

PYHA Board Meeting Agenda
Meeting Date: Wednesday, January 13, 2016
6:30 pm - Dream Lanes

Board Members Present:

Katy Churches	Jesse Theiler	Brenda Engleson	Heath Straka
Ted Pritchard	Brenden Pautsch	Tony Quartuccio	Pat Goss
Sarah Moriva	Jim Sheahan	Kevin Kuhlow	Sam Rasmussen

- Call to Order 6:37
- Ground Rules:
 - Your time is valuable. We respect each other's' time so all topics to run on time.
 - Assign a timekeeper. Issue 5 minute warning to help stay on track.
 - If won't be complete, parking lot until next month or via e-mail.
 - *3 Types of topics*
 1. Informational – Provides information to the Board.
 2. Discussion – Informational plus requires idea generation and/or input in preparation for a Decision.
 3. Decision – Discussion plus decision required. A vote is taken.
- Review and approve minutes from December, 2015 meeting can't approve, not sent out from last week
- Agenda Repair - add items or move order
 - Email addresses for certain levels so can notify for other events. Or let other organizations to have access to email list.
- Sports Forms – Mike Brown – Informational (25 min)
 - Started 2015
 - WI State soccer assoc, MI soccer, lacrosse, volleyball
 - All done online or mobile. Completely paperless. Comes back to team.
 - Export list from SportNgin, parents get email on what need. Would show as comes from Patriots as well as Sports Forms
 - Uses preapproved forms from Patriots
 - As legal as paper documents. Can just type in name, don't have to use actual signature (gives similar fonts) or can draw on screen (mobile devices or tablets)
 - Comes back as PDF; housed on Sports Forms. Give access to whoever needs to folder. Parent gets copy of completed form as well for records.

- Sports Forms can prepopulate forms if desired. Can change on the fly if needed. Can also capture info on a spreadsheet (Sports Forms)
- Can send out nag list for collecting forms
- Can put as part of registration on SportNgin? Yes, just can't prepopulate and can't track. Better to fill out registration, then have email come out next day (or whenever) from Sports Forms
- Cost is per page processed (signature or data page) - \$2 per page. If club wide, could get it closer to \$1.
- Put cost as a document processing fee
- www.sportsforms.com/demo (next week)
- Pat & Sam as contacts from Board to research options for electronic forms
- Concessions– Steve / Dana – Informational (15 min)
 - Concession Stand Status – Dibs, Shifts success, YOY sales, upcoming events
 1. Dibs working good.
 2. Steve putting together hours completed/outstanding, projected for volunteers and concessions
 3. No sales updates. Think we're doing well, no real data yet.
 4. MLK, State
 - Lessons Learned so far this year
 1. n/a
 - Tablet feedback and next steps
 1. Working ok, get occasional messages. Brenden looking at.
 - New money system
 1. Logs were inconsistent from shift to shift. Quick fix instead of drawer, have tamper proof bags. When shift ends, count, determine what goes in as drop and \$200 goes into bag. Fill out label with initials and secure bag. Opener verifies bag is intact, count, and start shift. Seems to have resolved issues to date.
 2. Looking at possibility of video
 3. Dana's commitment ends at the end of this season. Should we put out something to organization. Check with Steve on what he thinks about next year – returning or not?
ACTION ITEM: Dana – provide job description for recruitment efforts.
- MII Update – Pat / Katy (10 min) – Informational

- Ward and Dakota spent 6 hours yesterday on ice edging and maintenance, particularly by Zamboni doors. Modines are working, have heat, procedure for getting going now. Rubber matting leftover from MIA donation that are putting down.
- Parking lot lights – should be fixed now.
- Cleaning around rink: Bantams can do rink glass, Pee wee/Squirts clean under bleachers, mop bleachers. Just need couple days' notice so Dakota can be at rink, coordinate, etc. Also painting of Locker room 3 (parents, qualifies for volunteer). Try and coordinate for before the State tourney. Painting done as soon as can. 3 shifts – locker room, bathroom, locker room. Sam, Pat, Sarah, Brenden coordinate
- Apparel – Amy U. / Hanna - Informational (5 min)
 - Apparel went well. Have a bunch leftover so will have mark down dates at rink.
 - Amy will be looking for help to sell apparel
- Fundraising – Marty Fox – Informational (10 min)
 - Status of Fundraising Choices
 - All pasta finally delivered. Working on getting Scrips up and running. Going to do calendar based earnings. Working on “cheat sheet”. Looking at possible lockbox in concessions. PO Box for summer. One family placed an order but didn't get payment so did not release cards so not out of money.
 - Paint Night – when would ice come out so can possibly set up at HIA. Pat will check with Ward
- OIC update – _____ – Informational (5 min)
 - Did not meet this month
 - Playoff seeds. Squirt C2 host
 - Squirt C1 – 2
 - Squirt B – 2
 - Squirt A – TBD
 - Pee wee C – 4
 - Pee wee B – 5
 - Pee wee A – 3
 - Bantam B – 3
 - Bantam A – 6
 - #s next year – Mite/Level 2 solid. 4 squirts, 3 peewee, 2 bantam but may have only 1 big team
 - Ted – check with Marc on interest for next year
- Financial Update – Brenda Engelson (via Katy) – Informational (10 min)

- Overall Financial Health of Association
- Outstanding 2014/2015 balances
- Payment Strategy
- Ice fee collections for 2015-16
 - \$31,000 in receivables, 5 payment plans in place beyond Feb 1
 - In good financial standing
 - 2014-2015 balances written off
 - Everything should be in by Feb 1. Will communicate several times. Between now and Feb 1, need to strategize on how to keep kids off of ice.
 - Need to determine fundraising credits for extra sales. Do we do it for every dollar or a larger amount (i.e. \$25 increments). Handbook does not specify amount, states: "Proceeds from fundraising sales beyond the required amount will be provided to that particular family in the form of skater credit less the actual cost of the fundraising activity."
 - ACTION ITEM: Policy change for next year
- Scholarships – Sam & Tony – Informational (5 min)
 - Received check for \$1800; outstanding is still Fenton Kelsey – haven't gotten any communication from them since early December. ACTION ITEM: Sam contact them again
 - Have fully satisfied all of scholarships with what got. Anything we get from Fenton Kelsey will replenish out of pocket costs.
- Recruiting Update – Pat Goss - Informational (10 min)
 - Early 2016 Try Hockey event
 - Level 1 numbers – good, up to 45
 - Possible partnership with MII for their Learn-to-Skate – Katy. Would like to contact Emily at MII with Tanner. Possibly have her go to Coaches meeting for skating fundamentals with balance/edging, etc.
 - Pat would like to work with Brenden on redirecting web info, navigation, contact info easy to find and use. Tap into Lakers and MG hockey to help. Need to develop strategy – Sam & Pat come to next meeting.
 - ACTION ITEM: Ted or Katy ask Marc how Tanner is doing, suggestions
- Locker Room Security - Sarah – Informational and Decision (15 min)
 - Options for lockers presented – preliminary
 - Deeper dive into options

- Squirt C2 State Tournament- Katy & Brenden (10 min)
 - End of Year Banquet – April 3rd confirmed -- Action (10 minutes) Jim (via Katy)
 - Update, Planning, Communication & Volunteering Opportunities, etc...
 - Brenden: meeting on what to do the other night. Contact Andrea about no contact list.
 - Working on getting refs, will open up volunteer opps, looking for ideas on fundraising. Check with Dave Bieri on health/safety records for bake sale. Sam/Brenden create Dibs opportunities.
- Grass Roots Grant Campaign – Jim S. (via Katy) – Informational (5 min)
 - Update – got \$1000 from WAHA. By April need to tell them what we will use it for. Whiteboards in each of locker rooms ~750 to spend – need someone to research – TONY (ACTION ITEM).
 - Have tv and wall mount already for conference room
- Member Surveys – Katy – Informational (5 minutes)
 - Status & Handoff
 - Sarah and Pat will take over.
- WAHA Certifications/Forms – Katy (via Diane M.) (5 min) – Informational
 - Registrar / Team Roster Status
 - No updates
- Parent Review Committee – Jesse (5 min) – Informational
- Age Group Liaison Update – Jesse (5 min) – Informational
- Committee Updates (20 min)
 1. Equipment Update (Kevin – 5 min)
 2. Communications (Sarah – 5 min)
 3. Website (Brendan – 5 min)
 4. Mighty Mites wrap up, lessons learned (Sam – 5 min)
 - a. Went well, drew names from hat for captain. 180 tickets purchased, 20 skaters. Smooth operation by UW. Everyone had great time.
- February Agenda Items (5 minutes).
 - State, locker room/lockers updates.
 - Put postings up about recording devices, etc in locker room (ACTION ITEM: BRENDEN & KATY)
- New:

- Toby requested addresses to do outside Patriots events.
- Katy: post on website. Self-serve, don't provide list. Equal opportunity for any club to post info.
No problem with handing out flyers- public space
- Adjourn – Should be ~ 9-9:30pm
 - Adjourn 10:01 Tony first/Pat second. All in favor.