive committee review this process for all roles; Cristy to set up meeting for exec team. Cristy to seek equipment manager job description from Wayzata.
- ii) Discussion regarding equipment bins with locks for the purpose of containing desired training equipment. It is the decision of the HDC that this would be the coaches' responsibility.
- j) Concessions Manager Tawnia Johnson
    - i) Will email P&L. *(Attached to PDF file of these minutes.)*
    - ii) Everything going well; shifts have been covered; cups have been ordered for bottomless; \$1.00/refill; approx. cost \$12.50.
  - k) Parent Volunteer Coordinator Alicia Brown
    - i) Absent; no report.
  - l) Marketing and Membership Coordinator Kevin Byrnes
    - i) Kevin has found a new vendor to generate the same dasher board product within \$5. Kevin would like to provide this to Jim Corbett on a quarterly basis.
    - ii) Has identified family to take over leadership of the wreath fundraiser. Youngest skater is a Mite 3; Dave Jensen will aid in the transition. Discussion regarding volunteer hours; they will receive what Dave received. Board recommends granting full hour credit (25 hours).
    - iii) First Tuesday grossly under-attended. Discussion regarding alternative fundraisers.
  - m) D3 Representative Josh Levoir
    - i) U10 and Squirt district tournaments are being drawn (selected) next week.
  - n) Registrar Beth Preissing

Beth Preissing was not in attendance. The following report was not presented at the meeting, but submitted in these minutes.

    - i) Roster updates
 

All teams in the association with the exception of Mini-mites, Mite 1, and Mite 2 are currently rostered. The remaining teams will be rostered on Dec 19th. The Mite 3 full-ice, 5 on 5 teams will be rostered on January 18th.
    - ii) Mite 3/U8 Pond Hockey roster issues
 

There have been issues at the Mite and U8 level this year as far as scheduling games before teams are rostered. To be clear - no team is allowed to play a game against a team outside of our association until their roster has been verified by the district. The Mite Coordinator and those in charge of the U8 girls should contact the registrar with their game schedule well in advance of the scheduled dates. All of the Mite 3 teams played in games last weekend without their rosters being verified. Beth met with the district registrar on Saturday, so the teams are fine now, but it should never have gotten to that point.
  - o) Tournament Director Dale Bjerke
    - i) Squirt C tourney this weekend. Expanded to 12 teams, up from 7 last year. Dale shared possible need for timekeepers, photographer. Josh/Dave to look into an alternative provider.
  - p) Recruiting and Retention Coordinator Len Lopez
    - i) Len reported that we will not be hosting another 'Try Hockey for Free' session.
    - ii) He is coordinating Cooper and Armstrong high school skaters to read to kids at elementary schools.
    - iii) Len made the board aware of the \$2,000 Minnesota Hockey 'Pass the Puck' grant, rewarding successful growth ideas shared via an online repository. Categories include ideas for program growth, provide budget marketing plan, Let's Play Hockey grow the association award.

- iv) Len is communicating with elementary schools regarding the possibility of placing recent ACYHA trophies in area elementary schools to heighten awareness and peak interest in the program.
- v) Len shared the desire to send an email to the association regarding Fridays be AC apparel days; absolutely no game jerseys.
- vi) Len shared an analysis based on registration numbers from 2008 to 2011. Kevin thanked Len for the work and shared that it is much easier to work on recruiting and retention based on data.
- vii) Len asked Eric Berns to pay All Star Sports \$50 as reimbursement for wreath fundraising prizes; All Star Sports donated five sweatshirts and asked that ACYHA purchase the 6<sup>th</sup>.
- viii) Wreath fundraiser prizes have been sent. Waiting on grand prize.
- q) Treasurer Eric Berns
  - i) Discussion regarding conversations with LarsonAllen related to the need to issue 1099 Misc to concession managers resulting from credits issued to them for services performed. Eric to follow-up with LarsonAllen on details.
- r) Secretary Cristy Siede
  - i) No report.
- s) Ice Coordinator/Website Administrator Derek Olson
  - i) Cristy Siede shared Derek's report in his absence due to a business trip. Derek is hopeful this is his last trip of the year.
    - Ice is booked for all teams until January 8 and published on the web or communicated to the teams.
    - All seems to be going very well with ice this year; not a lot of feedback to the positive or negative made directly to Derek.
    - Please send any comments, questions, and/or thoughts regarding his role as ice scheduler to Derek directly.
- t) At Large Member Mike Goergen
  - i) Absent, no report.
- 5) New Business
  - a) Development of association locker room policy
    - i) Tabled
  - b) Review of Policies and Guidelines
    - i) Tabled
- 6) Adjourn  
Meeting adjourned at 9:30 pm.

<b>Action Items:</b>	<b>Responsible:</b>	<b>Deadline:</b>
1. Request managers obtain and provide emergency contact information for players and distribute information as indicated in 4.e.i. above.	Cristy Siede	Dec. 26
2. Communicate with City of New Hope regarding emergency first aid kit at New Hope Ice Arena	Cristy Siede	Jan. 9
3. Obtain position description of Wayzata equipment manager	Cristy Siede	Dec. 26
4. Set up meeting for executive committee for purpose of discussing board position description process for all roles	Cristy Siede	Dec. 30
5. Pay All Star Sports for sweatshirt	Eric Berns	Dec. 30
6. Follow-up with LarsonAllen regarding concession manager 1099 Misc and credit transactions	Eric Berns	Dec. 30

**Future Meetings:**

January 9, 2012

February 13, 2012

March 12, 2012

April 9, 2012 – Annual Meeting