

Sun Prairie Youth Hockey Association
Board Meeting Minutes
August 16, 2015, 6:00 pm

Board Attendees: Karen Welling, Betsy McCrary, Brenda Egli, Becky Lemke, Misi Watters, Gary Brendemuehl, Stacy Hollfelder, Jason Ledford

Absent: Patsy Zielsdorf (excused)

Public Attendees: Kellie Feiler, Sue Culbertson, Mary Jo Blumer, James Trent, Nate Rosin, Suzanne Doody

Meeting was called to order at 6:02PM.

1. **PUBLIC COMMENTS:** James Trent came to ask some questions about the Midget level. First, he asked if it was a Midget U16 or U18 team, WAHA is calling it U18 because there are no U16 teams in Wisconsin that we are aware of. This does allow "super seniors" who have graduated to play one more year. James asked about state tournaments, there is no HS1/HS2 state tournament and there will be a Midget state tournament. James asked about the possibility of two Midget teams, we have budgeted for 20 skaters but may have more skaters than that. The board has approved extra games for the one team since there is a limitation for skaters dressed for games at 20 skaters. James asked about teams this level would play, there is no level rep who is scheduling games yet (this is an urgent need). James asked about the coaching assignment for Midgets, no coach assignments have been made. Any discussion about individual coaches would be held in closed session. It was noted that the registration fee of \$100 is nonrefundable, but also if a player registered late they are not guaranteed a roster spot. Mary Jo Blumer noted that the buyout deadline was listed as Oct. 31, but varsity will not be decided on by that date and asked if the Midget level could have an extension on that buyout deadline. The board will review that under New Business.

2. **EXECUTIVE COMMITTEE REPORTS:**

a. Secretary Report (Lisa Wendler):

- Registration for the 2015 – 2016 season is open.

- Email Vote Affirmation: Previously, there were two email votes: 1) Lisa made a motion to transfer \$25,000 for the advance purchase of ice to SP Ice Inc. for the 2015 – 2016 season, and Brenda had seconded. To affirm, Karen made a motion to affirm the transfer of \$25,000 to SP Ice for prepayment of ice fees for the 2015 – 2016 season, Misi seconded. Motion affirmed unanimously. 2) Karen had made a motion and Gary had seconded the new player and parent code of conduct documents. To affirm, Karen made a motion to affirm the email vote on the player and parent code of conduct, Jason seconded. Motion affirmed with one abstention.

- Jason made a motion to approve the July meeting minutes, Misi seconded. Motion approved with one abstention.

b. Treasurer Report: (Gary Brendemuehl)

- Gary reviewed the account balances. The prepurchase of ice time came out of the operating account. Jason asked about setting up an account for SP Ice for future needs, we will discuss during the budget discussion.

- Gary reminded that the 2013 – 2014 audit is done. It reflects a very thorough review of all transfers and fundraising activities from the building of the rink. Betsy asked about one line item of \$157K still on the books, which is from the old rink. This will be adjusted downward to reflect journal entries pending. The next audit for 2014 – 2015 is starting shortly.

- Betsy indicated that it would be a good idea to approve the treasurer's report formally. Lisa made a motion to approve the treasurer's report as presented. Stacy seconded. Motion passed with one abstention.

c. President Elect: (Stacy Hollfelder): Stacy attended the WAHA annual meeting in Wausau. Betsy thanked Stacy and Suzanne for going. In the meeting, directors were elected and Jerry Kennedy was reelected for Region 4. There were no major bylaw changes. The tournament fee for protests was increased to \$500. Stacy attended sessions on running a state tournament, most of which we do already at SPYHA. She also attended the "What Association Presidents Need to Know" and again, most things we are doing already or building towards like getting committees to do association activities. There was a discussion at the meeting about posting approved minutes,

which was a survey comment we had on posting it sooner. We will continue to try to post official minutes as soon as possible, and level reps are expected to send out emails about board business after each meeting. She also attended the USA Hockey session on growing the game, and all of the recommended activities we are already doing. Lastly, she attended a session given by River Falls and Fond du Lac who are the fastest growing associations in the state. Many of their recommendations are not within our control, such as running your own Learn to Skate program and heavily discounting the lower levels. Suzanne reported that two of the sessions for ACE directors were very similar to last year's sessions. She also forwarded some recommendations on policies and procedures for a disciplinary committee. Betsy added some of her suggestions to the Policy and Procedures Manual for approval later.

- d. Past President (Karen Welling): SP Ice Report: Last meeting was Thursday August 8. The pro shop is open. The SP Ice board approved Willie Tys putting up an enclosure to use all year. It is canvas but is black. This will expand his seating options. SP Ice approved SPYHA getting bids and getting started on the window well project. SP Ice would like to coordinate a volunteer day with SPYHA and other user groups. The SP Ice board approved the key policy as drafted by SPYHA last season. Karen will follow up on the mechanics of this at the next meeting on Thursday Sept. 3.
- e. President Report (Betsy McCrary): She is hoping we can get more volunteers for our committees and activities at the Sept. 27 Back to Hockey session. The wreath sale is up and running, we are still looking for a volunteer to chair this activity. The golf outing was held on July 24 and had 50 golfers. We only had one family sign up for DIBS hours for volunteering, all other volunteers were board members plus Nate and Tracey Rosin. The golf outing took in about \$9500, but have expenses yet to pay including food and greens fees of about \$3000. We had many wonderful sponsors including Acquire, Bank of Sun Prairie, (Betsy to send list). We will post 2 hours for writing thank you notes to the donors and sponsors. Jason will pick up the signs at the Oaks.

3. COMMITTEE REPORTS

- a. Volunteer Committee: nothing to report. Still looking for a confirmation of open skates from Larry beyond August. There is no open skate scheduled on Labor Day weekend. Betsy asked the level reps to remind their families to register for DIBS for the 2015 – 2016 season so that they can see items to claim.
- b. Annual Fundraising Committee: Gary sent an email with the calendar raffle ticket. We will approve this later in the agenda. The committee would like to increase the prize money given out from \$6000 to \$7500. The plan is to do 6 drawings (once a month) plus New Year's Eve because a drawing every week was hard to manage.
- c. Communications Committee: Steve Traut is interested in being replaced as soon as possible as the webmaster. Two previous interested parties have passed on the opportunity. There are two volunteers for the PR portion of the necessary communications for SPYHA activities.
- d. Cardinal Cup Committee: Tournament information is available on our website and on the WAHA website. Sue has already had an inquiry from Eau Claire. The committee will be meeting in a couple of weeks, Sue will bring a proposal to the board on next year's format and volunteers.
- e. Concessions Stand Committee: nothing to report
- f. ACE Directors: Suzanne and Aaron will be getting together to plan for the season. There will be a coaches meeting in September. There should be good coverage for the Mini Mite and Mites levels.
- g. Region 4 Meetings/WAHA Report: There is a meeting this Wednesday, August 19. They are at 7PM at MIA. We are required to have a representative at each meeting. A schedule was circulated for board members to attend these meetings.

4. LEVEL REP REPORTS:

- a. MiniMites (open): Brenda reported that their RWB meeting is August 25 at Verona. She and Suzanne will attend.
- b. Mites (Brenda Egli): Brenda went to the RWB (Dane Co League) meeting on August 13. Brenda indicated that most of the discussion centered on rules as well as the blue puck issue. Last year they had problems with the "tag up" rule and it will be monitored more closely this year. Full Ice is allowed this year after March 1, next year WAHA will change this to after the season. We gave

enough ice time to cover 5-8 teams, we need to get them teams and levels by October 16. Brenda asked when we will close registration for the ADM levels. Last year we closed it after we started, the current policy manual states if you miss the beginning of the season you will be asked to register for the next session. We will discuss during the policy manual approval. The schedule for games will be posted Oct. 26. Our season starts Oct. 26 for Mites and Oct. 28 for MiniMites. Games for Mites will start Nov. 1 and for MiniMites Dec. 1.

- c. Squirt (Becky Lemke): nothing to report
- d. PeeWee (Patsy Zielsdorf): excused
- e. Bantam (Misi Watters): Nothing to report
- f. Midget (open): Suzanne said she would schedule for this level until a level rep is found.
- g. Coaches' Rep (Jason Ledford): nothing to report

5. OLD BUSINESS

- a. **SPYHA Policy and Procedures Manual:** Betsy distributed the new draft as well as the version which tracked changes from the last meeting to the board and had them available for review. Betsy noted that there are some new sections required from SafeSport which do not always apply to our teams, but are necessary from USA Hockey. The digital version of the manual have live links to the USA Hockey policies mentioned and cited, Betsy recommended that every year these links and sections are reviewed and updates. In the registration section, the manual currently states that skaters registering after the first week of the session would be asked to wait until the next session. Lisa suggested we put in the same wording we have in registration about not guaranteeing a roster spot. Jason suggested some wording, and Betsy suggested we have the same wording as already in for the travel teams. Other edits were made to coordinate with the current Registration document, including the wording about invoicing and payment plans for clarity. Betsy asked about questions in the disciplinary committee section. Brenda asked if we have a pool of 4 people for the committee, we currently have 2 volunteers. Betsy noted that we are going on record for having an annual budget. Betsy noted that level reps should remind families that scholarship requests are due by Sept. 1 for travel families. Betsy asked about the coaches code of conduct wording and whether the board was comfortable with item #2 regarding effort to make equal playing time for all team members. This has been an issue at the Midget level where teams who have older players are possibly putting our younger Midget players in danger of injury. The board decided that the wording is ok, we will deal with issues as they arise. Jason made a motion to approve the SPYHA Policy and Procedures Manual as presented, Misi seconded. Motion approved unanimously.
- b. **2015-2016 Budget:** Gary distributed copies of the proposed 2015 – 2016 budget to the board via email. Most items have either been calculated based on expected registrations and expenses, added in as approved by the board, or left the same as last year as our best estimate. Notable expenses include cash registers and hot dog machine for the concessions stand, cabinetry for the new office, a dehumidifier and a projector. Our auditors recommended we start to write off bad debt from the pledge loan. We discuss additional purchases such as rink dividers, we are not ready to purchase these and need to work with SP Ice to work out the details. We can approve additional expenses as necessary. Jason made a motion to approve the 2015 – 2016 budget as presented on August 16. Karen seconded. Motion approved unanimously. Jason asked about setting aside some of the savings account money in a separate account for potential use by SP Ice for short term expenses necessary. Karen reported on the money due to SPYHA by SP Ice. Jeff indicated that this would be repaid this fall in installments. . Lisa noted that if we are to set aside money for SP Ice, we could gain additional partner rights such as ice fee inflation reduction or some other benefit to SPYHA. Gary noted that he had talked to Dave Batterman about giving them a lump sum with no conditions except locking SPYHA rates at a lower increase. The board decided to table the issue and to revisit it next meeting.
- c. **Back to Hockey Day:** Scheduled for Sunday September 27. Ice time is 1:30 to 3:30 with free skating to membership. We are still fine tuning the scope of the event, Betsy will send out an email to get suggestions. One suggestion would be to have a coupon to recruit new members

with a coupon to hand out at the Corn Fest Parade. Discussion by the board indicated that we would prefer that the event focus on existing families. Betsy reminded the board that the Corn Fest Parade is this Thursday, all SPYHA families are invited to come and walk in the parade and should bring a bag of candy to distribute. We will not have jerseys to wear, just wear SPYHA gear. PeeWee and above can come by themselves, Squirt and below need an adult chaperone.

- d. **2015 – 2016 Schedule:** In the schedule, there are additional game slots for each team in case of game cancellation. Last year we had at least one cancellation due to referee shortages, and sometimes we see cancellations by opponents due to weather. The board needs to approve additional games for the Midget level, as well as approve what to do with the game slots if they are not needed for games. Betsy proposed that the team rep schedule include the contingency game schedule slot noted in red and directions be given to team reps regarding the use of this time slot. The board agreed with her proposal. These games are already in the budget. Betsy is going to proof the schedule one more time and then will send the schedule to the board level reps to proof as well. Appleton and Fox Valley have both contacted Betsy regarding scheduling games. We typically don't schedule Squirt teams to go that distance. These associations do have multiple levels that match the levels we are projecting this year at the Bantam level.

6. NEW BUSINESS

- a) **Membership Changes:** nothing to report
- b) **Appointment of Open Board Positions:** no action
- c) **Committee/Role Appointments:** no action. Ann Hamilton is willing to continue as Scrip coordinator.
- d) **Calendar Raffle Prize Increase:** The fundraising committee would like to increase the amount paid out from \$6000 to \$7500. There will be 56 prizes total this year. Jason made a motion to take the prize money for 2015 – 2016 year from \$6000 to \$7500. Misi seconded. Motion approved unanimously.
- e) **Other Business:**
 - 1. Midget level Buyout Extension: Brenda made a motion to extend the Midget level volunteer buyout deadline to November 25. Jason seconded. Motion approved unanimously.
 - 2. Late September workday: Lisa suggested that we ask SP Ice to schedule the workday and that any hours SPYHA members work are posted on DIBS. The board agreed that SP Ice can schedule a date and we can work with it as best we can.
 - 3. Rob Hamilton presented a new fundraiser to the board with cookie dough sales. Rob met the distributor in person and really liked what this particular company, "Raising the Steaks", stands for. This organization gives back different amounts based on different variety options like troops overseas, Badger Honor Flight, local food pantries, etc. This association also does leadership clinics for association coaches. Brenda asked what kind of lead time we would need, Rob would check into that and be able to help us run the fundraiser. The board was very enthusiastic about this possibility for dues reduction for families. Rob will come back to formally present at the beginning of the next meeting on September 20.

Jason made a motion to adjourn. Karen seconded. Meeting ended at 8:57PM.